

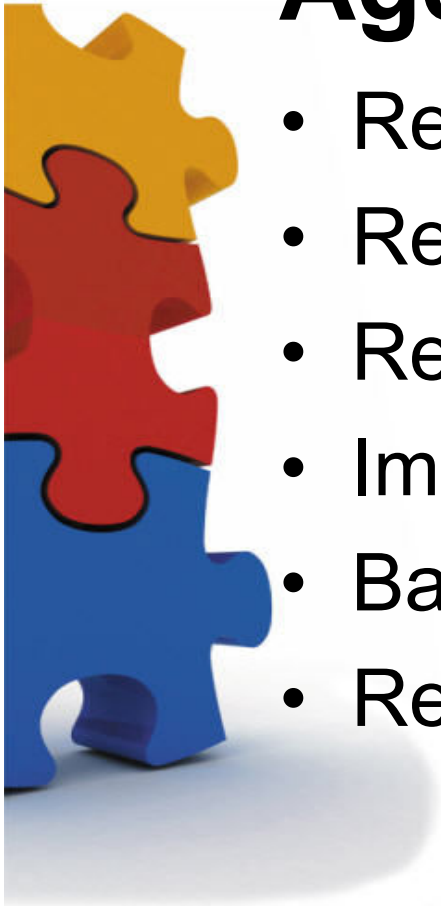


**SchoolBooks – S11**

**Receipts  
and  
Deposits**

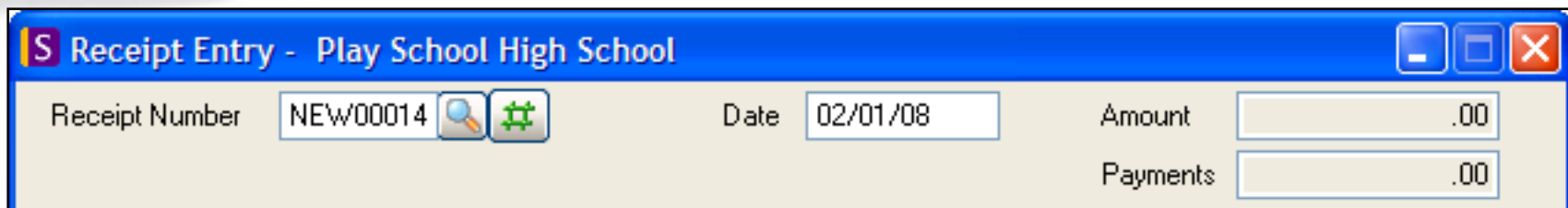
# Agenda

- Receipt Entry
- Receipt Journal
- Receipt Form
- Importing from Tracks
- Bank Deposit Entry
- Recap of Receipt to Bank Deposit Process



# Receipt Entry

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



The screenshot shows a software window titled "Receipt Entry - Play School High School". The window contains the following fields and controls:

Receipt Number	NEW00014	Search	Settings	Date	02/01/08	Amount	.00
						Payments	.00



# Receipt Entry

- On the Header Tab, enter Received from and applicable Payment information (optional).

Payment Type Summary	
Cash	545.00
Checks	.00
Credit Cards	.00
Total	545.00
Difference	-545.00



# Receipt Entry

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

Receipt Entry - Play School High School

Receipt Number: NEW00014    Date: 02/01/08    Amount: 545.00  
Payments: 545.00

1. Header    2. Detail

Purpose: Donation for Baseball Trip    Amount: 545.00

GL Acct: 2220-10-10    Baseball ~ Boys

Category:    OK    Undo    Ins    Del

Line	Purpose	G/L Account	Category	Total
1	Donation for Baseball Trip	2220-10-10		545.00

Navigation: Back, Forward, Home, End    Reversal    Accept, Cancel, Delete, Print, Help

User: SALLY    ZPLAY    02/01/08



# 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.



# Receipt Form

- Management Menu / System Maintenance / Forms / Receipt Form

S Receipt Form Header - Play School High School

Select Data or Text: Rec # Text

Load Template

Header Detail

Margins

Rec # Text  
RECNO DATA  
Payment Ref: Text  
PAYMENT REF DATA  
Date Text  
DATE DATA  
Received From Text  
RECEIVED FROM DATA  
Tot Amt Text  
TOT DATA  
MEMO1 DATA

Rec # RECNO DATA  
Date DATE DATA  
Received From RECEIVED FROM DATA  
Payment Ref PAYMENT REF DATA

TOT DATA

Print Sample Receipt

Accept Cancel ?

ZPLAY 02/11/08



# Printed Receipt

Play School High School 123 Elm Street		Receipt #	527
San Diego, Phone (858) 123-4567 Fax (858) 123-7890		Date	02/01/08
		Name	Danny Jones
		Check #	
Account #	Account Description	Purpose	Amount
2220-10-10	Baseball ~ Boys	Donation for Baseball Trip	545.00
X _____ Signature			545.00

- NEW! Receipt with tax breakdown.
- Management / Customize / School Settings – Other Settings Tab

Receipt Printing Options	
Use Extended Stubs for Receipts	<input checked="" type="checkbox"/>
Receipts Printed on Plain Paper	<input type="checkbox"/>
Print Tax Detail on Receipts	<input checked="" type="checkbox"/>



# 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	02/01/08	545.00	Danny Jones		
Donation for Baseball Trip		545.00	2220-10-10	Baseball ~ Boys	
Subtotal for Receipt # 527		545.00			
528	02/01/08	1,147.00	Coach Snow		Misc
Auction Fundraiser		1,147.00	2250-00-00	Athletic Club	
Subtotal for Receipt # 528		1,147.00			
529	02/01/08	65.00	Sarah Rose	104	
Yearbook		65.00	4105-40-00	Yearbook ~ Sales	
Subtotal for Receipt # 529		65.00			
Total receipts for 2/1/2008		1,757.00			
REPORT TOTAL				1,757.00	



# 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	Danny Jones	Donation for Baseball Trip	545.00
S	2250-00-00	528	Coach Snow	Auction Fundraiser	1,147.00
S	4105-40-00	529	Sarah Rose	Yearbook	65.00

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

Payment Type Summary

Cash	660.00
Checks	1,097.00
Credit Cards	0.00

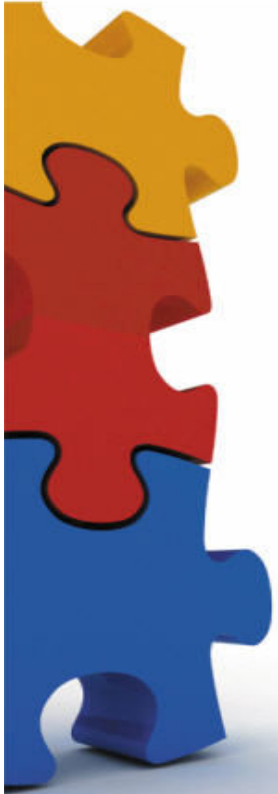
Bank A Total 1,757.00 Deposit Date 02/01/08 Summ/Detail OK Cancel

- Management / Customize / School Settings –  
Month End Tab: Force Users to enter date.



# 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 Maintenance.
    - Change on Update screen.



# Receipt History Report

- NEW! Option for selection by GL Account.

Receipt History Report - Play School High School

Sort By: Date

Selection: All Starting Ending

	All	Starting	Ending
Date	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Receipt No.	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>
GL Acct No.	<input type="checkbox"/>	<input type="text" value="2210-10-10"/>	<input type="text" value="2210-10-20"/>
		Volleyball ~ Boys	Volleyball ~ Girls

Remember Settings

EPSON Stylus C88 Series on Ne08:

Print Preview Cancel Setup ?

ZPLAY 02/29/08



# Import from Tracks

- Pulls in Closeout data to create a Bank Deposit.

Deposit Date: 02/01/08      Bank: A

Date	Seq #	Name	Amount	Status	Bank No
02/01/08	270	Deposit Total	1,231.95		A
01/30/08	269	Deposit Total	0.00		A
01/30/08	268	Deposit Total	10.00		A
01/29/08	267	Deposit Total	586.90		A
01/28/08	266	Deposit Total	1,228.35	Imported	A
01/25/08	265	Deposit Total	645.00	Imported	A
01/24/08	264	Deposit Total	723.75	Imported	A
01/23/08	263	Deposit Total	152.00	Imported	A

S/D	Acct #	Rec #	Name	Purpose	Amount
I	4105-40-00	154	Fields, Carrie	Yearbook	
D	4250-40-12	154	Fields, Carrie	PE Shirt Med Red/Black ...	
I	2400-00-00	155	Smith, Kathy	SB PACKAGE	
D	4250-40-12	155	Smith, Kathy	Lock	
I	4001-40-00	155	Smith, Kathy	SB CARD	
I	4105-40-00	155	Smith, Kathy	Yearbook	
I	2400-00-00	155	Smith, Kathy	PE Set	0.00
D	4250-40-12	155	Smith, Kathy	PE Shirt Med Red/Black ...	6.00
D	4250-40-12	155	Smith, Kathy	PE Short Medium Red/Bla...	6.00
D	4250-40-12	155	Smith, Kathy	Chem Workbook	20.00
I	2400-00-00	156	Myers, Mark	SB PACKAGE	0.00
D	4250-40-12	156	Muers, Mark	Lock	5.00

Verify the line(s) above, select Summary/Detail as desired, and click 'Import' to complete the process.

Buttons: Sum by GL/Sum by Item/Detail      Import      Cancel      ?

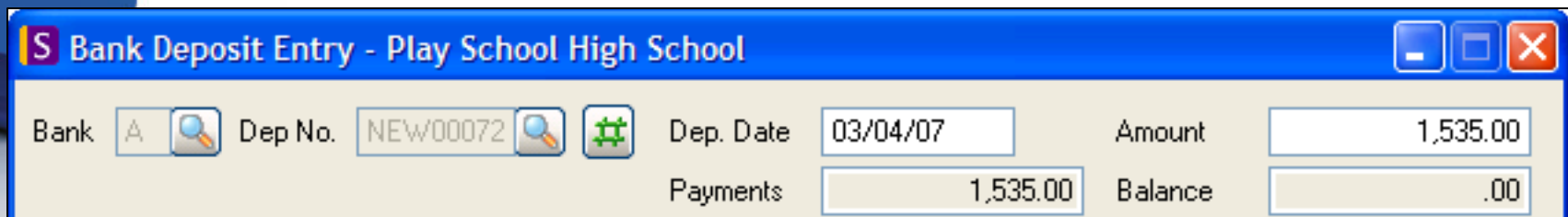
Footer: ZPLAY      02/01/08

NEW! Choose in School Settings if you want this screen to stay open!



# 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	Dep No.	Dep. Date	Amount	Payments	Balance
A	NEW00072	03/04/07	1,535.00	1,535.00	.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	
<b>Batch No.: DP09-001</b>			<b>Payment Summary</b>			
<b>Bank Account: A - Cash -Chkg - Sunshine Bank</b>			<b>Cash</b>	<b>Checks</b>	<b>Credit Cards</b>	
<b>03/04/07</b>	<b>122</b>	<b>1,535.00</b>	<b>1,409.00</b>	<b>126.00</b>	<b>0.00</b>	
00000527	Sam Hodges - Donation	I	500.00	2220-10-10	Baseball ~ Boys	
00000528	Coach Phillips - Auction Fundraiser	I	785.00	2250-00-00	Athletic Club	
00000529	Anita Bennant - Class Shirt Sales - Soph	I	100.00	3115-00-00	Class of 2009	
00000529	Anita Bennant - Class Shirt Sales - Junio	I	150.00	3110-00-00	Class of 2008	
			<b>1,535.00</b>			
<b>Total for Bank A</b>			<b>1,535.00</b>			



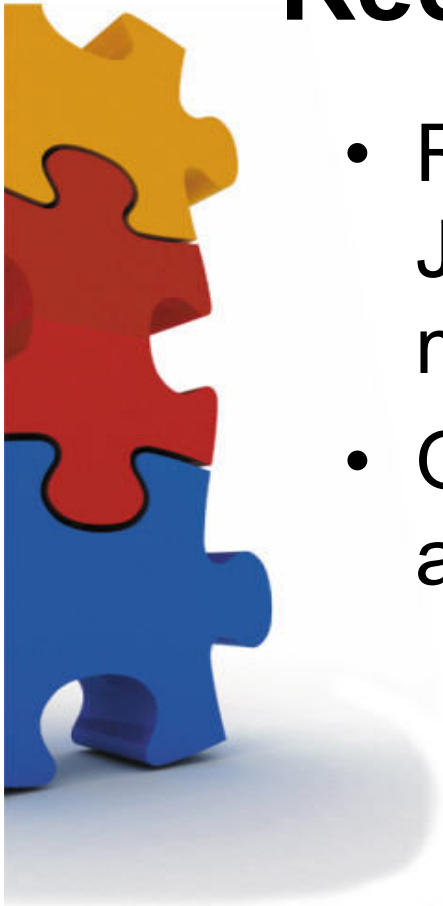
# Receipt / Bank Deposit Process

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



# Tracks Receipt Process

1. Receipt sales/deposits in Tracks.
2. Do Closeout.
3. Import from Tracks.
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!)





# Let's Walk Through It! Or Questions & Answers

