Elementary Schools
Schoolbooks
<u>Transaction Sequence</u>

The sequence of recording and reporting transactions is as follows. The applicable procedures for recording the transactions in SchoolBooks are listed in **bold** type:

1. Enter Receipts from receipt books (preferably daily, at least weekly).
   Money Received

2. When ready to take money to the bank (at least weekly), print a Receipt Journal.
   Money Received

3. Prepare the deposit, record it via the Bank Deposit Entry process, and take the deposit to the bank.
   Bank Deposits

4. As needed, write checks and record via the Manual/Void Check Entry process.
   Recording Manual Checks

5. As needed, record SAF Purchasing Card transactions via the Manual/Void Check Entry process.
   Purchasing Card Transactions

6. As needed, void checks that have gone uncashed via the Manual/Void Check Entry process.
   Voiding Checks

7. As needed, record transfers between activity accounts via the Transfer Entry process.
   Recording Transfers Between Activity Accounts
   Recording Transfers Between Multiple Activity Accounts

8. Once the bank statement is received, record any bank service charges, NSF checks and fees, interest income, electronic deposits, etc. via the Adjustment Entry process.
   Adjustments to Cash Account (General)
   Bank Service Charges
   Interest Income
   Deposit Corrections
   Check Amount Corrections
   NSF Checks and Fees
   Miscellaneous Bank Credits

9. Perform a Bank Reconciliation for each cash account you received a statement for.
   Bank Reconciliations

10. Perform Month End Processing.
    Month End Processing

11. Have Principal complete the Principal's Monthly Checklist.

12. Assemble the monthly report package and send to the District Office. The package includes:
    - Trial Balance
    - Account Analysis Report – Summary
    - Principal's Monthly Check List
    - Bank Reconciliation Report
    - Bank Statement (copy)
    - Cash Disbursements Report

    Reports

13. Print and distribute individual activity account reports to the activity advisors.
    Activity Reports for Advisors