

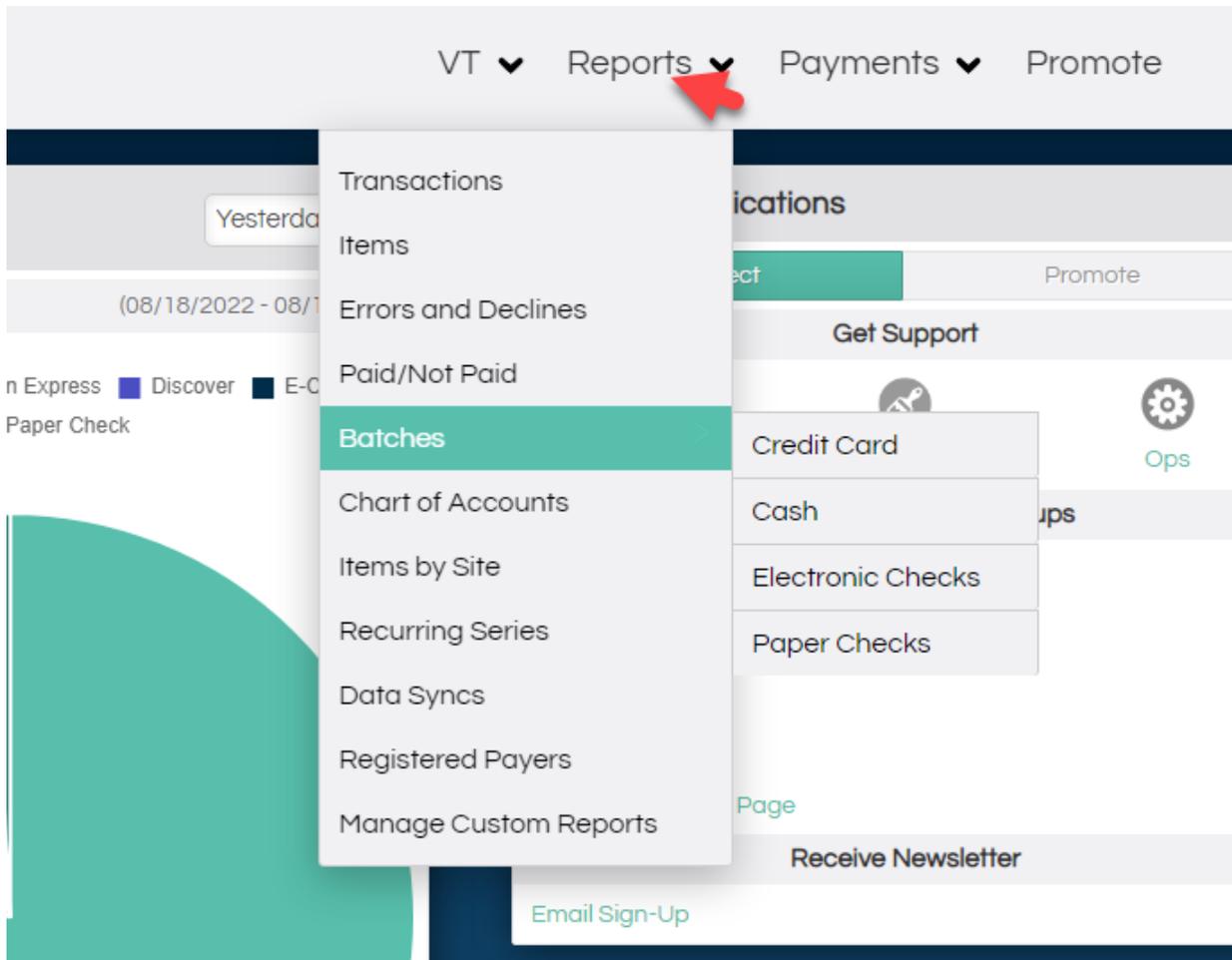
SCHOOL PAY DEPOSITS - CASH/CHECK BATCHING

****Review SSASR Manual Page 17 and 18 Prior to batching process**

SSASR Fund revenue is recorded in School Pay. When ready to make a deposit, you will need to batch out your cash & check transactions. Below are steps to complete that process.

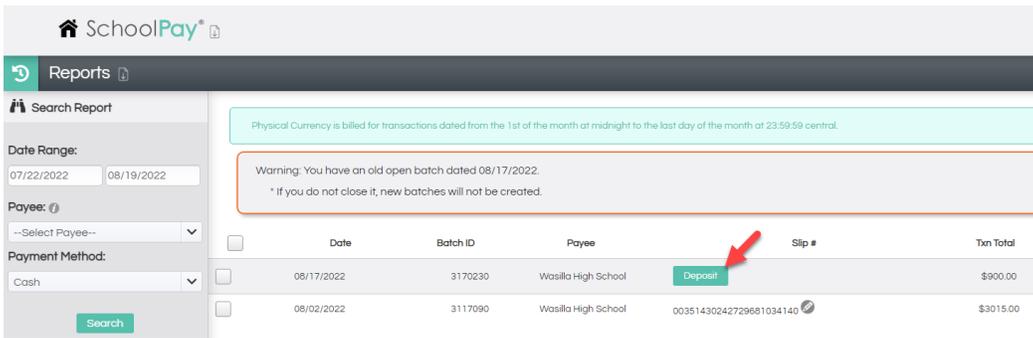
Although cash and checks are batched separately in SchoolPay, they may still be deposited using one deposit slip.

To batch the deposit, navigate to the Reports tab in SchoolPay, scroll down to "Batches". A side box will open to the right & you will choose either cash or paper checks.

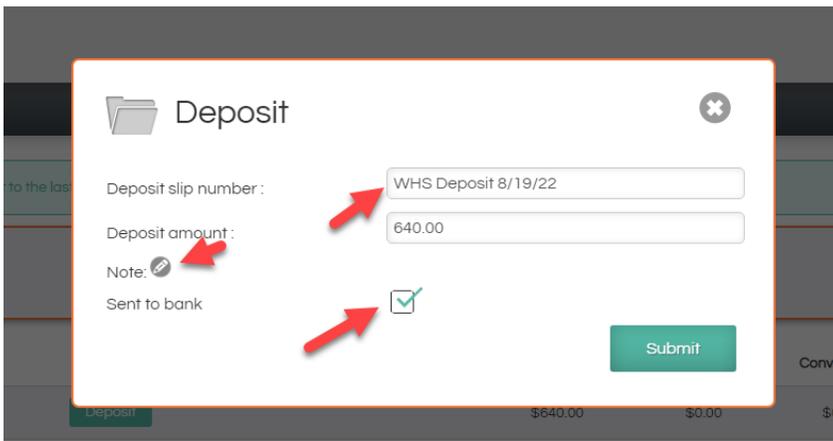


Batching Cash in a Deposit

When "Cash" payment method is selected, the cash batch module you will open. Verify that amount of cash on hand equals the SchoolPay cash deposit amount. If it matches, click on the Deposit button. If it doesn't match, make sure the date range is correct. Please email student.activities@matsuk12.us for troubleshooting guidance.

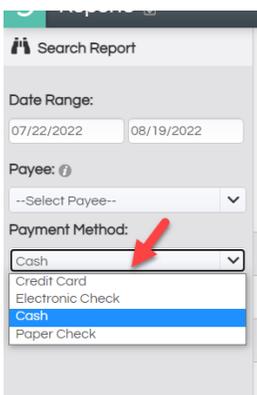


After selecting the deposit button, fill out the Deposit Slip Number with your school initials, "Deposit" & the date of the deposit (Example PHS DEPOSIT 08/19/22). Next, check "Sent to bank". To add notes, can click the pencil next to "Note" and add any notes you may want to include. Once done click "Submit".



Batching Checks in a Deposit

On the right hand side of the Batches tab, select payment method "Checks" and then select the "Search" icon.



Verify the amount of your checks on hand matches the amount in the report, then click on the "deposit" button.

Warning: You have an old open batch dated 08/15/2022.
* If you do not close it, new batches will not be created.

Date	Batch ID	Payee	Slip #	Tin Total
08/15/2022	3158137	Wasilla High School	Deposit	\$1000.00
08/01/2022	3114391	Wasilla High School	WHS 8.15.2022	\$5517.42

Total Convenience Fees: --

A list of checks will appear, and all be check amounts will be checked as a default. Verify that only the checks being deposited are selected. The deposit slip number should be School Initials, "Deposit", and Deposit (Example PHS DEPOSIT 08/19/22). Check "sent to bank" and then submit.

Deposit slip number: WHS Deposit 8/19/22
Deposit amount: \$1,030.00
Enter Manual Amount
Sent to bank

Check Listing
Checks that are not selected will be moved into a new batch.

Amount	Deposited
100.00	<input checked="" type="checkbox"/>
200.00	<input checked="" type="checkbox"/>
200.00	<input checked="" type="checkbox"/>
200.00	<input checked="" type="checkbox"/>
100.00	<input checked="" type="checkbox"/>
30.00	<input checked="" type="checkbox"/>
200.00	<input checked="" type="checkbox"/>

Submit

Once you have completed the batch the deposit slip number will appear on the batch screen.

<input type="checkbox"/>	08/01/2022	3114391	Wasilla High School	WHS 8.15.2022	\$5517.42
--------------------------	------------	---------	---------------------	---------------	-----------

Finalizing all Deposits

Pull the Transaction Report by batch number(s). Use a comma to choose more than one batch. Next, select the format "District/School Specific Deposit Report", and send the unaltered Excel/CSV file to student.activities@matsuk12.us, and include copy of deposit slip, and deposit receipt (if available).

More Search Filters

Payer Email
Student Name
Transaction Amount
Student ID
3181413,3197655

Select Payment Method:

All
Credit Card
Electronic Check
Cash
Paper Check
No-Cost

District/School Specific Deposit Report
Custom Report Format
District/School Specific Deposit Report