

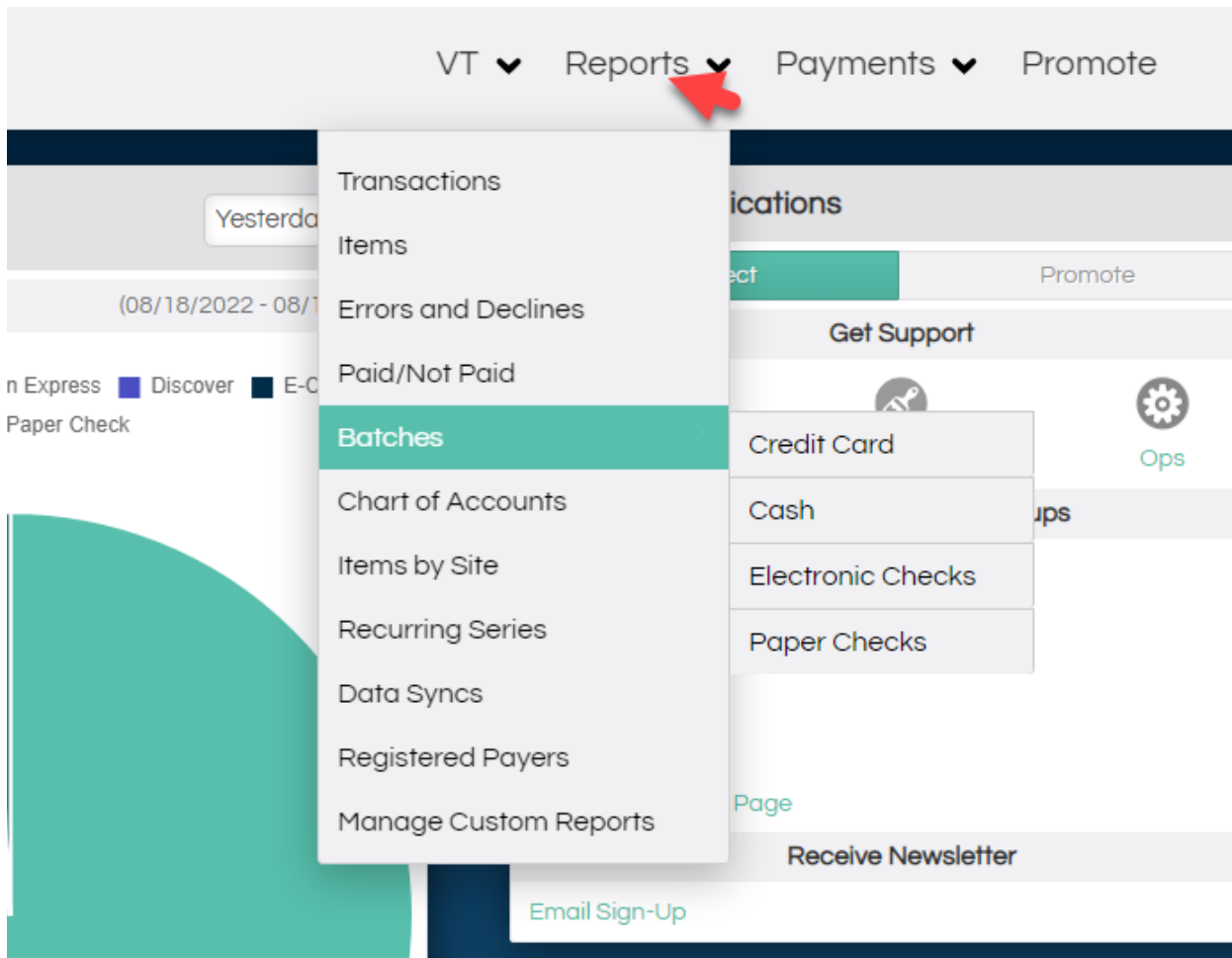
SCHOOL PAY DEPOSITS - CASH/CHECK BATCHING

****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.

Physical Currency is billed for transactions dated from the 1st of the month at midnight to the last day of the month at 23:59:59 central.

Warning: You have an old open batch dated 08/17/2022.
* If you do not close it, new batches will not be created.

	Date	Batch ID	Payee	Slip #	Txn Total
<input type="checkbox"/>	08/17/2022	3170230	Wasilla High School	Deposit	\$900.00
<input type="checkbox"/>	08/02/2022	3117090	Wasilla High School	00351430242729681034140	\$3015.00

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".

Deposit

Deposit slip number : WHS Deposit 8/19/22

Deposit amount : 640.00

Note: [Pencil icon]

Sent to bank ☒

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.

Search Report

Date Range: 07/22/2022 08/19/2022

Payee: --Select Payee--

Payment Method: **Cash**

Cash
Credit Card
Electronic Check
Cash
Paper Check

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

SchoolPay®

Reports

Search Report

Date Range: 07/22/2022 - 08/19/2022

Payee: (i)

Payment Method: Paper Check

Search

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	Deposit #	Ym Total
08/15/2022	3158137	Wasilla High School	Deposit	\$1090.00
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

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
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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