
BANKING FOR STUDENT ACTIVITY (ACC-W001)
Sacramento City Unified School District

1.0 SCOPE:

- 1.1 This work instruction describes how to process deposits, returned checks and bank adjustments.

2.0 RESPONSIBILITY:

- 2.1 Fiscal Services Technician II

3.0 APPROVAL AUTHORITY:

- 3.1 Accounting Services Supervisor

4.0 DEFINITIONS:

- 4.1 Collection and Deposit Report Form (ACC-F012) – a form stating which account to post

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- 5.1.15 Type in description i.e. Candy Fundraiser
- 5.1.16 Tab to Amount
- 5.1.17 Enter amount
- 5.1.18 Tab to GL Account
- 5.1.19 Enter Category if used
- 5.1.20 Enter GL Account number
- 5.1.21 Hit OK
- 5.1.22 Repeat steps 5.1.1 – 5.1.21 until all deposits for the site are posted (Balance must equal zero.)
- 5.1.23 Hit Accept
- 5.1.24 Exit Bank Entry
- 5.1.25 The screen will ask if you want to print Bank Deposit Journal
- 5.1.26 Click Yes
- 5.1.27 Click Print
- 5.1.28 The screen will ask if the bank deposit journal print ok and if data is correct.
- 5.1.29 Verify data is correct; if not, go back to correct data
- 5.1.30 If data is correct, click Yes
- 5.1.31 The screen will ask if you want to update the bank deposit journal
- 5.1.32 Click yes
- 5.1.33 The screen will show updated complete
- 5.1.34 Click OK
- 5.1.35 Write today's date on the top right corner of the Collection and Deposit Report form
- 5.1.36 Write the deposit number off of the bank deposit journal. The number is about 5 digits.
- 5.1.37 File the bank deposit journal in the journal binder.
- 5.1.38 File the Collection and Deposit Report form in the school file.

5.2 Bank Deposit Adjustment

- 5.2.1 Receive bank deposit adjustment from Bank of America

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- 5.2.30 Write the journal number off of the bank adjustment journal
- 5.2.31 Repeat steps 5.2.1 – 5.2.29 if there are anymore adjustments
- 5.2.32 Exit out of SchoolBooks
- 5.2.33 Open Word
- 5.2.34 Open Deposit Adjustment Memo template
 - 5.2.34.1 Go to File, New
 - 5.2.34.2 Go to New from template, Select Choose General Templates
 - 5.2.34.3 Click on Templates, Click on DepAdjMemo.dot
- 5.2.35 Type Advisor's name
- 5.2.36 Type School name
- 5.2.37 Print the memo
 - 5.2.37.1 **DO NOT SAVE** the edited template
- 5.2.38 Initial Memo
- 5.2.39 Make a copy of the memo and a copy of the bank adjustment
- 5.2.40 Send memo and copy of bank adjustment to site
- 5.2.41 Attach bank adjustment and memo to collection & deposits form
- 5.2.42 File in school file.

5.3 Returned Checks

- 5.3.1 Received returned check and advice
- 5.3.2 Verify which site it belongs to by looking at the bank deposit log file under Check Deposits file and pulling the Collections and Deposit Report Form in the school file.
- 5.3.3 Open Blue Bear SchoolBooks blue bear software program

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- 5.3.10 Select account number to debit from Collections and Deposit Report Form
- 5.3.11 Hit enter
- 5.3.12 Type in 1010 for cash account
- 5.3.13 Enter
- 5.3.14 For purpose: Type in RET'D CHK/NAME OF PERSON ON CHECK
- 5.3.15 Authorized by: Type in RET'D CHK
- 5.3.16 Hit Accept
- 5.3.17 Click # for new adjustment number
- 5.3.18 Type date of the adjustment
- 5.3.19 Hit enter
- 5.3.20 Type in negative \$25.00
- 5.3.21 Hit enter
- 5.3.22 Select account number to debit
- 5.3.23 Hit enter
- 5.3.24 Type in 1010 for cash account
- 5.3.25 Enter
- 5.3.26 Click Expense
- 5.3.27 For purpose: RET'D CHK CHRG
- 5.3.28 Authorized by: RET'D CHK CHRG
- 5.3.29 Hit Accept
- 5.3.30 Repeat steps 5.3.1 – 5.3.29 if any more returned checks for this site
- 5.3.31 When all adjustments are completed, exit Adjustment entry
- 5.3.32 The screen will ask if you want to print the adjustment entry journal
- 5.3.33 Click yes
- 5.3.34 Click Print
- 5.3.35 The screen will ask if Adjustment Journal printed ok and if the data is correct
- 5.3.36 Verify data is correct; if not, go back to correct
- 5.3.37 If data is correct, click Yes
- 5.3.38 The screen will ask if you want to update the Adjustment Journal



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- 5.3.68 The screen will show update complete
- 5.3.69 Click ok
- 5.3.70 Write the adjustment number off of the bank adjustment journal next to D
- 5.3.71 Exit Blue Bear SchoolBooks software program
- 5.3.72 Open Word
- 5.3.73 Open Click File, new
- 5.3.74 Click New Open Returned Check Memo template
 - 5.3.74.1 Go to File, New
 - 5.3.74.2 Go to New from template, Select General Templates
 - 5.3.74.3 Click on Templates, Click on Returned Check Memo.dot
- 5.3.75 Type in advisor's name
- 5.3.76 Type in school name
- 5.3.77 Type in Account name i.e.

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8.0 REVISION HISTORY: