EVERY CHILD IS A NATIONAL ASSET

SA SAMS

South African School and Administration Management System

ABC OF ... FINANCIAL ASSISTANT

MODULE 11

basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

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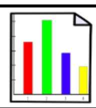
Contents

General Instructions on using SA-SAMS Manual:

- Fields containing **an arrow** on the side **contains drop-down boxes** with pre-populated information. **Click on the arrow** to display the list and then **click on selected value**.
- Click on **Save** to update all capturing.
- Click on **Done** to exit the screen**.**

The following symbols are used in the manual to indicate the required action with every screen:

					
Background **Information**	Data used in other modules or pre-captured data needed	Options in **drop-down tables**	Screens that require **capturing**	**Printouts and Reports**	Summary and Stats screens

A. INTRODUCTION

1. Purpose of the module

This module (Fig. 1) is a fully integrated financial system that enables institutions to maintain and manage their day to day accounting practices and finances accurately.

- It includes functionalities to do daily finances such as payments, receipting, petty cash and banking.
- This package also makes financial reporting much simpler and easier.

The financial administrator's tasks or data capturing is made easier in an easy to follow step-by-step methodology whilst the financial managers or principal's financial reports are easily accessible.

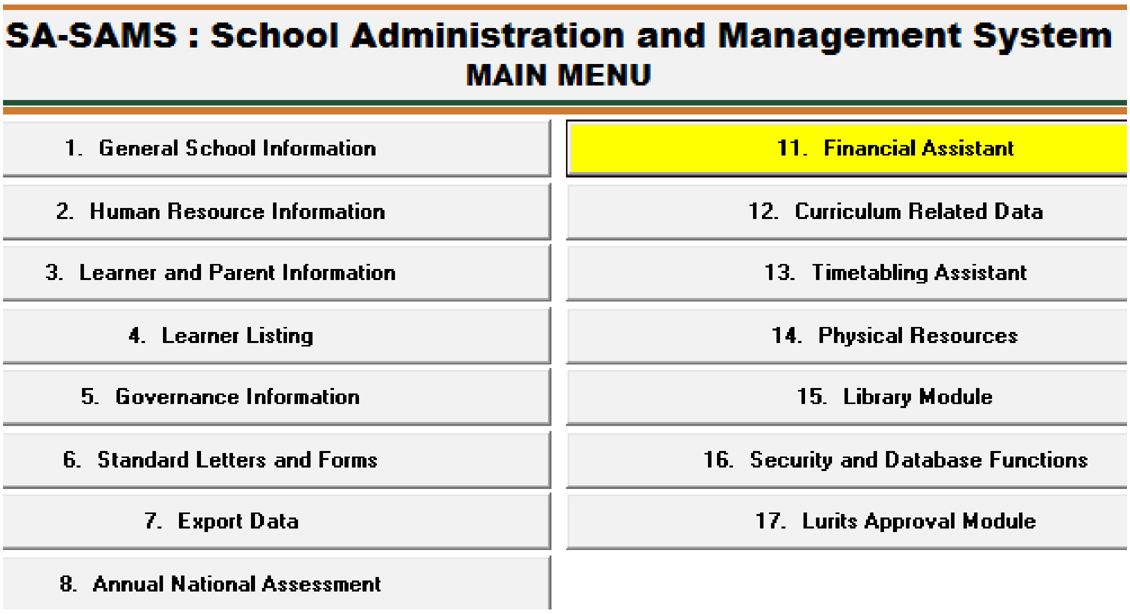


Figure 1: Main Menu

Usage of this Module is dependent on data already being captured in other modules e.g.

Module	Data to be pre-captured (with the associated screen nr)
1	School details (1.1), Grades (1.2), Classes (1.3), School Terms (1.6), subjects (1.5) offered by the school
2	Educator details (2.1) and Staff details (2.3)
3 or 4	Learner data (3.1.1), learners assigned to classes (3.1.5) Parent information (3.1.11); Future learners (3.1.2)
16	Security- Maintain Users (16.12)

B.THE COMPONENTS FOR THIS MODULE

2 Components of the Financial Assistant (Module 11)

This module can be divided into 8 sections according to accounting practices:

2.1 To prepare the system for the financial year

2.2 Income (accounts and documentation)

2.3 Payments (accounts and documentation)

2.4-5 Cancel or re- process documents

2.6 Monthly Bank Reconciliation

2.7 Monthly and Annually Reports (bank statements, reconciled statements a.o.)

2.8 Printouts and Export Functions

2.9 Closing of financial year

These sections are tabled below with the associated accounting practices and screens that are used in this manual:

Daily maintenance for the Financial Administrator

This module needs to be maintained daily. The table below will assist the administrator to make the correct selection for a particular function.

Accounting Practices	**Menu on SA-SAMs**	**When to use**	
2.1 **Prepare the system** for the financial year	2.1 System Setup (11.1)	Initial	Update
	2.1.1 Set up Financial Period (11.1.1)	√	Annual
	2.1.2 Maintain Petty Cash Accounts (11.1.2)	√	
○ To **set up accounting books:**	2.1.3 Maintain Receipt Books (11.1.3)	√	New books
• First time	2.1.4 Maintain Bank Accounts (11.1.4)	√	New books
• Updates	2.1.5 Maintain Cheque Books (11.1.5)		New books
○ Set up **budget**	2.1.6 Maintain Deposit Books (11.1.6)		New books
• First time	2.1.7 Select/ Change Chart of Accounts (11.1.7)	Once off - Prov	
	2.1.8 Maintain Chart of Accounts (11.2)	√	Add new accounts
• Annual	2.1.9 Budgets (11.3)	√	Annual
2.2 **Income**	2.2 Select a transaction (11.4)		
	2.2.1 Receipt Payment to School (11.4.1)	Daily	
	2.2.1a Print a Receipt (11.4.16)	(If applicable)	
○ Accounts & documentation for money received	2.2.2 Deposit Receipts (11.4.2)	Preferably daily	
	2.2.3 Directly into Bank Account (11.4.3)	Enter when bankstatement / deposit slip received	
	11.5 Debtors and School Fees (if applicable)	For section 20 schools	

2.3 **Payments** ○ Accounts / documentation for payments	2.3 Select a transaction (11.4) 2.3.1 Cheque Payments (11.4.11) 2.3.2 Direct Payment from Bank (11.4.12) 2.3.3 Petty Cash Payments (11.4.13) 2.3.4 SGB Salary Payment (11.4.14)	For every payment Money paid from bank acc For every small payment (If applicable)
	Manage Requisitions 11.4.10	Sect 20 schools
2.4 **Cancel unused documents** ○ Cancel receipts/ deposit slip/ petty cash vouchers / cheques	2.4.1 Maintain Cheque Books (11.1.5 & 11.4.11) Maintain Petty Cash Acc (11.1.2 & 11.4.13) Maintain Deposit Books (11.1.6 & 11.4.2) Maintain Receipt Books (11.1.3 & 11.4.1) 2.4.2 View Cancelled Cheques (11.4.9) 2.4.3 View Audit File	Cancel cheque Cancel petty cash voucher Cancel deposit slip Cancel receipt List of cancelled cheques
2.5 **Correction of wrong transactions**	2.5 Select a transaction (11.4) 2.5.1 Delete Transaction (11.4.6) 2.5.2 Re-Process Deleted Items (11.4.7)	For wrong transactions: **Before bank** reconcilliation Must be done after every deleted transaction
	2.5.3 Journal Entry (11.4.5)	**After bank** reconciliation**/** Incorrect posting of allocation
2.6 Monthly **Bank Reconciliation**	2.6 Bank Reconciliation (11.6) 2.6.1 Reconcile Bank Statement sto System Transaction (11.6.1) 2.6.2 Print Bank Reconciliation per Statement (11.6.2) 2.6.3 View Reconciled Items & Transactions (11.6.3) 2.6.4 View List of Bank Statements on System (11.6.4) 2.6.5 View Details of Bank Entries (11.6.5) 2.6.6 Print Outstanding Cheques (11.7) 2.6.7 View Cash Book (11.10) 2.6.8 Print Cash on Hand (11.8)	 Must be done on monthly basis Must be done on monthly basis Must be done on monthly basis Must be done on monthly basis Done monthly basis (on request) (on request) (on request)

2.7 Monthly and Annually **Financial Statements** Bank statements, reconciled staments a.o	2.7 View Financial Statement (11.11) 2.7.1 Actual Receipts & Payments (11.11.1) 2.7.2 Monthly Income Statement (11.11.3) 2.7.3 Detailed Year to Date Statement (11.11.4) 2.7.4 Annual Statement (11.11.5) 2.7.5 View Trial Balance (11.11.13) 2.7.6 View Balance Sheet (11.11.14) 2.7.7 WC Balance Sheet to date (11.11.16) 2.7.8 Printout WCED043 (11.11.17)	Before payment is done (see available funds on budget) (on request) (on request) (on request) (on request) (on request)
2.8 Printouts and export functions	2.8.1 Transaction Printouts (11.16) 2.8.1.1 Print Statement of Investment (11.9) 2.8.1.2 Total Fees Raised to Debtor Accounts (11.4.12)	(on request)
	2.8.2.1 Export expenditure (11. 12) 2.8.2.2 Export Budget (11.13) 2.8.2.3 Quick export functions (11. 14)	View Cheque Payments (on request) (on request)
	2.8.3 Transaction Printouts (11.16) 2.8.3.1 View receipts (11.16.1) 2.8.3.2 View Cheque Payments (11.16.2) 2.8.3.3 View Petty Cash Payments (11.16.3) 2.8.3.4 View Bank & Petty Cash Deposits (11.16.4) 2.8.3.5 View GL Tranactions (11.16.5) 2.8.3.6 View Journal Entries (11.16.6)	On request
2.9 **Closing of financial year**	2.9 Year End Functions (11.17) 2.9.1 Write off debtor account (11.17.1) 2.9.2 Process year end transactions (11.17.2) 2.9.3 New financial year (11.17.3) 2.9.4 Delete archived data (11.17.4)	Done in January of next financial year If applicable Every end of financial year Every end of financial year

Financial Reports for the School Manager

This module is designed to assist with school management and contains information that will assist the school managing school finances by tracking the budgetary spending monthly.

Accounting Practices	Menu on SA-SAMs	
2.7 Monthly and Annually Reports Bank statements, reconciled staments a.o	11.7 Print Outstanding Cheques	(on request)
	11.8 Print Cash on Hand	(on request)
	11.9 Print Statement of Investment	(on request)
	11.10 View Cash Book	(on request)
	11.11 View Financial Statement	
	11.11.1 Actual Receipts & Payments	Before payment is done (to see available funds on budget)
		(on request)
	11.11.2 Monthly Income Statement	(on request)
	11.11.3 Detailed Year to Date Statement	(on request)
	11.11.2 Total Fees Raised to Debtor Accounts	(on request)
	11.11.1 View Trial Balance	(on request)
	11.11.2 View Balance Sheet	

Figure 2 shows all the sub-menus. The functionality and purpose of every component will be discussed separately.

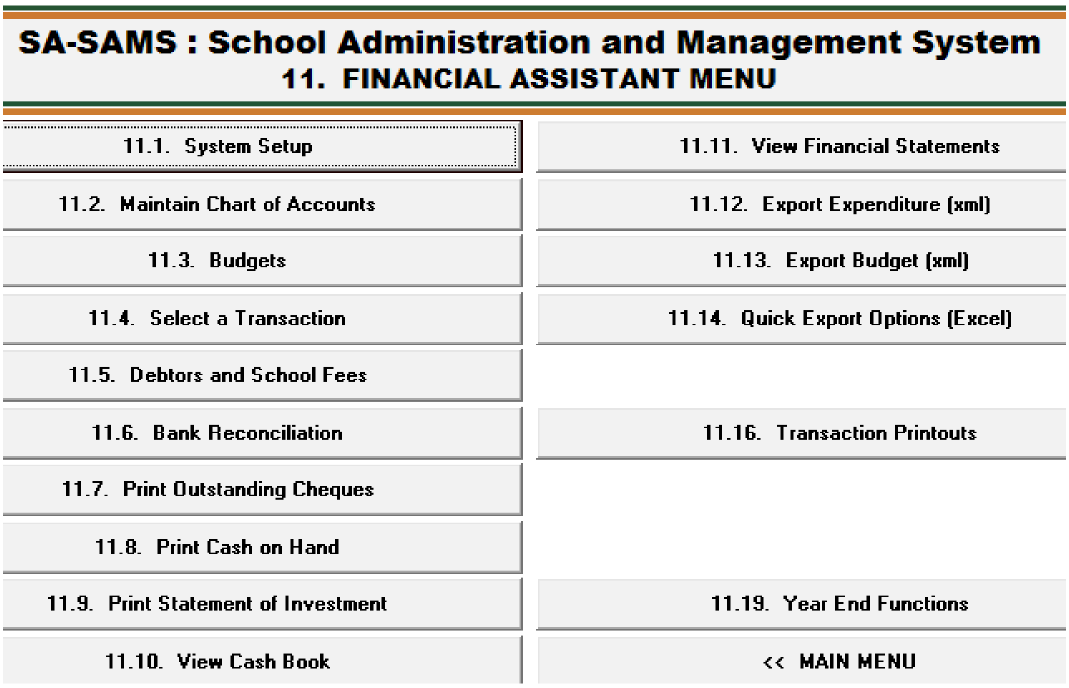


Figure 2: Financial Assistant Menu

2.1 Prepare the system for the financial year

Maintain Finance System Parameters sub-module (Fig. 3) assists with the setup of the financial year, accounting books and the annual budget as explained below:

Set up Financial Period	• Allows the setting up of specific calendar years - January to December • Financial years may be added, deleted or closed
Maintain Bank Account	• Public schools can have only one account – multiple accounts are with permission of HOD
Maintain Cheque Books	• A Cheque Book can only be added if the last Cheque Book is complete • Maintenance of Cheque Book
Maintain Petty Cash Account	• Multiple Petty Cash floats are accommodated and controlled
Maintain Receipt Books	• Multiple Receipt Books may be input and are controlled
Maintain Deposit Books	• Multiple Deposit Books may be registered and are controlled

The set up functions on SA-SAMS is located in Menu 11.1 as shown in figure 3.

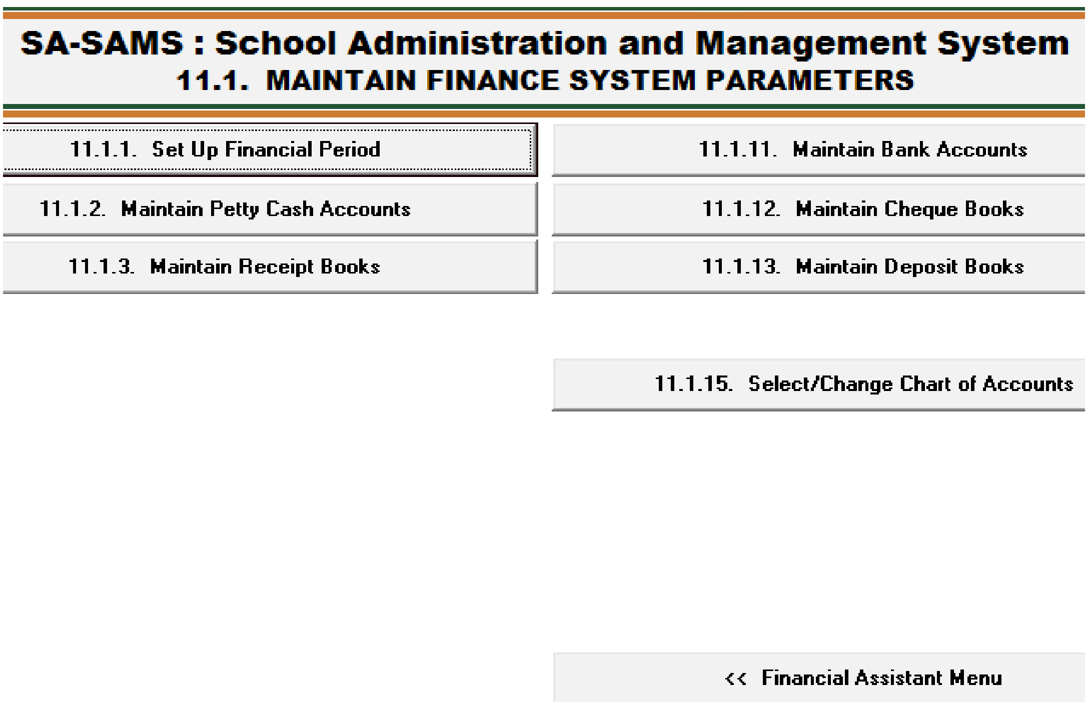


Figure 3: Maintain Finance System Parameters

The table below summarises the setup and maintenance of the financial year and documents that are also individually discussed in the manual:

Accounting Practices	Menu on SA-SAMs	When to use	
2.1 **Prepare the system** for the financial year	2.1 System Setup (11.1)	Initial	Update
	2.1.1 Set up Financial Period (11.1.1)	√	Annual
	2.1.2 Maintain Petty Cash Accounts (11.1.2)	√	
○ To **set up accounting books:**	2.1.3 Maintain Receipt Books (11.1.3)	√	New books
• First time	2.1.4 Maintain Bank Accounts (11.1.4)	√	New books
• Updates	2.1.5 Maintain Cheque Books (11.1.5)		New books
○ Set up **budget**	2.1.6 Maintain Deposit Books (11.1.6)		New books
• First time	2.1.7 Select/ Change Chart of Accounts (11.1.7)	Once off - Prov	
• Annual	2.1.8 Maintain Chart of Accounts (11.2)	√	Add new accounts
	2.1.9 Budgets (11.3)	√	Annual

2.1.1 Setup Financial Period

A warning screen (Fig. 4) indicates that the financial system was never used.

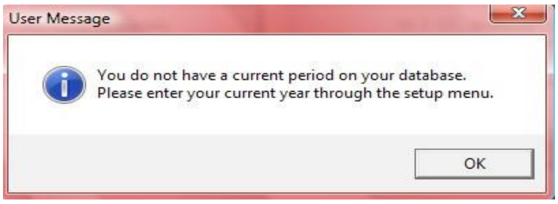


Figure 4: Period Warning

Set up the financial year for the first time by selecting the **Chart of Accounts** prescribed by your province as well as **adding a new period** annually after a completed financial year:

- Click on **Select /change Chart of Accounts** (Menu 11.1.15) to select the provincial chart of accounts (Fig. 5).

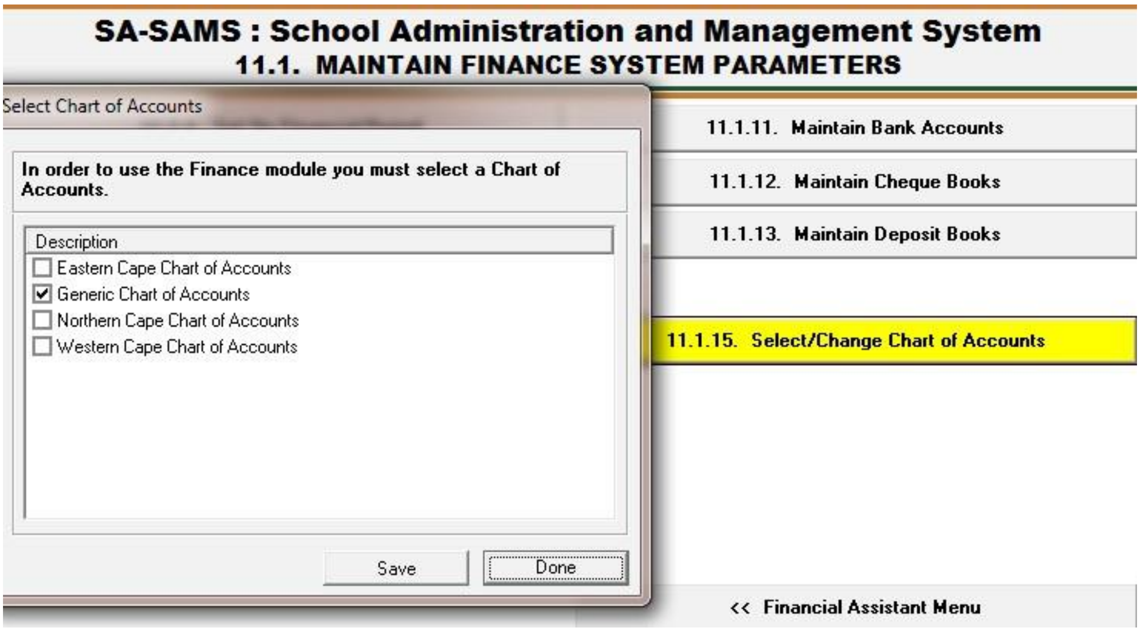


Figure 5: Set up Chart Accounts

- Click on **Setup Financial Period** to open **View Financial Periods** screen (Fig. 6).

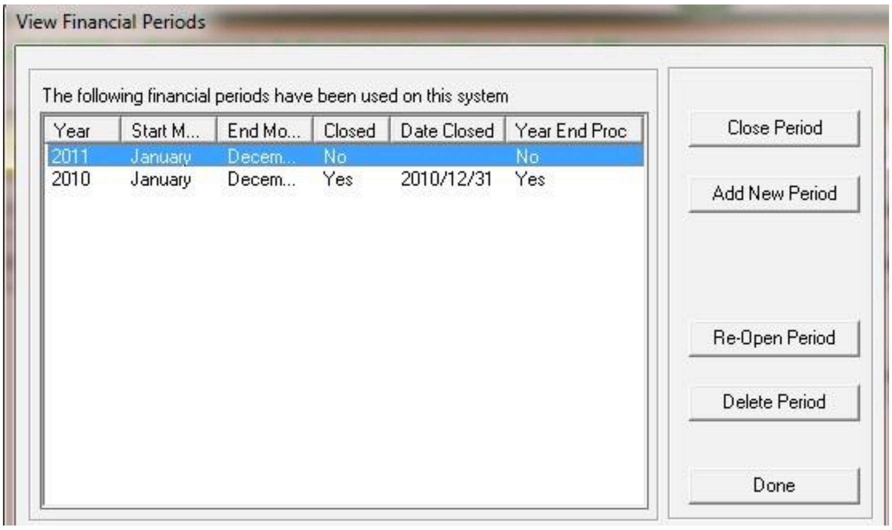


Figure 6: View Financial Periods

- Click on **Add New Period** to add a new financial year on an insert screen (Fig. 6).
  - Select the **correct Year** from the drop-down box (Fig. 7).
  - Select the start and end month (school financial year is from Jan to Dec)
  - Ensure that your system date is set correctly (today's date should show)
    - *If the system date is incorrect exit the programme completely. Adjust the system date on your desktop and then re-enter programme OR adjust the date on the startup screen.*
  - Click on yellow **Save** button to save your inputs and click on **Done** to exit.

- **Close Period** is used to close the financial year (Fig. 6).
  - This will be used after closing the financial year in **Year End Functions** (Menu 11.19) →Process Year End Transactions (Menu 11.19.2).
- Click on **Delete Period** to delete an unused period (Fig. 6)
  - Once data is capture the period will not deleted
- Click on **Re-open Period** to open financial year (Fig. 6)
  - Previous financial year cannot be re-opened when a new finance year is added.

Figure 7: Financial Period

2.1.2 Maintain Bank Accounts (Menu 11.1.11)

According to SASA 84 a school should have one bank account that is a cheque account. The school may have a second account with written permission from the HOD.

- To Add, edit or maintain a bank account click on **Maintain Bank Accounts** to open a screen with listed bank account (Fig. 8).

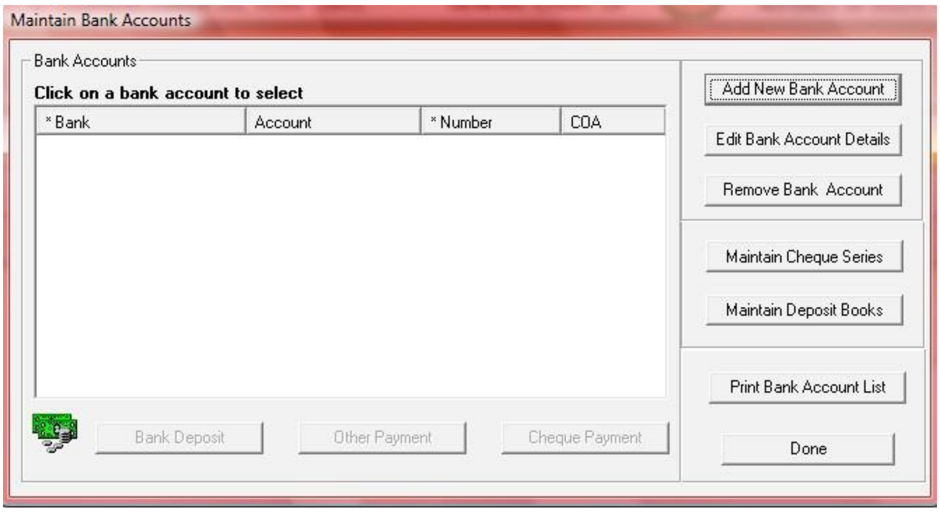


Figure 8: Maintain Bank Accounts

- Add a new bank account to the system by clicking on **Add New Bank Account**.
  - Complete all the relevant bank account details in the capturing screen (Fig. 9).
    - If **bank institution** type not listed select **Other** and enter the relevant details in the yellow area (E.g. Capitec)
    - If **Account Type** is not listed select **Other Account** and enter the relevant details in the yellow area.
    - Enter Branch name, branch number, account number and date account opened.

  - Date account was opened refers to the actual date that the bank account was opened at the bank in the past.

- **Opening Balance Details** - The financial year is from January to December therefor the opening balance is the closing balance on the bank statement as 31 December of the previous year.
  - Select **transaction month** as January, **select current year** and date.
  - Select **in** or **out of funds** (in overdraft).
- Capture first cheque number as follows e.g. if your current cheque book is number from 120 – 160 and the last cheque used to date is no 136, then the first cheque number will be 137 and the last cheque 160.
- Click on **Save** to save the data.

Click on **Done** to exit the screen.

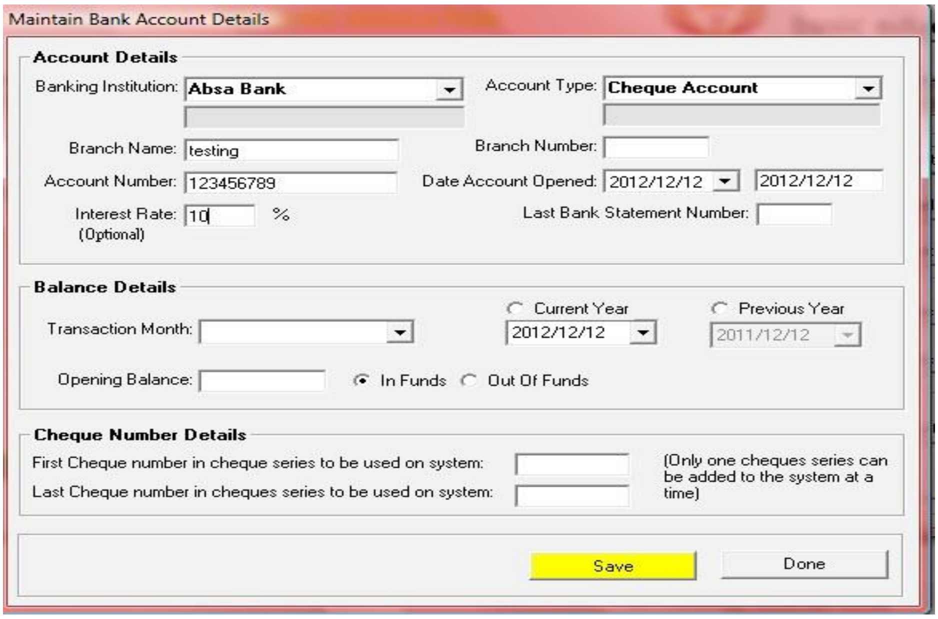


Figure 9: Maintain Bank Account Details

- Edit/update a bank account by clicking on **Edit Bank Account Details** (Fig. 8).
  - Edit/update the changed details on bank (Fig. 9).
  - Click on **Save** to save the data and click on **Done** to exit the screen
- To delete a bank account click on **Remove Bank Account** (Fig. 8).
  - You cannot delete a bank account after it was used.
  - Click on **Yes** to confirm on the pop-up screen and click on **Done** to exit the screen
- Click on **Print Bank Account List** to print a list of bank accounts (Fig. 8).
  - Click on **Done** to return to the System Setup screen.

2.1.3 Maintain Cheque Books (Menu 11.1.12)

To add, edit or cancel cheque series click on **Maintain Cheque Series** to open a screen with listed series (Fig. 10).

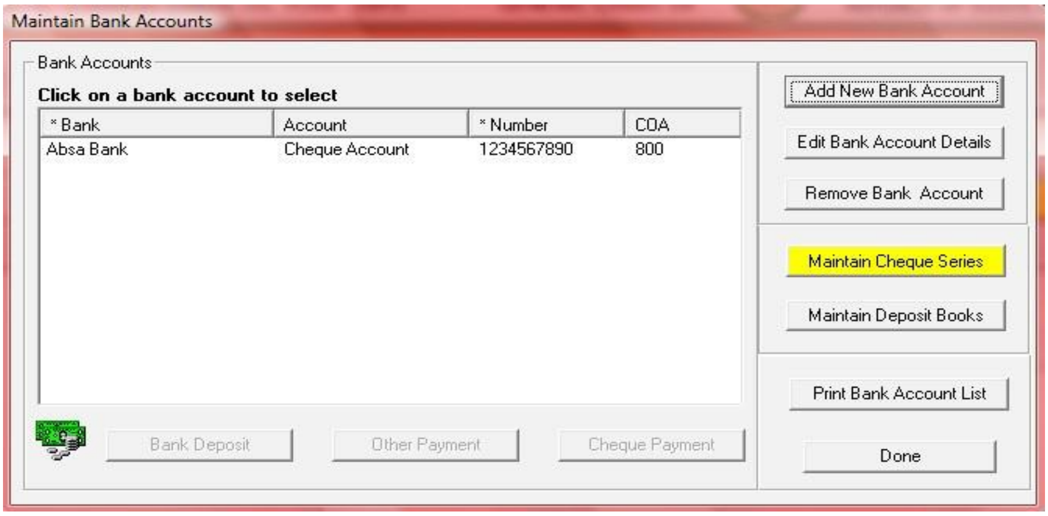


Figure 10: Maintain Cheque Books

New cheque numbers are added after the previous cheque book is fully used.

Click on a cheque book and then click on **Maintain Cheque Series** (Fig. 10).

- Click on **Add New Series of Numbers** to add a new series of cheque book numbers.
- Complete details of new cheque book in the First / last number In Book.
- Click on **Save** to save the data and click on **Done** to exit the screen.

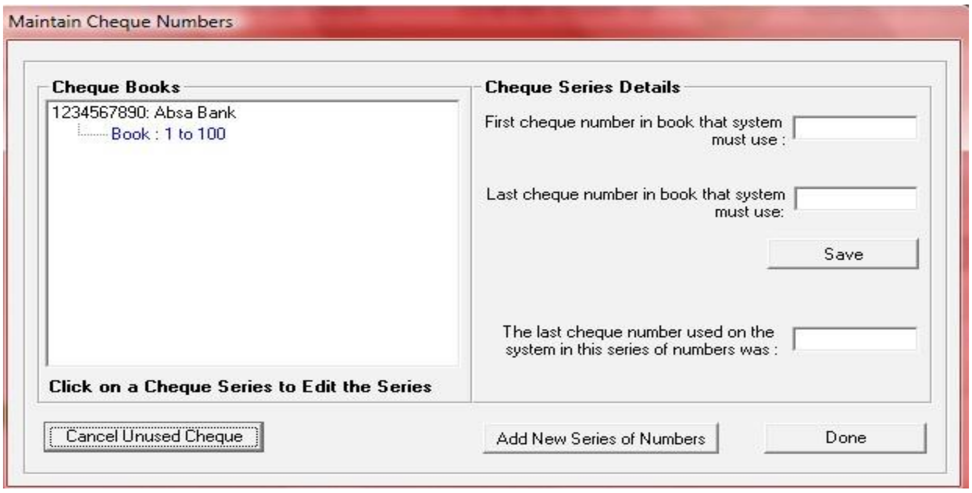


Figure 11: Maintain Cheque Numbers

To **cancel cheque series** click on **Maintain Cheques Series**

- Select a cheque book and click on **Cancel Unused Cheques** (Fig. 11).
- See Section 2.4.1.

2.1.4 Maintain Petty Cash Accounts (Menu 11.1.2)

- To add or edit Petty Cash Accounts click on **Maintain Petty Cash Accounts** to open a screen with listed accounts (Fig. 12).

Figure 12: Petty Cash Accounts

- Add a new Petty Cash Account to the system by clicking on **Add New Petty Cash Account**
  - Complete all the relevant account details on the capturing screen (Fig. 13).
    - Person responsible is the accounting officer or finance clerk that is in charge of Petty Cash.
    - Chart of accounts is pre-set
    - Float amount is set according to the adopted Financial Policy of the school.
    - Add own voucher numbers (Fig. 13).
  - Balance Details – This is the amount that remained in December the previous year. If no amount remained, the balance MUST be zero.
  - Click on **Save** to save the data.
  - A user question will appear concerning the importance of the accuracy of the petty cash voucher numbering details.

Click on **Done** to exit.

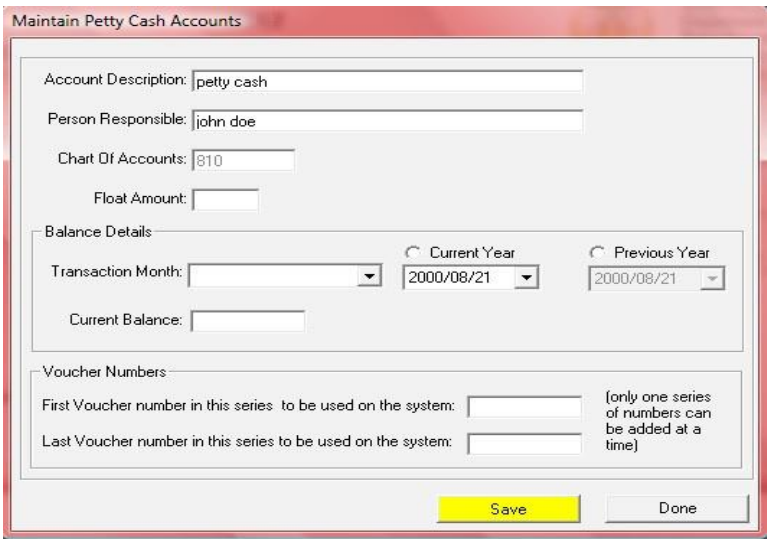


Figure 13: Maintain Petty Cash Accounts

- Click on a relevant Petty Cash account to edit/update details and then click on **Edit Petty Cash Account** (Fig. 12).
  - Edit/update the changed details (Fig. 13).
  - Click on **Save** to save the data and click on **Done** to exit the screen
  - A user question will appear concerning the importance of the accuracy of the petty cash voucher numbering details.

2.1.4.1 Maintain Petty Cash voucher numbers

- Click on **Maintain Voucher Numbers** to add or edit voucher (Fig. 14).
  - Click on **Done** to return to the System Setup screen.

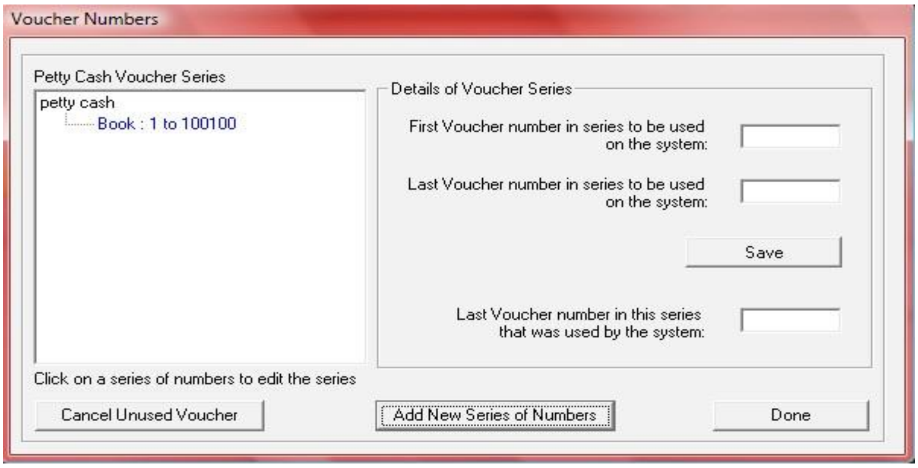


Figure 14: Voucher Numbers

New petty cash voucher numbers are added after the previous numbers are fully used.

- Add new set of vouchers series by clicking on **Add New Series of Numbers** (Fig. 14).
  - Insert new first number (next number on the previous series eg. 1001) and a last number.
  - Click on **Save** to save your data.
- To cancel an unprocessed Voucher number, select the book and then click on **Cancel Unused Voucher** (Fig. 14).
  - See Section 2.4.1.

2.1.5 Maintain Receipt Book (Menu 11.1.13)

According to Provincial Financial regulations a school should only work from one receipt book at a time (similar to a cheque book). A receipt book can be deleted from the system as long it has not been utilized and no receipts have been processed on the system.

This function cannot be used to re-issue receipt (see Select a Transaction / Error Correction / Delete Transaction / Receipts)

- Click on **Maintain Receipt book** to add, edit or remove receipt books (Fig. 15).

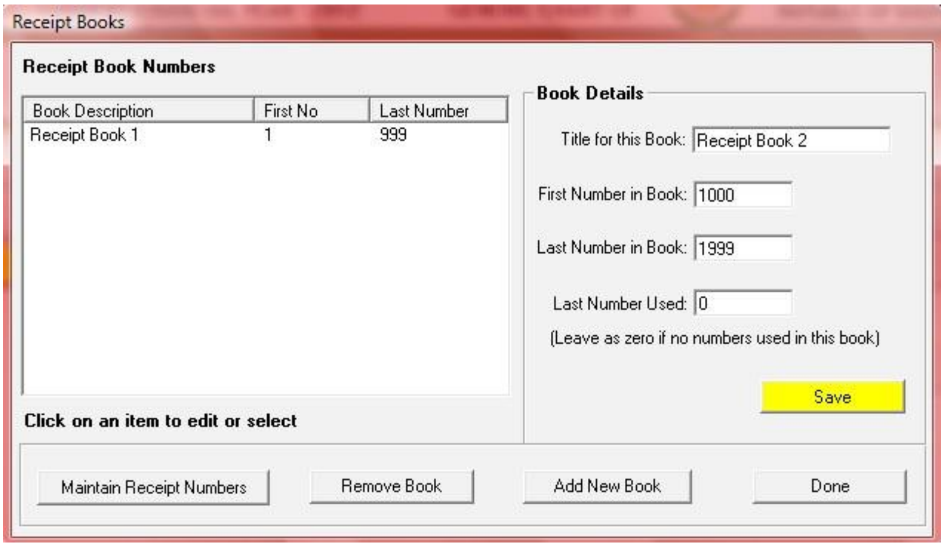


Figure 15: Receipt Books

Add a new Receipt book to the system by clicking on **Maintain Receipt Books** (Fig. 15).

- Click on **Add New Book** and complete the following details of new book
  - Title for This Book, First Number in Receipt Book, and Last Number in Book
- Click on **Save** to save the data and click on **Done** to exit.

Click on **Maintain Receipt Numbers** for cancellation of **receipt vouchers**.

- See Section 2.4.1 for cancellation.

Delete a Receipt book from the system by clicking on **Remove Book.** (Fig. 15).

  - The following pop-up message appears: to confirm the removal of the receipt book (Fig. 16).
  - The Receipt Book cannot be deleted if issued receipts from it.
  - In case of a book / item being used the following pop-up screen appears.

Figure 16: Auditor notification of deleted item / book.

- Click on **Yes** to remove receipt book or on **No** to abort receipt book removal.
- This will be available in the Audit File (menu 11.4.8).

2.1.6 Maintain Deposit Book (11.1.13)

Deposit slips from a deposit book are usually numbered by your bank. (A single deposit slip is not numbered and should be numbered by the shcool.) The Deposit Book is labeled by the accounting clerk e.g. Deposit Book 1.

Click on **Maintain Deposit books** to add, edit or remove deposit books (Fig. 17).

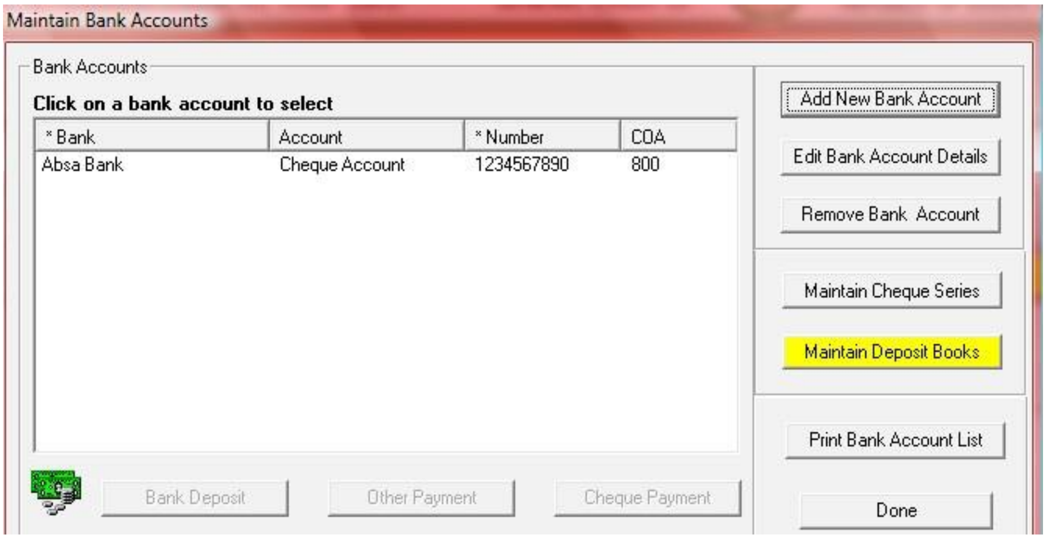


Figure 17: Deposit Books

Add a new Deposit book to the system by clicking on **Maintain Deposit Books** (Fig. 17).

- Click on **Add New Book** and complete the details required for a new book (Fig. 18).
- Click on **Save** to save the data. The saved new book will appear on the list.

Click on **Done** to exit the screen.

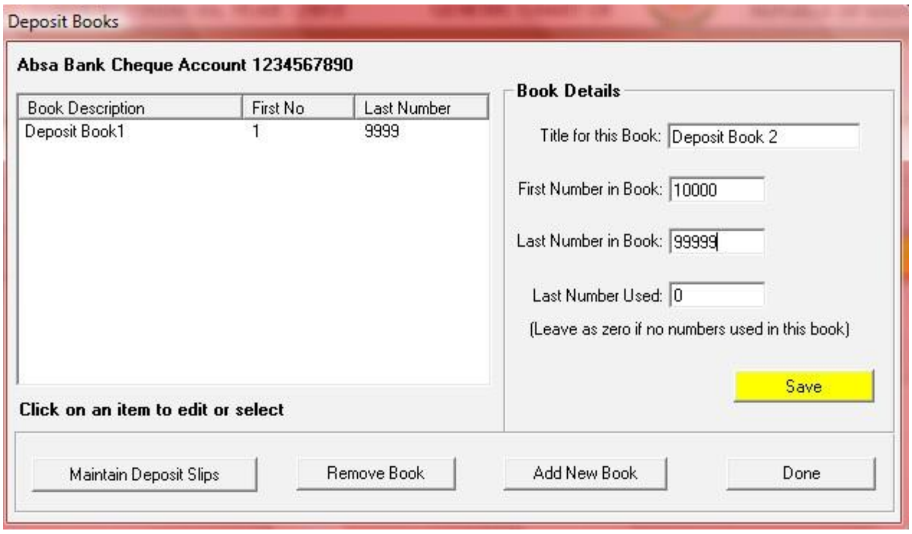


Figure 18: Maintain Deposit Books

Delete a Deposit book from the system by clicking on **Remove Book.** (Fig. 18).

- A pop-up message appears to confirm the removal of the book.
  - *The deposit book cannot be deleted if deposits were issued from it*.
- Click on **Yes** to remove deposit book or on **No** to abort deposit book removal.

Click on **Maintain Deposit Slips** for cancellation of slips. (Fig.).

- See Section 2.4.1.

2.1.7 Select /Change Chart of Accounts (Menu 11.1.15)

Chart of accounts has been fixed for the provinces. The School detail setup (Menu 1.1) will activate the account of the relevant province and/or the Chart of Account can be selected when the Financial System is set up as shown in Menu 11.1.1.

A chosen to system cannot be changed if any transactions were performed against it.

2.1.8 Maintain Chart of Accounts (Menu 12.2)

Prepopulated accounts are available in the Chart of Accounts. Accounts can be added or edited according to the school's requirements (Fig. 19).

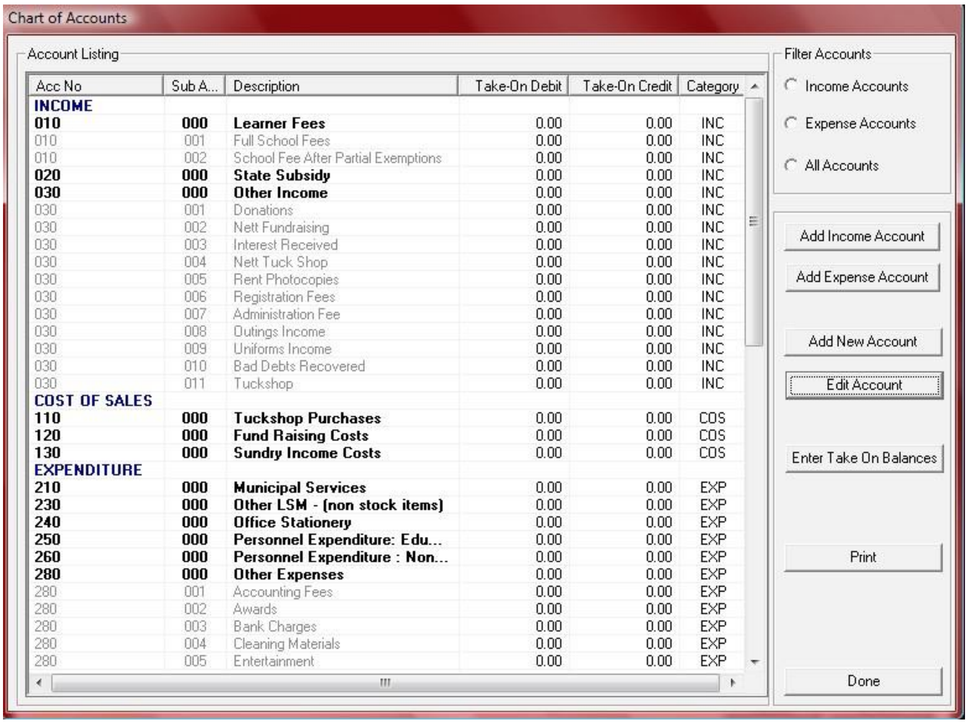


Figure 19: Chart of Accounts

2.1.8a Add a New Account, Income Account or Expense Account

Click on **Add Account** (Fig. 19) to open the capturing screen as shown in Figure 20.

- Select an **Account Category** and complete the details required.
- Click on **Save** to save the data. The saved new account will appear on the list.

Click on **Done** to exit the screen.

Add Income Account or **Add Expense Account** (Fig. 20).

- The account category will change to either INC (Income) or EXP (Expenses) sub-accounts and complete the details required.
- Click on **Save** to save the data. The saved new account will appear on the list.

Click on **Done** to exit the screen.

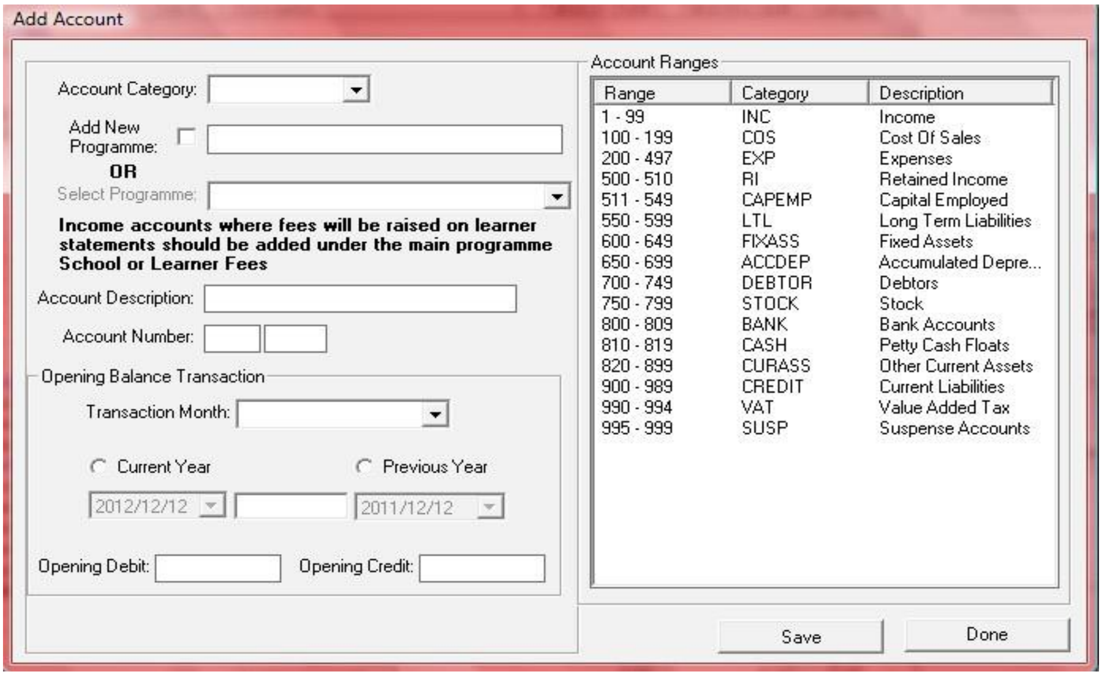


Figure 20: Add Account

2.1.8b Edit an Account

Select the account to be edited from the Account List and click on **Edit Account** (Fig. 19).

- The account description is populated on the screen as shown in Figure 21.
- Edit the account description.
- Click on **Save** to save the data.

Click on **Done** to exit the screen.

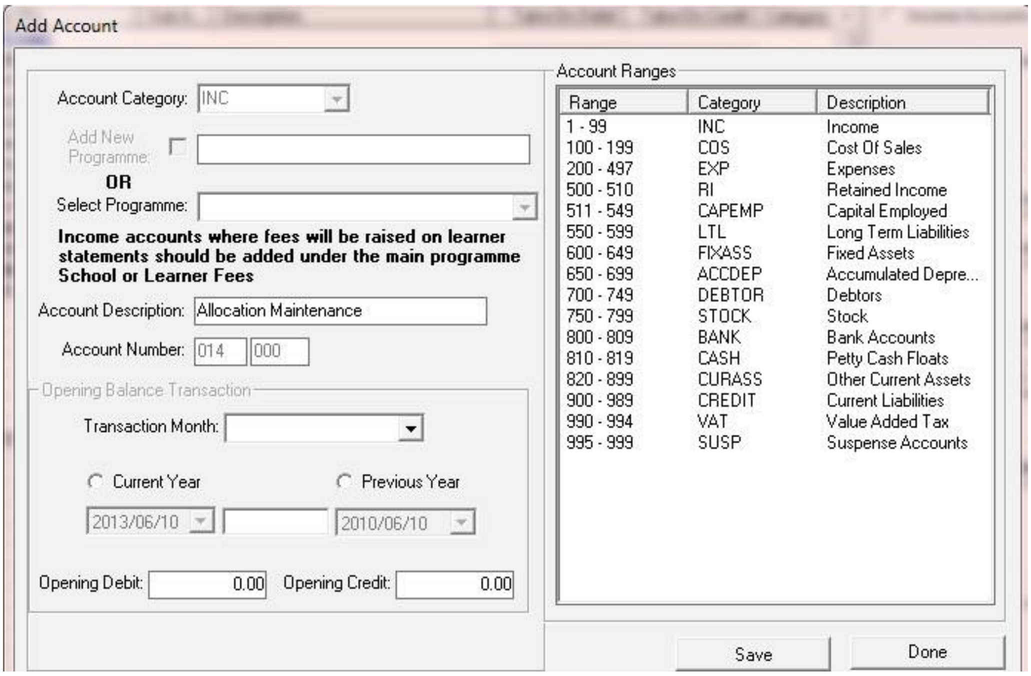


Figure 21: Edit Accounts / Take on Balance

2.1.8c General Accounts - Take on Balance

Starting up the set of accounting books includes **Take on Balances** for all Income and Expense Accounts as well as Balance Sheet Accounts.

Once the system is set up, the Year End roll-over will ensure that all Income and Expense Accounts are NIL and the Balance Sheet accounts should roll over.

Click on **Enter Take On Balance** to open the above screen (Fig. 21)

- Enter the following data for the **Opening Balance Transaction** section:
  - Select Transaction Month, Current or Prior Year and enter the Date.
  - Enter the Opening Credit or Opening Debit (indicated in **yellow**)
- Click on **Save** to save your data

Click on **Done** to exit the screen.

2.1.8d General Accounts - Debtors Take On Balances

When a school starts up the financial system the **total amount outstanding** on the **debtor accounts** is captured in **Account no 701** on the opening balances page (Fig. 21).

Capture **this amount in each of the individual debtor accounts** on the **Debtors and School Fees Section** / Debtors Take on Balance until this is equal to the **Debtors 701 opening balance**.

2.1.8e Printout

A list of accounts with open Debit/ Credit can be printed as shown in figure 22.

Click on Chart of Accounts and then click on **Print** (Fig. 20).

- Click on **Yes** to confirm printing.
- View the report on the print preview screen (Fig 20).
- Click on **the printer icon** to print a hardcopy.

Click on **Done** to exit the screen.

Account Listing

Acc number	Sub Acc number	Description	Open Debit	Open Credit	Category
INC					
001	000	INCOME	0.00	0.00	INC
010	000	Allocations	0.00	0.00	INC
011	000	Allocation Recurrent	0.00	0.00	INC
012	000	Allocation Textbooks	0.00	0.00	INC
013	000	Allocation Stationery	0.00	0.00	INC
014	000	Allocation Maintenance	0.00	0.00	INC
015	000	Allocation School Food Nutrition	0.00	0.00	INC
016	000	Allocation Expanded Public Works P	0.00	0.00	INC
017	000	Allocation Subsidy to Grade R (Educ	0.00	0.00	INC
018	000	Allocation Subsidy to Grade R (Recu	0.00	0.00	INC
019	000	Allocation Adult Basic Education	0.00	0.00	INC
020	000	Income (Projected)	0.00	0.00	INC
021	000	School Fees	0.00	0.00	INC

Figure 22: Example Printout of the List of Accounts

2.1.9 Budget (Menu 11.3)

Schools should set up a budget annually that needs to be approved by the SGB.

- The Annual Budget should be used where figures are not broken down per month within the budget and only a single annual figure is required.
- Monthly Budget should be used where figures are broken down per month within the budget.

2.1.9a Setting up the Annual Budget/ Monthly Budget

Current or future financial year's budgets can be created, printed or viewed.

- It is a good practice to view the budget to see if there are any available funds before any additional financial commitments are made.
- The monthly budget option is also used to monitor/ reflect on the school's financial status.

Click on **Budgets** to view the **current** or **next financial year'**s available budget (Fig. 23).

- Select either the **income** or an **expense account** option.
- Select the correct **account** to add a budget figure.
- Select either the **Annual Budget** option or **Monthly Budget** option
    - The budget amount is entered differently (See Fig. 24 & 25).
- Check that the income and expenses budget balances
- Click on **Save** to save your data

Click on **Done** to exit the screen.

2.1.9b Printouts

Click on Budgets (Menu 11.3) and select **Annual** or **Monthly Budgets** to generate reports.

- Click on **Print** (Fig. 23) and then click on **Yes** to confirm printing.
- View the report on the print preview screen.
- Click on **the printer icon** to print a hardcopy.

Click on **Done** to exit the screen.

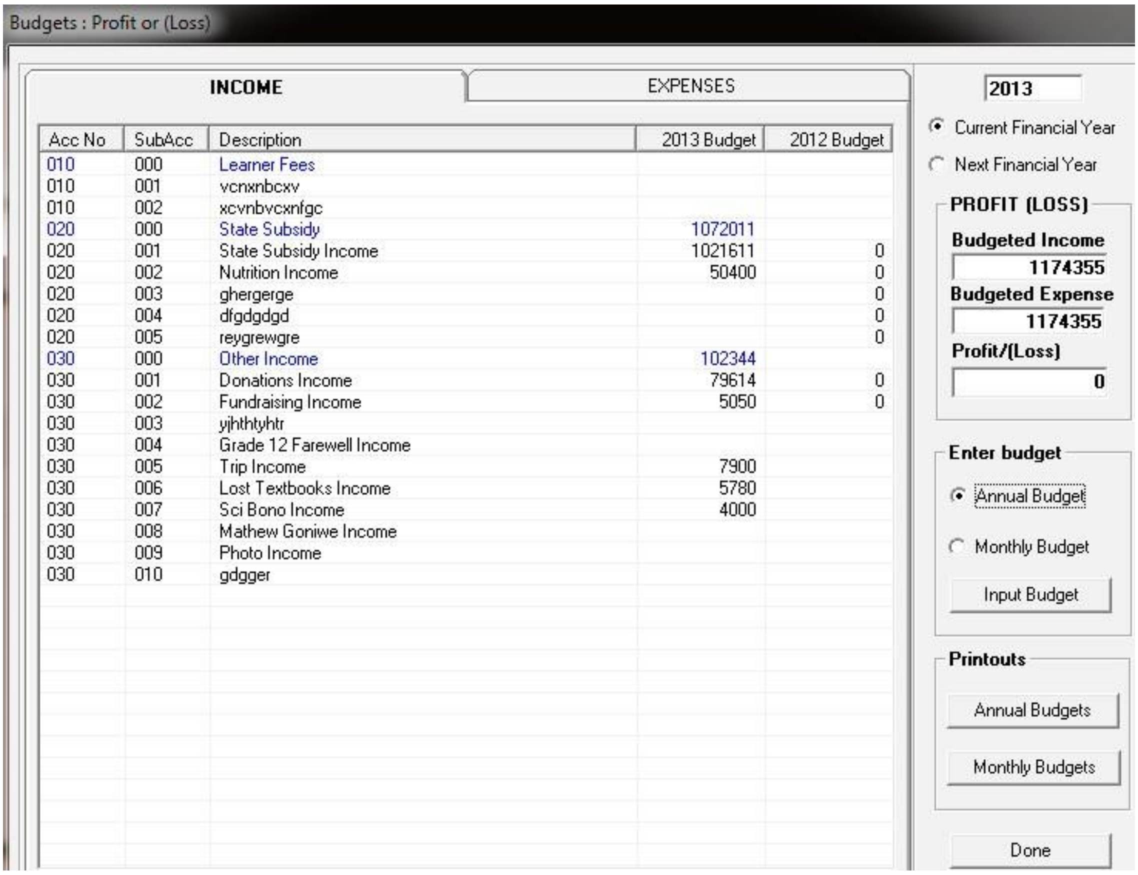


Figure 23: Budget

Capturing the Annual Budget

- On the Budget screen click on **Annual Budget** and **enter the amoun**t for the account in the field highlighted in yellow (Fig. 24).
  - Click on **Save** to save your data

Click on **Done** to exit the screen.

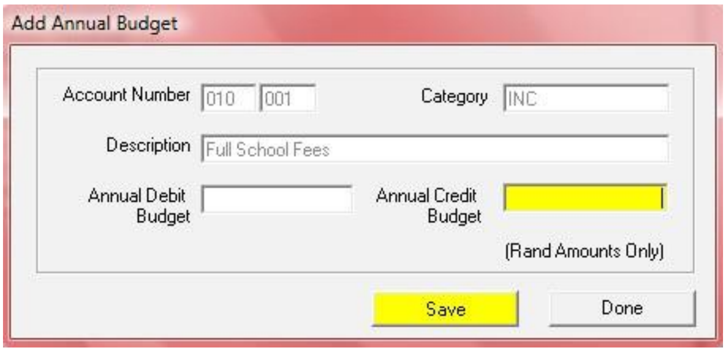


Figure 24: Add Annual Budget

Capturing the Budget per Month

On the Budget screen click on **Monthly Budget** and **enter the amoun**ts for the account for the appropriate months (January to December) as shown in the examples (Figures 25 -26).

- Click on **Save** to save your data

Click on **Done** to exit the screen.

Example 1:

- If the monthly budget is equally **split over full 12 months**, then enter the **total budget** value in any month and click on **Automate Monthly Totals** (Fig. 25).
- A warning is given that any previous monthly totals will be lost.
- Click on Yes to continue automation and on No to abort the automate sequence.

E.g. School fees to be received R60 000 over the course of the next 12 months.

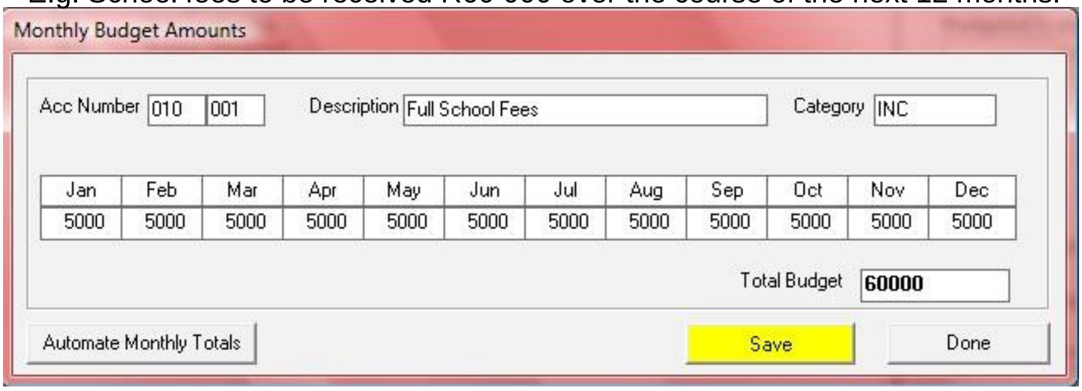


Figure 25: Monthly Budget Amounts Split Over 12 Months

Example 2:

- If the monthly budget is split, then enter the budget value for the particular month (Fig. 26).
- Click on **Save.**

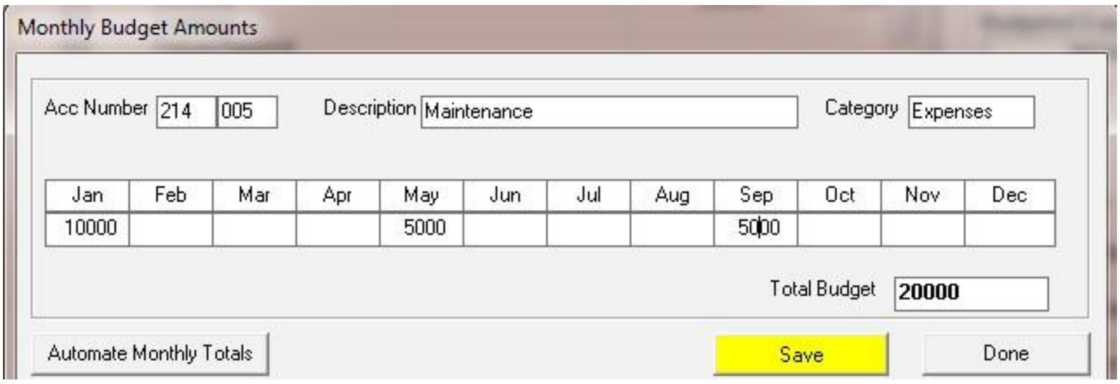


Figure 26: Monthly Budget Amounts for Particular Months

2.2 Financial documents on Income

This section deals with the Accounts & documentation for money received by the school.

- The Financial Assistant forces the basic financial control of not allowing any money to be receipted that is not subsequently banked. The receipting and depositing of funds are therefore reconciled.

The documentation involved is summarised below:

Menu on SA-SAMs	Financial practice/functionality	When to use
2.2 Select a transaction (11.4) 2.2.1 Receipt Payment to School (11.4.1)	Acknowledge payment received	Daily
2.2.1a Print a Receipt (11.4.16)	Acknowledment copy for client	(If applicable)
2.2.2 Deposit Receipts (11.4.2)	Money received that are receipted are banked as a collection.	Preferably daily
2.2.3 Directly into Bank Account (11.4.3)	Direct payment & EFT banking	Enter when bankstatement / deposit slip received
2.2.4 Debtors and School Fees (11.5) (not applicable for No Fee schools)	School fees received & billing	When received & monthly

2.2a Select a Transaction (Menu 11.4)

This area is where most of your processing will take place, the Receipting of monies and the depositing of monies into the bank. (Fig. 27)

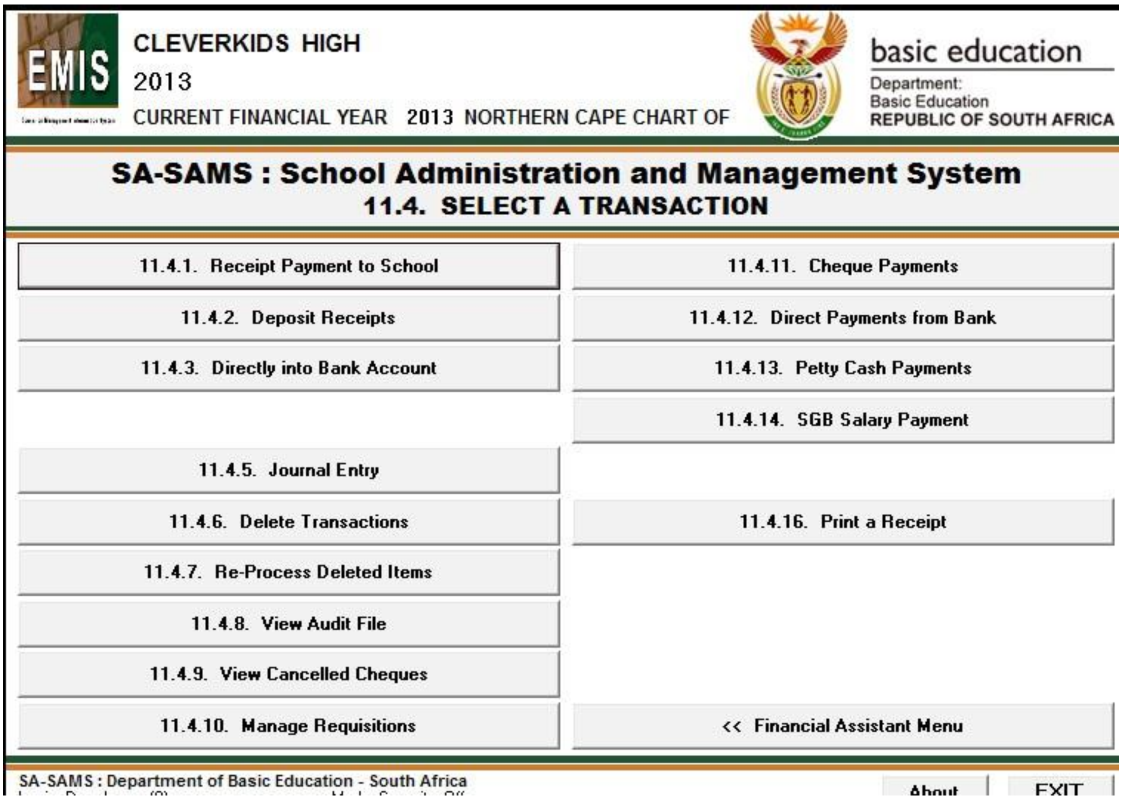


Figure 27: Select a Transaction

2.2.1 Receipt Payments to School (Menu 11.4.1)

All payments made to the school should be acknowledged and documented by issuing receipts.

Click on **Receipt Payment to School** and complete for the transaction (Fig. 28 & 29).

- Select the receipt book and the new receipt number will automatically update on the screen.
- Enter the total amount received for the transaction.
- Select Month, Current Year or Previous Year option and a correct receipt date using the calendar.
- Enter the names of the person that paid the money and capturer that issued the receipt.
- Select the type of Payment Method being **Cash, Cheque, Direct Bank** (Fig. 30) or **Petty Cash.**

  ⇨ For Direct Deposit a pop-up screen emerges and click on **Bank Account** and then click on GO.

  ⇨ Payments by direct deposit can also be receipted in Menu 11.4.5.

- Select the type of receipt, either **School Fees** or **Other** (Fig. 28 & 29).

  ⇨ For **School Fees**, the **Account Number** and the **Account Description** populates automatically

  - Capture the amount paid.
  - Enter a reference description of the payment.
  - Select the **Grade, Class and Learner** from the drop-down lists.
  - Click on **Accept Processing Details.**

  ⇨ If receipt is for **Other** (Fig. 29) then select the **Account Description** from the drop-down list to populate the **Account Number.** The Type in Keyword option can also be used to find the Account description.

  - Capture the amount paid.
  - Enter a reference description of the payment.
  - Click on **Accept Processing Details**

- The receipt details are now listed at the bottom. (Fig. 29).

  ⇨ Receipts may be split into many separate payments as well as between School Fees and Other.

⇨ The **Amount Allocated** (at the bottom left) keep track of the amount of the entries and the total must be the same as the total for the receipt before saving.

- An entry can be removed BEFORE SAVING by clicking on the entry and then clicking on **Remove Line**.

  ⇨ **Clear Form** will remove all the entries for recapturing. A confirmation screen appears and Click on **YES** to clear all the entries and **NO** to leave as is. (Fig. 29).

- After completion click on **Save.** A pop-up screen appears to print the receipt: click on **Yes** to print and if not click on **Cancel**. (Fig. 31).
- Click on

Click on **Done** to exit the screen.

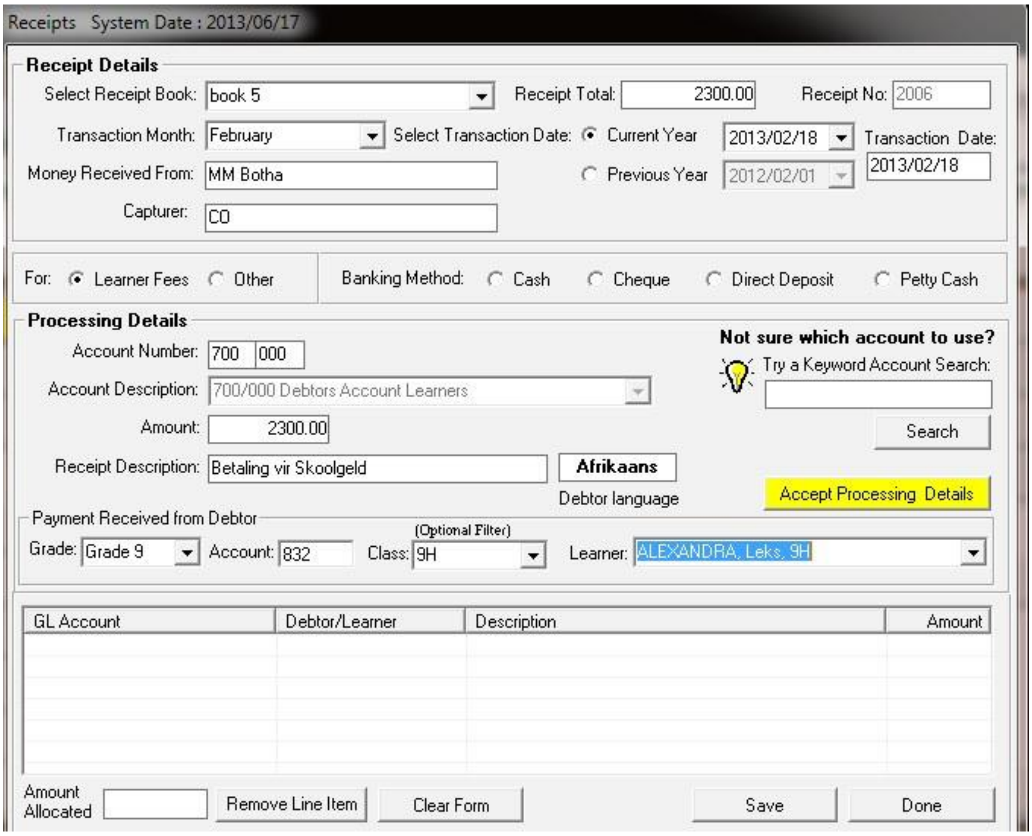


Figure 28: Receipting a payment for school fees

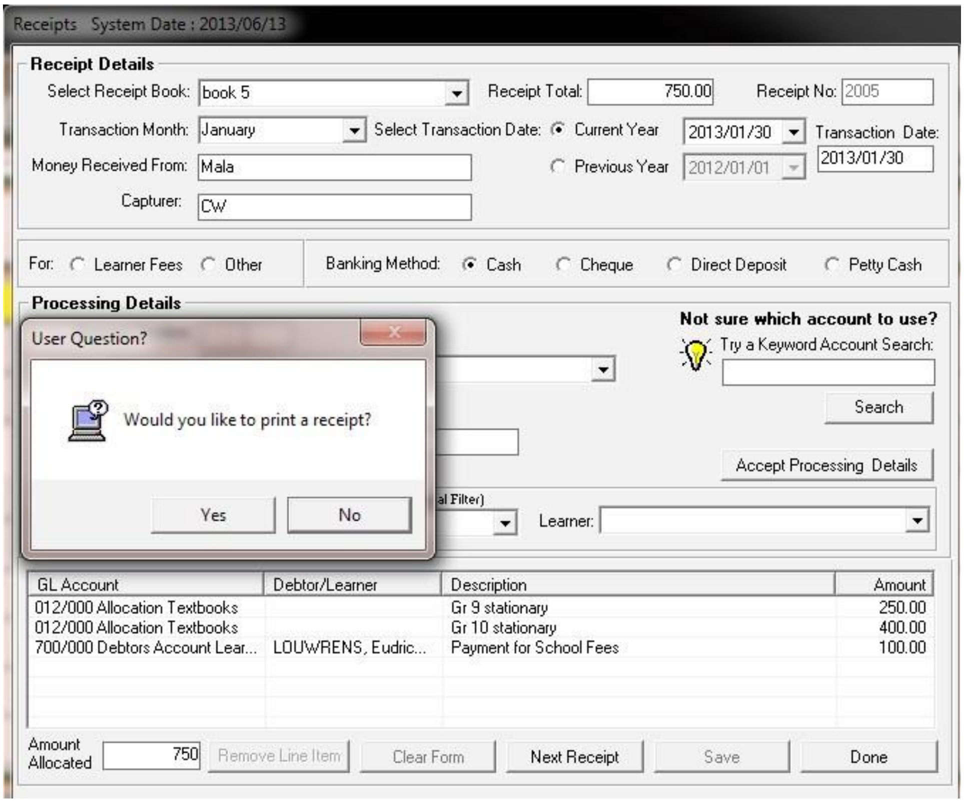


Figure 29: Receipting a payment: Other

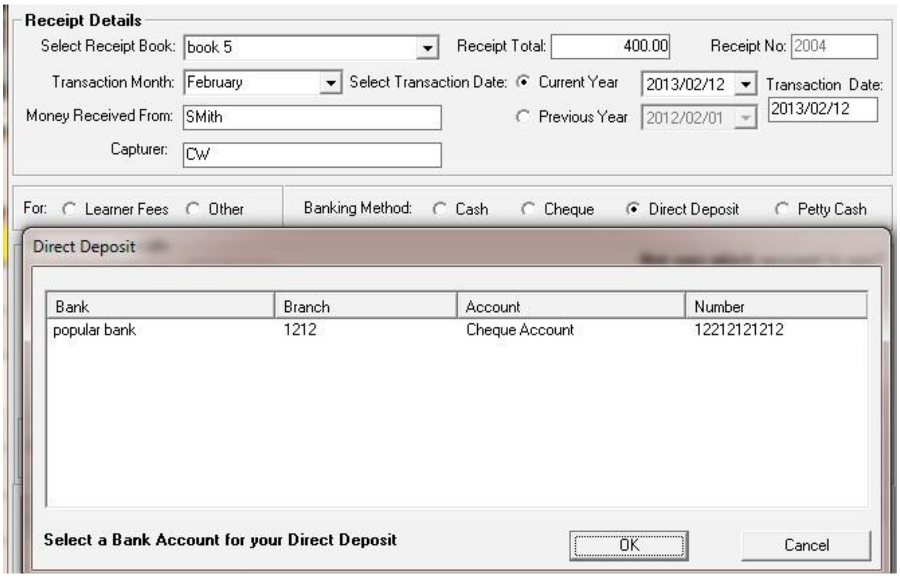


Figure 30: Receipting a payment: Direct Deposit

2.2.1a Print a Receipt (Menu 11.4.16)

Click on **Print Receipt** to list the receipts issued (Fig. 31)

- A date range can be entered to filter for the required receipts and click on GO.
- Double click on a receipt and click on **print** on the print pop-up screen.
- Continue until all selected receipts are printed.

Click on the X in the top right corner to exit the screen.

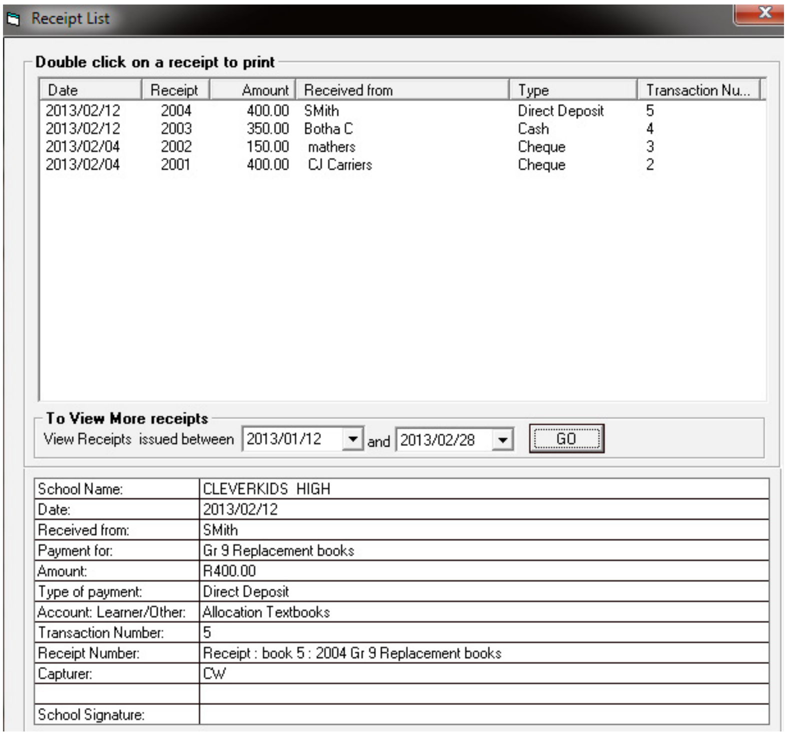


Figure 31: Print a Receipt

2.2.2 Deposit Receipts (Menu 11.4.2)

Click on **Deposit Receipts** to setup the receipts for deposit (Fig. 32).

- Select the correct Deposit Book to generate the deposit slip number.
- Select the Transaction Month and Deposit Date for the current or previous year.
- Select all the receipts that relate to this deposit slip.
  ⇨ Click on the receipts to be deposited in the tick box to the left of the listed receipts.
- Click on **Accept for Deposit**.
- The deposit slip totals (cash and cheques) will now be displayed at the bottom of the page. (Direct deposit is already deposited in the bank account)
- Click on **Save** Deposit to save the deposit entry.
- Click on **Next / Clear Form** to continue processing. The unprocessed receipts remain on the screen for depositing. OR

Click on **Done** to exit.

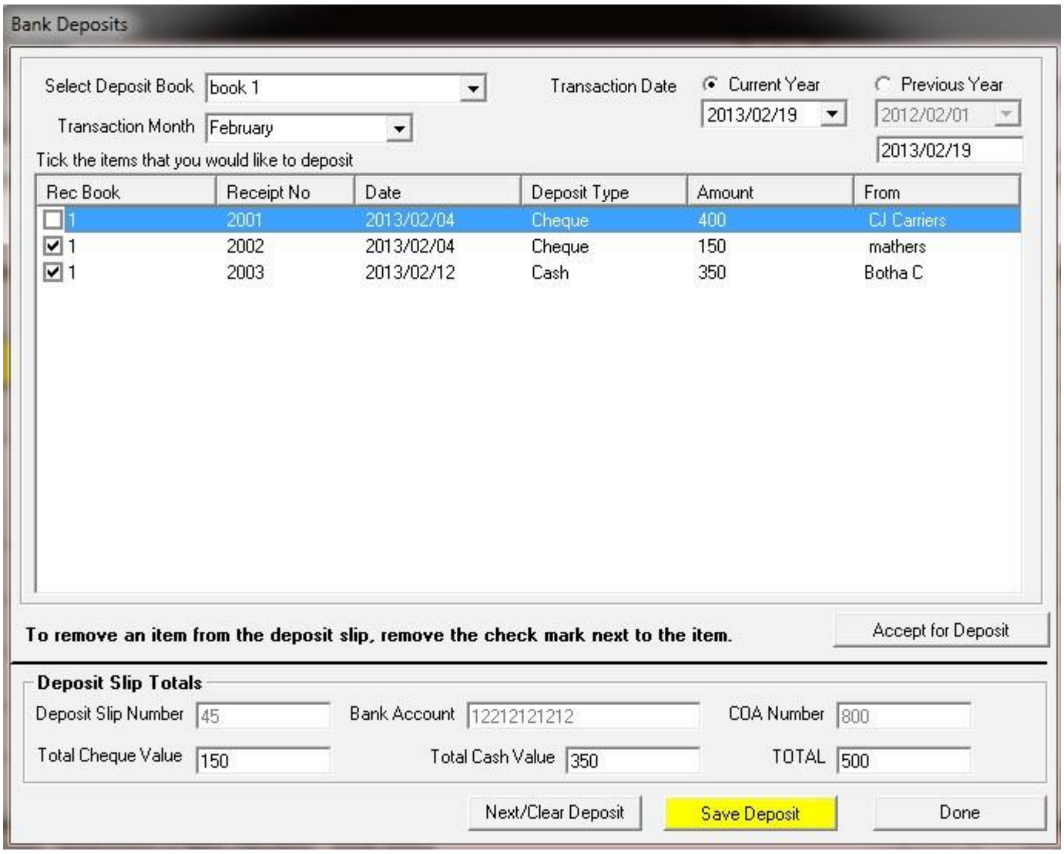


Figure 32: Bank Deposits

2.2.3 Directly into Bank Account (Menu 11.4.3)

The deposit slip of money deposited directly into the bank account or online banking can serve as proof of payment and therefore does not always require to be receipted.

These transactions can be captured into the correct GL accounts and for documentation purposes in this screen.

- Please note that transactions directly into the bank can be captured EITHER in Direct into Bank Account OR be receipted but not in both screens.

Click on **Directly into Bank Account** and complete the following (Fig.33).

- Select a bank account and the correct financial period.
  - Select the transaction month and correct deposit date for the current or previous year.
- Enter the person that deposited the money and the amount.
- Complete the Processing Details as follows:
  - Select the correct Account Description from the dropdown list (This will automatically list the Account Number) OR
  - Enter the Account Number if known to populate the Account Description.
  - Enter a description for the transaction for future reference.
  - For school fee payment (Acc No 700) select the grade, class, learner name for reference.
    - ⇨ The grades option includes future and archived learners.
- Click on **Accept Processing Details** to list the allocation at the bottom.
- A Direct Receipt may contain multiple entries linked to different accounts.
- The receipt total must be equal to the total of the entries.
- To remove an entry select, click on **Remove Line Item.**
- Click on **SAVE** to save the receipt entry.

Click on **DONE** to exit or click on **Next / Clear Form** to continue processing.

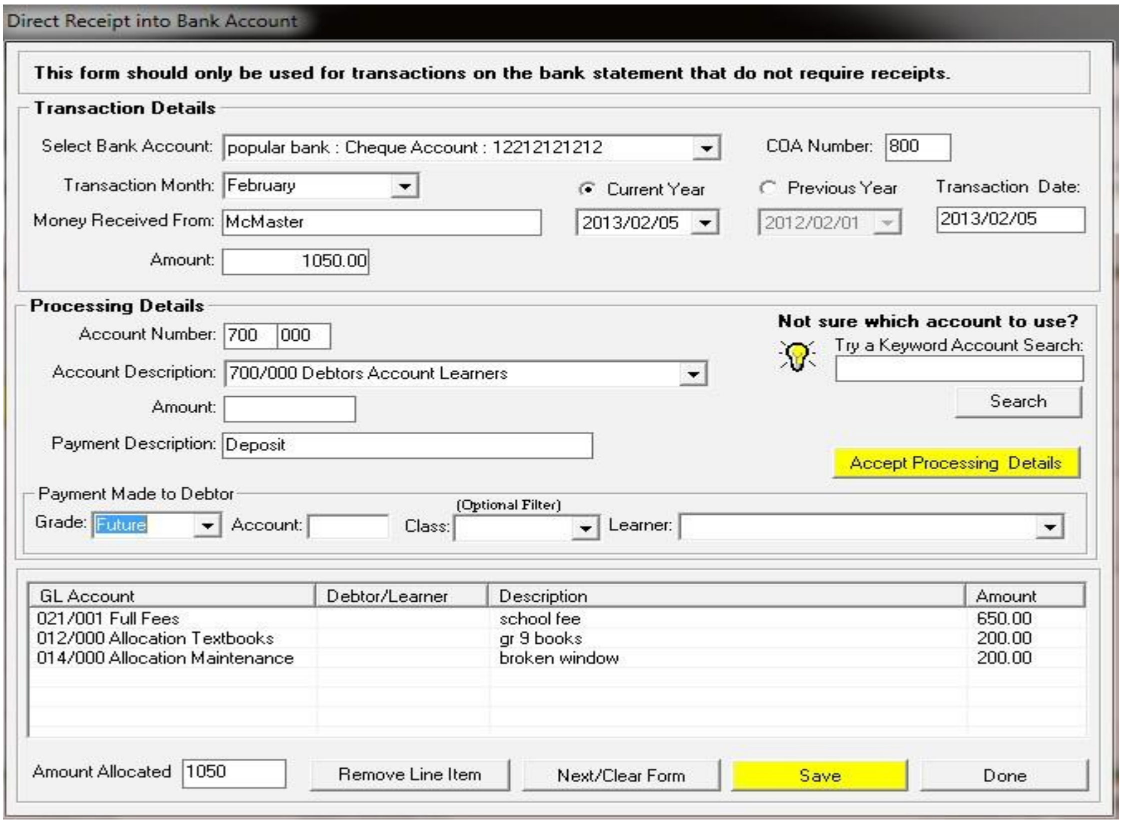


Figure 33: Direct Receipt into Bank Account

2.2.4 Debtors and School Fees (Menu 11.5)

This menu administrates school fee settings, exemptions and account management.

- The functions available is shown in figure 34 and summarized in a table following the figure.
- This menu also contains a link to PASTEL financial package.

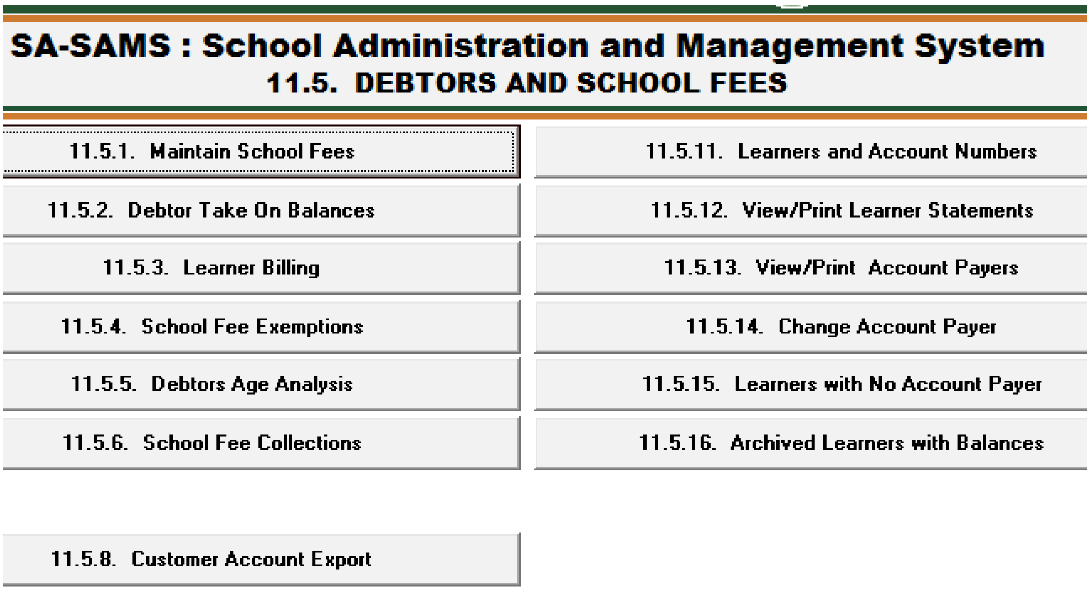


Figure 34: Debtors and School Fees

The following areas are covered in Debtors and School Fees screen:

Header	Description & SA-SAMS menu no	Function
2.4.4a	Maintain School Fees (Menu 11.5.1)	⇨ Set up school fees per grade
2.4.4b	Debtor Take On Balance (Menu 11.5.2)	⇨ Enter debtor balance for first time entering / previous years balance
2.4.4c	Learner Billing (Menu 11.5.3)	⇨ Process of billing learners
2.4.4d	School Fees Exemptions (Menu 11.5.4)	⇨ Setting of individual exemptions
2.4.4e	Debtor Age Analysis (Menu 11.5.5)	⇨ View of status on debtors per month
2.4.4f	School Fees Collections (Menu 11.5.6)	⇨ School fees reports
2.4.4g	Learner Account Numbers (Menu 11.5.11)	⇨ Selection of learners with account numbers
2.4.4h	View/Print Learner Statement (Menu 11.5.12)	⇨ View / print learner and grade statements
2.4.4i	View/Print Account Payers (Menu11.5.13)	⇨ Viewing /print account payers
2.4.4j	Change Account Payers (Menu11.5.14)	⇨ Add account payers
2.4.4k	Learners with No Account Payer (Menu 11.5.15)	⇨ List of learners with no account payers assigned
2.4.4l	Archived Learners with Balances (Menu 11.5.16)	⇨ List of archived learners with balances
2.2.4m	Customer Account Export (Menu 11.5.8)	⇨ Export link to Pastel

2.2.4a Maintain School Fees (Menu 11.5.1)

All schools need to complete this section for Annual School Survey purposes.

No fee schools must enter zero for each grade.

Click on **Maintain School Fees** (Fig. 35).

- Tick the box next to the Grade to select a grade or multiple grades.
- Select the correct year from the Year drop down box.

- Enter the School Fee Amount For Selected Grades in the relevant field
- The fees are listed at School Fees per Grade.
- Repeat above steps until all grades have school fees allocated to them.
- Enter the comments that will be printed on all the Learners statements. Bilingual text field is available.
- Click on **Save** to save the setting.

Click on **Done** to exit the screen.

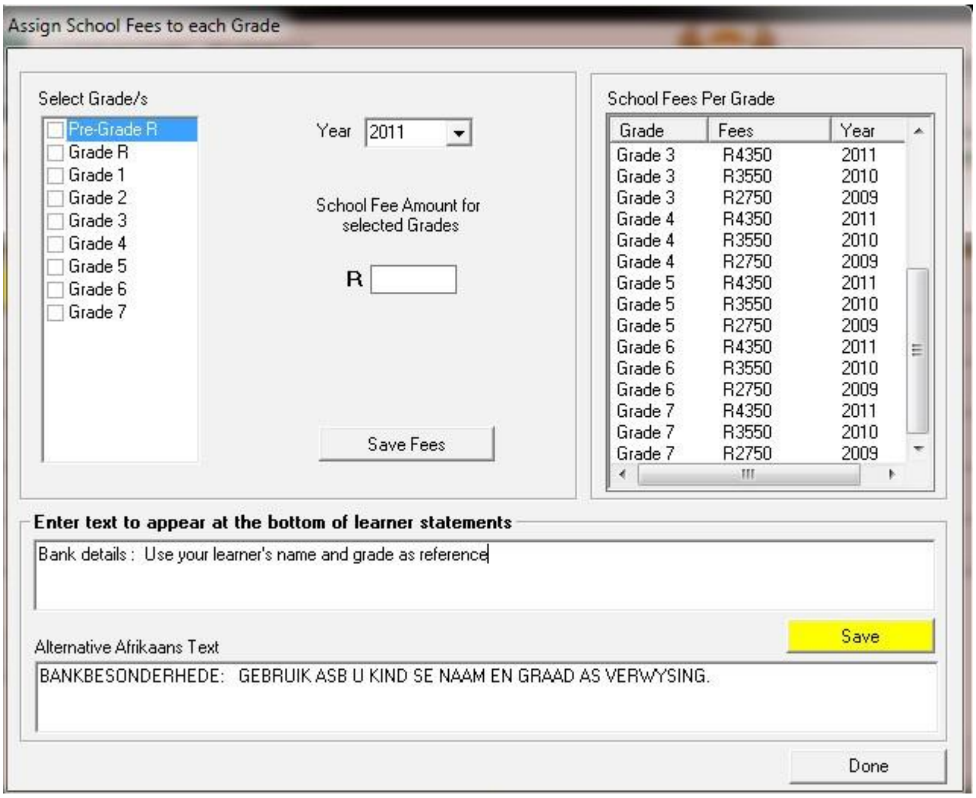


Figure 35: Assign School Fees to each Grade

When changing the fees for the current year a pop-up screen with a warning appears (Fig. 36). Click on **Yes** to continue

- This means that if learners and fees are already entered for the current year, these fees will not be affected. It will only affect new learners that are entered from NOW on for the current year for example **reduced rates for half year** (refer to Learner Billing.)..

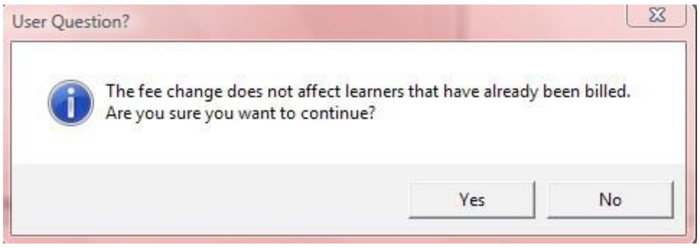


Figure 36: Confirmation to change the School fees

2.2.4b Assign Debtor Take on Balance (Menu 11.5.2)

This function sets up the total amount on debtor accounts to Account 701 on the opening balances page (Fig 37).

Click on Assign Debtor Take on Balance once to set up the system for learners.

- To filter for learners select a grade and/ or class
- Learners can be listed per alphabetical order or in order of account numbers.
- Select account for transaction as 700 or 701.
- Enter the take on balance for each learner.
- Enter a transaction date and click on **Process Transaction.**
  - ⇨ The learner names are removed from the list as the take on debit amount is added to their names.

Click on **Done** to exit

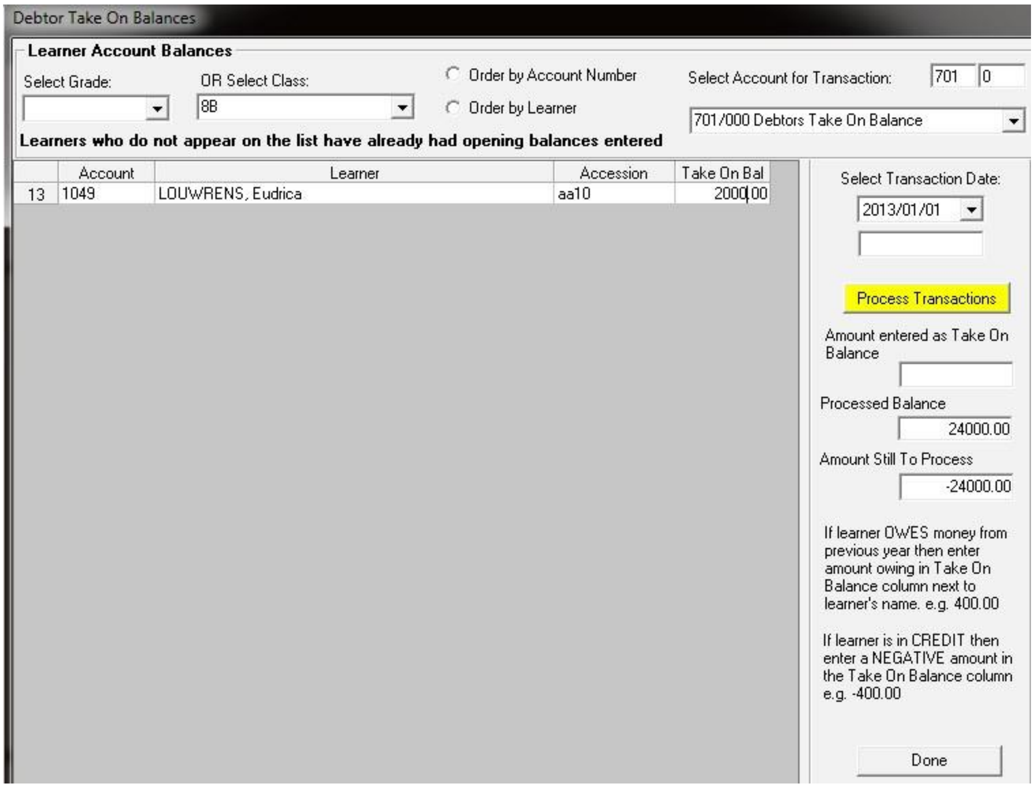


Figure 37: Debtor Take on Balance

2.2.4c Learner Billing (Menu 11.5.3)

The learner school fee accounts are set up annually.

Click on **Learner Billing** (Fig. 38)

- To list the learners click on a **grade**.
- Enter a **transaction date**.
- Select if the billing should include the **Annual School Fees** (Fees automatically appears in the Amount input box annual fee) OR
  - ⇨ **Monthly School** fees or Other (Enter the fee in the Amount input box) .
- Reason for Billing is populated automatically with the account number.
- Select **All** or select **an individual learner** by ticking off the relevant learners.
- Click on **Process Transaction.**
  - ⇨ After every transaction the learner names are removed from the list

Click on **Done** to exit the screen.

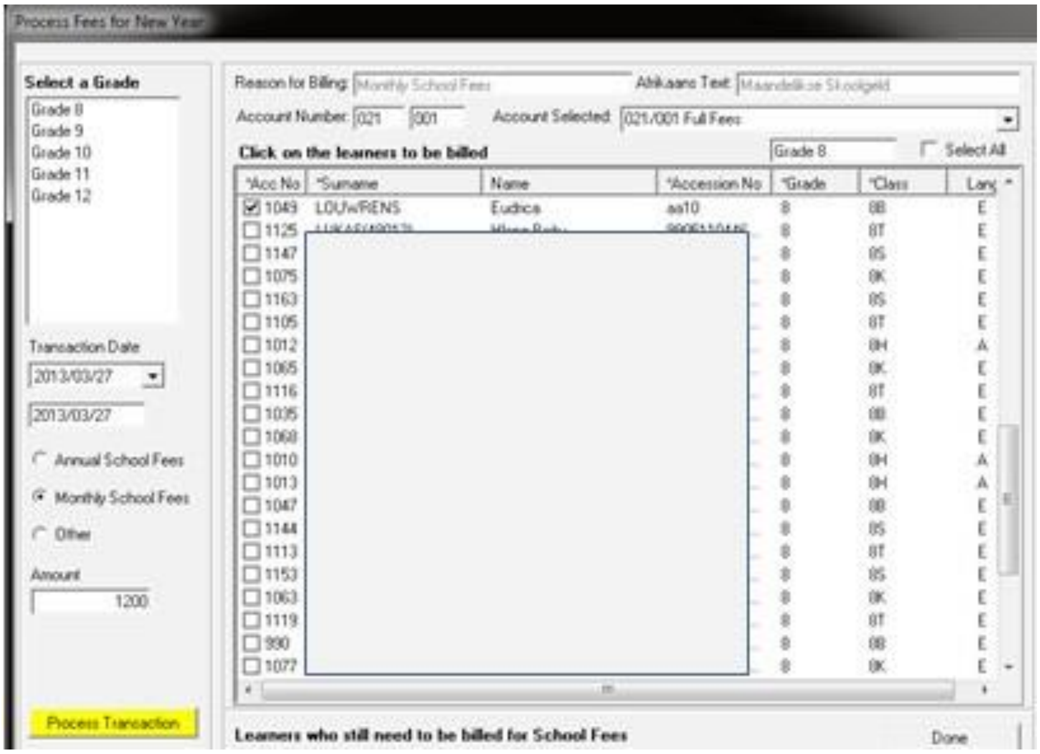


Figure 38: Process Fees for Billing

2.2.4d School Fees Exemptions (Menu 11.5.4)

School exemption is a financial concession/discount given to learners under conditions as specified by the Financial Policy of the school. The fee exemptions are applicable on school fees and all other payment from the learner e.g. stationary and excursions etc.

- The individual exemptions can be captured and viewed on the Maintain Exemptions tab.
- A printout is available that lists all learners with school fee discounts.

Click on School Fee Exemption to open the listing screen (Fig. 39).

- Select a **class** or click on **Show All** to view the learners.
- Click on a learner to view the debtor balance.
- Click on **Fees Exemption Printouts** to print the list of leaners with exempted fees.

Click on **Done** to exit the screen.

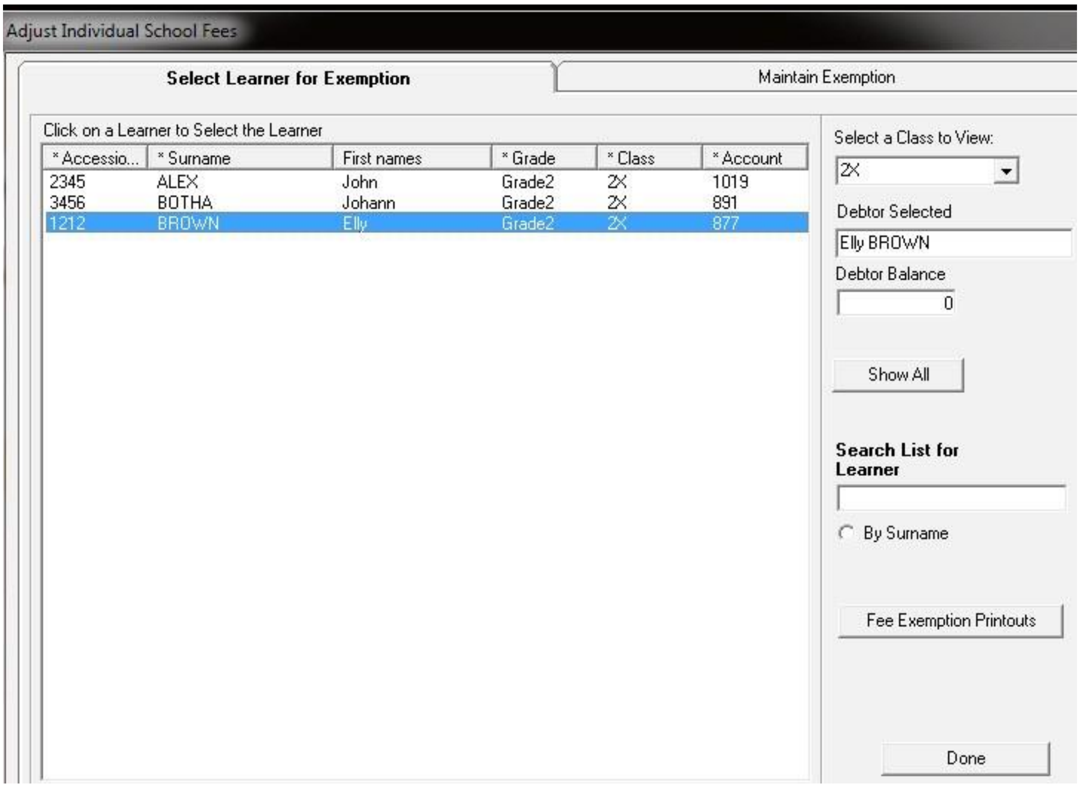


Figure 39: Adjust School Fees Individually

Maintain Individual Fee Exemptions

Click on the **selected learner** and then click on **Maintain Exemption** (Fig. 40).

- The learner's account details and exemption history is listed.
- Click on a date and select the type of exemption and if granted.
- Type a reason for the exemption.
- Select the type of account under full, partial or other.
- Type the amount in the exemption column.
- Click on **Save**.

Click on **Done** to exit the screen.

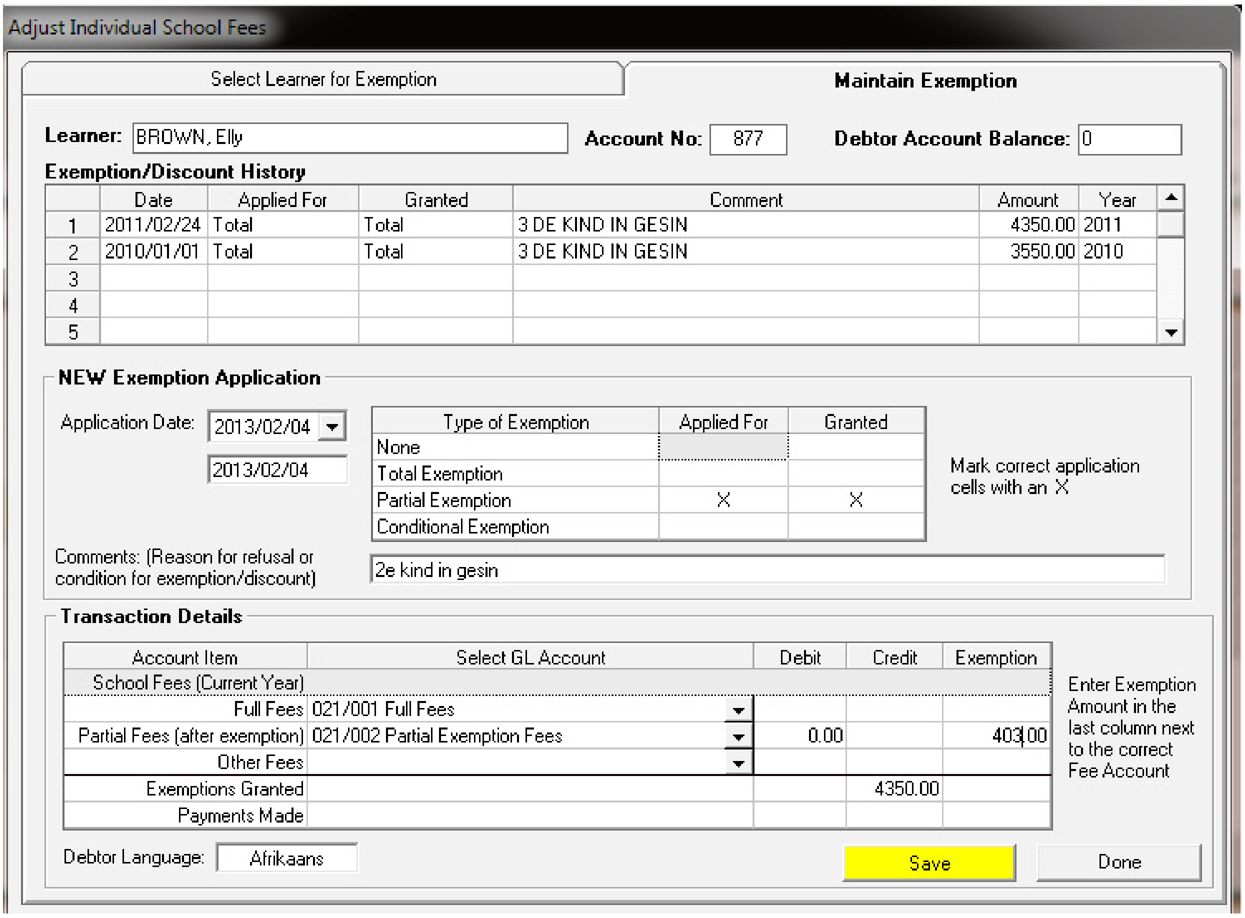


Figure 40: Maintain Fee Discount Individually

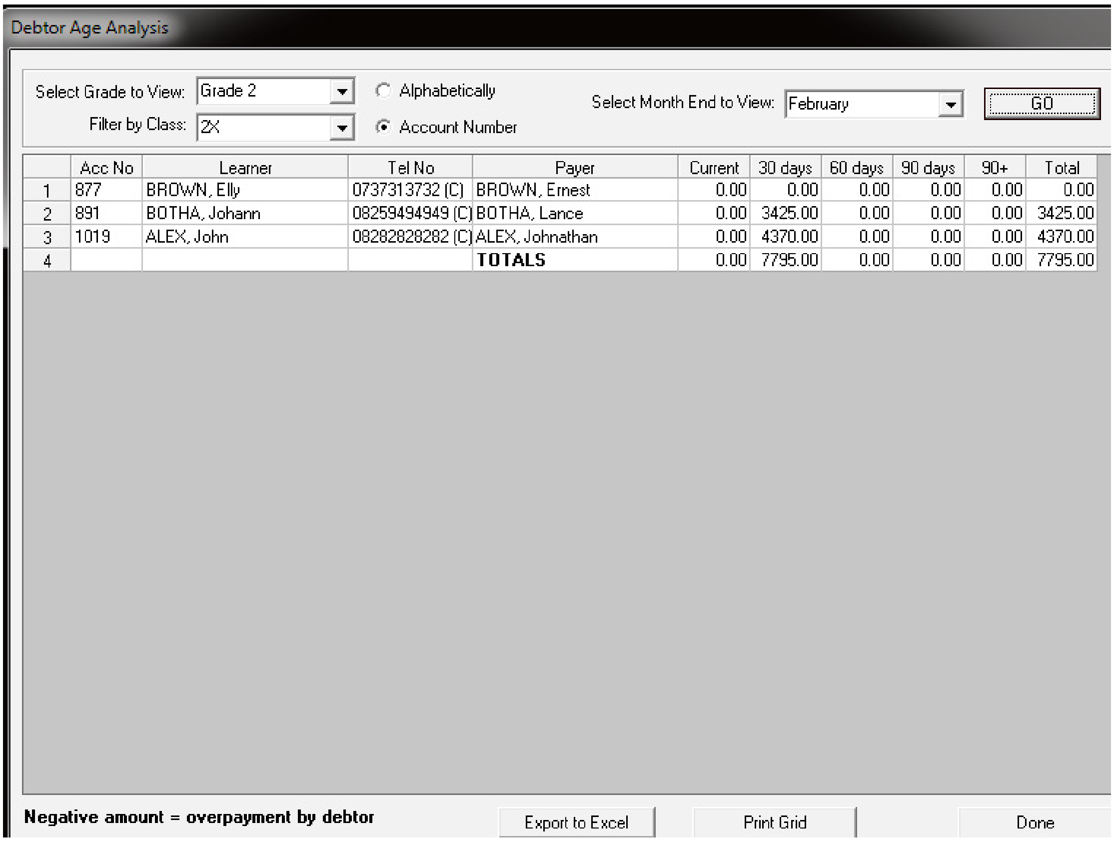
2.2.4e Debtor Age Analysis (Menu 11.5.5)

To view the status of an account

Click on Debtor Age Analysis (Fig. 41)

- Select a grade to view the learners' account status.
- Filter by selecting a class
- Select to list the learners alphabetically or numerically according to the account.
- Select a **month** and click on **GO**.
- Click **Print Grid** to print a hardcopy of the listing.
- Click on **Export to Excel** to copy the data on an Excel folder.

Click on **Done** to exit the screen.



	Acc No	Learner	Tel No	Payer	Current	30 days	60 days	90 days	90+	Total
1	877	BROWN, Elly	0737313732 (C)	BROWN, Ernest	0.00	0.00	0.00	0.00	0.00	0.00
2	891	BOTHA, Johann	08259494949 (C)	BOTHA, Lance	0.00	3425.00	0.00	0.00	0.00	3425.00
3	1019	ALEX, John	08282828282 (C)	ALEX, Johnathan	0.00	4370.00	0.00	0.00	0.00	4370.00
4				TOTALS	0.00	7795.00	0.00	0.00	0.00	7795.00

Figure 41: Debtor Age Analysis

2.2.4f School Fees Collection (Menu 11.5.6)

Click on **School Fee Collection** to view the status thereof.

- Select **Summary per Grade** (Fig. 42).
  
  - This lists per grade, per class Debtors' fees raised, collected, balance, % collected. (Fig. 43).
  - Click on print to make a printed copy.
- Select **Print School fees per selected grade**.
  - Learners are listed per class with an account status (Fig. 44).
  - Click on the printer icon to make a printed copy.

Click on **Done** to exit.

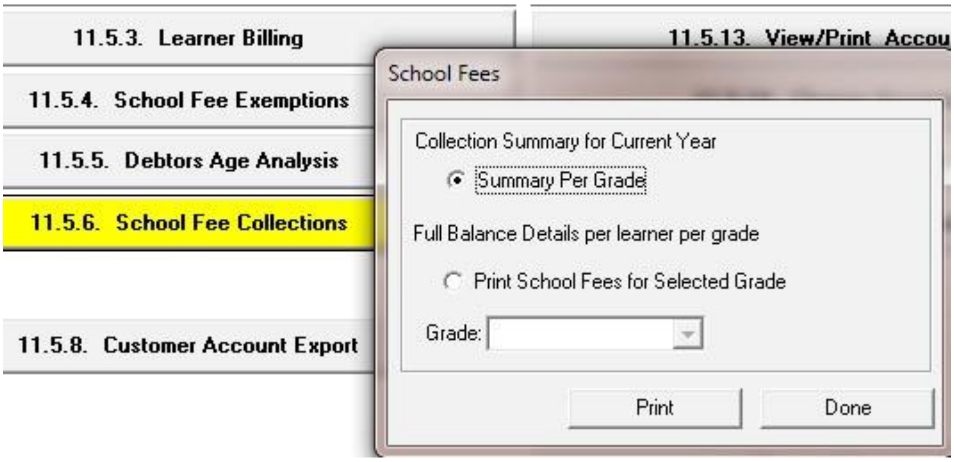


Figure 42: School Fee collection

Options under School Fee collections:

Grade Summary of School Fee Collections

Annual School Fee Collection per Grade and Class as at : 2011/6/15
For full details on amounts owing (including balances brought forward) see Debtor Age Analysis or the detailed grade listing

Print Grid | Done

This printout only includes fees raised and collected for the CURRENT finance year to give an indication of how collections of this year's fees are progressing.

	Grade	Class	No of Learners	Educator	Debtor Fees Raised	Collected	Balance	% Collected
1	Pre-Grade R	KLEUTERS 1	28		11000.00	10500.00	500.00	95.45
2	Pre-Grade R	KLEUTERS 2	22					
3	Grade R	PP 1	39		143000.00	129650.00	13350.00	90.66
4	Grade R	PP 2	42		156750.00	135400.00	21350.00	86.38
5	Grade R	PP 3	32		65000.00	58230.00	6770.00	89.58
6	Grade 1	1E	28		125500.00	113120.00	12380.00	90.14
7	Grade 1	1H	29		116000.00	97750.00	18250.00	84.27
8	Grade 1	1L	29		140250.00	121715.00	18535.00	86.78
9	Grade 2	2E	35		116014.50	114755.00	1259.50	98.91
10	Grade 2	2H	34		109837.50	103040.00	6797.50	93.81
11	Grade 2	2L	38		144637.50	144090.00	547.50	99.62
12	Grade 2	2X	3		8700.00	8720.00	-20.00	100.23
13	Grade 3	3E	35		129934.50	119832.50	10102.00	92.23
14	Grade 3	3H	36		136068.00	130950.00	5118.00	96.24
15	Grade 3	3L	35		118407.00	101477.00	16930.00	85.70
16	Grade 4	4E	33		122235.00	116234.50	6000.50	95.09
17	Grade 4	4H	33		130500.00	133027.50	-2527.50	101.94
18	Grade 4	4L	33		119625.00	114955.00	4670.00	96.10
19	Grade 5	5E	24		83227.00	63190.00	20037.00	75.92
20	Grade 5	5H	34		125280.00	130757.80	-5477.80	104.37
21	Grade 5	5L	34		142462.50	140486.50	1976.00	98.61
22	Grade 6	6E	26		99745.50	95352.50	4393.00	95.60
23	Grade 6	6H	35		143202.00	131655.00	11547.00	91.94

Figure 43: School Fee Collection Summary per Grade

School Fees Billed 2011 Only Learners who have been billed or who have paid fees will be included on printout

Grade: Grade 2

Class: 2E **Educator:**

Surname	First Name	Account No	Total Amount Owing	Paid/Exemptions/Journal	Balance Due
			4350.00	4,350.00	0.00
			4350.00	4,350.00	0.00
			2175.00	2,175.00	0.00
			4350.00	4,145.00	205.00
			4350.00	4,350.00	0.00
			4730.00	0.00	4730.00

Figure 44: School Fee Collection per Learner per Grade

2.2.4g Debtor / Learner Account Numbers (Menu 11.5.11)

To view the learners and the account payers

Click on **Debtor / Learner Account Numbers** (Fig. 47).

- Select a grade to list the learners with account numbers.
- Other options to search are Surnames and account numbers.
- Click on **GO**.
- Click on the column heading to sort it accordingly.
- Click on **Print Grid** to print a hardcopy of the listing.
- Click on **Export to Excel** to copy the data on an Excel folder.

Click on **Done** to exit the screen.

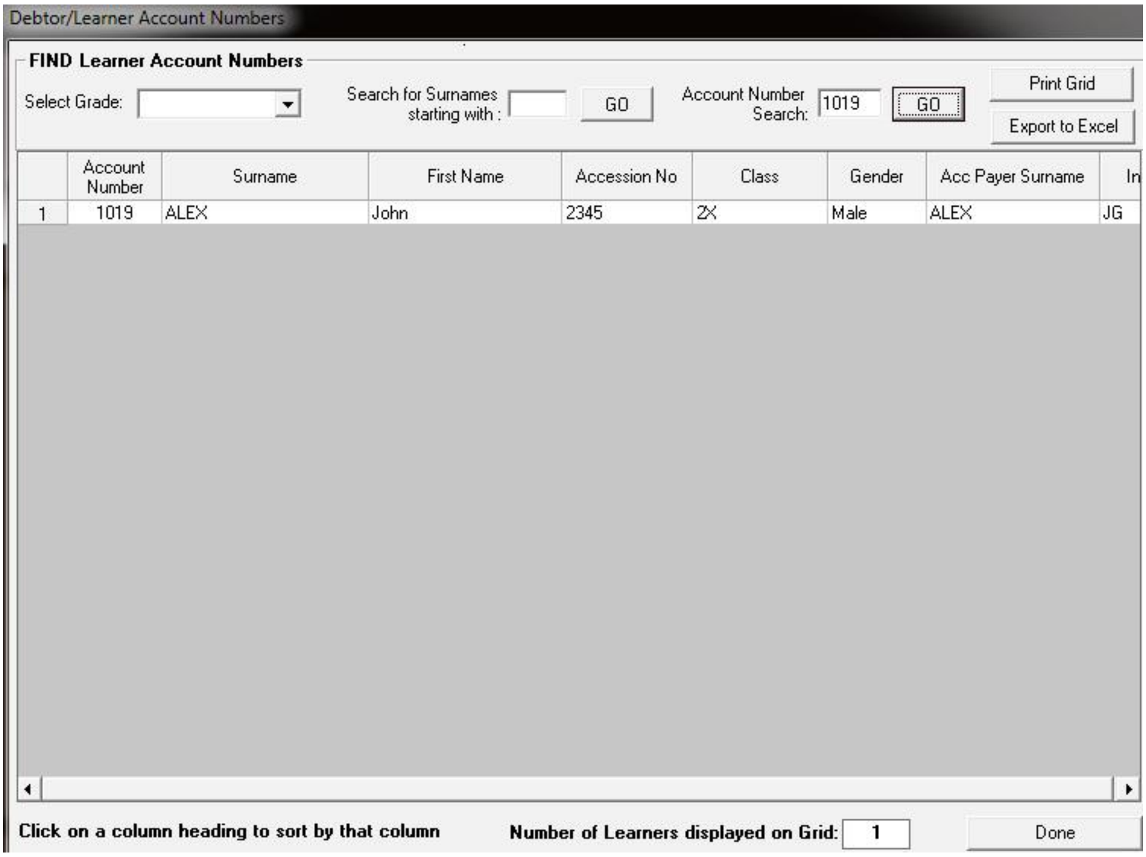


Figure 47: Debtor/Learner Account Numbers

2.2.4h View / Print Learner Statements (Menu 11.5.12)

Close the financial year before generating accounts for the next year.
Accounts can be selected and printed individually or per class.

Click on **View / Print Learner Statement** to print learner accounts (Fig. 48).

- Accounts can be selected individually or selected per grade and class.

Individually selected statements (Fig. 49 & 50).	• Click on **View of Print an Individual Learner Statement**
Multiple Statements (per group) (Fig. 48 & 50).	• Select a **grade** and Select a **class** to filter • Select the **date** • The number learners per language are indicated as the language groups are printed consecutively. • Select **Print only statements with balances.** OR • Select **Print all statements for the whole class/grade.**

- Click on the printer icon to print a hardcopies of the accounts.

Click on **Done** to exit the screen.

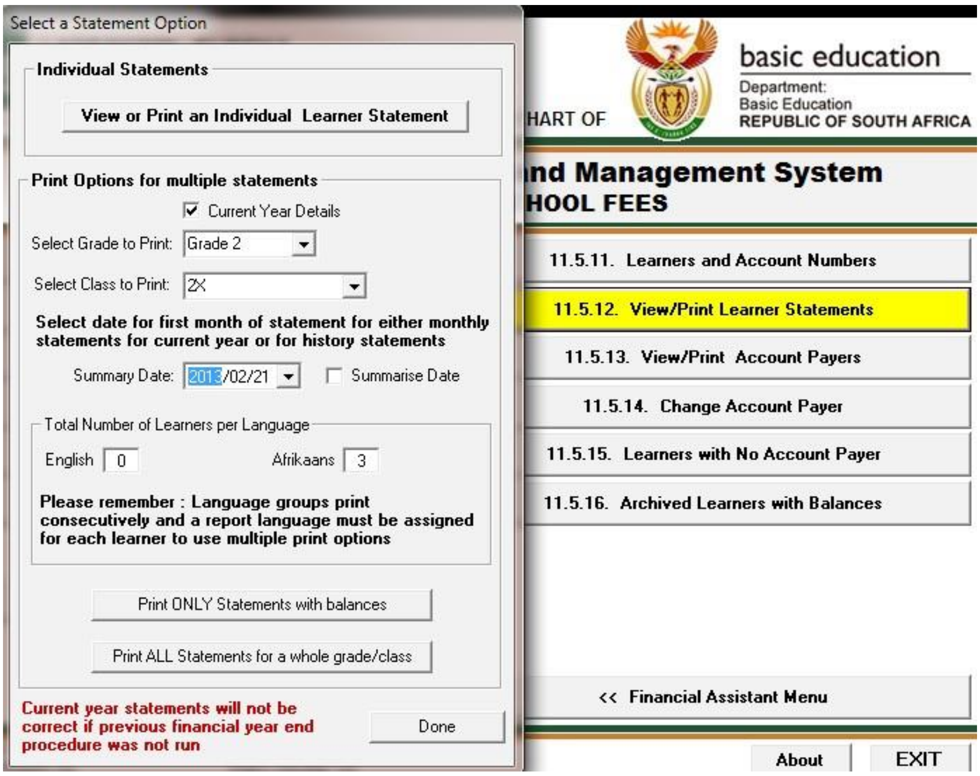
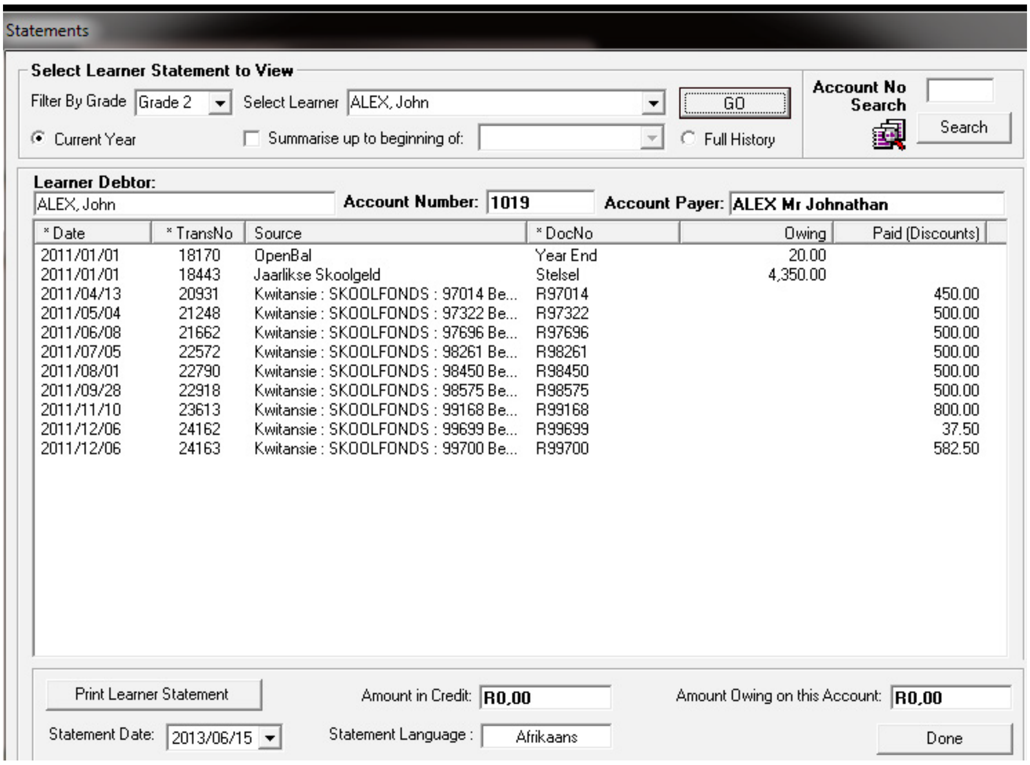


Figure 48: Select a Statement Option



Statements

Select Learner Statement to View

Filter By Grade: Grade 2 | Select Learner: ALEX, John | GO | Account No Search | Search

Current Year | Summarise up to beginning of: | Full History

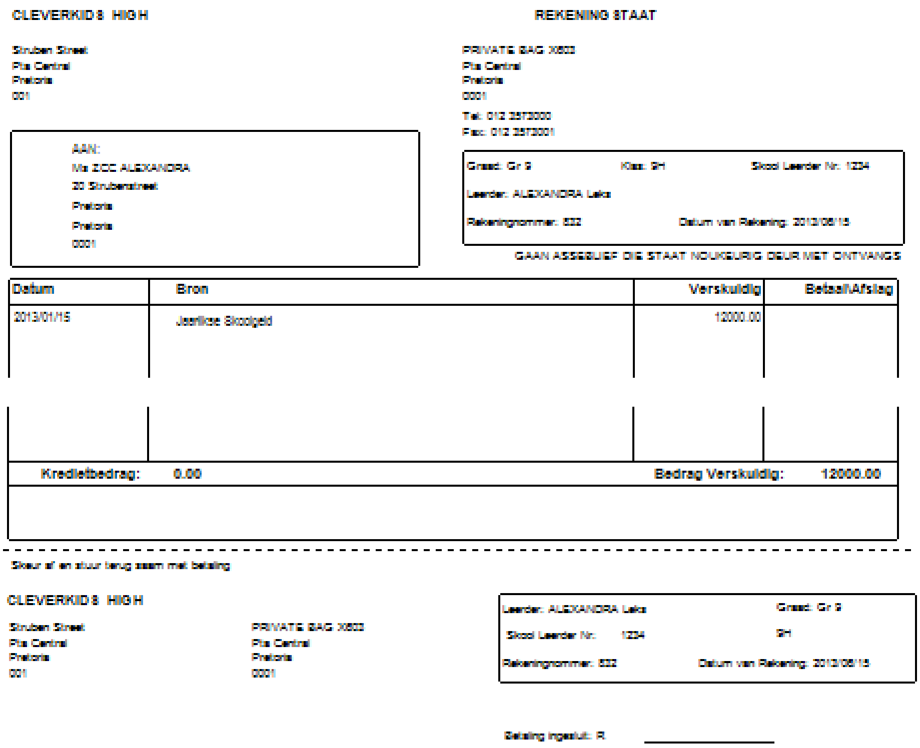
Learner Debtor: ALEX, John | Account Number: 1019 | Account Payer: ALEX Mr Johnathan

* Date	* TransNo	Source	* DocNo	Owing	Paid (Discounts)
2011/01/01	18170	OpenBal	Year End	20.00	
2011/01/01	18443	Jaarlikse Skoolgeld	Stelsel	4,350.00	
2011/04/13	20931	Kwitansie : SKOOLFONDS : 97014 Be...	R97014		450.00
2011/05/04	21248	Kwitansie : SKOOLFONDS : 97322 Be...	R97322		500.00
2011/06/08	21662	Kwitansie : SKOOLFONDS : 97696 Be...	R97696		500.00
2011/07/05	22572	Kwitansie : SKOOLFONDS : 98261 Be...	R98261		500.00
2011/08/01	22790	Kwitansie : SKOOLFONDS : 98450 Be...	R98450		500.00
2011/09/28	22918	Kwitansie : SKOOLFONDS : 98575 Be...	R98575		500.00
2011/11/10	23613	Kwitansie : SKOOLFONDS : 99168 Be...	R99168		800.00
2011/12/06	24162	Kwitansie : SKOOLFONDS : 99699 Be...	R99699		37.50
2011/12/06	24163	Kwitansie : SKOOLFONDS : 99700 Be...	R99700		582.50

Print Learner Statement | Amount in Credit: R0,00 | Amount Owing on this Account: R0,00

Statement Date: 2013/06/15 | Statement Language: Afrikaans | Done

Figure 49: Select a Statement Option



CLEVERKIDS HIGH

Struben Street
Pta Central
Pretoria
001

REKENING STAAT

PRIVATE BAG X603
Pta Central
Pretoria
0001
Tel: 012 3573000
Fax: 012 3573001

AAN:
Ms ZCC ALEXANDRA
20 Strubenstreet
Pretoria
Pretoria
0001

Graad: Gr 9 | Klas: 9H | Skool Leerder Nr: 1234

Leerder: ALEXANDRA Leks

Rekeningnommer: 532 | Datum van Rekening: 2013/06/15

GAAN ASSEBLIEF DIE STAAT NOUKEURIG DEUR MET ONTVANGS

Datum	Bron	Verskuldig	Betaal\Afslag
2013/01/15	Jaarlikse Skoolgeld	12000.00	

Kredietbedrag: 0.00 | Bedrag Verskuldig: 12000.00

Skeur af en stuur terug saam met betaling

CLEVERKIDS HIGH

Struben Street
Pta Central
Pretoria
001

PRIVATE BAG X603
Pta Central
Pretoria
0001

Leerder: ALEXANDRA Leks | Graad: Gr 9
Skool Leerder Nr: 1234 | 9H
Rekeningnommer: 532 | Datum van Rekening: 2013/06/15

Betaling ingesluit: R ____________

Figure 50: Example of Learner Financial Statement with return slip

2.2.4i View /print Account payers (Menu 11.5.13)

Click on **View /print Account payers** to view account payer details (Fig. 51).

- Search account payer by entering the first letter of the surname OR
  - Enter Surname to find account payer (bottom of page) OR
  - Click on **Show all Payers.**
- Click on **Print Accounts in List** to print a hardcopy of the listing.
- Click on **View Selected Account** to view the monthly statement (Fig. 52).

Click on **Done** to exit the screen.

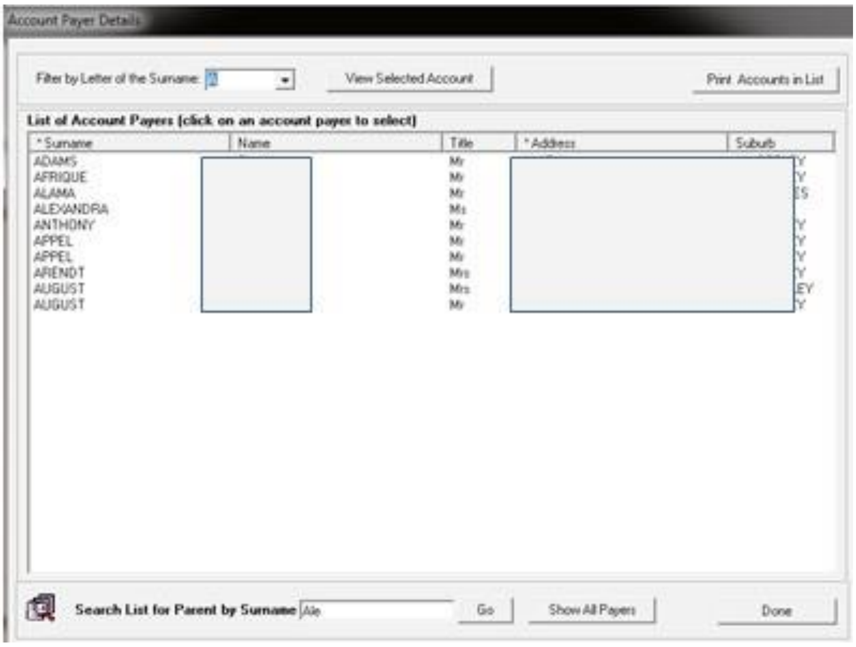


Figure 51: View Account Payers

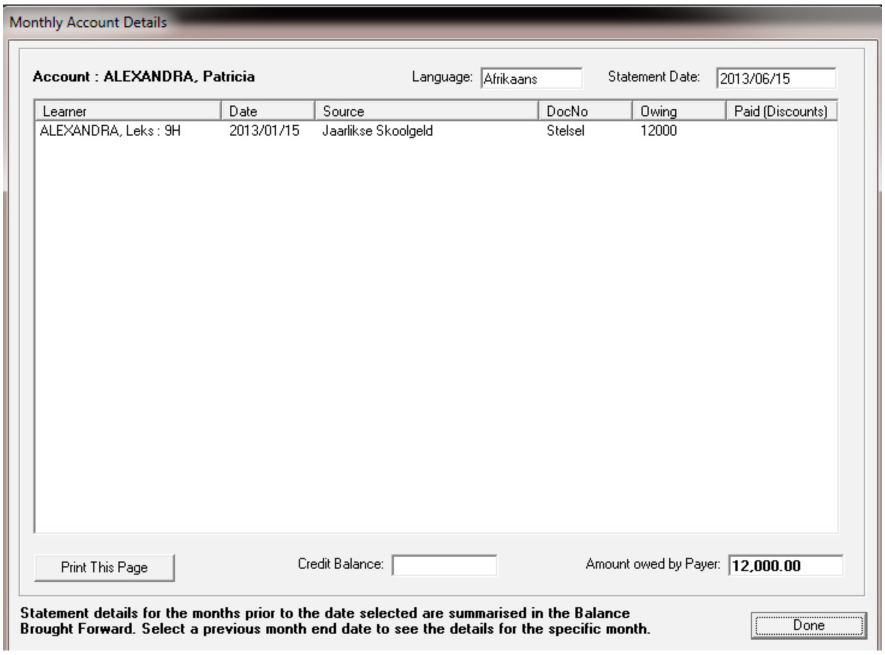


Figure 52: View Selected Account

2.2.4j Add Parent as Account payers (Menu 11.5.14)

Click on **Change Account payers** to add payer details (Fig. 53).

- Select the Grade and select the learner from the dropdown list.
- Click on **Set parent as Payer** to add as payer.

Click on **Done** to exit the screen.

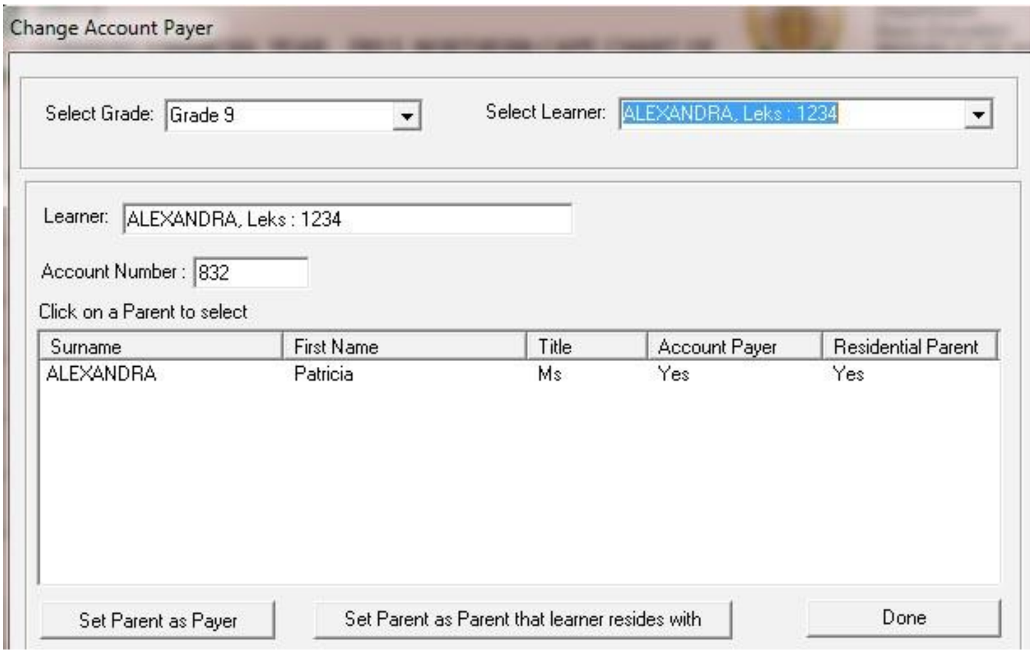


Figure 53: Change Account Payer

2.2.4k Learners with no assigned Account Payer (Menu 11.5.15)

Click on **Learners with no Account payers** to view list (Fig. 54).

Click on **Done** to exit the screen.

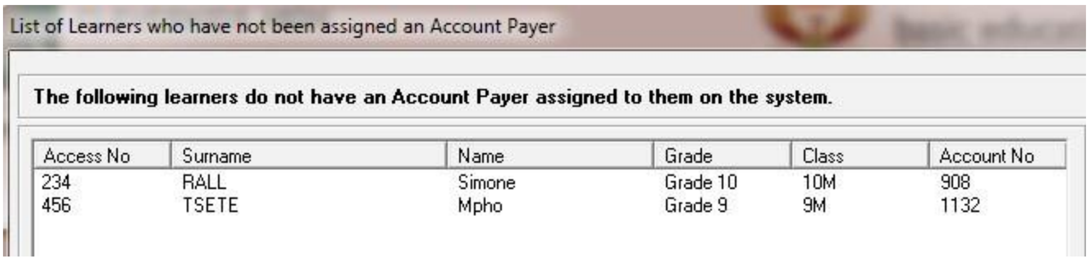


Figure 54: Learners with no Assigned Account Payer

2.2.4l Archived learners with balances (Menu 11.5.16)

Archived learners with outstanding balances on their accounts are listed in this menu.

- These accounts can be cleared in the journal section.
- If a payment was done for an archived debtor, receipt fees to the Full Fees Account and not to the debtor. Go to Journals and pass a journal to the archived debtor account.

Click on **Archived learners with balances** to view learner and balances. (Fig. 55).
Click on **Done** to exit the screen.

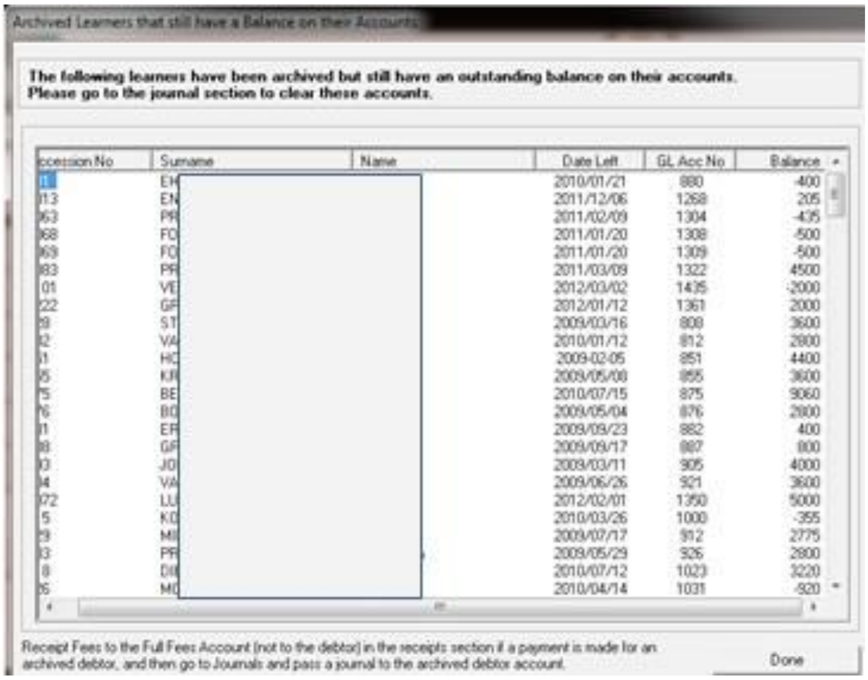
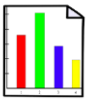


Figure 55: Archived Learners with Balance on Account

2.2.4m Customer Account Export: Export to Pastel (Menu 11.5.8)

Click on **Customer Account Export** and follow the instructions to export data (Fig. 56).

Click on **Exit** to exit the screen.



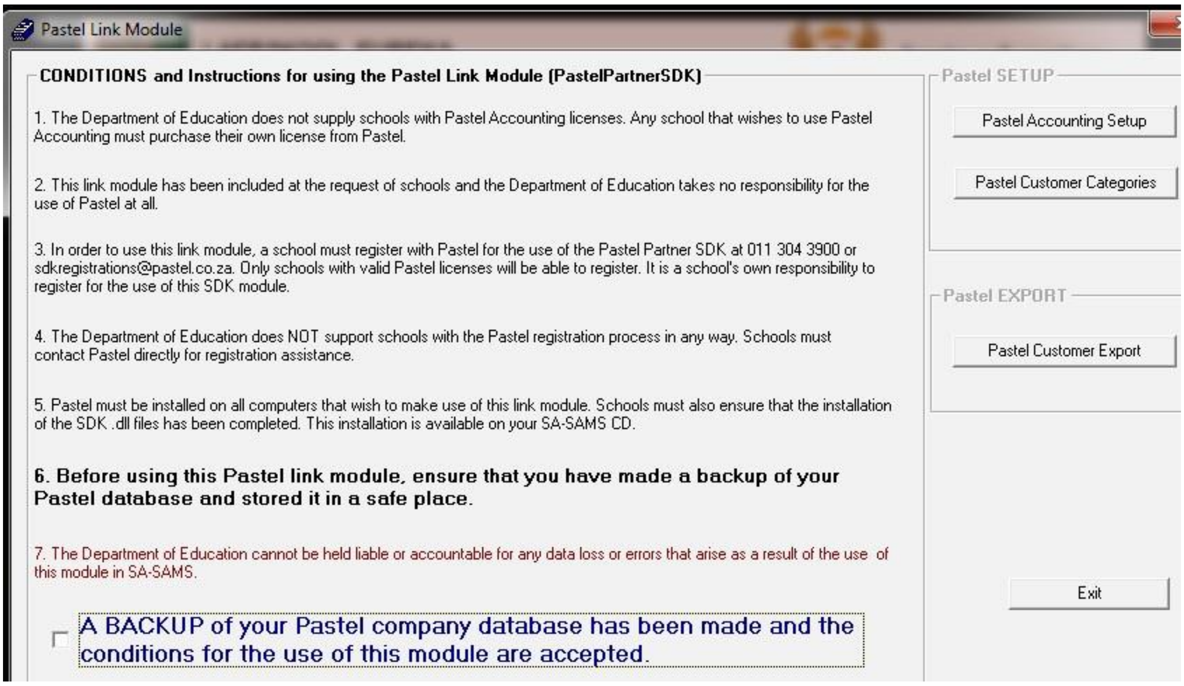


Figure 56: Pastel Link Module

2.3 Financial documents on Expenses

This section deals with the accounts & documentation for monies paid by the school.

- Payments should be made in accordance to the school's financial policy and the provincial financial regulations.
- A good financial practice is that the budget should be consulted to see if there are funds available before any purchases and payments are made.
- Payment documentation should be authorized and signed according to the financial policy e.g. the cheques should be signed by the accounting officer and by the principal and for an amount exceeding a limit the signature of the SGB chairperson as well.

2.3a Select a Transaction (Menu 11.4)

This area is where most of your processing will take place e.g. the payment of monies (Fig. 57).

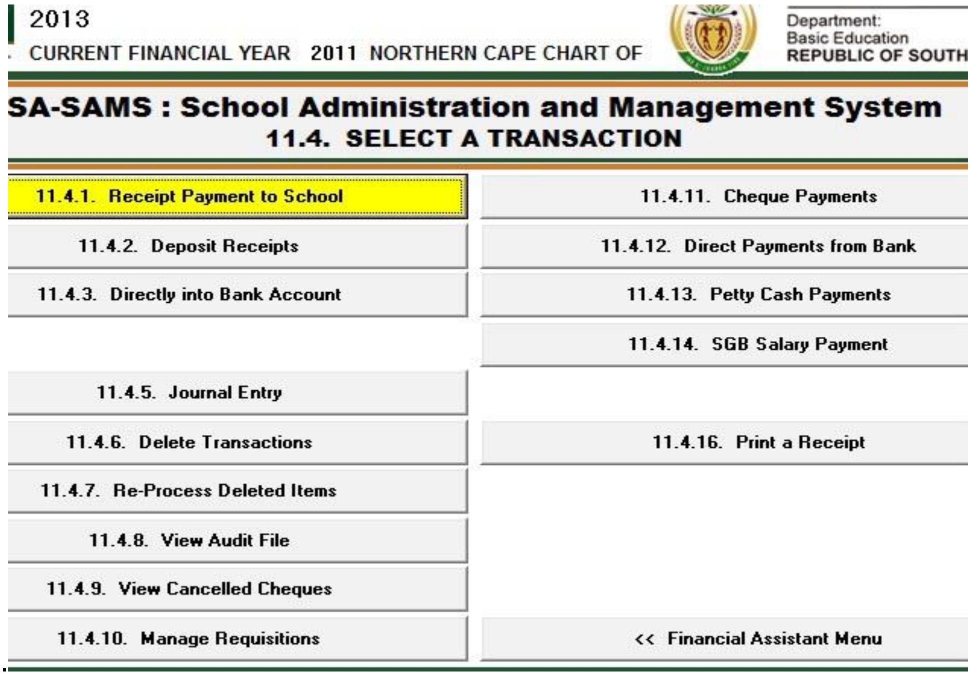


Figure 57: Select a Transaction

The documentation involved is summarised below:

Menu on SA-SAMs	Financial practice/functionality	When to use
2.3a Select a transaction (11.4) 2.3.1 Cheque Payments (11.4.11)	Payment transaction doc	For every payment
2.3.2 Direct Payment from Bank (11.4.12)	Money paid through bank transer order .	Capture from bank statement
2.3.3 Petty Cash Payments (11.4.13)	Daily / small Payment transaction doc	For every small payment
2.3.4 SGB Salary Payment (11.4.14	Direct payment & EFT banking	Salary payment per month
2.3.5 Manage Requisitions (Menu 11.4.10)	Payments for paperbudget schools	Sect 20 schools

2.3.1 Cheque Payments (Menu 11.4.11)

Cheques can be used for payments and should be signed by the accounting officer and countersigned by the principal of the school.

- A split cheque can be made out to one supplier and the amount split into different accounts.
- A good financial practice is that the budget should be consulted to see if there are funds available before any payments are made.

The following needs to be set up in Maintain Bank Accounts (Menu 11.1.1) before any cheques can be issued:

- Set up a bank account (See 2.1.1)
- Set up /add a cheque book with assigned cheque serie numbers. (See 2.1.3)

Click on **Cheque Payments** (Menu 11.4.11) to open the **Maintain Bank Accounts** screen (Fig. 58).

- In case of more than one bank account, select the correct bank account.
- Click on **Cheque Payment** (at the bottom of the screen) to open the capture screen.

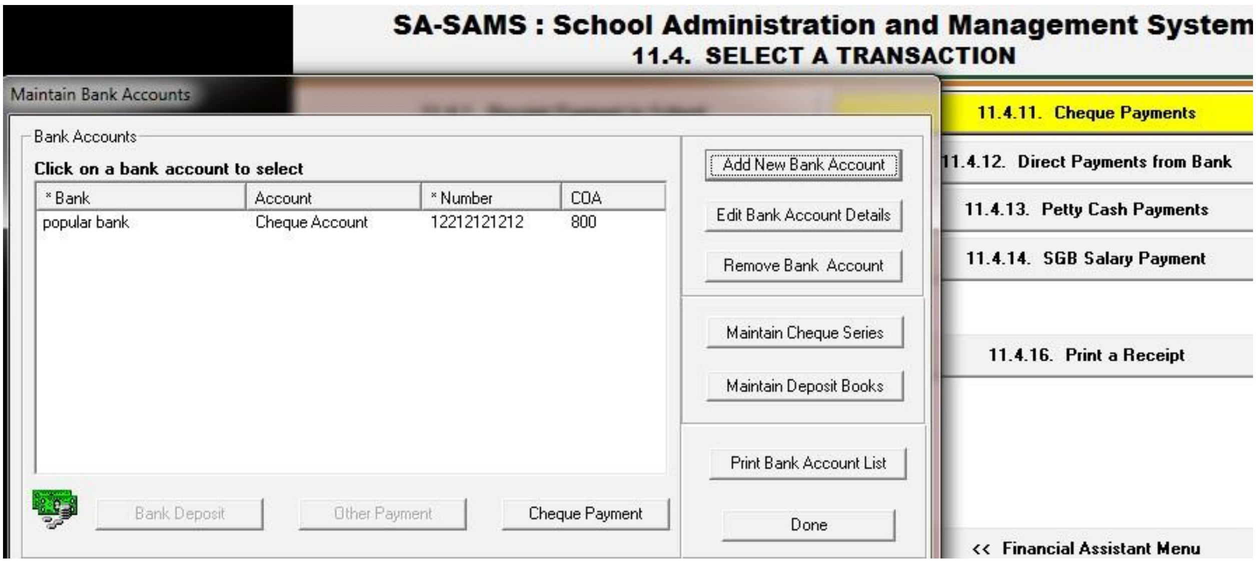


Figure 58: Payment involving the bank account

Complete the transaction details on **Bank Account Payment** capturing screen for the payment (Fig.59).

  - The screen contains the bank account number and the automatically generated next cheque number.
- Select the option for Current Year or Previous Year
- Select the correct financial period
  - Select **Transaction Month** option and the **Date of Transaction**
- Complete the details of the cheque:

- ○ **Recipient of the payment** and the **amount** as per this cheque.
- Insert details of the payment in the GL account as follows:
  - ○ Select the **Account Description** , that will generate the **Account Number**
    - ▪ Account can be searched for by entering a key word and then click on **Search**.
  - ▪ For Account 700 (Debtors Accounts Parents) select also the Grade and Learner.

  - ○ Enter the **amount** and a **reference description**.
- Click on **Accept Processing Details**.
- The Cheque allocation(s) is now listed at the bottom.
  - ○ The Cheque can be split into different accounts.
  - ○ The total of the different account payments is reflected at the bottom to track with the total at the top entered.
- To remove an item from the list click on **Remove Line Item** and click to confirm action on the popup screen (Fig. 60).
- Click on **Save** and click on **Next Cheque** to continue**.** OR

Click on Done to exit the screen.

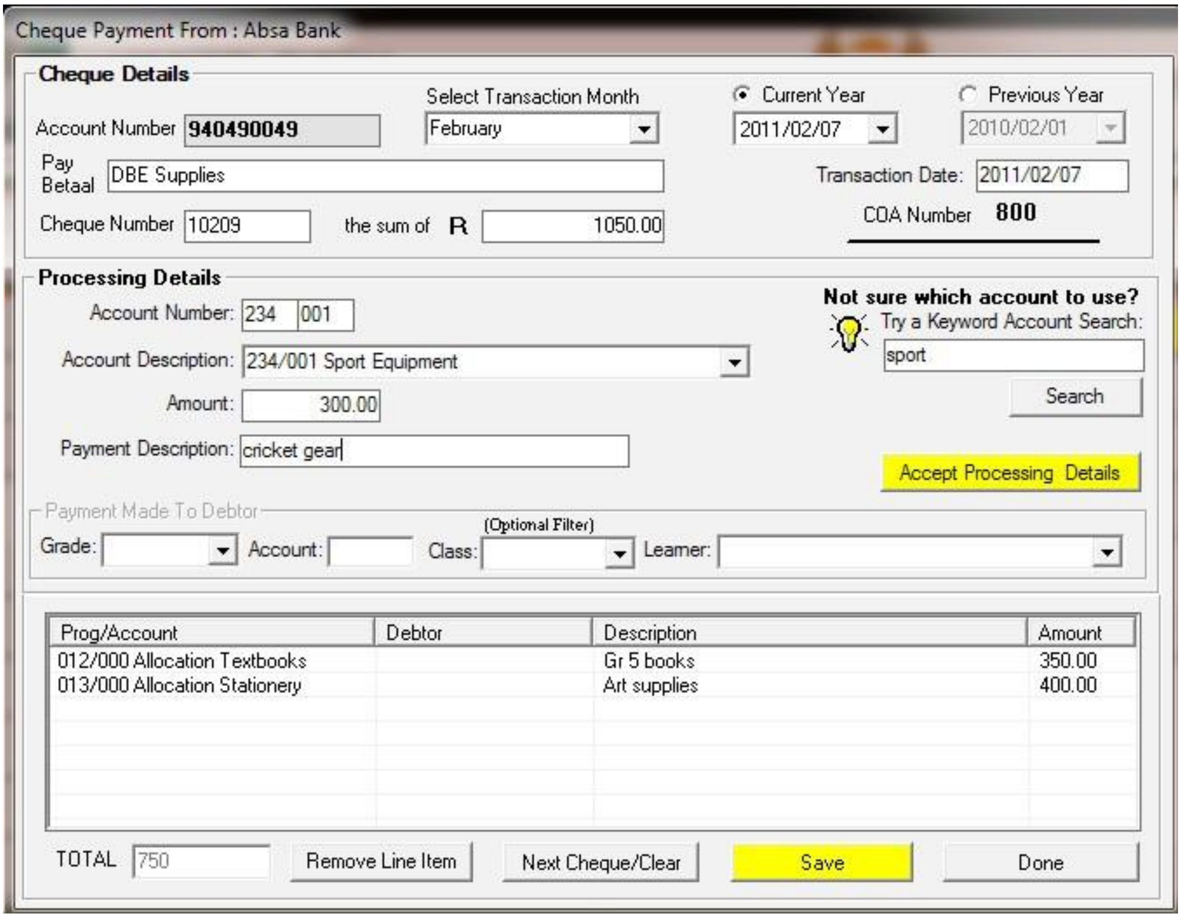


Figure 59: Cheque Payment

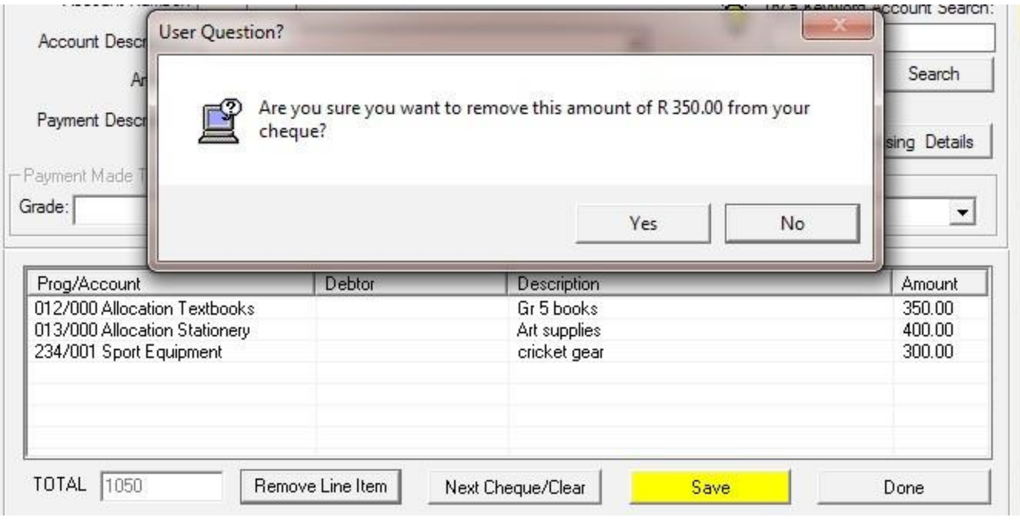


Figure 60: Remove entry from cheque before processing

2.3.2 Direct Payments from Bank (Menu 11.4.12)

This section covers payments from your bank account e.g. debit orders and stop orders

- There are no cheque numbers printed as the amount is directly paid from the bank account. These payments will be traced on the monthly bank statements.

Click on **Directly from Bank Account** to open **Maintain Bank Accounts** screen (Fig.58).

- In case of more than one bank account, select the correct bank account.
- Click on **Other Payment** (at the bottom of screen) to open the capturing screen (Fig.61).
  - The **Payment From Bank** screen shows the bank account number.
- To complete the capturing screen follow the same instructions as described for cheque payments in 2.3.1.
- Click on **Save** and click on **Next Payment** to continue**.** OR

Click on Done to exit the screen.

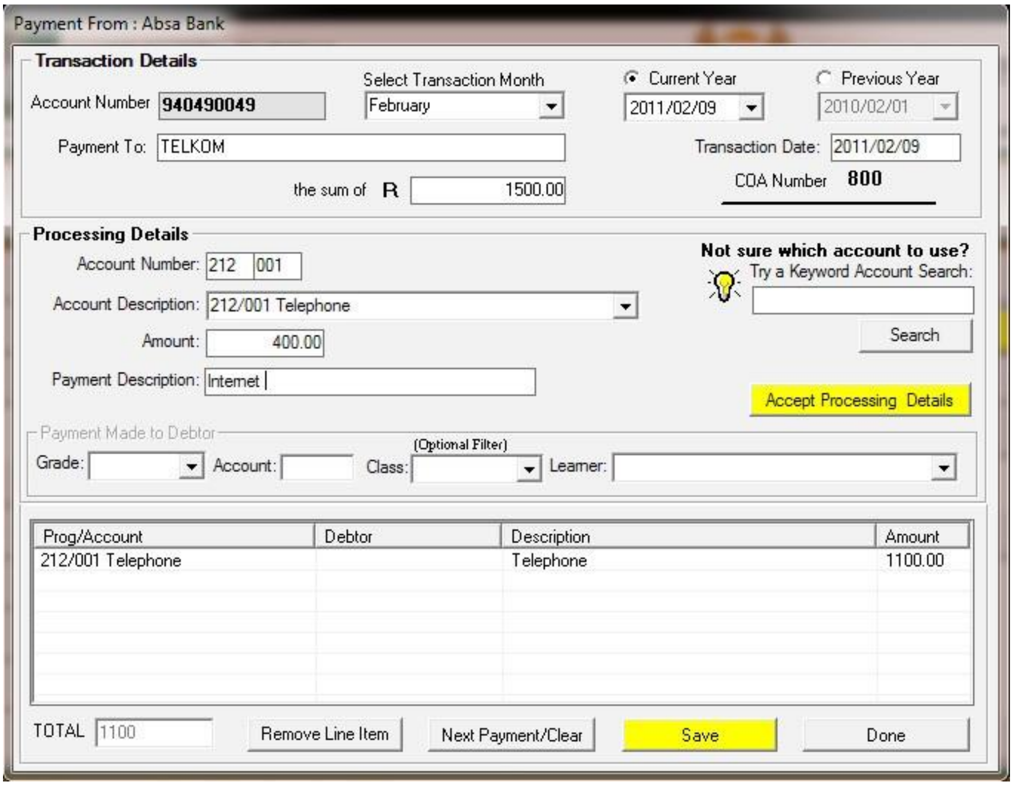


Figure 61: Direct from Bank Payment

2.3.3 Petty Cash Payment (Menu 11.4.13)

The School Financial Policy prescribes the conditions of payments through the Petty Cash.

- Petty Cash is normally used for small daily payments.
- Petty cash vouchers needs to be authorized / signed as prescribed.
- The available balance in the petty cash float is shown in the Available Balance option and will reduce with every payment made.

The following needs to be done **before** any Petty Cash payments can be made:

- Set up /add a Petty cash book with assigned numbering to the vouchers beforehand in order to keep the records. (See 2.1.3).
- Petty Cash Cheque must be captured under the Petty Cash GL Account Number (Acc. 810)

Click on **Petty Cash Payments** (Fig.62).

- Select the Petty Cash book and click on **Make Petty Cash Payment.**

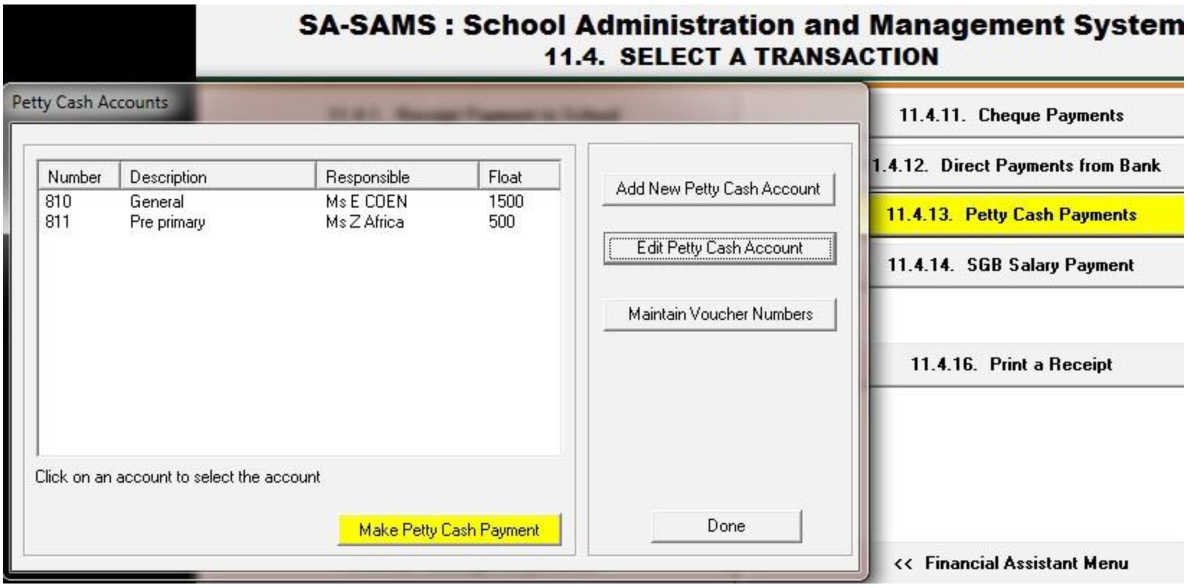


Figure 62: Petty Cash Payments

- Complete the transaction details on **Make Petty Cash Payment** capturing screen for the payment (Fig. 63).
    - The screen contains the selected Petty Cash book and the Voucher number.
    - The available balance in the petty cash float is shown in the Available Balance option and will reduce with every payment made.
- Select the option for Current Year or Previous Year
- Select the correct financial period
    - Select **Transaction Month** option and the **Date of Transaction**
- Complete the details of the voucher as follows:
    - **Recipient of the payment** and the **amount** as per this Voucher.
- Insert details of the payment in the GL account as follows:
    - Select the **Account Description** , that will generate the **Account Number**
        - Account can be searched for by entering a key word and then click on **Search**.
    - For Account 700 (Debtors Accounts Parents) select also the Grade and Learner.
    - Enter the **amount** and a **reference description**.
- Click on **Accept Processing Details**.
- The voucher allocation(s) is now listed at the bottom.
    - The voucher can be split into different accounts.
    - The total of the different account payments is reflected at the bottom to track with the total at the top entered.
- To remove an item from the list click on **Remove Line Item** and click to confirm action on the popup screen (Fig. 60).
- Click on **Save** and click on **Next Voucher** to continue**.** OR

Click on Done to exit the screen.

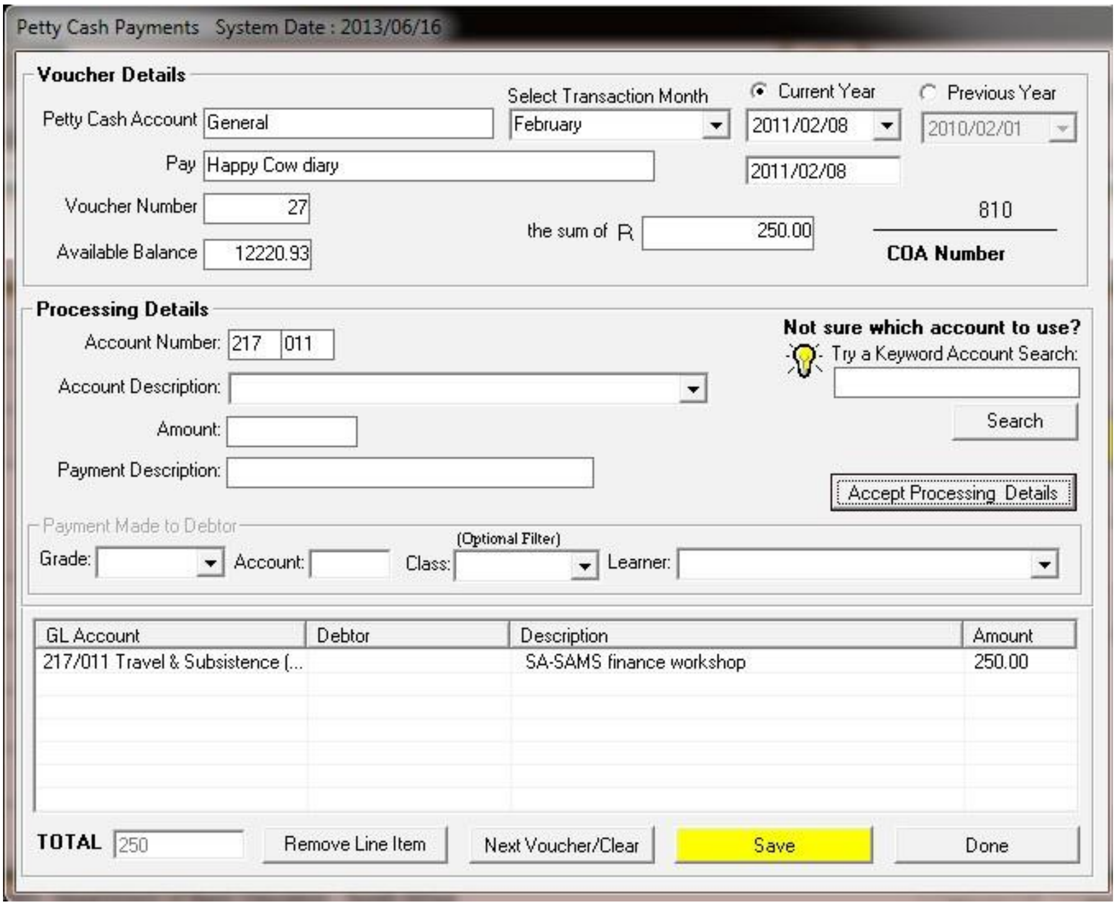


Figure 63: Petty Cash Payments System Date

2.3.4 SGB Salary Payment (Menu 11.4.14)

Salary payments to SGB appointed staff from school fund are processed and a salary statement printed in this menu.

- These monthly payments can be for Educators, Administration, Support and Temporary Staff.
- System warns against a payment already made for a specific month (Fig. 64).

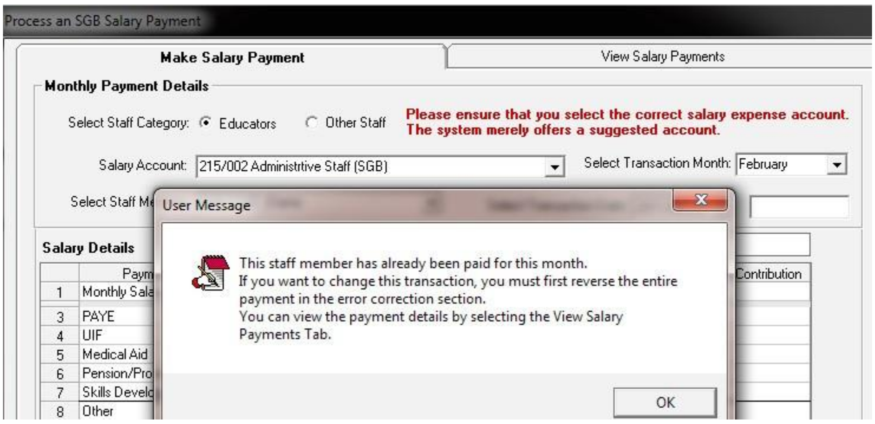


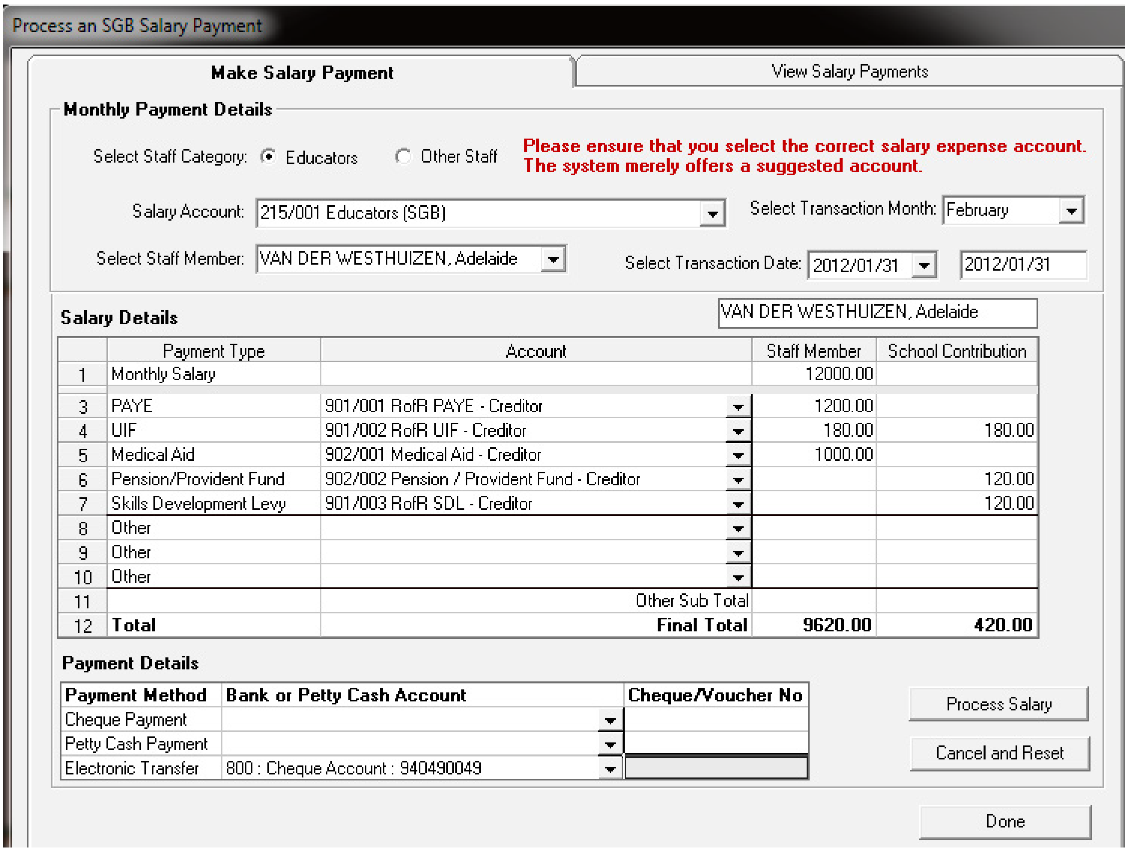
Figure 64: SGB Salary Payment Warning

Click on **SGB Salary Payment** and select the option under Staff Category (Fig. 65).

- Select the **Salary Account, Transaction Month** and **Transaction Date.**
- Select the **Staff Member**

- Complete the Salary and Payment Details and add the payment details.
- Click on **Cancel and Reset** to clear and process the details of the salary.
- Click on **Process Salary** to process salary payment.

Click on **Done** to exit.



Process an SGB Salary Payment

Make Salary Payment | View Salary Payments

Monthly Payment Details

Select Staff Category: (•) Educators ( ) Other Staff

Please ensure that you select the correct salary expense account. The system merely offers a suggested account.

Salary Account: 215/001 Educators (SGB)

Select Transaction Month: February

Select Staff Member: VAN DER WESTHUIZEN, Adelaide

Select Transaction Date: 2012/01/31 2012/01/31

Salary Details VAN DER WESTHUIZEN, Adelaide

	Payment Type	Account	Staff Member	School Contribution
1	Monthly Salary		12000.00	
3	PAYE	901/001 RofR PAYE - Creditor	1200.00	
4	UIF	901/002 RofR UIF - Creditor	180.00	180.00
5	Medical Aid	902/001 Medical Aid - Creditor	1000.00	
6	Pension/Provident Fund	902/002 Pension / Provident Fund - Creditor		120.00
7	Skills Development Levy	901/003 RofR SDL - Creditor		120.00
8	Other			
9	Other			
10	Other			
11		Other Sub Total		
12	**Total**	**Final Total**	**9620.00**	**420.00**

Payment Details

Payment Method	Bank or Petty Cash Account	Cheque/Voucher No
Cheque Payment		
Petty Cash Payment		
Electronic Transfer	800 : Cheque Account : 940490049	

Process Salary

Cancel and Reset

Done

Figure 65: SGB Salary Payment

2.3.4a View / Print Salary Payment

To view salary payments

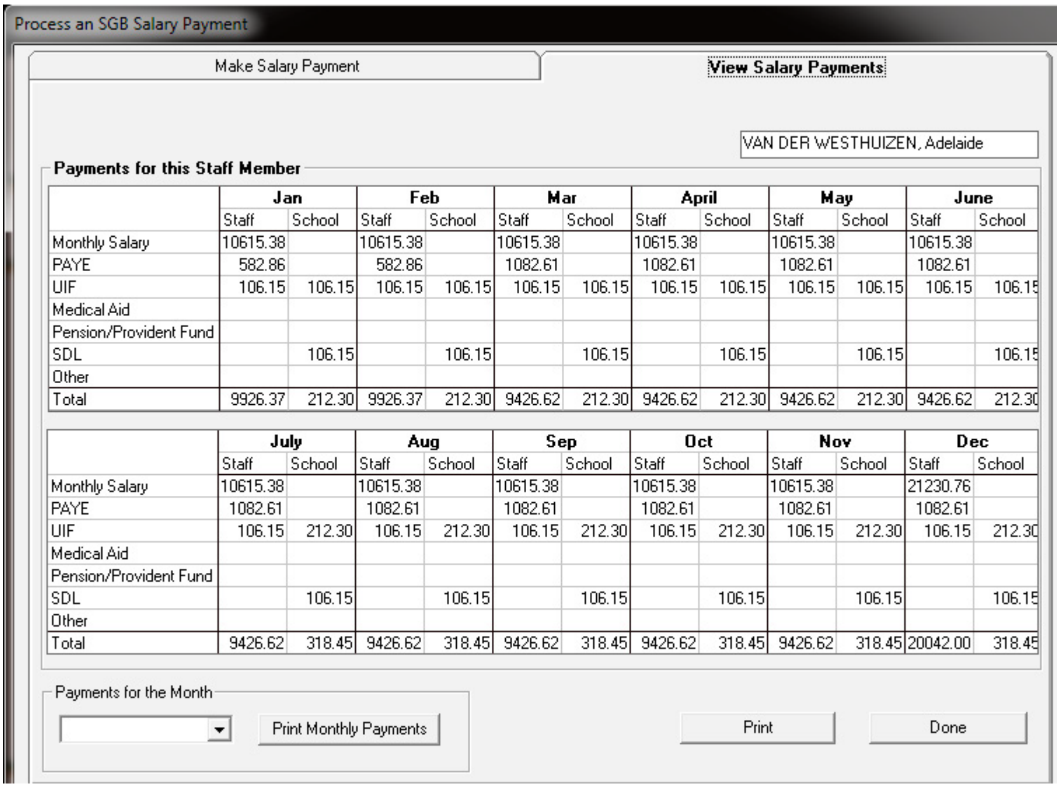
Select the Staff member and click on the second tab **View Salary Payments** (Fig. 66).

- Summary of the monthly payments is displayed.
- Click on **Print** to print a hard copy of the summary.

To print salary payments select a month at the bottom of the screen.

- Click on **Print Monthly Payments** to print a hard copy of the summary.

Click on **Done** to exit the screen.


Process an SGB Salary Payment

Make Salary Payment | View Salary Payments

VAN DER WESTHUIZEN, Adelaide

Payments for this Staff Member

	Jan		Feb		Mar		April		May		June	
	Staff	School	Staff	School	Staff	School	Staff	School	Staff	School	Staff	School
Monthly Salary	10615.38		10615.38		10615.38		10615.38		10615.38		10615.38	
PAYE	582.86		582.86		1082.61		1082.61		1082.61		1082.61	
UIF	106.15	106.15	106.15	106.15	106.15	106.15	106.15	106.15	106.15	106.15	106.15	106.15
Medical Aid												
Pension/Provident Fund												
SDL		106.15		106.15		106.15		106.15		106.15		106.15
Other												
Total	9926.37	212.30	9926.37	212.30	9426.62	212.30	9426.62	212.30	9426.62	212.30	9426.62	212.30

	July		Aug		Sep		Oct		Nov		Dec	
	Staff	School	Staff	School	Staff	School	Staff	School	Staff	School	Staff	School
Monthly Salary	10615.38		10615.38		10615.38		10615.38		10615.38		21230.76	
PAYE	1082.61		1082.61		1082.61		1082.61		1082.61		1082.61	
UIF	106.15	212.30	106.15	212.30	106.15	212.30	106.15	212.30	106.15	212.30	106.15	212.30
Medical Aid												
Pension/Provident Fund												
SDL		106.15		106.15		106.15		106.15		106.15		106.15
Other												
Total	9426.62	318.45	9426.62	318.45	9426.62	318.45	9426.62	318.45	9426.62	318.45	20042.00	318.45

Payments for the Month

Print Monthly Payments | Print | Done

Figure 66: View Salary Payments

2.3.5 Maintage requisitions (Menu 11.4.10)

Section 20 Schools or schools without Section 21 functions are “paper budget schools”.

These schools place purchases through the district and the district maintains their budget from the State subsidy.

Click on **Maintain requisitions** to view the current list of orders placed (Fig. 67).

- Filter by selecting the period or search using a key word and click on **GO**.
  - The **order is listed** with the *current status*, order number, nr of items, cost, account and description.
- Click on **Add Requisitions** to add a new order (Fig. 68).
- Click on **Edit/ view Requisitions** to update the details of an order (Fig. 68).
- Click on **Print** to print a hardcopy of the order.

Click on **Done** to exit.

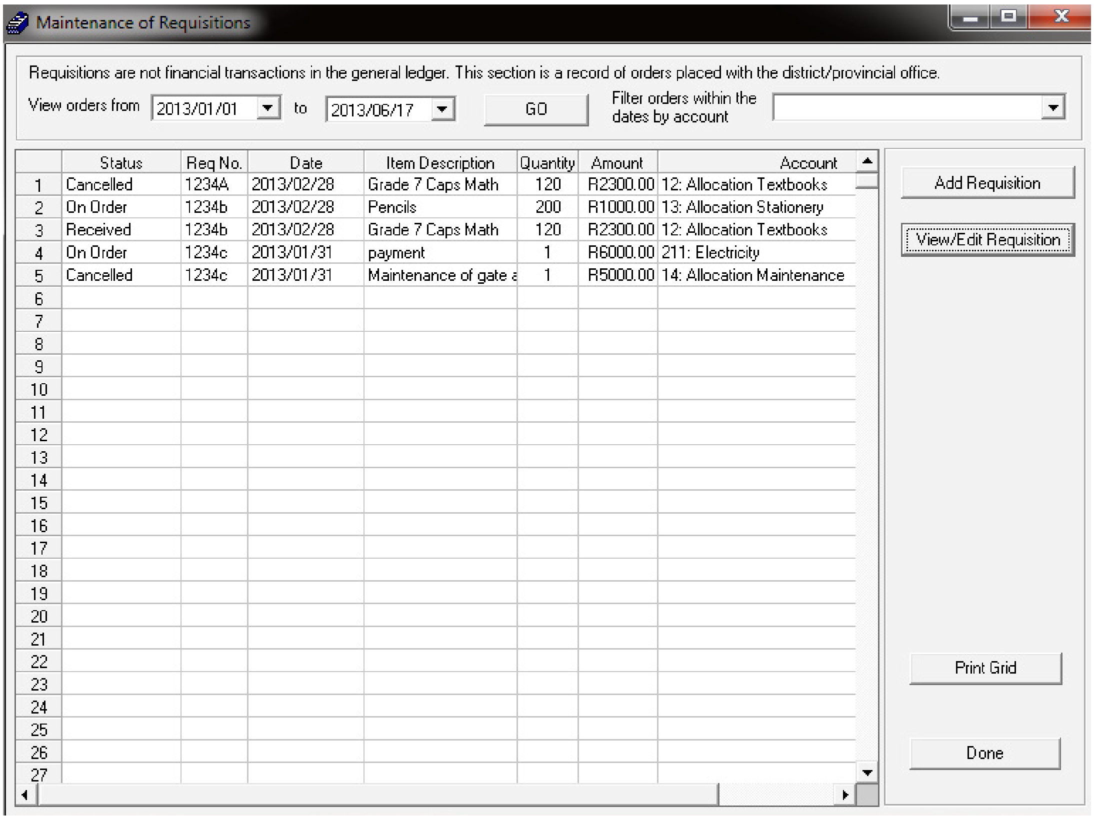


Figure 67: Maintain Requisitions

To **add** an order / requisition complete the details as shown on figure 68.

- Select the **order date.**

- Enter the **unique requisition number.**

- Insert details of the order to the GL account as follows:
  - Select the **Account Description** that will generate the **Account Number.**
    - Account can be searched for by entering a key word and then click on **Search**.
  - Enter the **number of items.**
  - Enter the **amount for the line entry** and a **reference description**.
- Click on **Accept Processing Details**.
- The order allocation(s) is now listed at the bottom.
  - The order can be split into different accounts.
  - The total of the different account payments is reflected at the bottom
- To remove an item from the list click on **Remove Line Item** and click to confirm action on the popup screen.
- Click on **Save** and click on **Next Order** to continue**.** OR

Click on **Done** to exit the screen.

To Edit / view an order:

Select on a line item of an order and click on **edit/view**. (Fig.67).

- Update the **status of the line item** to **on order, received or cancelled** (Fig. 68).

- Click on **Accept Processing Details**. Click on **Save** and then **Done** to exit the screen.

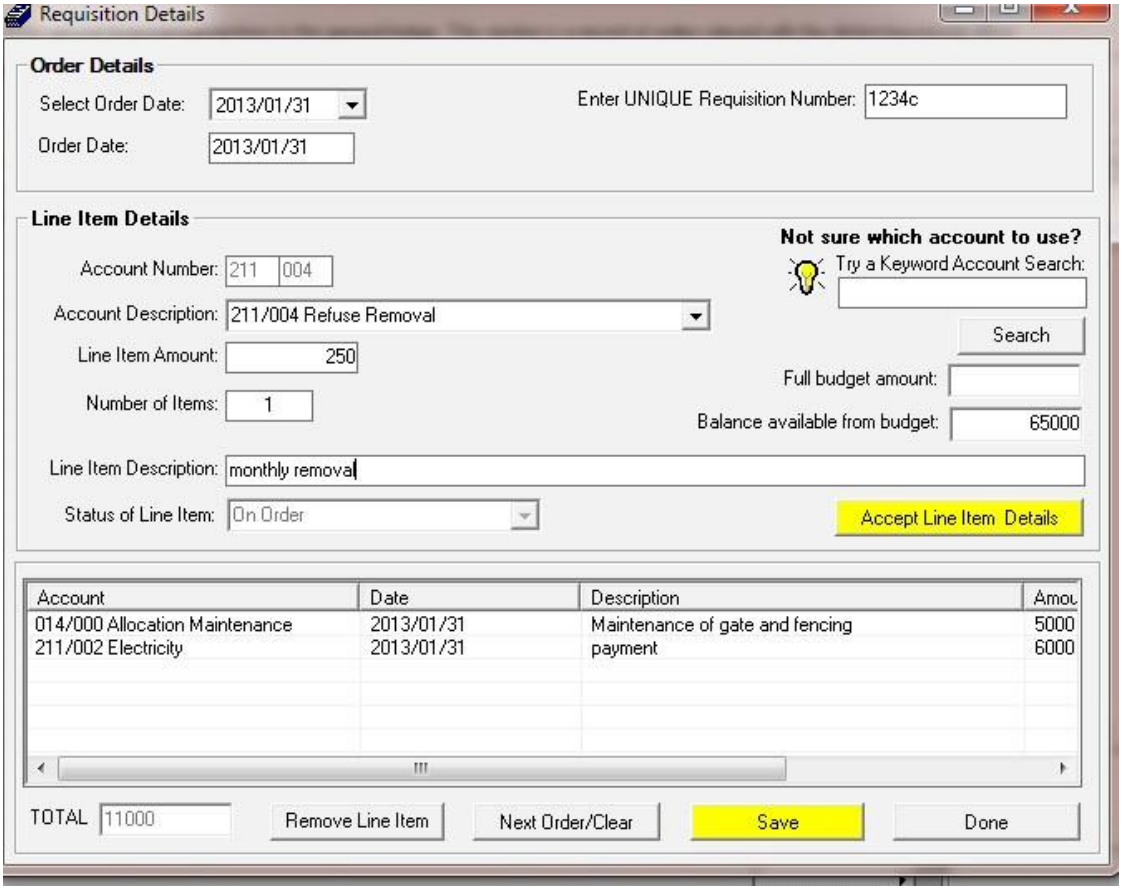


Figure 68: Maintain Requisitions

2.4 Cancel unused transaction documents

Documents such as cheques, receipts, deposits and petty cash can be cancelled if not used. These cancelled transactional documents will be logged in an audit file for future reference.

Figure	Menu on SA-SAMS	When to use
Fig. 69 & 70	2.4.1 Maintain Cheque Books (11.1.5 & 11.4.11)	Cancel cheque
Fig. 72	Maintain Receipt Books (11.1.3)	Cancel receipt
Fig. 73 & 74	Maintain Deposit Books (11.1.6 & 11.4.2)	Cancel deposit slip
Fig. 75 & 76	Maintain Petty Cash Acc (11.1.2 & 11.4.13)	Cancel petty cash voucher
Fig. 77	2.4.2 View Cancelled Cheques (11.4.9)	To view
Fig. 78	2.4.3 View audit file	To view

2.4.1 Cancel cheques /receipts /deposits and petty cash

To **cancel an unused cheque** click on **Cheque payments** (Menu 11.4.11 or alternatively 11.1.11).

- Click on **Maintain Cheques Series** (Fig. 69).
- Select a cheque book and click on **Cancel Unused Cheques** (Fig. 70).
- Select the cancellation date; enter the cancelled number and the reason for cancellation in the input (Fig. 70).

- Click on **Save** to save the data
- A warning message on popup screen informs that cancellation will be filed in an audit file. Click to confirm transaction (Fig. 71).

Click on **Done** to exit the screen.

[Alternative method: see also Select a Transaction Menu 11.4 / Delete Transactions 11.4.6 / Re-process deleted items 11.4.7. (Change cheque amount to 0)]

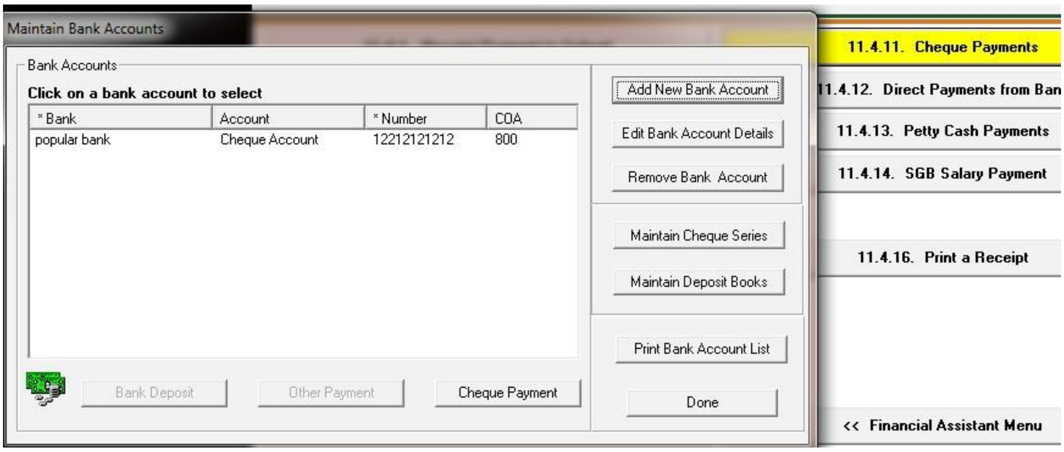


Figure 69: Cancel Cheques 1

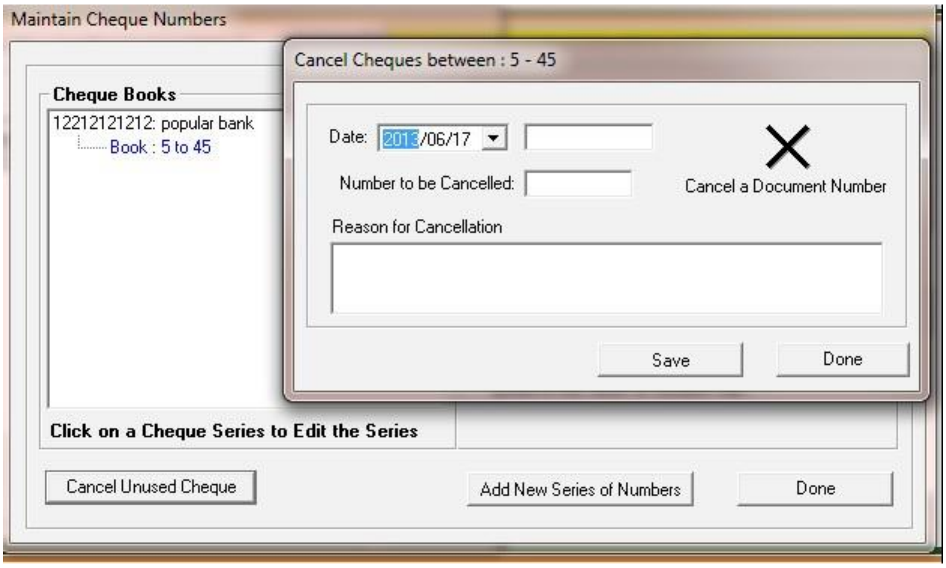


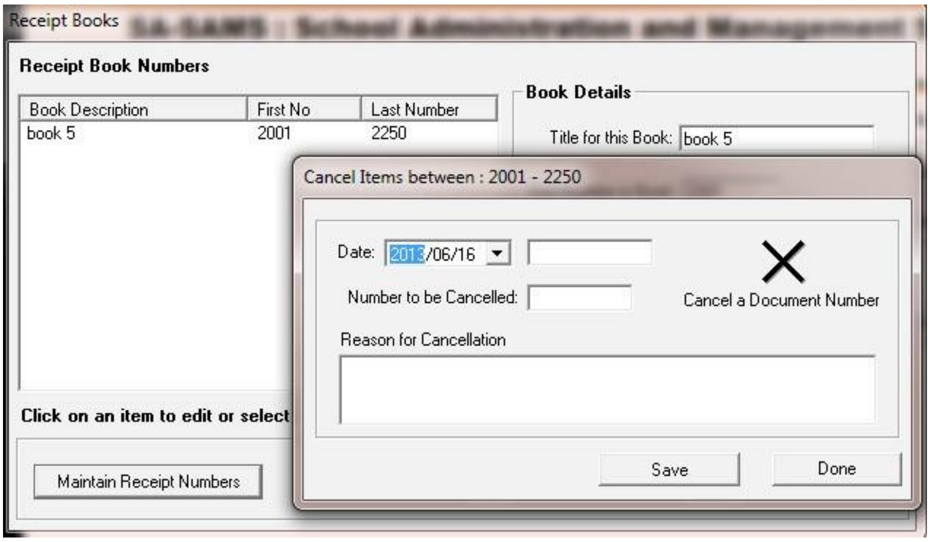
Figure 70: Cancel Cheques 2

Figure 71: Warning that it will be logged in audit file

To **cancel a receipt** click on **Maintain Receipt books** (Menu 11.1.3).

- Click on **Maintain Receipt Numbers** to cancel a receipt.
- The Cancel item screen opens (Fig. 72).
    - Select the cancellation date; enter cancelled number and reason for cancellation in the input.
- Click on **Save** to save the data
    - A warning message on popup screen informs that cancellation will be filed in an audit file. Click to confirm transaction (Fig. 71).

Click on **Done** to exit the screen.



. Figure 72: Cancel Receipt

To **cancel a deposit slip** click on **Deposit Receipts** (Menu 11.4.2 or alternatively 11.1.13).

- Click on **Maintain Deposit books** (Fig. 73).
- Select a deposit book and click on **Maintain Deposit slips** (Fig. 74).
- Select the cancellation date; enter the cancelled number and the reason for cancellation in the input (Fig. 74).
- Click on **Save** to save the data
- A warning message on popup screen informs that cancellation will be filed in an audit file. Click to confirm transaction (Fig. 71).

Click on **Done** to exit the screen.

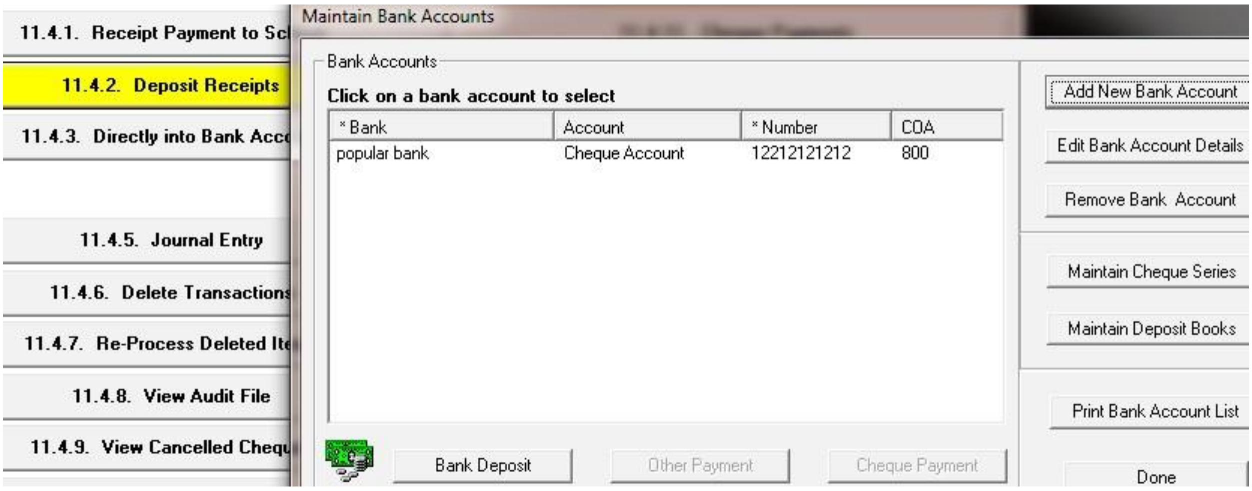


Figure 73: Cancel Deposit slip 1

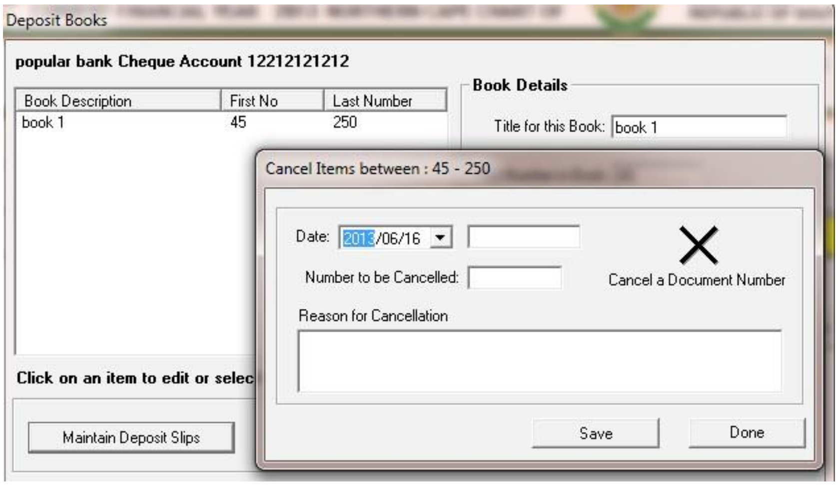


Figure 74: Cancel Deposit slip 2

To **cancel an unprocessed voucher** click on **Petty Cash Payments** (Menu 11.4.13 or alternatively 11.1.2).

- Click on **Maintain voucher numbers** (Fig. 75).
- Select a Petty cash book and click on **Unused Voucher Number** (Fig. 76).
  - On the insert cancel screen select the cancellation date; enter the cancelled number and the reason for cancellation in the input (Fig. 76).
- Click on **Save** to save the data
- A warning message on popup screen informs that cancellation will be filed in an audit file. Click to confirm transaction (Fig. 71).

Click on **Done** to exit the screen.

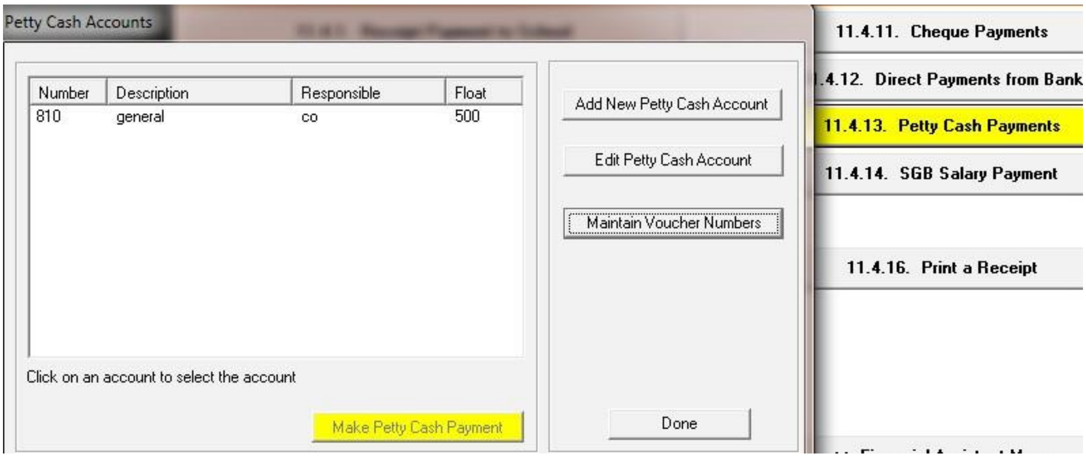


Figure 75: Voucher deleted 1

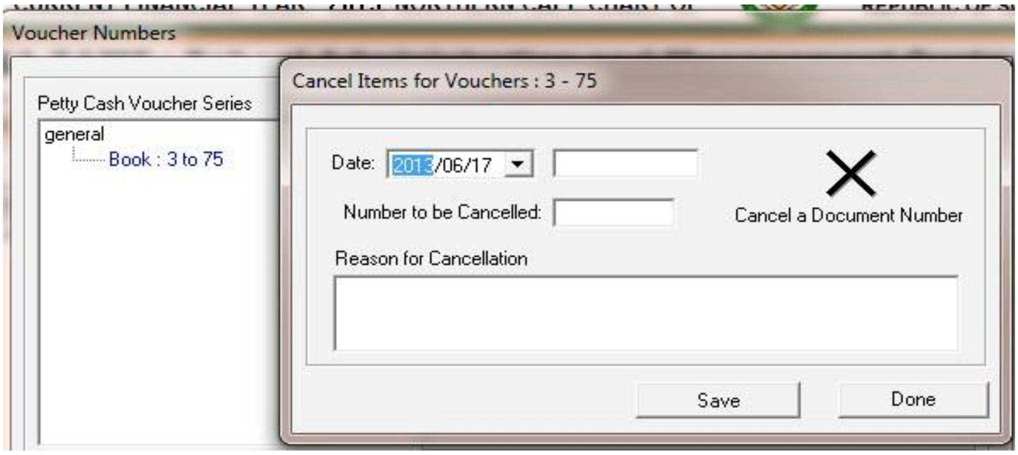


Figure 76: Petty Cash voucher deleted 2

2.4.2 View Cancelled cheques (Menu 11.4.9)

Click on **cancelled cheques** to view the cheques listed (Fig. 77).

- Click on **View all** or filter **per year** and **per month**
  - Click on **Print** to print a hardcopy.
  - Click on **Export to Excel** to copy the data in an MS Excel file.

Click on **Done** to exit the screen.

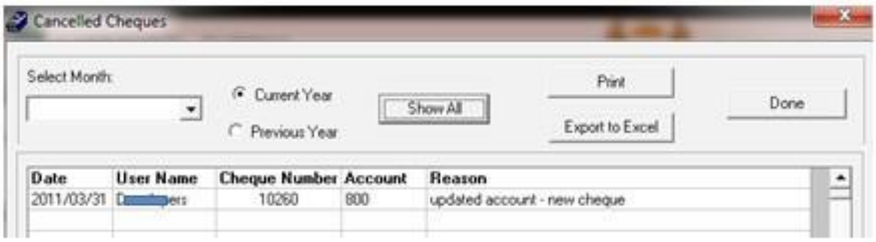


Figure 77: View Cancelled Cheques

2.4.3 View cancelled items in Audit File (Menu 11.4.8)

To view all cancelled documents click on **View Audit File** (Fig. 78).

- Select **All.** OR
- Select any of the following**: Receipts / Cheques / Petty cash Vouchers / Deposits**
- Click on **Print** to view a printscreen copy.
- Click on the printer icon to print a hardcopy.

Click on **Done** to exit the screen.

Figure 78: View Audit File

2.5 Correct wrong transactions

Processed transactions can be corrected and re-processed in case of an error.

- The action depends on whether the item was included in a Bank reconciliation process.
- The type of actions is included in the following table:

Figure	Menu on SA-SAMs	When to use
	2.5 Select a transaction (11.4)	For wrong transactions:
Fig. 79 -82	2.5.1 Delete a Transaction (11.4.6)	**Before bank reconcilliation**
	FOLLOWED UP BY	
Fig. 83 -85	2.5.2 Re-Process Deleted Items (11.4.7)	Must be done after every deleted transaction
Fig. 86 -87	2.5.3 Journal Entry (11.4.5)	**After bank reconciliation**
Fig. 88 -89	2.5.4 Audit File (11.4.8)	Reprocessed items to view

- Please note that **NO transaction can be deleted after the bank reconciliation** has been done.
- **Deleted transactions for direct into/from bank** will **NOT appear in the re-process** deleted items.

2.5.1 Delete a transaction (Menu 11.4.6)

Items can be corrected in 11.4.6 & 11.4.7 before Bank Reconciliation

Click on **Delete a Transaction** and click on the **Type of Item to Reverse** (Fig. 79).

- Filter transactions by **month** or click on **show all.**
- Select the year and click on OK to list the transactions.

- Click on the item to view the item's General Ledger transactions.

- Select an item and click on **Recycle This Item**.
    - For transactions with Recon status of YES: User Warning will appear to inform that this was already deposited. The deposit must be reverse deposit before deleting the transaction (Fig. 80).
    - For transactions with Recon status of NO: A User Warning will appear to inform that this action is final and will be re-processed from the start (Fig. 81).
    - A second User warning appears to inform that the deleted item will be logged in an audit file (Fig. 82).
- The transaction will be removed from the list after clicking on **Yes**.

Click on **Done** to exit.

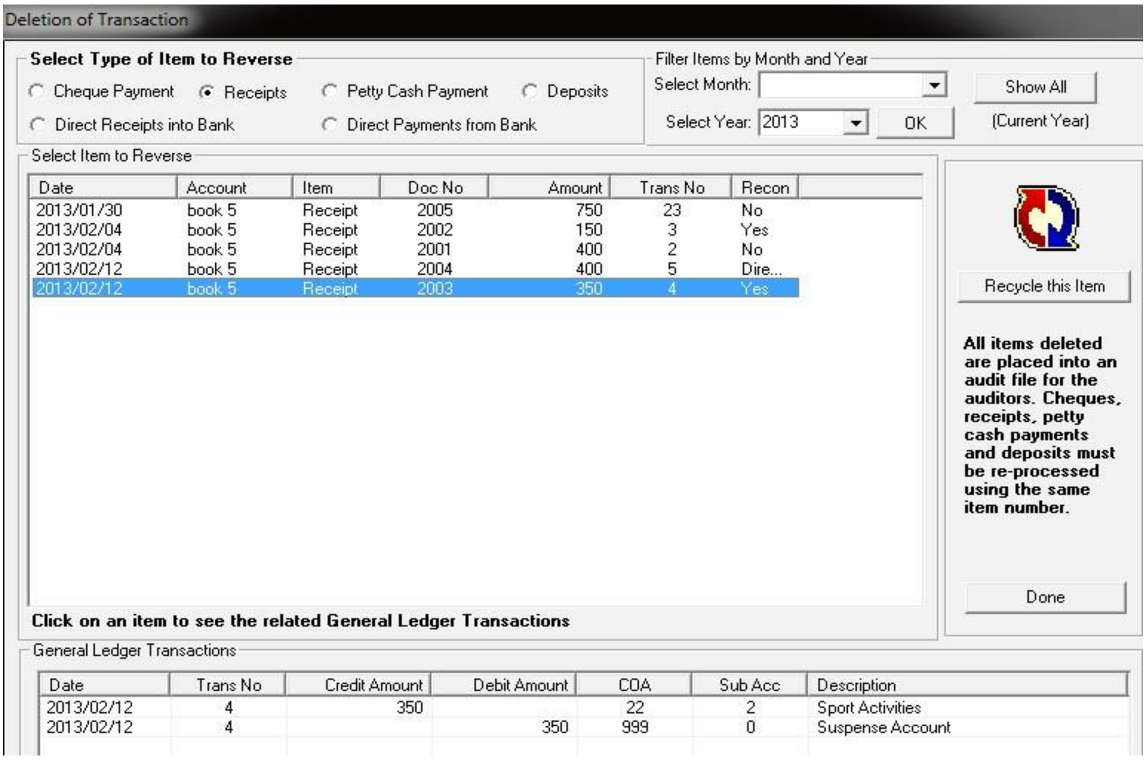


Figure 79: Deletion of Financial Transaction

Figure 80: Warning that action was processed and needs to be reversed

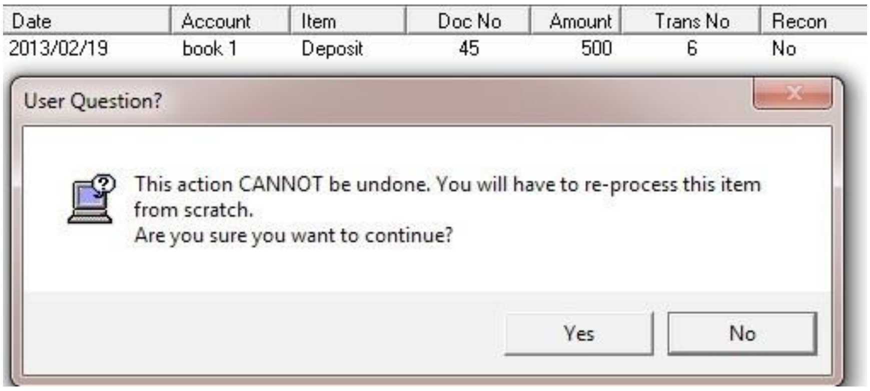


Figure 81: Warning that action cannot be undone

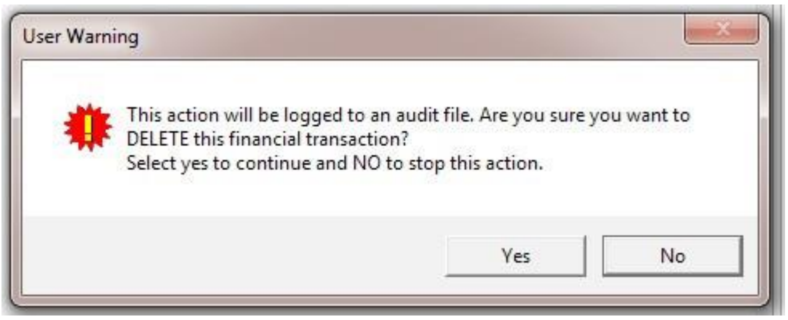


Figure 82: Warning that action cannot be undone

3.4.2 Re-Process Deleted Items (Menu 11.4.7)

The incorrectly processed items (deleted in 3.4.1) MUST be re-processed in this screen.

Click on **Re-Process Delete Items** to list deleted items (Fig. 83).

- Click on an item to be corrected.
- Click on **Process this Item**.
- Correct the items by completing all necessary lines and click on save (Fig. 84 & 85).

Click on **DONE** to exit the screen

.

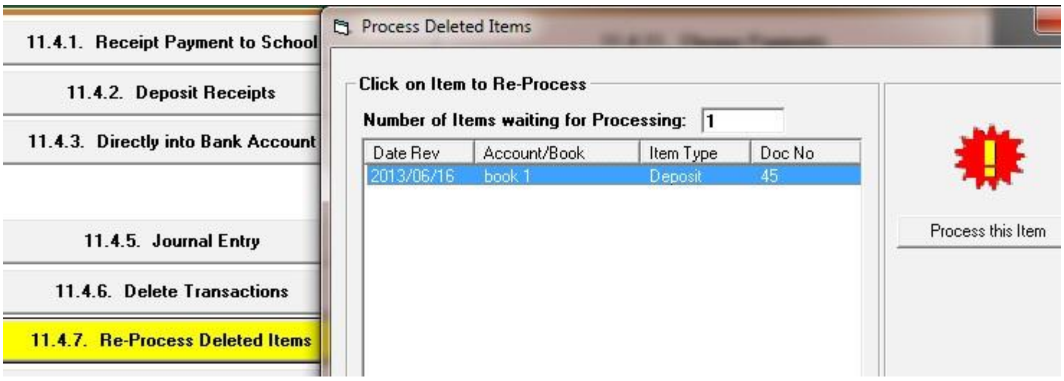


Figure 83: Process Deleted Items

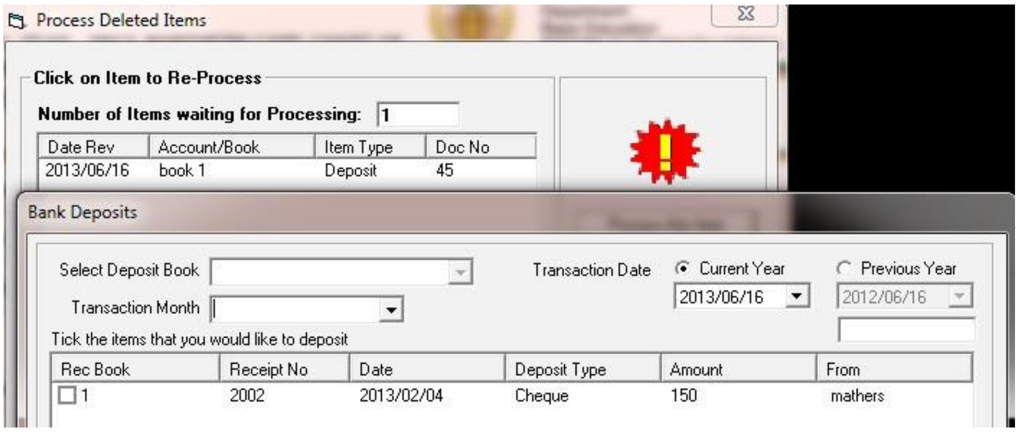


Figure 84: Example of re-processing a deleted deposit

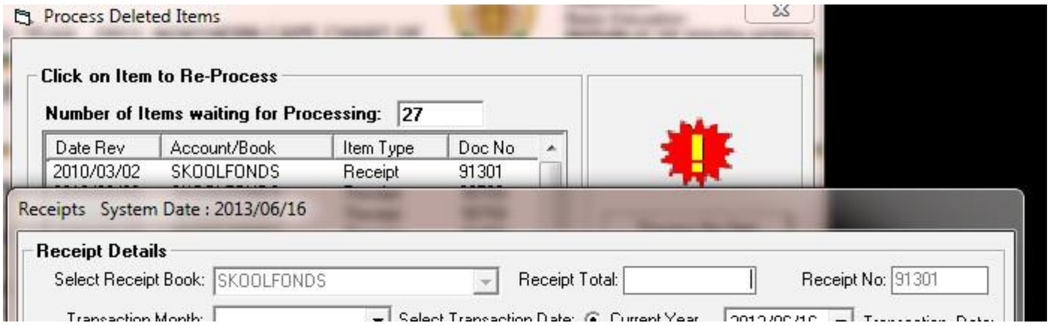


Figure 85: Example of re-processing a deleted receipt

2.5.3 Journal Entry (Menu 11.4.5)

After Bank Reconciliation, incorrectly allocated item can be corrected with journal entries.

Click on **Journal Entry** to open capture screen (Fig. 86).

- Journal Numbers are automatically generated and start at number one.
- Select the correct financial period
  - Select the Tr**ansaction Month, the year** and **transaction date**.
- Complete the **Reason for Journal** option.
- Select the general ledger account using the **Account Selected** option.
- Enter an **amount** and select if **Debit or Credit** entry.
  - If account 700 Debtors Accounts Learner was chosen, the Grade, Class and Select Learner options may be used.
- Click on **Accept Processing Details**.
  - The journal will be listed at the bottom.
- Repeat the procedure starting from Account Selected.

- Line items may be removed by clicking on the line item, and by clicking on the **Remove Line Item** button

- Once completed and in balance, click on **Save Journal**.
- Click on **Next Journal** to continue processing the next journal. OR
- Click on **View/Print Journals** to view or print all processed journals OR

Click on **Done** to exit the screen.

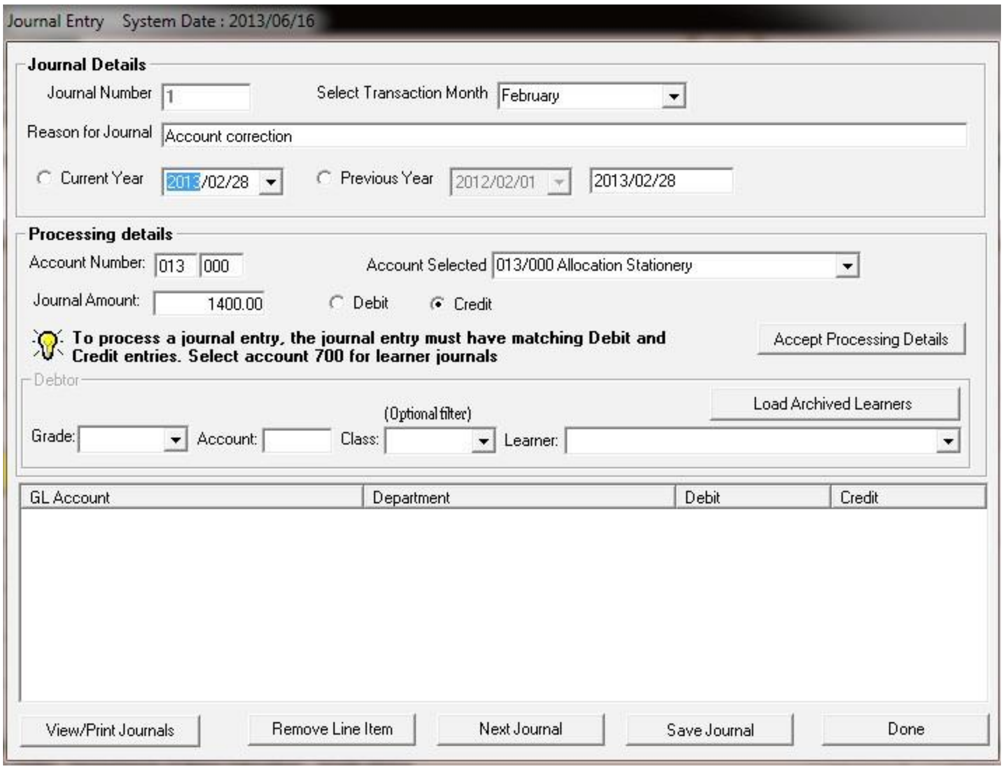


Figure 86: Journal Entry

2.5.3a View / Print Journals

Click on **View/Print Journal** at the bottom of the screen (Fig. 86).

- Journals can be listed/viewed per **selected account**, per **account number** (at the top) or **all transactions** (at bottom). (fig.87)
  - Search also by entering a key word / number and select account by name, by account number or deleted item.
- Enter the year and date and click on **GO**.
- The selected journal entries are listed.
- Click on **Journal Reports** to print selected list of journals.
- Filter the period as for the current or previous years.
- Filter the journals **per month**, **per account** or **month and account**.

Click on **Done** to exit the screen.

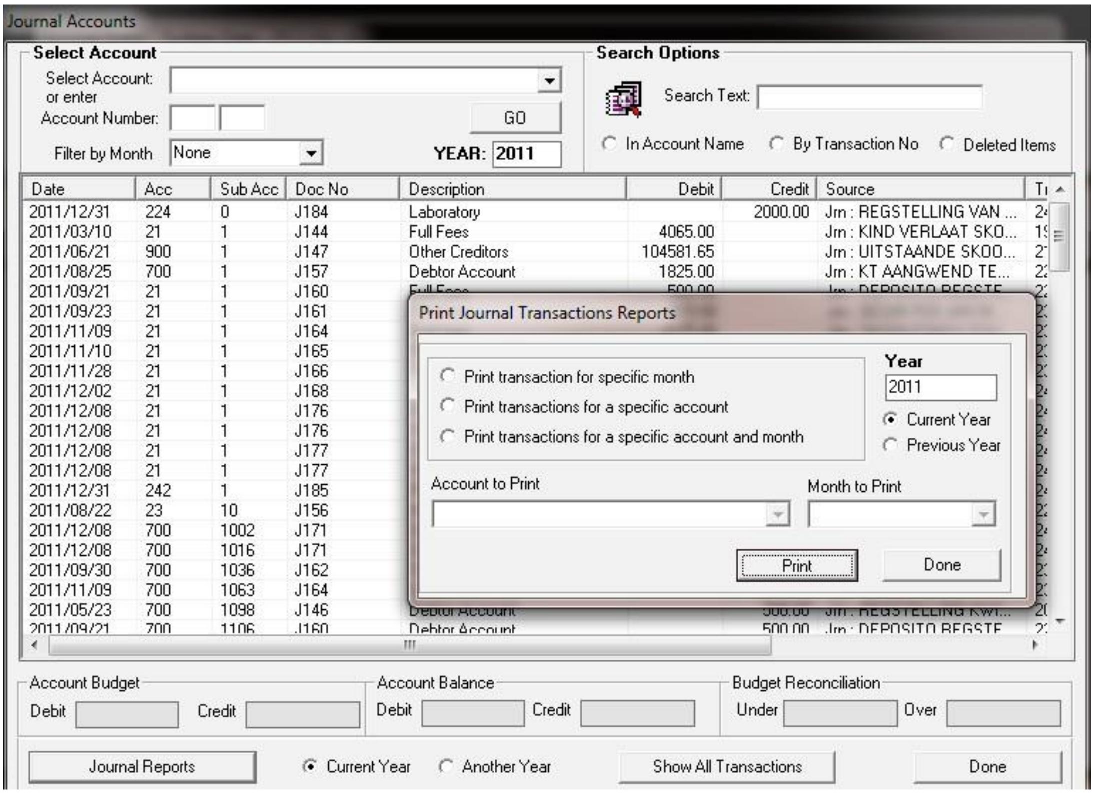


Figure 87: View / Print Journal Accounts

3.5.3 View Audit File (Menu 11.4.8)

This forms the Audit Trail feature within finances

- Click on **View Audit File** to open this screen
- Select any of the options (Fig. 88)
- Click on Print for a Print preview (Fig. 89)
- Click on the printer icon to print hardcopies.

Click on **Done** to exit

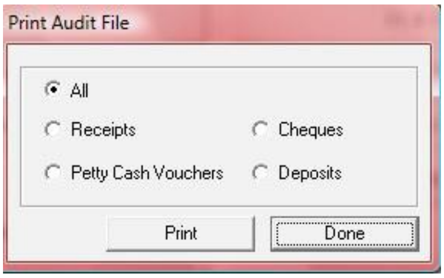
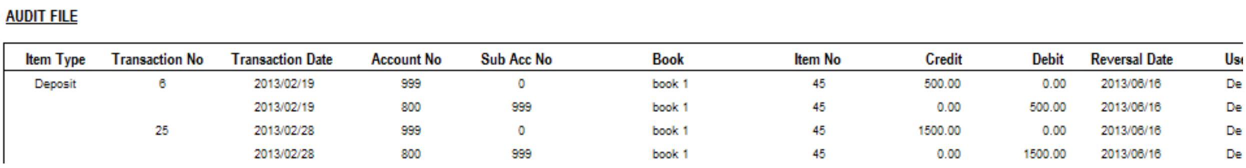


Figure 88: Print Audit File



AUDIT FILE

Item Type	Transaction No	Transaction Date	Account No	Sub Acc No	Book	Item No	Credit	Debit	Reversal Date	Us
Deposit	6	2013/02/19	999	0	book 1	45	500.00	0.00	2013/06/16	De
		2013/02/19	800	999	book 1	45	0.00	500.00	2013/06/16	De
	25	2013/02/28	999	0	book 1	45	1500.00	0.00	2013/06/16	De
		2013/02/28	800	999	book 1	45	0.00	1500.00	2013/06/16	De

Figure 89: Example of an Audit Report

2.6 Monthly Bank Reconciliation (Menu 11.6)

A **Bank reconciliation** is a process that explains the difference between the bank balance shown in the bank as statement supplied by the bank, and the corresponding amount shown in the schools own books. Such differences may occur when a cheque has not been cashed or any other transaction not been recorded on the bank statement or an error occurred either at the bank or the school. It may be necessary to go through and match every single transaction in both sets of records since the last reconciliation, and see what transactions remain unmatched

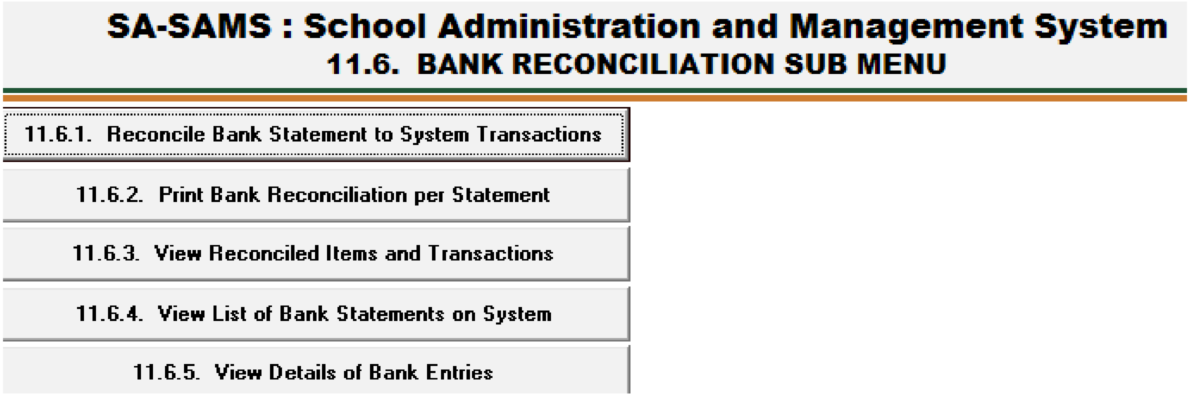


Figure 90: Bank Reconciliation sub menu

Figure	Menu on SA-SAMs	When to use
Fig. 90	2.6 Bank Reconciliation (11.6)	Must
Fig.91	2.6.1 Reconcile Bank Statement to System Transaction (11.6.1)	be done on monthly basis
Fig.92	2.6.2 Print Bank Reconciliation per Statement (11. 6.2)	be done on monthly basis
Fig.93	2.6.3 View Reconciled Items & Transactions (11.6.3)	If required
Fig.94	2.6.4 View List of Bank Statements on System (11.6.4)	If required
Fig.95	2.6.5 View Details of Bank Entries (11.6.5)	If required
Fig. 96-97	2.6.6 Print Outstanding Cheques (11.7)	
Fig. 98-99	2.6.7 Print Cash on Hand (11.8)	
Fig. 100-101	2.6.8 View Cashbook (11.10)	

2.6.1 Reconcile Bank Statement to System Transaction (11.6.1)

Click on Reconcile Bank Statement to System Transactions (Fig. 91)

- Select **Bank Account** and the **last day of the month**.
- Enter **Statement Number** and **closing balance on the statement** (on the last day of the month only) and select in/out of funds.
- Click on **Go**
  - In case of a lost Cheque in the list of items, select and click on Reverse Stale/Lost Cheque
- Select an item ONLY to reconcile it against the same item in the statement (eg. Direct Deposit, Deposits, Direct from Bank and then the cheque nr that went through, etc.)
- Do this for **EVERY ITEM** that appears on both your system and on the BANK STATEMENT
- When complete click on **Process Reconciled Items**

Click on **DONE** to exit the screen

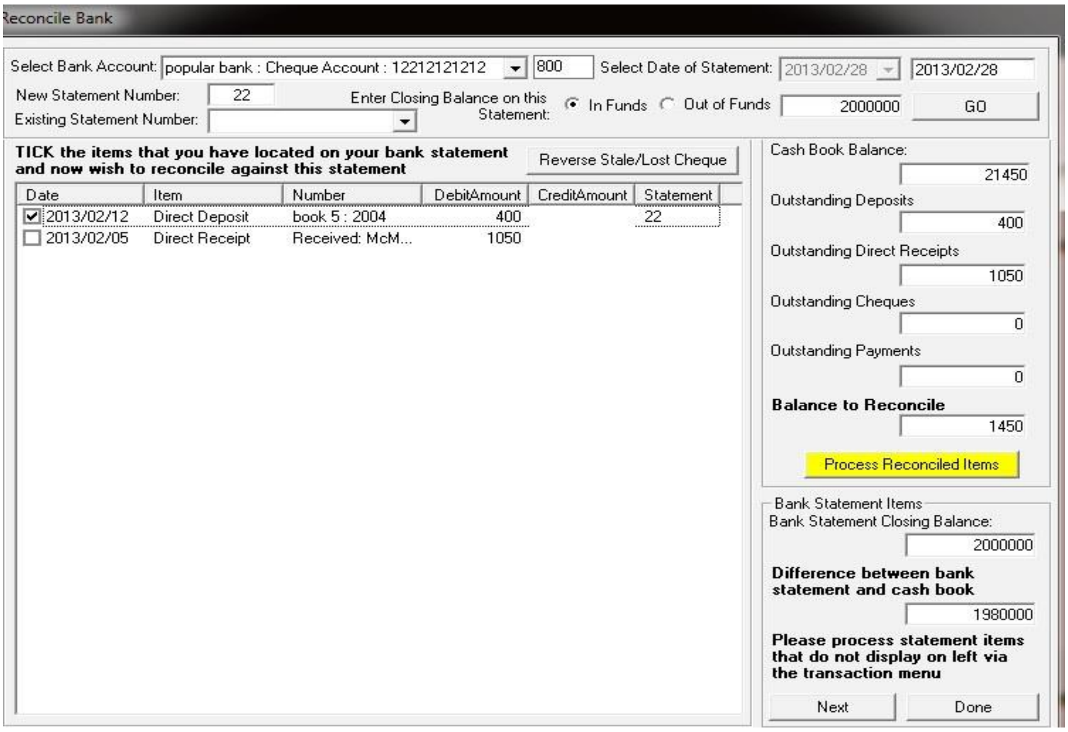


Figure 91: Reconcile Bank

2.6.2 Print Bank Reconciliation per Statement (11.6.2)

Click on Print Bank Reconciliation per Statement (Fig. 92)

- Select **Bank Account** and the **Statement Number.**
- Click on **Print** to print a hardcopy of the summary statement.

Click on **DONE** to exit the screen

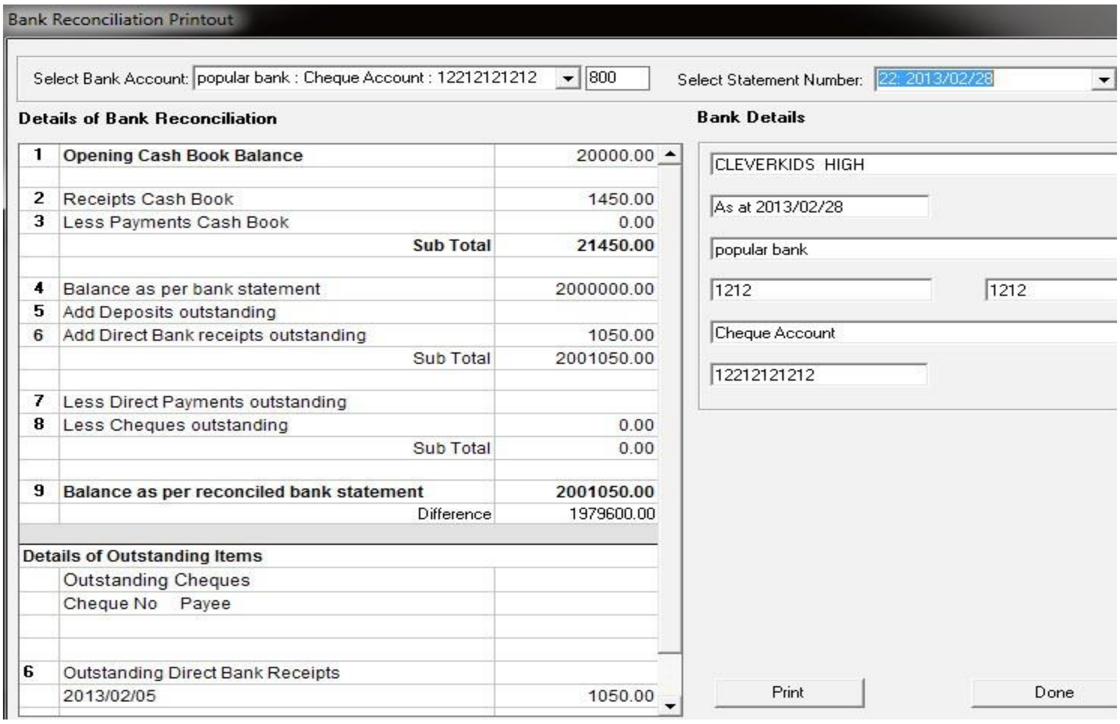


Figure 92: Details of Bank Reconciliation (Report)

2.6.3 View Reconciled Items & Transactions (11.6.3)

Click on View Reconciled Items & Transactions (Fig. 93)

- Select **Bank Account** and the **Statement Number.**
- All transactional items that are reconciled in this statement are listed.
- Click on **Print** to print a hardcopy of the summary statement.

Click on **DONE** to exit the screen

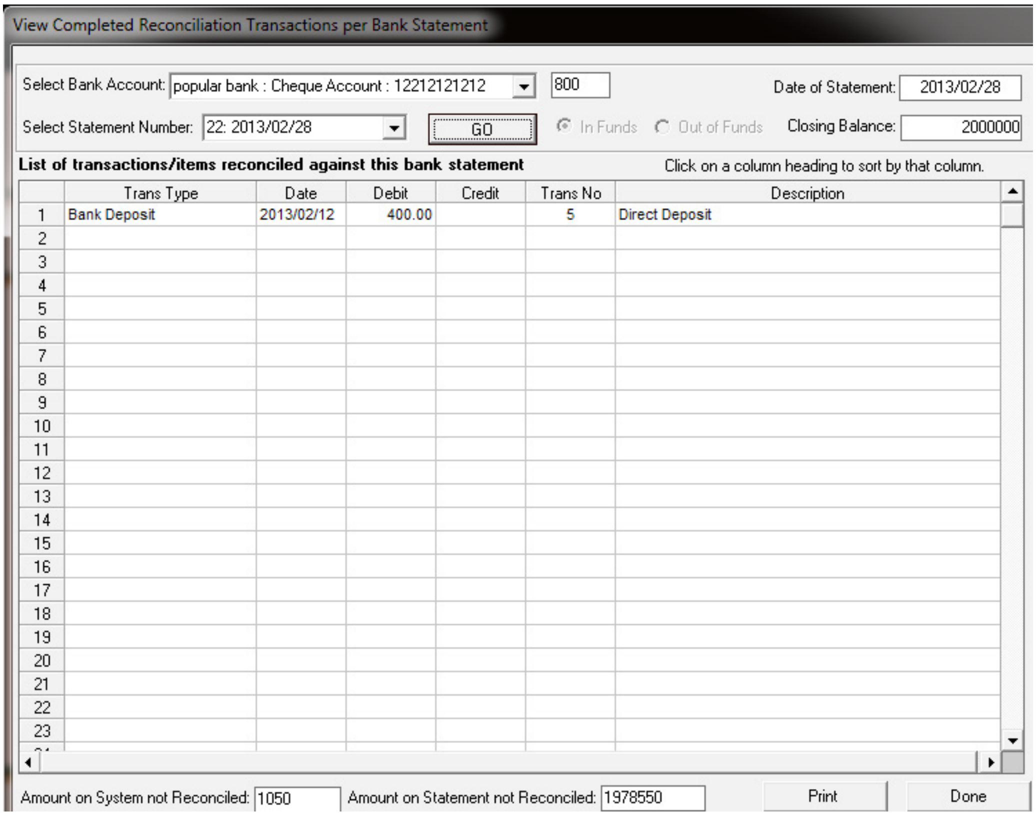


Figure 93: View Transactions that was reconciled

2.6.4 View List of Bank Statements on System (11.6.4)

Click on View List of Bank Statements on System (Fig. 94)

- Select **Bank Account** to list all bank statements.
- To Edit a Bank Statement balance, enter the **Statement Number.**
- Click on **Print Grid** to print a hardcopy of the summary statement.
- Click on **Save Changes.**

Click on **DONE** to exit the screen

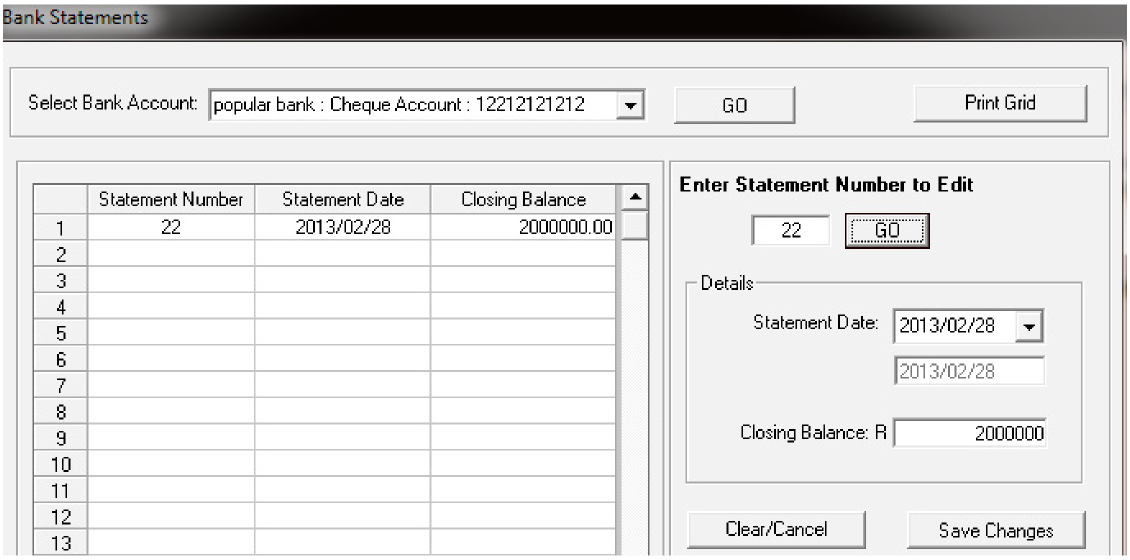


Figure 94: Bank Statements listed

2.6.5 View Details of Bank Entries (11.6.5)

This list all transactions (deleted and other) that were conducted through the Bank account.

Click on View List of Bank Statements on System (Fig. 95)

- Select **Bank Account** and select the **starting and end date** for listed items.
- Click on **GO**.
- Click on **Print Grid** to print a hardcopy of the summary statement.
- Click on **Export to Excel** to copy data in an Excel File.

Click on **DONE** to exit the screen

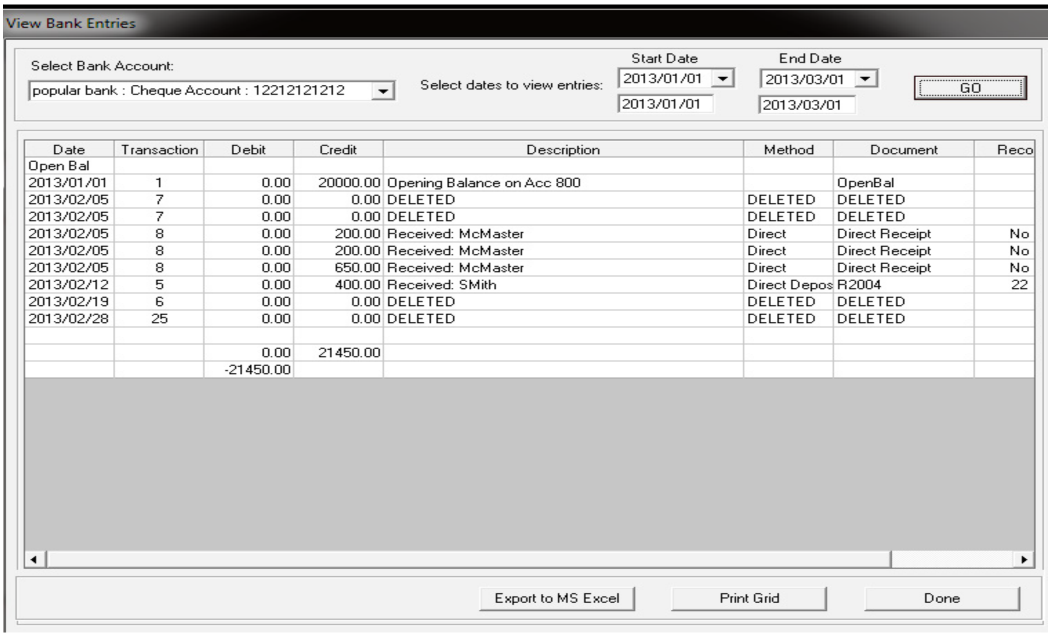


Figure 95: Bank Entries per selected period

2.6.6 Print Outstanding Cheques (Menu 11.7)

Click on Print Outstanding Cheques (Fig. 96)

- Select **a month** to list items.
- Click on **Print** and then **OK**.
- Click on the **Printer icon** to print a hardcopy (Fig. 97)

Click on **DONE** to exit the screen

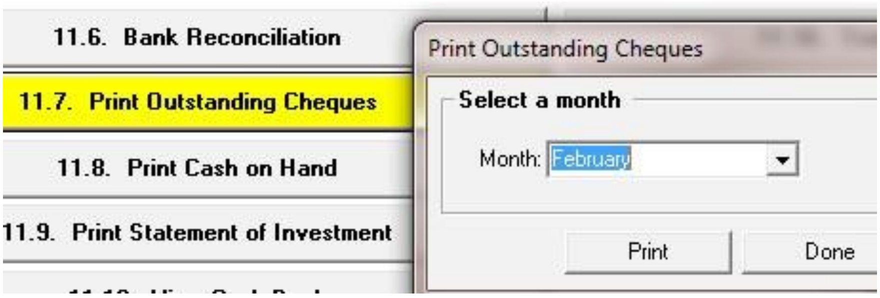


Figure 96: Print outstanding cheques

Outstanding Cheques

School- CLEVER KIDS HIGH SCHOOL January 2013

Account	Cheque No	Description	Amount	Date Processed
		Total Outstanding		

Figure 97: Example of outstanding cheques report

2.6.7 Print Cash on Hand (Menu 11.8)

Click on Cash on Hand (Fig. 98)

- Select **a month** to list items.
- Click on **Print** and then **OK**.
- Click on the **Printer icon** to print a hardcopy (Fig. 99).

Click on **DONE** to exit the screen

Figure 98: Print cash on hand

Cash on Hand

School- CLEVERKIDS HIGH February 2013

Book	Receipt No	Description	Amount	Date Banked	Dep. Ref.
1	2001	CJ Carriers	400.00		
	2002	mathers	150.00		
	2003	Botha C	350.00		
	2005	Mala	750.00		
	2006	MM Botha	2300.00		
		Total Outstanding	**3950.00**		

Figure 99: Example of print cash on hand

2.6.8 View Cash Book (Menu 11.10)

Click on View Cash Book (Fig. 100).

- Select the correct **bank account.**
- Select a **date** to *view **all the transactions** on that* day. OR

- Select a **month** and select the *specific type of transactions* to list for the month.
- Click on **Print Cash Book** and then select the following option (Fig. 101).
  - Select to print Entire Grid or Print Specific Rows and select the rows.
  - Click on **OK** to print a hardcopy
- Click on **Export to Excel** to copy data in an Excel File.

Click on **DONE** to exit the screen

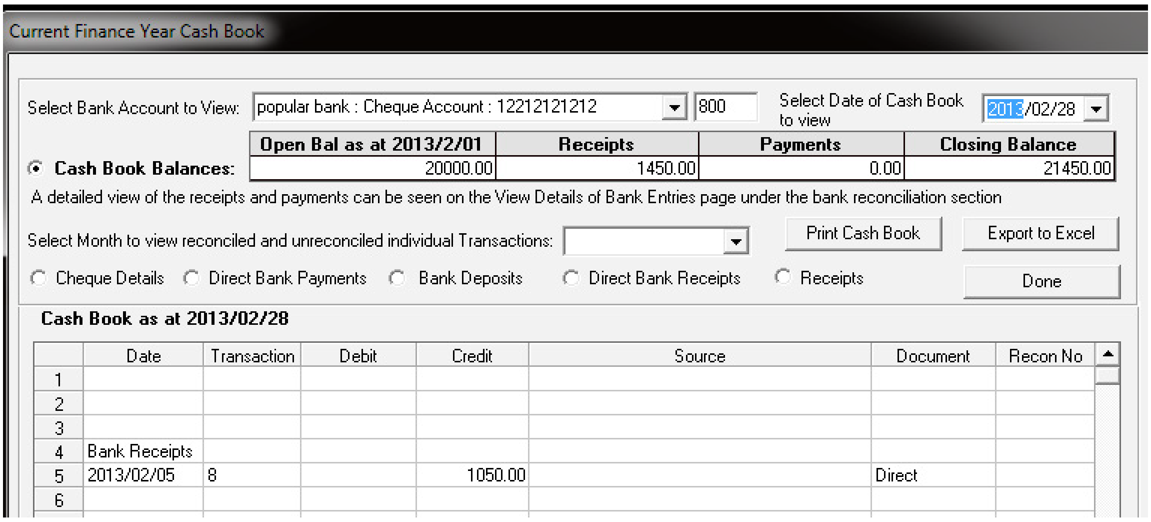


Figure 100: Current Finance Year Cash Book

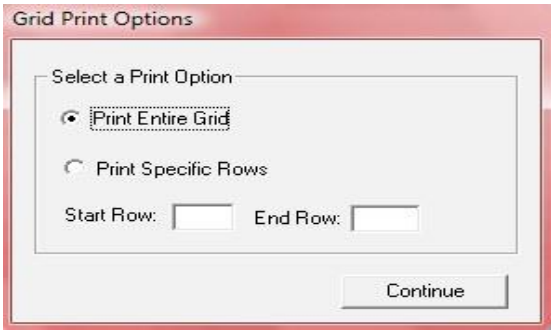


Figure 101: Print Options for Cash Book

2.7 Monthly and Annually Financial Statements

This section contains financial statements such as Trial Balances, Income statements, Statement of investment, Export and printout functions.

Figure	Menu on SA-SAMs	When to use
	2.7 View Financial Statement (11.11)	
Fig. 102	2.7.1 Actual Receipts & Payments (11.11.1)	Before payment is done (see available funds on budget)
Fig. 104 -105	2.7.2 Monthly Income Statement (11. 11.3)	On request
Fig. 106	2.7.3 Detailed Year to Date Statement (11. 11.4)	
Fig. 107	2.7.4 Annual Statement (11.11.5)	
Fig. 108	2.7.5 View Trial Balance (11.11.13)	
Fig. 109	2.7.6 Balance Sheet to Date (Menu 11.11.14)	
Fig. 110-111	2.7.7 WC Balance Sheet to date (Menu 11.11.16)	
Fig. 112	2.7.8 Printout WCED043 (Menu 11.11.17)	

2.7a View Financial Statements (Menu 11.11)

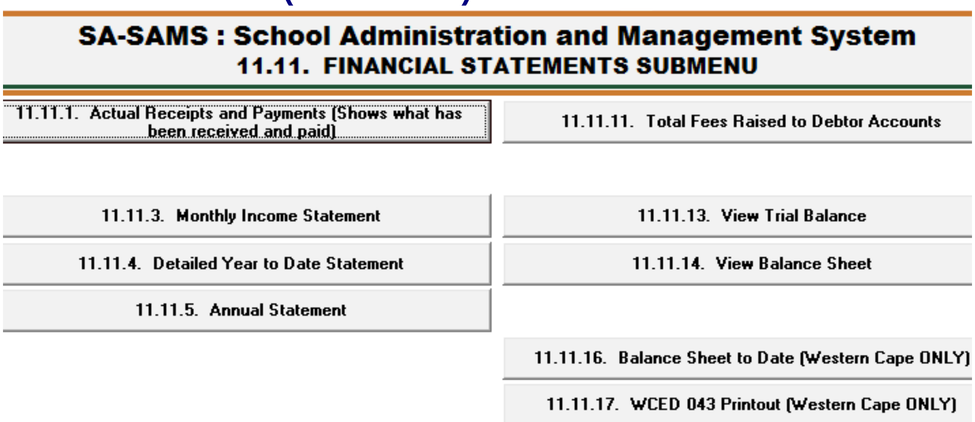


Figure 102: Financial Statement Submenu

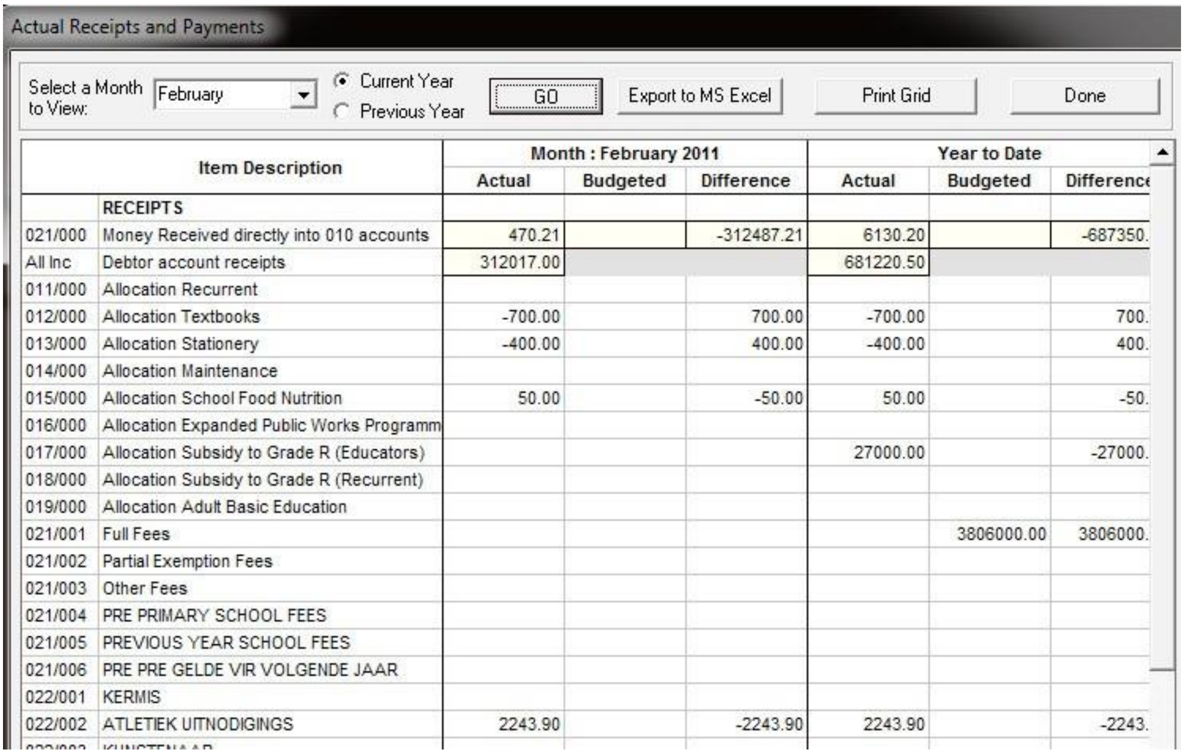
2.7.1 Actual Receipts and Payments (Menu 11.11.1)

This can be used to check the available balance (Difference) before any payments are made. Over expenditure is NOT a good financial practice.

Click on **Actual Receipts and Payments** (Fig. 103)

- Select the **Month**, the **Year** and click on **Go**.
  - This report on the budgets, income and expenditure per month / year to date and total for year.
- Click on **Print Grid** and then on **OK** to print a hardcopy.
- Click on **Export to MS Excel** to copy data in an Excel File.

Click on **DONE** to exit the screen



	Item Description	Month : February 2011 Actual	Budgeted	Difference	Year to Date Actual	Budgeted	Difference
	RECEIPTS						
021/000	Money Received directly into 010 accounts	470.21		-312487.21	6130.20		-687350.
All Inc	Debtor account receipts	312017.00			681220.50		
011/000	Allocation Recurrent						
012/000	Allocation Textbooks	-700.00		700.00	-700.00		700.
013/000	Allocation Stationery	-400.00		400.00	-400.00		400.
014/000	Allocation Maintenance						
015/000	Allocation School Food Nutrition	50.00		-50.00	50.00		-50.
016/000	Allocation Expanded Public Works Programm						
017/000	Allocation Subsidy to Grade R (Educators)				27000.00		-27000.
018/000	Allocation Subsidy to Grade R (Recurrent)						
019/000	Allocation Adult Basic Education						
021/001	Full Fees					3806000.00	3806000.
021/002	Partial Exemption Fees						
021/003	Other Fees						
021/004	PRE PRIMARY SCHOOL FEES						
021/005	PREVIOUS YEAR SCHOOL FEES						
021/006	PRE PRE GELDE VIR VOLGENDE JAAR						
022/001	KERMIS						
022/002	ATLETIEK UITNODIGINGS	2243.90		-2243.90	2243.90		-2243.

Figure 103: Actual Receipts and Payments

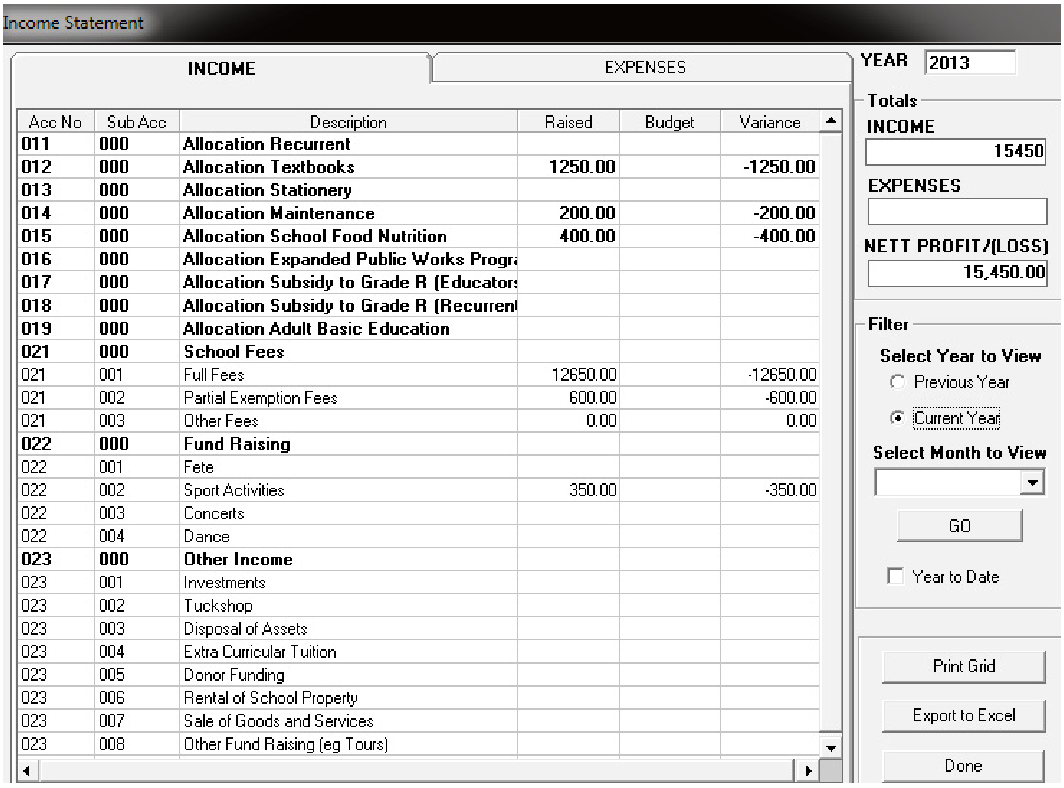
2.7.2 Monthly Income Statement (Menu 11.11.3)

Income shows the amount raised compared to what was budgeted, Expenses shows the actual payments compared to the budget. Variance is the remainder funds (Balance) for the year.

Click on **Monthly Income Statement** (Fig. 104)

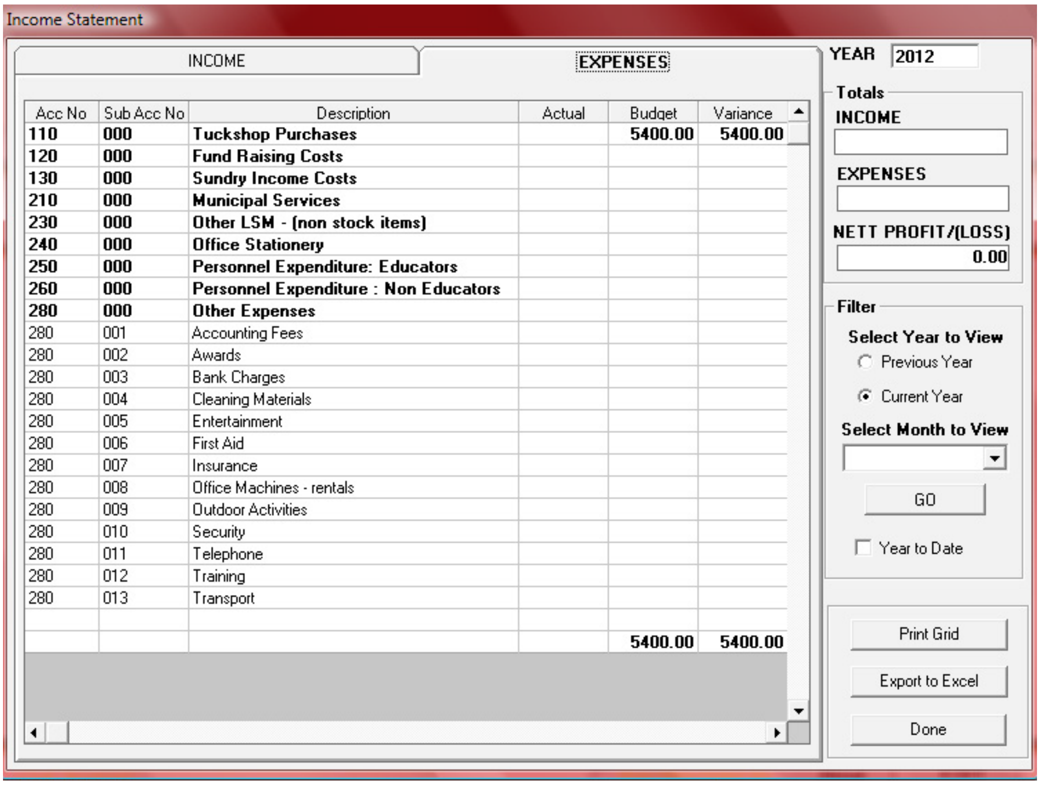
- Select the **Month to View** and click on **Go**.
- Click on **Print Grid** and then on **OK** to print a hardcopy.
- Click on **Export to MS Excel** to copy data in an Excel File.

Click on **DONE** to exit the screen



Acc No	Sub Acc	Description	Raised	Budget	Variance
011	**000**	**Allocation Recurrent**			
012	**000**	**Allocation Textbooks**	**1250.00**		**-1250.00**
013	**000**	**Allocation Stationery**			
014	**000**	**Allocation Maintenance**	**200.00**		**-200.00**
015	**000**	**Allocation School Food Nutrition**	**400.00**		**-400.00**
016	**000**	**Allocation Expanded Public Works Progr**			
017	**000**	**Allocation Subsidy to Grade R (Educator**			
018	**000**	**Allocation Subsidy to Grade R (Recurren**			
019	**000**	**Allocation Adult Basic Education**			
021	**000**	**School Fees**			
021	001	Full Fees	12650.00		-12650.00
021	002	Partial Exemption Fees	600.00		-600.00
021	003	Other Fees	0.00		0.00
022	**000**	**Fund Raising**			
022	001	Fete			
022	002	Sport Activities	350.00		-350.00
022	003	Concerts			
022	004	Dance			
023	**000**	**Other Income**			
023	001	Investments			
023	002	Tuckshop			
023	003	Disposal of Assets			
023	004	Extra Curricular Tuition			
023	005	Donor Funding			
023	006	Rental of School Property			
023	007	Sale of Goods and Services			
023	008	Other Fund Raising (eg Tours)			

Figure 104: Income Statement: Income



Acc No	Sub Acc No	Description	Actual	Budget	Variance
110	**000**	**Tuckshop Purchases**		**5400.00**	**5400.00**
120	**000**	**Fund Raising Costs**			
130	**000**	**Sundry Income Costs**			
210	**000**	**Municipal Services**			
230	**000**	**Other LSM - (non stock items)**			
240	**000**	**Office Stationery**			
250	**000**	**Personnel Expenditure: Educators**			
260	**000**	**Personnel Expenditure : Non Educators**			
280	**000**	**Other Expenses**			
280	001	Accounting Fees			
280	002	Awards			
280	003	Bank Charges			
280	004	Cleaning Materials			
280	005	Entertainment			
280	006	First Aid			
280	007	Insurance			
280	008	Office Machines - rentals			
280	009	Outdoor Activities			
280	010	Security			
280	011	Telephone			
280	012	Training			
280	013	Transport			
				5400.00	**5400.00**

Figure 105: Income Statement: Expenses

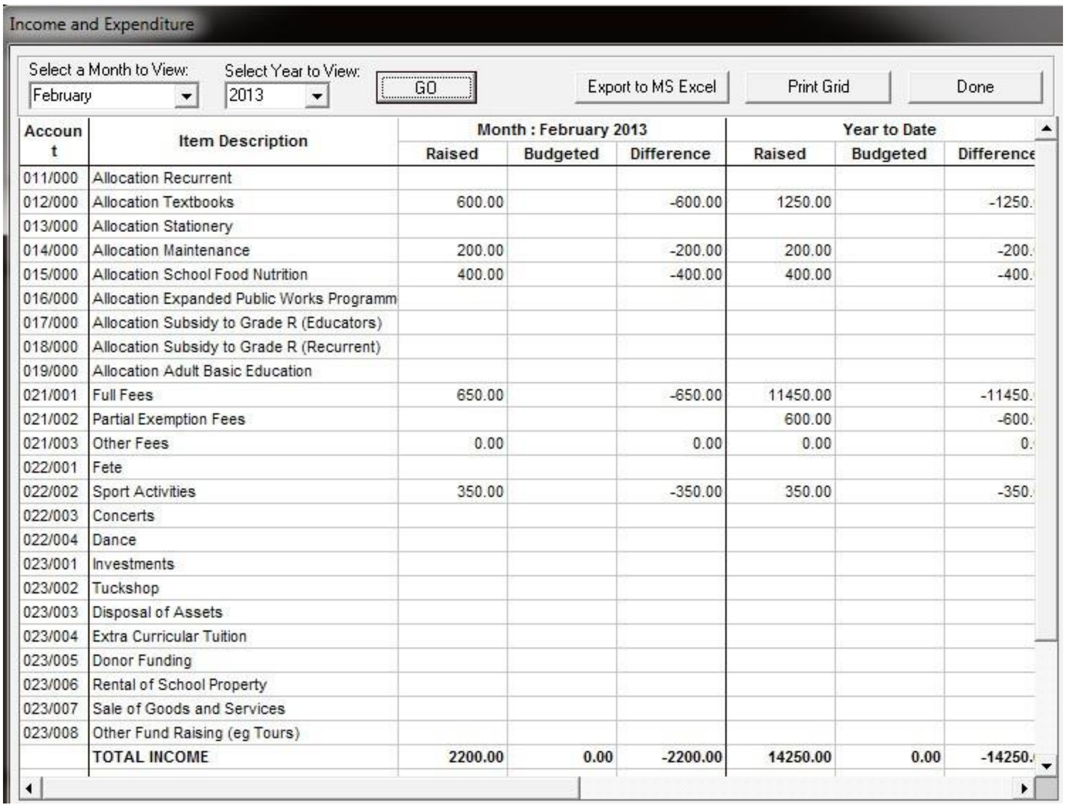
2.7.3 Detailed Year to Date Statement (Menu **11.11.4**)

Income shows the amount raised compared to what was budgeted, Expenses shows the actual payments compared to the budget. Difference is the remainder funds (Balance) for the year.

Click on **Detailed Year to Date Statement** (Fig. 106)

- Select the **Month to View**, select a year and click on **Go**.
- Click on **Print Grid** and then on **OK** to print a hardcopy.
- Click on **Export to MS Excel** to copy data in an Excel File.

Click on **DONE** to exit the screen



Account	Item Description	Month : February 2013			Year to Date		
		Raised	Budgeted	Difference	Raised	Budgeted	Difference
011/000	Allocation Recurrent						
012/000	Allocation Textbooks	600.00		-600.00	1250.00		-1250.
013/000	Allocation Stationery						
014/000	Allocation Maintenance	200.00		-200.00	200.00		-200.
015/000	Allocation School Food Nutrition	400.00		-400.00	400.00		-400.
016/000	Allocation Expanded Public Works Programm						
017/000	Allocation Subsidy to Grade R (Educators)						
018/000	Allocation Subsidy to Grade R (Recurrent)						
019/000	Allocation Adult Basic Education						
021/001	Full Fees	650.00		-650.00	11450.00		-11450.
021/002	Partial Exemption Fees				600.00		-600.
021/003	Other Fees	0.00		0.00	0.00		0.
022/001	Fete						
022/002	Sport Activities	350.00		-350.00	350.00		-350.
022/003	Concerts						
022/004	Dance						
023/001	Investments						
023/002	Tuckshop						
023/003	Disposal of Assets						
023/004	Extra Curricular Tuition						
023/005	Donor Funding						
023/006	Rental of School Property						
023/007	Sale of Goods and Services						
023/008	Other Fund Raising (eg Tours)						
	TOTAL INCOME	2200.00	0.00	-2200.00	14250.00	0.00	-14250.

Figure 106: Income and Expenditure

2.7.4 Annual Statement (Menu 11.11.4)

The Annual Statement for the whole year that could be presented to the AG.

Click on **annual Statement** (Fig. 107).

- Click on **OK** to print a hardcopy.

Click on **DONE** to exit the screen

CLEVERKIDS HIGH

1	2	3	4	5	6	7	8	9	10	11	12	13	14
Receipts	**January**	**February**	**March**	**April**	**May**	**June**	**July**	**August**	**September**	**October**	**November**	**December**	**Total YTD**
llocation Recurrent													
llocation Textbooks	650.00	600.00	-	-	-	-	-	-	-	-	-	-	1250.00
llocation Stationery													
llocation Maintenance	-	200.00	-	-	-	-	-	-	-	-	-	-	200.00
llocation School Food Nutrition	-	400.00	-	-	-	-	-	-	-	-	-	-	400.00
llocation Expanded Public Works rogramme													
llocation Subsidy to Grade R (Educators)													
llocation Subsidy to Grade R (Recurrent)													
llocation Adult Basic Education													
chool Fees	11400.00	650.00	1200.00	-	-	-	-	-	-	-	-	-	13250.00
Full Fees	10800.00	650.00	1200.00	-	-	-	-	-	-	-	-	-	12650.00
Partial Exemption Fees	600.00	-	-	-	-	-	-	-	-	-	-	-	600.00
Other Fees	-	-	-	-	-	-	-	-	-	-	-	-	-
und Raising	-	350.00	-	-	-	-	-	-	-	-	-	-	350.00
Fete													
Sport Activities	-	350.00	-	-	-	-	-	-	-	-	-	-	350.00
Concerts													
Dance													
ther Income													
Investments													
Tuckshop													
Disposal of Assets													
Extra Curricular Tuition													
Donor Funding													
Rental of School Property													
Sale of Goods and Services													
Other Fund Raising (eg Tours)													
Total Receipts	12,050.00	2,200.00	1,200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16450.00
Payments	**January**	**February**	**March**	**April**	**May**	**June**	**July**	**August**	**September**	**October**	**November**	**December**	**Total YTD**
ookshop Purchases													
und Raising Costs													
undry Income Costs													
unicipal Services													
Water													
Electricity													
Sanitation													
Refuse Removal													
ommunications													

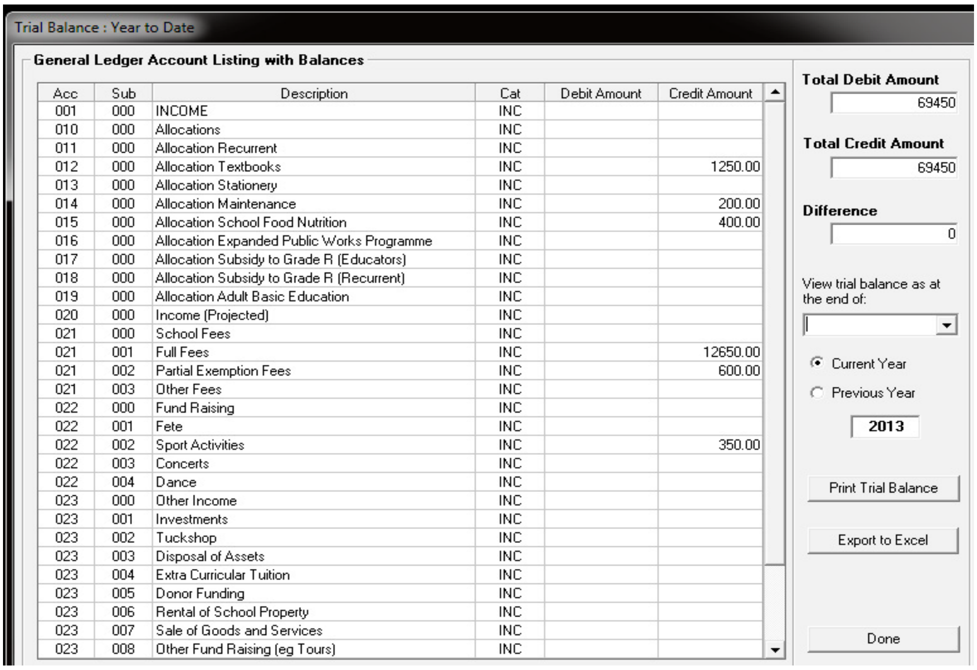
Figure 107: Annual Statement

2.7.5 View Trial Balance (Menu 11.11.13)

Click on **View Trial Balance** (Fig. 108).

- Select the **Month to View**, **the year** and click on **GO**.
- Click on **Print Trial Balance** and then on **OK** to print a hardcopy.
- Click on **Export to MS Excel** to copy data in an Excel File.

Click on **DONE** to exit the screen



Trial Balance : Year to Date

General Ledger Account Listing with Balances

Acc	Sub	Description	Cat	Debit Amount	Credit Amount
001	000	INCOME	INC		
010	000	Allocations	INC		
011	000	Allocation Recurrent	INC		
012	000	Allocation Textbooks	INC		1250.00
013	000	Allocation Stationery	INC		
014	000	Allocation Maintenance	INC		200.00
015	000	Allocation School Food Nutrition	INC		400.00
016	000	Allocation Expanded Public Works Programme	INC		
017	000	Allocation Subsidy to Grade R (Educators)	INC		
018	000	Allocation Subsidy to Grade R (Recurrent)	INC		
019	000	Allocation Adult Basic Education	INC		
020	000	Income (Projected)	INC		
021	000	School Fees	INC		
021	001	Full Fees	INC		12650.00
021	002	Partial Exemption Fees	INC		600.00
021	003	Other Fees	INC		
022	000	Fund Raising	INC		
022	001	Fete	INC		
022	002	Sport Activities	INC		350.00
022	003	Concerts	INC		
022	004	Dance	INC		
023	000	Other Income	INC		
023	001	Investments	INC		
023	002	Tuckshop	INC		
023	003	Disposal of Assets	INC		
023	004	Extra Curricular Tuition	INC		
023	005	Donor Funding	INC		
023	006	Rental of School Property	INC		
023	007	Sale of Goods and Services	INC		
023	008	Other Fund Raising (eg Tours)	INC		

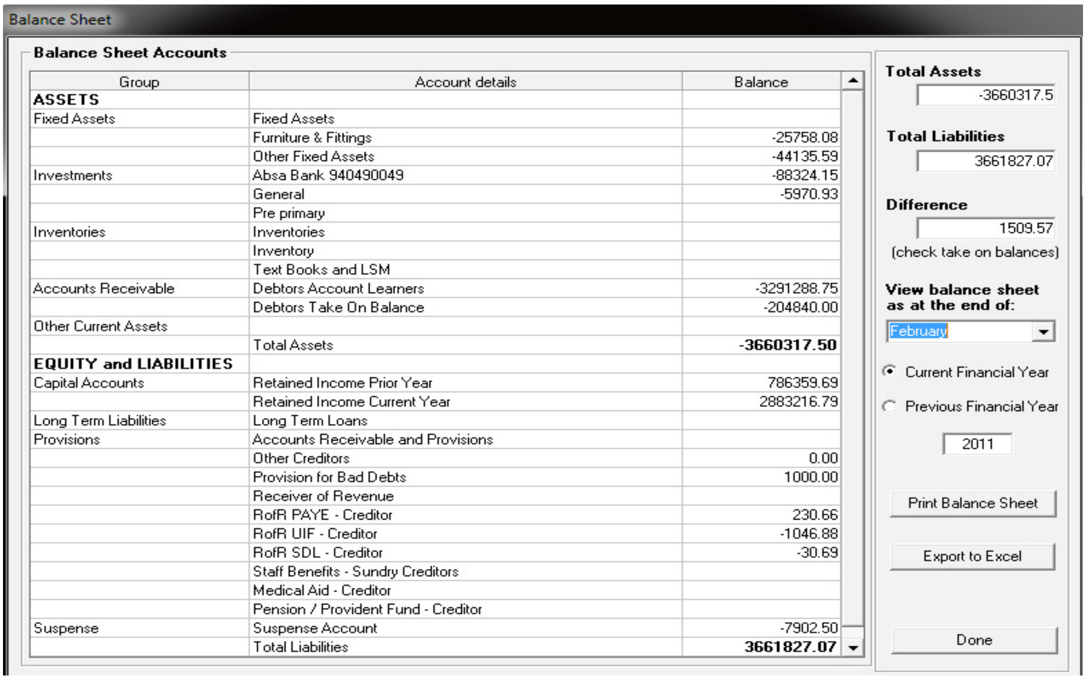
Figure 108: Trial Balance

2.7.6 Balance Sheet to Date (Menu 11.11.14)

Click on **Balance Sheet to Date** (Fig. 109).

- Select the **Month to View**, **the year** and click on **GO**.
- Click on **Print Balance Sheet** and then on **OK** to print a hardcopy.
- Click on **Export to MS Excel** to copy data in an Excel File.

Click on **DONE** to exit the screen



Balance Sheet

Balance Sheet Accounts

Group	Account details	Balance
ASSETS		
Fixed Assets	Fixed Assets	
	Furniture & Fittings	-25758.08
	Other Fixed Assets	-44135.59
Investments	Absa Bank 940490049	-88324.15
	General	-5970.93
	Pre primary	
Inventories	Inventories	
	Inventory	
	Text Books and LSM	
Accounts Receivable	Debtors Account Learners	-3291288.75
	Debtors Take On Balance	-204840.00
Other Current Assets		
	Total Assets	**-3660317.50**
EQUITY and LIABILITIES		
Capital Accounts	Retained Income Prior Year	786359.69
	Retained Income Current Year	2883216.79
Long Term Liabilities	Long Term Loans	
Provisions	Accounts Receivable and Provisions	
	Other Creditors	0.00
	Provision for Bad Debts	1000.00
	Receiver of Revenue	
	RofR PAYE - Creditor	230.66
	RofR UIF - Creditor	-1046.88
	RofR SDL - Creditor	-30.69
	Staff Benefits - Sundry Creditors	
	Medical Aid - Creditor	
	Pension / Provident Fund - Creditor	
Suspense	Suspense Account	-7902.50
	Total Liabilities	**3661827.07**

Figure 109: Print Balance sheet to Date

2.7.7 WC Balance Sheet to date (Menu 11.11.16)

Click on **Balance Sheet to Date** (Fig. 110).

- Select the **Month** and click on **Go**.
- Click on **Print** and then on **OK** to print a hardcopy (Fig. 111).

Click on **DONE** to exit the screen

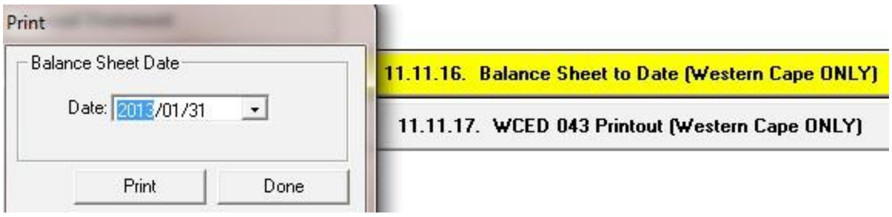


Figure 110: Print Balance sheet to Date

Balance Sheet as at 30 January 2013

ASSETS	Notes	2013
NON - CURRENT ASSETS		-234790.50
Fixed Assets	1	-84671.38
Investments	2	-150119.12
CURRENT ASSETS		-866173.20
Accounts Receivable	5	-866173.20
Total assets		**-1100963.70**
EQUITY AND LIABILITIES		
CAPITAL AND RESERVES		1174894.90
Capital Accounts	7	1170544.90
CURRENT LIABILITIES		-73931.20
Provisions	10	-104141.20
SUSP	12	30210.00
Total equity and liabilities		**1100963.70**
Take On Balances	13	-
		-

Figure 111: Example of a printed Balance sheet to Date

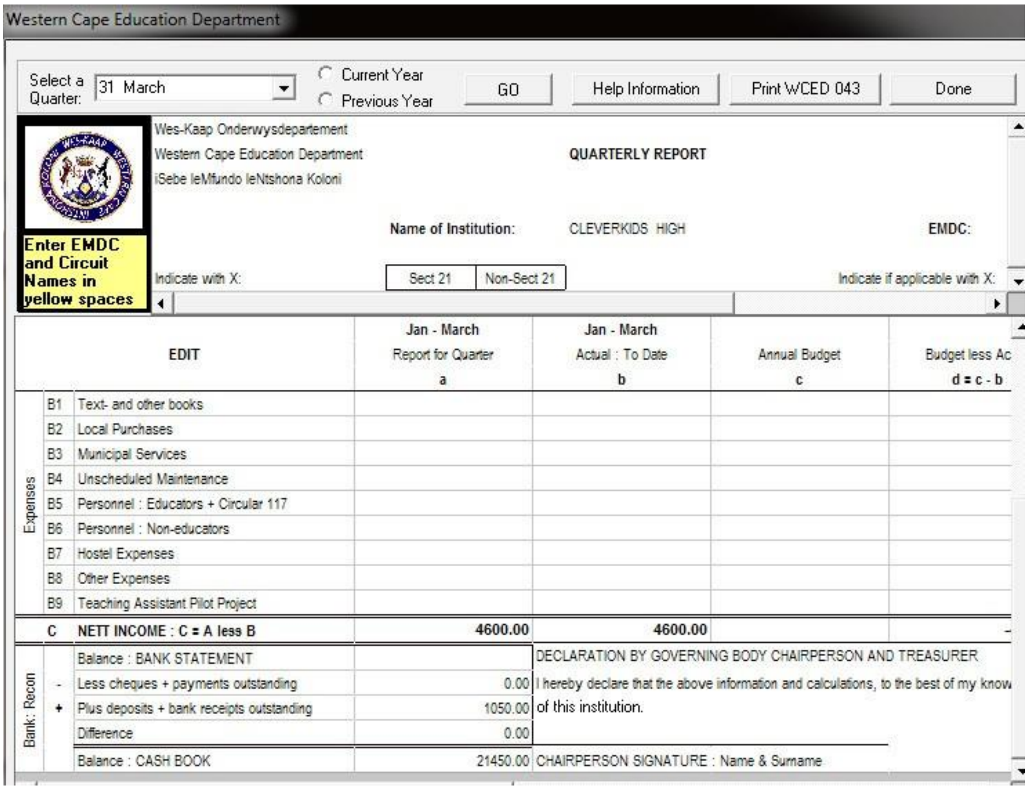
2.7.8 Printout WCED043 (Menu 11.11.17)

The following financial quarterly report is applicable to the Western Cape schools.

Click on **Printout WCED043** (Fig. 112).

- Select the **Month**, **the year** and click on **GO**.
  - The **Help Info** informs schools that the total of all bank balances to be captured
- Click on **Print WCED 043** and then on **OK** to print a hardcopy.

Click on **DONE** to exit the screen



Western Cape Education Department

Select a Quarter: 31 March | Current Year | Previous Year | GO | Help Information | Print WCED 043 | Done

Enter EMDC and Circuit Names in yellow spaces

Wes-Kaap Onderwysdepartement
Western Cape Education Department
iSebe leMfundo leNtshona Koloni

QUARTERLY REPORT

Name of Institution: CLEVERKIDS HIGH

EMDC:

Indicate with X: Sect 21 | Non-Sect 21

Indicate if applicable with X:

		EDIT	Jan - March Report for Quarter a	Jan - March Actual : To Date b	Annual Budget c	Budget less Ac d = c - b
Expenses	B1	Text- and other books				
	B2	Local Purchases				
	B3	Municipal Services				
	B4	Unscheduled Maintenance				
	B5	Personnel : Educators + Circular 117				
	B6	Personnel : Non-educators				
	B7	Hostel Expenses				
	B8	Other Expenses				
	B9	Teaching Assistant Pilot Project				
	C	NETT INCOME : C = A less B	4600.00	4600.00		-
Bank: Recon		Balance : BANK STATEMENT		DECLARATION BY GOVERNING BODY CHAIRPERSON AND TREASURER		
	-	Less cheques + payments outstanding	0.00	I hereby declare that the above information and calculations, to the best of my know		
	+	Plus deposits + bank receipts outstanding	1050.00	of this institution.		
		Difference	0.00			
		Balance : CASH BOOK	21450.00	CHAIRPERSON SIGNATURE : Name & Surname		

And

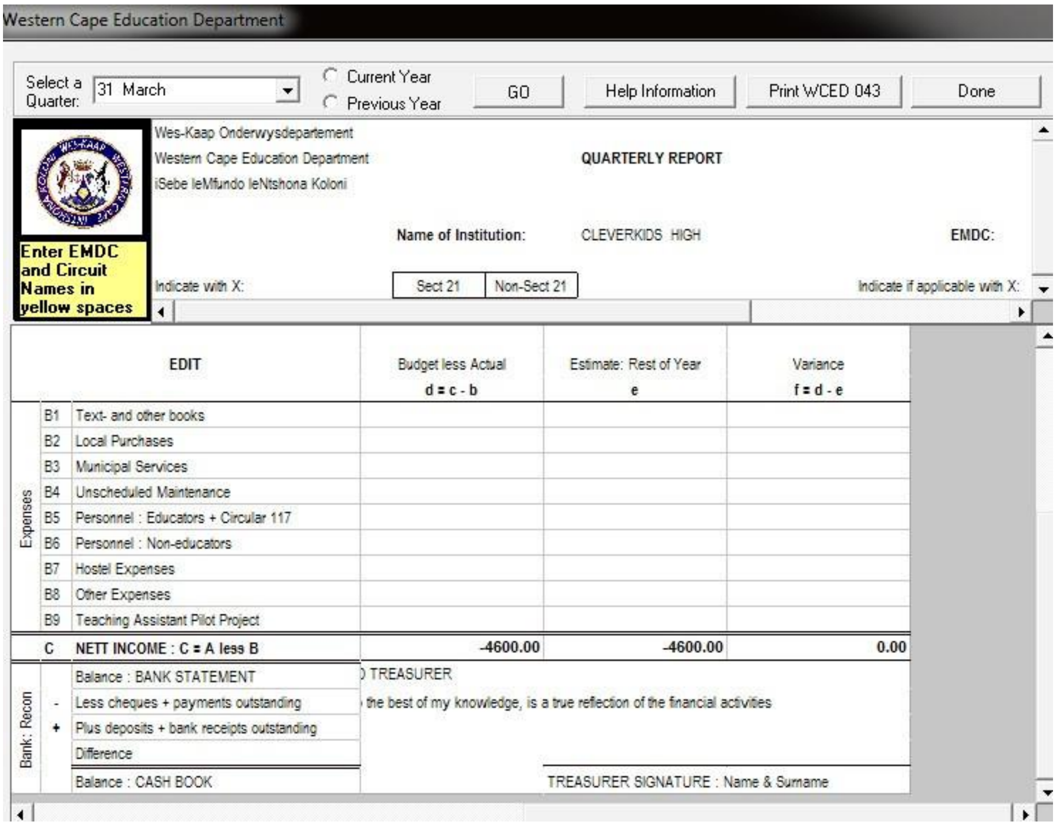


Figure 112: WCED Financial Quarterly report

2.8 Printouts and export functions

Figure	Menu on SA-SAMs	When to use
	2.8.1 Other Reports	
Fig. 113 - 114	2.8.1.1 Print Statement of Investment (11.9)	SGB for AG and Annual Audit
Fig. 115	2.8.1.2 Total Fees Raised to Debtor Acc (11.4.12)	(on request)
Fig. 116	2.8.2.1 Export expenditure (11. 12)	(on request)
Fig. 117	2.8.2.2 Export Budget (11.13)	(on request)
Fig. 118	2.8.2.3 Quick export functions (11. 14)	
	2.8.3 Transaction Printouts (11.16)	On request
Fig. 113	2.8.3.1 View receipts (11.16.1)	
Fig. 113	2.8.3.2 View Cheque Payments (11.16.2)	
Fig. 113	2.8.3.3 View Petty Cash Payments (11.16.3)	
Fig. 113	2.8.3.4 View Bank & Petty Cash Deposits (11.16.4)	
Fig. 113	2.8.3.5 View GL Tranactions (11.16.5)	
Fig. 113	2.8.3.6 View Journal Entries (11.16.6)	

2.8.1.1 Print Statement of Investments (Menu 11.9)

Click on **Cash on Hand** (Fig. 113).

- Select **a date** to print a statement.
- Click on **Print** and then **OK**.
- Click on the **Printer icon** to print a hardcopy (Fig. 114).

Click on **DONE** to exit the screen

Figure 113: Print Statement of Investment

Statement of Investments

CLEVERKIDS HIGH

as at 28 February 2013

popular bank

1212

1212

Cheque Account

Account number 12212121212

Rate of interest on investment - 0.00 %

Current balance as at 28 February 2013 21450.00

Account opened on 2012/10/15

Grand Total **21450.00**

It is hereby declared that the above information is true and correct.

M S VAN BLERK	B G BARNARDT
Principal	**Chairperson SGB**
2013/06/17	2013/06/17
Dated	**Dated**

Figure 114: Print Statement of Investment

2.8.1.2 Total Fees Raised to Debtors Accounts (Menu 11.11.5)

The total amount raised by the debtor accounts is summarized per debtor.

Click on **Total Fees Raised to Debtors Accounts** (Fig. 115).

- Select **a month**, **year** and click on **GO**.
- Click on **Print Grid** to print a preview.
- Click on the **Printer icon** to print a hardcopy.

Click on **DONE** to exit the screen

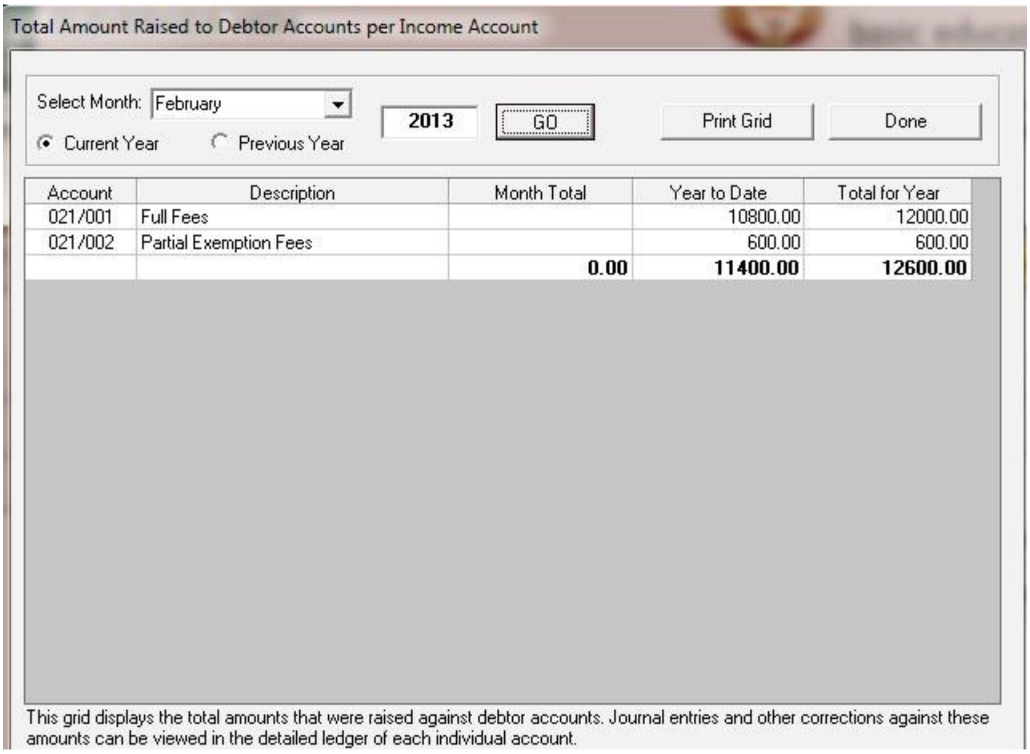


Figure 115: Total Amount Raised per Debtor

2.8.2 Export data

This is for exclusive use of exporting financial data to SA DMS system and has 2 export functions: Export Expenditure and Export Budget

2.8.2.1 Export Expenditure (Menu 11.12)

Click on **Export Expenditure** to xml file. (Fig. 116).

- Select **a year, month** and click on **Create Export**.

Click on **DONE** to exit the screen

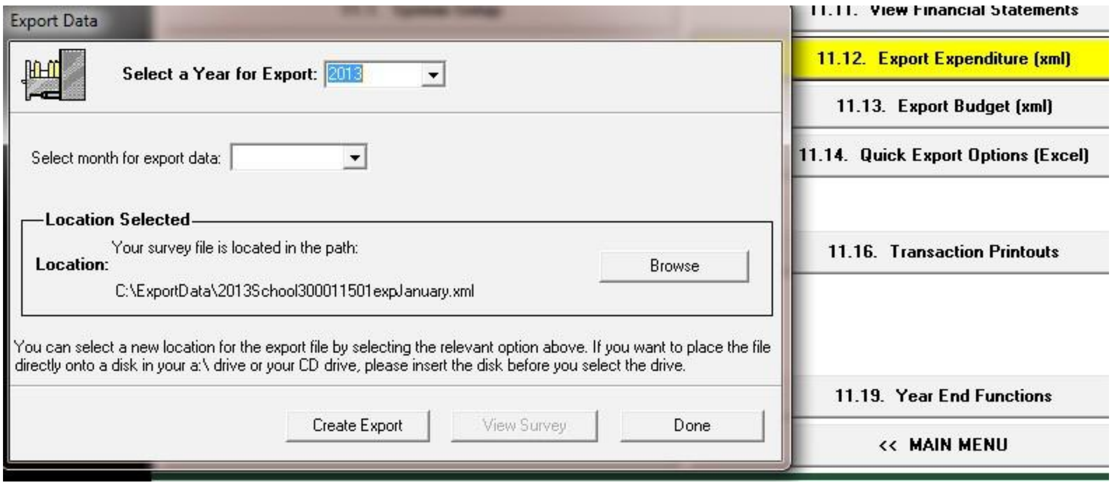


Figure 116: Export Expenditure

2.8.2.2 Export Budget (Menu 11.13)

Click on **Export Budget** to xml file. (Fig. 117).

- Select **a year, month** and click on **Create Export**.

Click on **DONE** to exit the screen

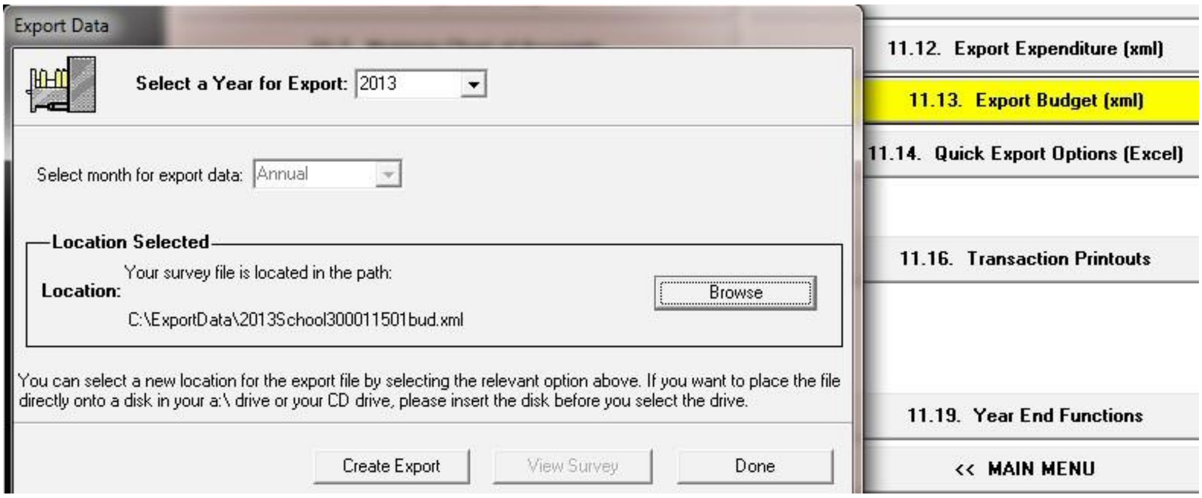


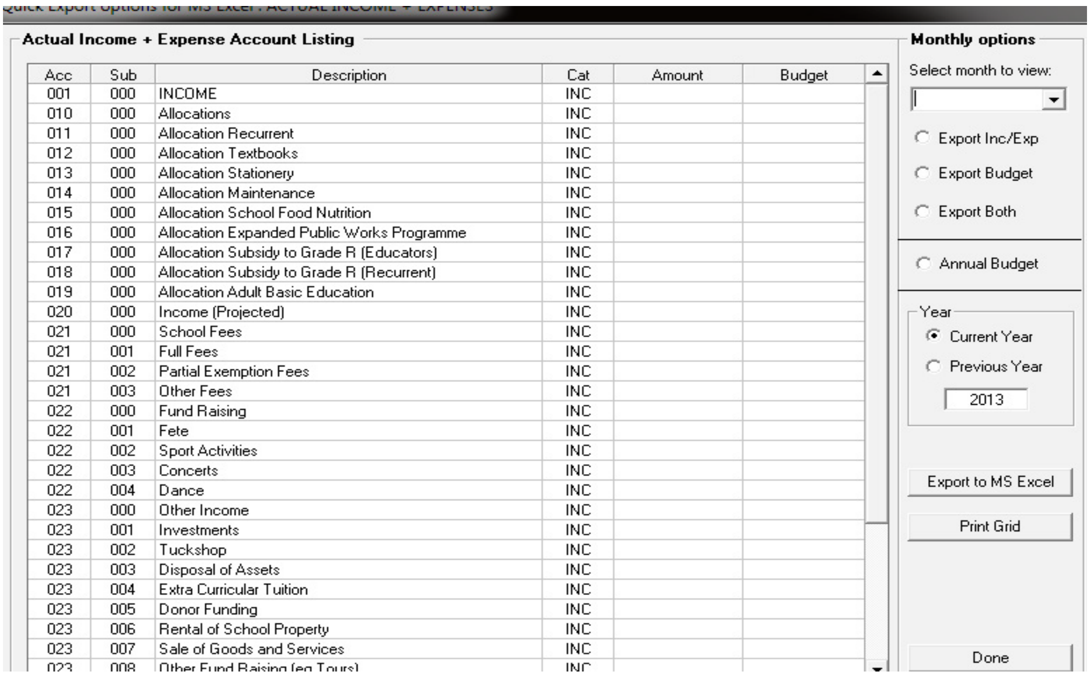
Figure 117: Export Budget

2.8.2.3 Export Expenditure & Income and /or Budget (Menu 11.14)

Click on **Quick Export Options** to excel file. (Fig. 118).

- Select **a year, month**
- Select **Expenditure & Income** or **Budget** or **Both.**
- Click on **Print Balance Sheet** and then on **OK** to print a hardcopy.
- Click on **Export to MS Excel** to copy data in an Excel File.

Click on **DONE** to exit the screen



Acc	Sub	Description	Cat	Amount	Budget
001	000	INCOME	INC		
010	000	Allocations	INC		
011	000	Allocation Recurrent	INC		
012	000	Allocation Textbooks	INC		
013	000	Allocation Stationery	INC		
014	000	Allocation Maintenance	INC		
015	000	Allocation School Food Nutrition	INC		
016	000	Allocation Expanded Public Works Programme	INC		
017	000	Allocation Subsidy to Grade R (Educators)	INC		
018	000	Allocation Subsidy to Grade R (Recurrent)	INC		
019	000	Allocation Adult Basic Education	INC		
020	000	Income (Projected)	INC		
021	000	School Fees	INC		
021	001	Full Fees	INC		
021	002	Partial Exemption Fees	INC		
021	003	Other Fees	INC		
022	000	Fund Raising	INC		
022	001	Fete	INC		
022	002	Sport Activities	INC		
022	003	Concerts	INC		
022	004	Dance	INC		
023	000	Other Income	INC		
023	001	Investments	INC		
023	002	Tuckshop	INC		
023	003	Disposal of Assets	INC		
023	004	Extra Curricular Tuition	INC		
023	005	Donor Funding	INC		
023	006	Rental of School Property	INC		
023	007	Sale of Goods and Services	INC		
023	008	Other Fund Raising (eg Tours)	INC		

Figure 118: Export Budget / Income & Expense

2.8.3 Transaction Printouts (Menu 11.16)

Printout and viewing functions is available for the following:

Figure	Description
Fig. 119	2.8.3.1 View receipts (11.16.1)
Fig. 120	2.8.3.2 View Cheque Payments (11.16.2)
Fig. 121	2.8.3.3 View Petty Cash Payments (11.16.3)
Fig. 122	2.8.3.4 View Bank & Petty Cash Deposits (11.16.4)
Fig. 123	2.8.3.5 View GL Tranactions (11.16.5)
Fig. 124	2.8.3.6 View Journal Entries (11.16.6)

2.8.3.1 View Receipts (Menu 11.16.1)

Click on **View Receipts** (Fig.119)

- Select to list receipts per **Receipt Book** or **Book & Number** or **Month.**
- Select the **Receipt Book** (and number if applicable) to view receipts from that book.
- Select the **Month to View** and the **year.**
- Select also for Deposited receipts or Not Deposited receipts or leave blank for all.
- Click on the **OK** button to display all available receipts.
- Click on the **Receipt Reports** to display the following options for printing:

Print receipts for	⇨ ...specific month ⇨ ...receipt book ⇨ ...specific receipt book & month Select book & month to print	⇨ ...specific day or period ⇨ ...per description for a period Select start & end period.

- Click on **Print** and then OK.

Click on **DONE** to exit the screen

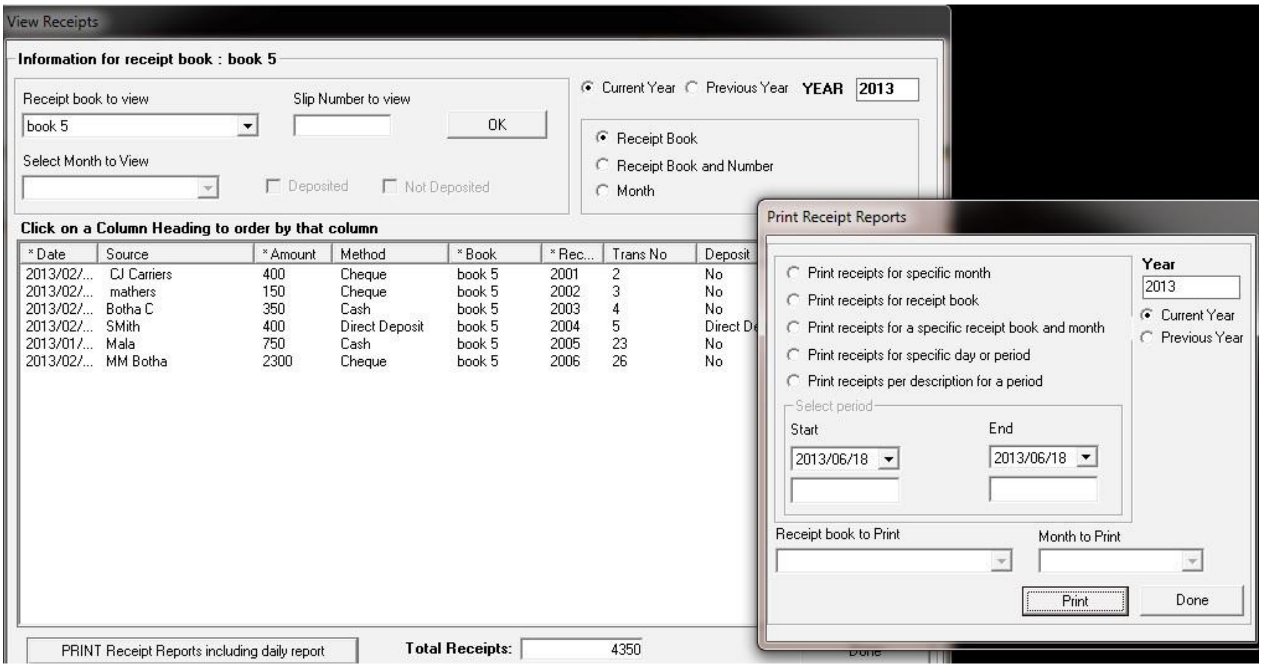


Figure 119: View Receipts

2.8.3.2 View Cheque Payment (Printout) 11.16.2

Click on **Cheque Payments** (Fig.120)

- Select the **Month to View** and the **year.**
- Select to list receipts per **Bank Account** or **Bank Account & Month** or **Month.**
- Select the **Bank Account** to view from.
- Click on the **OK** button to display all available details on the Cheques and if reconciled.
- The total of the Cheque Payments balance is shown at the bottom of the page.
- Click on the **Print Reports** to display the following options for printing:

Print cheque payments reports for	⇨ ...specific month ⇨ ...account	⇨ ...specific account & month Select account & month to print

- Click on **Print** and then OK.

Click on **DONE** to exit the screen

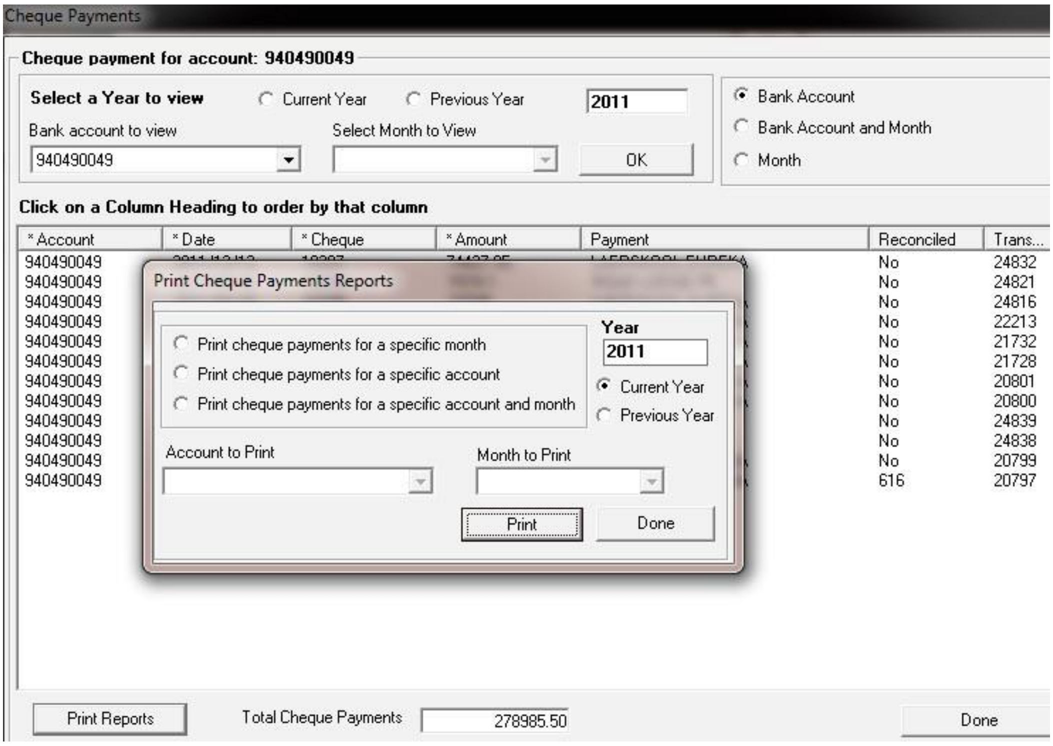


Figure 120: View Receipts

2.8.3.3 View Petty Cash Payment (Printouts) 11.16.3

Click on **View Petty Cash payment** (Fig.121)

- Select the **Month to View** and the **year.**
- Select to list voucher per **Petty Cash Account** or **PC Account & Number** or **Month.**
- Select the **Petty Cash Account** to view vouchers.
- Click on the **OK** button to display all available details on the vouchers.
- The total of the **Petty Cash** Payments balance is shown at the bottom of the page.
- Click on the **Print Petty Cash Reports** to display the following options for printing:

Print **Petty Cash** payments reports for	⇨ ...specific month ⇨ ...account	⇨ ...specific account & month Select account & month to print

- Click on **Print** and then OK.

Click on **DONE** to exit the screen

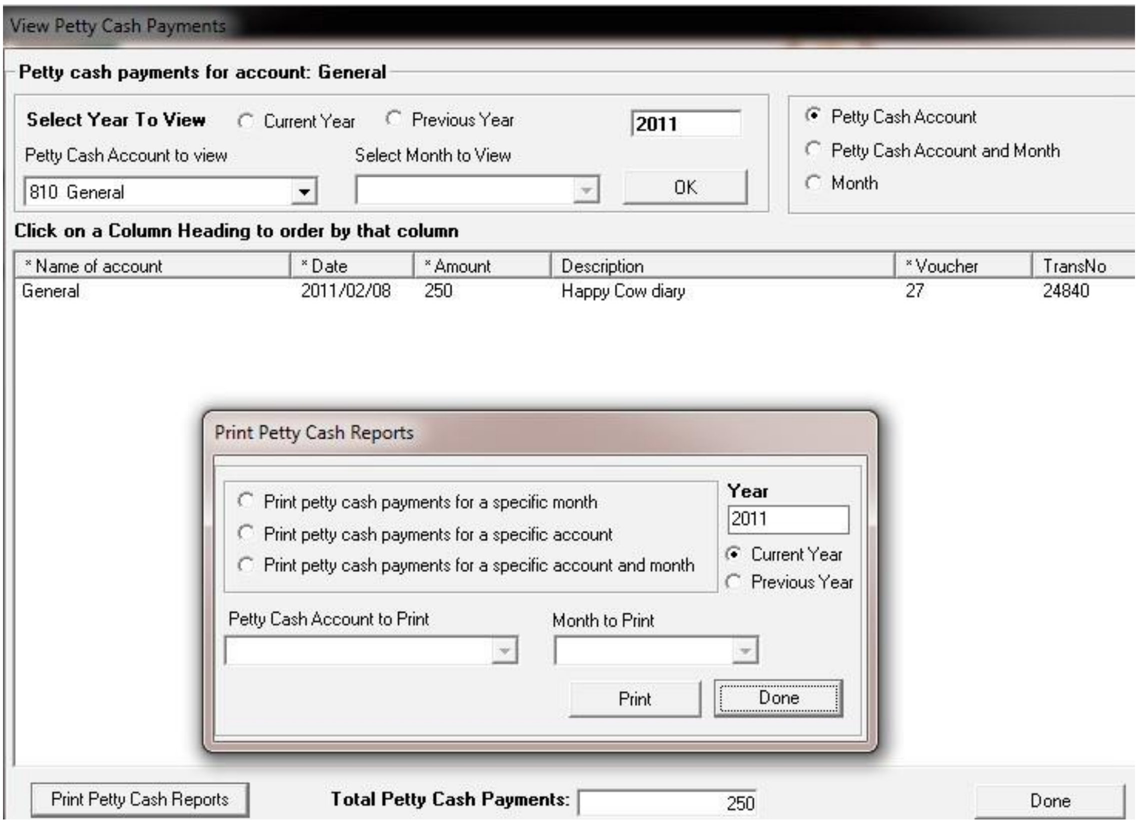


Figure 121: View Receipts

2.8.3.4 View Bank & Petty Cash Deposits (Menu 11.16.4)

Click on **View Bank & Petty Cash Deposits** (Fig.122)

- Select the **Month to View** and the **year.**

	Select option	Enter data
Select one of the following options and then complete the data field:	• Month	⇨ Select Month to View
	• Deposit Book	⇨ Deposit Book to View
	• Deposit Book and slip number	⇨ Deposit Book, Slip Number
	• Bank Account and month	⇨ Bank account to view, month
	• Bank Account	⇨ Bank account to view
	• Petty Cash	

- Click on the **GO** button to display all available details of the transactions.
- The total of the **Deposits** balance is shown at the bottom of the page.
- Click on the **Deposits Report** to display the following options for printing:

Print **Petty Cash** payments reports for	⇨ ...specific account ⇨ ...specific account & month	Select account & month to print

- Click on **Print** and then OK.

Click on **DONE** to exit the screen

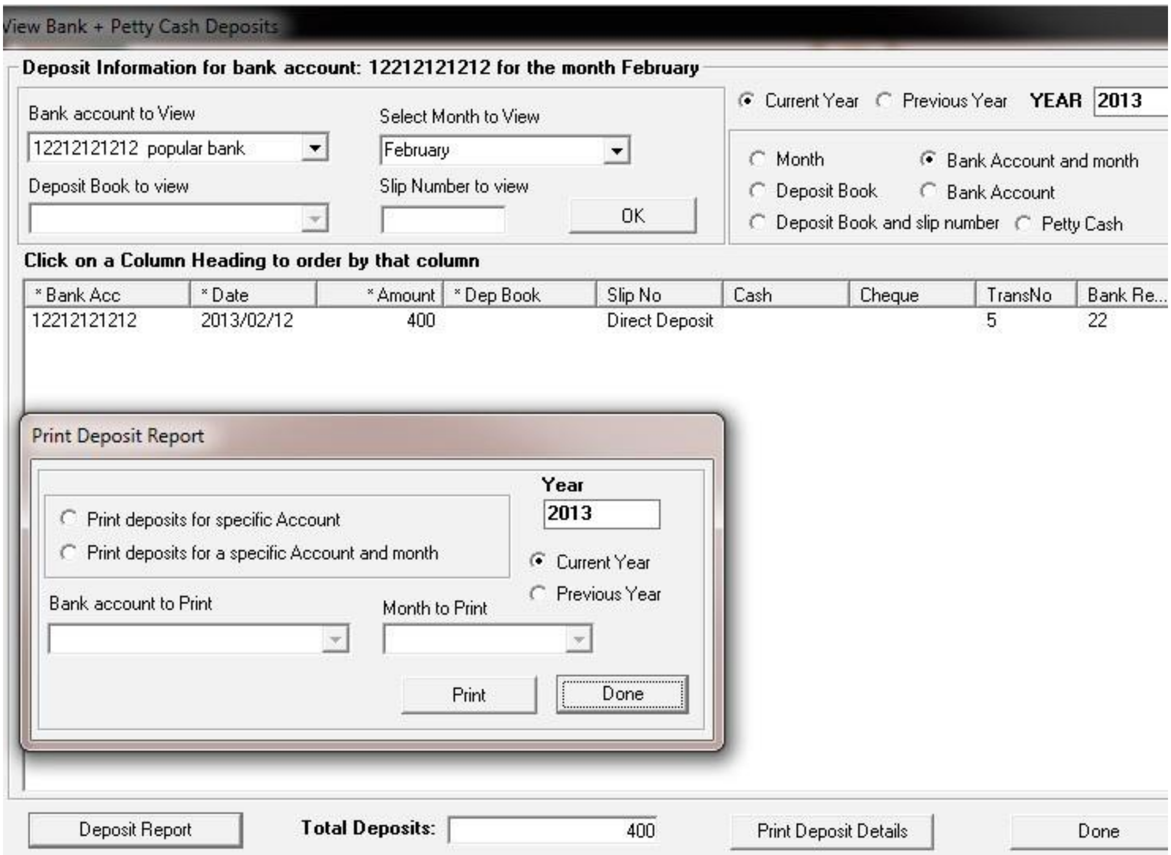


Figure 122: View Receipts

2.8.3.5 View GL Printout Transactions (Menu 11.16.5)

Click on **View GL Printout transactions** (Fig.123)

- Select the **Month to View / or none** and the **year** (at the bottom).
- Select option to list per **Account name** or **Transaction Number** or **Deleted Items.**
- Select the **Account or Acc Number** to view. OR
- Select **All Transactions** (at the bottom of the screen)
- Click on the **GO** button to display all available details of the transactions.
- A summary of the Account Budget, Account Balance and Account reconciliation is shown at the bottom of the page.
- Click on the **Print General Ledger Reports** to display the following options for printing:

Print **General Ledger** reports for	⇨ ...specific month ⇨ ... specific account Select account & month to print	⇨ ...specific account & month ⇨ ...transactions for the whole year

- Click on **Print** and then OK.

Click on **DONE** to exit the screen

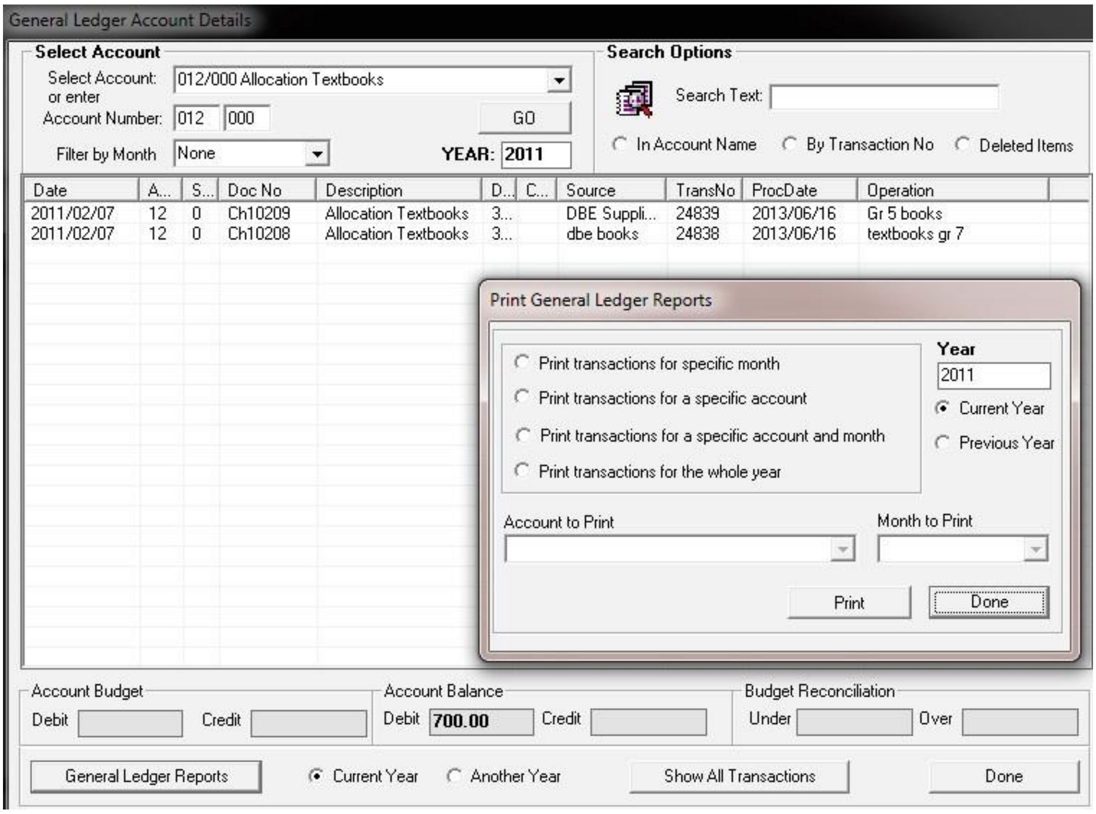


Figure 123: View GL Accounts

2.8.3.6 View Journal Entries (Menu 11.16.3)

Click on **View Journal entries** (Fig.124)

- Select the **Month to View / or none** and the **year** (at the bottom).
- Select option to list per **Account name** or **Transaction Number** or **Deleted Items.**
- Select the **Account or Acc Number** to view. OR
- Select **All Transactions** (at the bottom of the screen)
- Click on the **GO** button to display all available details of the transactions.
- A summary of the Account Budget, Account Balance and Account reconciliation is shown at the bottom of the page.
- Click on the **Journal Reports** to display the following options for printing:

Print **General Ledger** reports per year for	⇨ ...specific month ⇨ ... specific account Select account & month to print	⇨ ...specific account & month ⇨ ...transactions for the whole year

- Click on **Print** and then OK.

Click on **DONE** to exit the screen

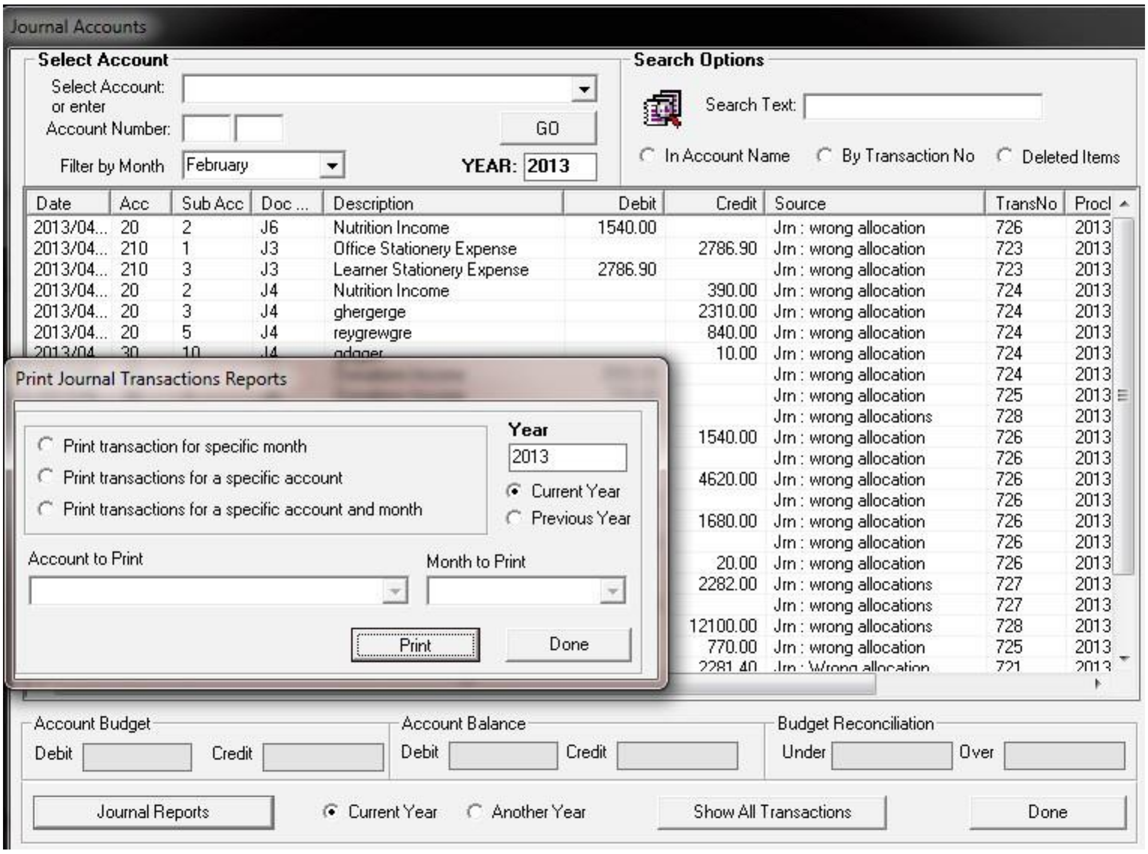


Figure 124: Journal Transactions Reports

2.9 Closing of financial year: Year-End Functions (Menu 11.19)

The system will not allow you to continue and start a new financial period if the existing financial period is not closed. The financial period needs to be closed annually and all financial books, supporting documentation made available for the annual financial audit.

- You have to be in the next financial year before you can open a new financial period.
- The Financial Period is from January to December of a calendar year.

The following table contains the menus to close a financial year and set a new one.

Figure	Menu on SA-SAMs	When to use
	2.9 Year End Functions (11.17)	Done in January of next financial year
Fig. 125	2.9.1 Write off debtor account (11.17.1)	If applicable
Fig. 126	2.9.2 Process year end transactions (11.17.2)	Every end of financial year
Fig. 127-128	2.9.3 New financial year (11.17.3)	After closing.
Fig. 129	2.9.4 Delete archived data (11.17.4)	After

2.9a Prepare for closing of financial year

- Ensure that your system date is correct and in line with the actual date.
- Make an external backup copy of the database before starting year end procedures.
    - The system automatically creates a backup in the folder C:\Program Files\ SASAMS\ Backup when selecting **Copy Database**.
- Ensure that ALL entries up to and including December have been processed (Reconciled).

2.9.1 Write Off Debtor Account (Menu 11.19.1)

This is an optional procedure. Debtor amounts can be written off if so required OR left to roll over in the next year as owing to the school.

Click on Write Off Debtor Account **(Fig. 125)**

- Select a grade and a transaction date.
- Enter the amount to be written off next to each learner.
- Click on **Process transaction**.
- Click on **Print Grid** to print a hardcopy of the list.

Click on **Done** to exit the screen

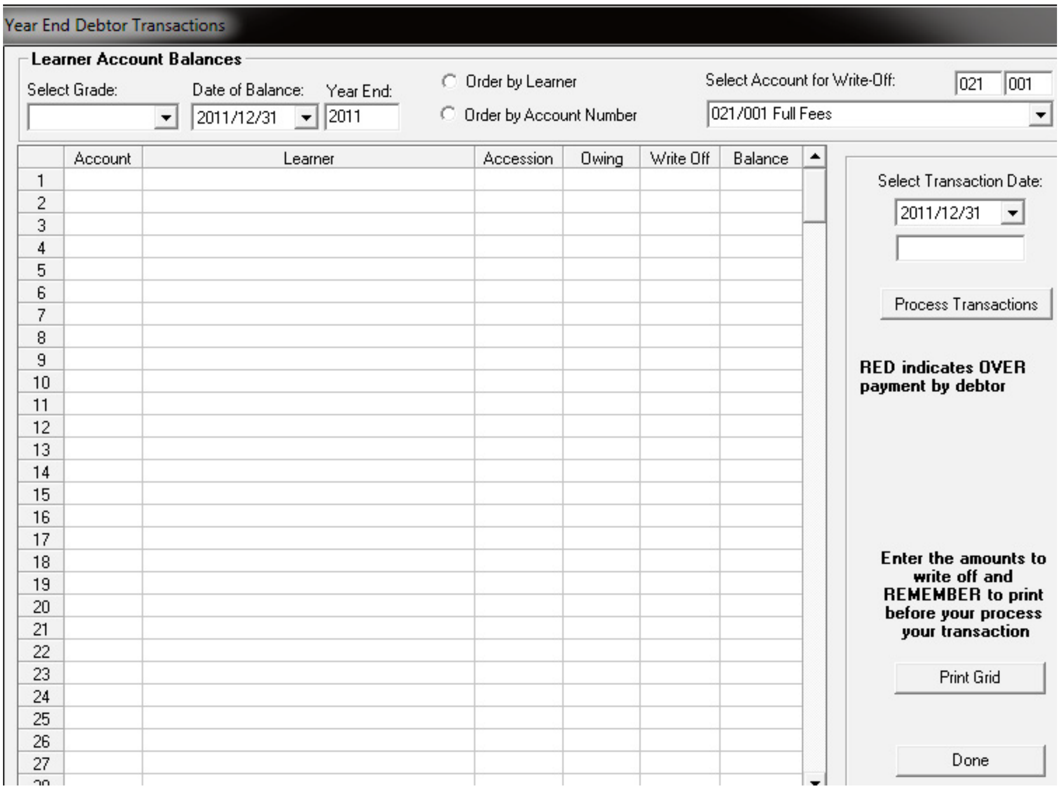


Figure 125: Process Year End Transactions

2.9.2 Process Year End Transactions (Menu 11.19.2)

Click on **Process Year End Transactions** (Fig. 126)

- Select the year end and date (last day of the year) to be processed.
- Year-end balance **on Account 998/000** is indicted and should be zero.
- Tick each block next to a financial statement to confirm that printouts were made.
- Click on **Year End Actions Confirmed** and then click on Run Year End.
- Click on **yes** to proceed.
- The procedure makes a backup copy of the database and then takes 1 to 4 minutes depending on the size of the database.

Click on **DONE** to return to the year-end sub menu

- You will be informed to open a new Financial Period and then all balances will be rolled over to 2013.

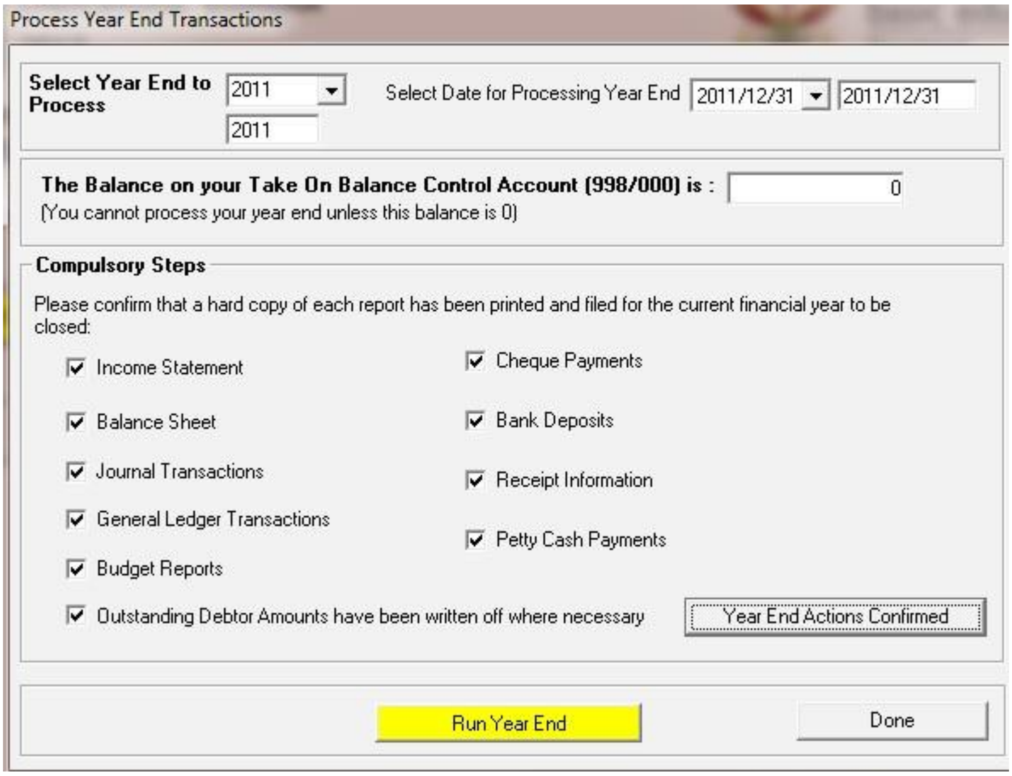


Figure 126: Process Year End Transactions

2.9.3 New financial period on the system (Menu 11.9.3)

Click on **N**ew **financial year** (Fig. 127)

- Click on **Add New Period**.
- Click to confirm the dates of the new system (Fig.128)

Click on **DONE** to return to exit the screen

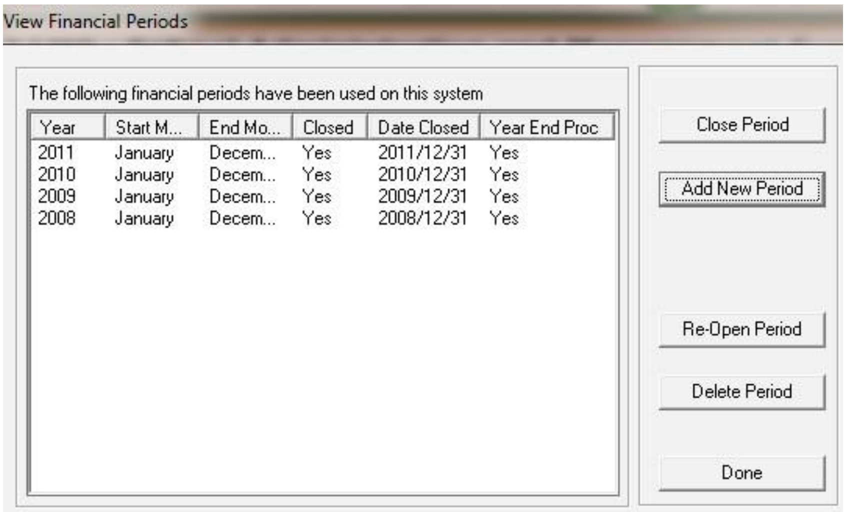


Figure 127: View Financial Periods

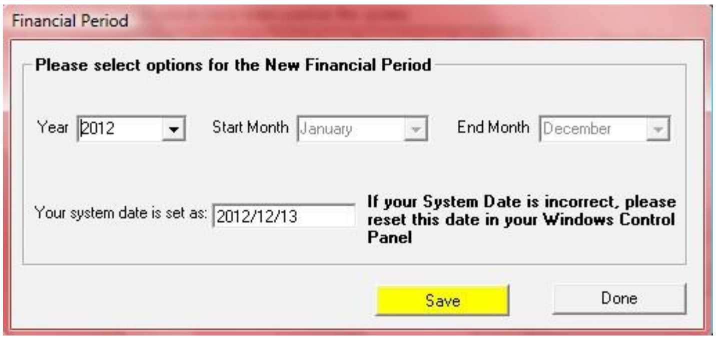


Figure 128: New Financial Period

You are now ready to start processing entries for the next year.

2.9.4 Delete Archive Data (Menu 11.9.4)

This action cannot be reversed!

- Click on **Delete Archive Data** (Fig.129)
- Select the **year** to delete.
  - The program will not delete data that is less than two years old.
- Click on **Process Delete** to confirm deletion.
- Confirm with all further Warning messages.
- To delete all data click on **Delete All.**
- Click on **DONE** to exit.

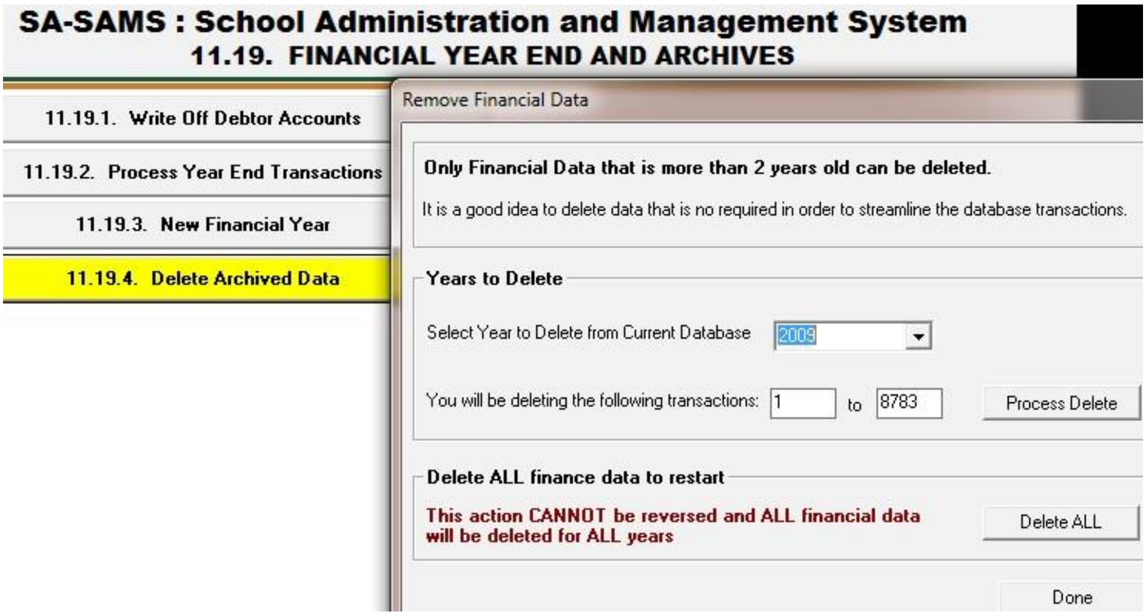


Figure 129: Financial Year End and Archives

C. Summary

This module is a fully integrated financial system that enables institutions to maintain and manage their day to day accounting practices and finances accurately.

- It includes functionalities to do daily finances such as payments, receipting, petty cash and banking.
- This package also makes financial reporting much simpler and easier.
- This module needs to be maintained daily.

3.1 Quick reference of the sub-menus and their uses:

This module can be divided into 9 sections according to accounting practices:

2.1 To prepare the system for the financial year
2.2 Income (accounts and documentation)
2.3 Payments (accounts and documentation)
2.4-5 Cancel or re- process documents
2.6 Monthly Bank Reconciliation
2.7 Monthly and Annually Reports (bank statements, reconciled statements)
2.8 Printouts and Export functions
2.9 Closing of financial year

1.Set up and maintenance of the system

Accounting Practices	Menu on SA-SAMs	When to use	
2.1 **Prepare the system** for the financial year	2.1 System Setup (11.1)	Initial	Update
	2.1.1 Set up Financial Period (11.1.1)	√	Annual
	2.1.2 Maintain Petty Cash Accounts (11.1.2)	√	
○ To **set up accounting books:**	2.1.3 Maintain Receipt Books (11.1.3)	√	New books
• First time	2.1.4 Maintain Bank Accounts (11.1.4)	√	New books
• Updates	2.1.5 Maintain Cheque Books (11.1.5)		New books
○ Set up **budget**	2.1.6 Maintain Deposit Books (11.1.6)		New books
• First time	2.1.7 Select/ Change Chart of Accounts (11.1.7)	Once off: Prov	
	2.1.8 Maintain Chart of Accounts (11.2)	√	Add new account
• Annual	2.1.9 Budgets (11.3)	√	Annual

2. Income (accounts and documentation)

Menu on SA-SAMS	Financial practice/functionality	When to use
2.2 Select a transaction (11.4)		
2.2.1 Receipt Payment to School (11.4.1)	Acknowledge payment received	Daily
2.2.1a Print a Receipt (11.4.16)	Acknowledment copy for client	(If applicable)
2.2.2 Deposit Receipts (11.4.2)	Money received that are receipted are banked as a collective.	Preferably daily
2.2.3 Directly into Bank Account (11.4.3)	Direct payment & EFT banking	Enter when bankstatement / deposit slip received
2.2.4 Debtors & School Fees (11.5) n/a for No Fee schools)	School fees received & billing	When received & monthly

Header	Description: Debtors and School Fees	Function
2.4.4a	Maintain School Fees (Menu 11.5.1)	⇨ Set up school fees per grade
2.4.4b	Debtor Take On Balance (Menu 11.5.2)	⇨ Enter debtor balance for first time entering / previous years balance
2.4.4c	Learner Billing (Menu 11.5.3)	⇨ Process of billing learners
2.4.4d	School Fees Exemptions (Menu 11.5.4)	⇨ Setting of individual exemptions
2.4.4e	Debtor Age Analysis (Menu 11.5.5)	⇨ View of status on debtors per month
2.4.4f	School Fees Collections (Menu 11.5.6)	⇨ School fees reports
2.4.4g	Learner Account Numbers (Menu 11.5.11)	⇨ Selection of learners with account numbers
2.4.4h	View/Print Learner Statement (Menu 11.5.12)	⇨ View / print learner and grade statements
2.4.4i	View/Print Account Payers (Menu11.5.13)	⇨ Viewing /print account payers
2.4.4j	Change Account Payers (Menu11.5.14)	⇨ Add account payers
2.4.4k	Learners with No Acc Payer (Menu 11.5.15)	⇨ List of learners with no assigned account payers
2.4.4l	Archived Learners with Balances (11.5.16)	⇨ List of archived learners with balances
2.2.4m	Customer Account Export (Menu 11.5.8)	⇨ Export link to **Pastel**

2.3 Payment /Expenses

The documentation involved is summarised below:

Menu on SA-SAMs	Financial practice/functionality	When to use
2.3a Select a transaction (11.4) 2.3.1 Cheque Payments (11.4.11)	Payment transaction doc	For every payment
2.3.2 Direct Payment from Bank (11.4.12)	Money paid through bank transer order .	Capture from bank statement
2.3.3 Petty Cash Payments (11.4.13)	Daily / small Payment transaction doc	For every small payment
2.3.4 SGB Salary Payment (11.4.14	Direct payment & EFT banking	Salary payment per month

2.4 Cancel unused transaction documents

These cancelled transactional documents will be logged in an audit file for future reference.

Figure	Menu on SA-SAMs	When to use
Fig. 69 & 70	2.4.1 Maintain Cheque Books (11.1.5 & 11.4.11)	Cancel cheque
Fig. 72	Maintain Receipt Books (11.1.3)	Cancel receipt
Fig. 73 & 74	Maintain Deposit Books (11.1.6 & 11.4.2)	Cancel deposit slip
Fig. 75 & 76	Maintain Petty Cash Acc (11.1.2 & 11.4.13)	Cancel petty cash voucher
Fig. 77	2.4.2 View Cancelled Cheques (11.4.9)	When view list of items
Fig. 78	2.4.3 View audit file (11.4.8)	When view cancelled items

2.5 Correct wrong transactions

Figure	Menu on SA-SAMs	When to use
 Fig. 79 -82 Fig. 83 -85	2.5 Select a transaction (11.4) 2.5.1 Delete a Transaction (11.4.6) FOLLOWED UP BY 2.5.2 Re-Process Deleted Items (11.4.7)	For wrong transactions: **Before bank reconcilliation** Must be done after every deleted transaction
Fig. 86 -87	2.5.3 Journal Entry (11.4.5)	**After bank reconciliation** Re
Fig. 88 -89	2.5.4 Audit File (11.4.8)	Reprocessed items to view

2.6 Bank reconciliation

Figure	Menu on SA-SAMs	When to use
Fig. 90	2.6 Bank Reconciliation (11.6)	Must
Fig.91	2.6.1 Reconcile Bank Statement to System Transaction (11.6.1)	be done on monthly basis
Fig.92	2.6.2 Print Bank Reconciliation per Statement (11. 6.2)	be done on monthly basis
Fig.93	2.6.3 View Reconciled Items & Transactions (11.6.3)	When required
Fig.94	2.6.4 View List of Bank Statements on System (11.6.4)	
Fig.95	2.6.5 View Details of Bank Entries (11.6.5)	
Fig.96-97	2.6.6 Print Outstanding Cheques (11.7)	
Fig.98-99	2.6.7 Print Cash on Hand (11.8)	
Fig.100-101	2.6.8 View Cash Book (11.10)	

2.7 Monthly and Annually Financial Statements

Figure	Menu on SA-SAMs	When to use
	2.7 View Financial Statement (11.11)	
Fig. 102	2.7.1 Actual Receipts & Payments (11.11.1)	Before payment is done (see available funds on budget)
		On request
Fig. 104 -105	2.7.2 Monthly Income Statement (11. 11.3)	
Fig. 106	2.7.3 Detailed Year to Date Statement (11. 11.4)	
Fig. 107	2.7.4 Annual Statement (11.11.5)	
Fig. 108	2.7.5 View Trial Balance (11.11.13)	
Fig. 109	2.7.6 Balance Sheet to Date (Menu 11.11.14)	
Fig. 110-111	2.7.7 WC Balance Sheet to date (Menu 11.11.16)	
Fig. 112	2.7.8 Printout WCED043 (Menu 11.11.17)	

2.8 Printouts and export functions

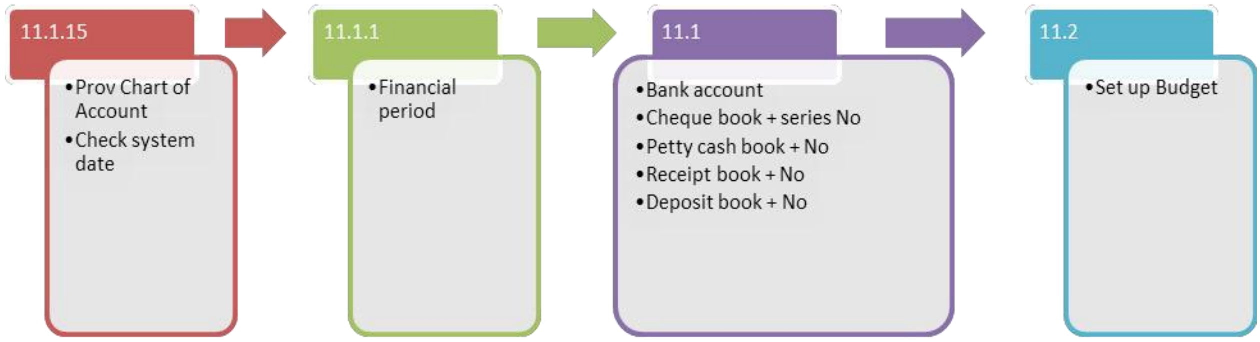
Figure	Menu on SA-SAMs	When to use
	2.8.1 Other Reports	
Fig. 113 - 114	2.8.1.1 Print Statement of Investment (11.9)	SGB for AG and Annual Audit
Fig. 115	2.8.1.2 Total Fees Raised to Debtor Acc (11.4.12)	(on request)
	2.8.2.1 Export expenditure (11. 12)	(on request)
Fig. 116	2.8.2.2 Export Budget (11.13)	(on request)
Fig. 117	2.8.2.3 Quick export functions (11. 14)	
Fig. 118	2.8.3 Transaction Printouts (11.16)	On request
	2.8.3.1 View receipts (11.16.1)	
Fig. 119	2.8.3.2 View Cheque Payments (11.16.2)	
Fig. 120	2.8.3.3 View Petty Cash Payments (11.16.3)	
Fig. 121	2.8.3.4 View Bank & Petty Cash Deposits (11.16.4)	
Fig. 122	2.8.3.5 View GL Tranactions (11.16.5)	
Fig. 123	2.8.3.6 View Journal Entries (11.16.6)	
Fig. 124		

2.9 Printouts and export functions

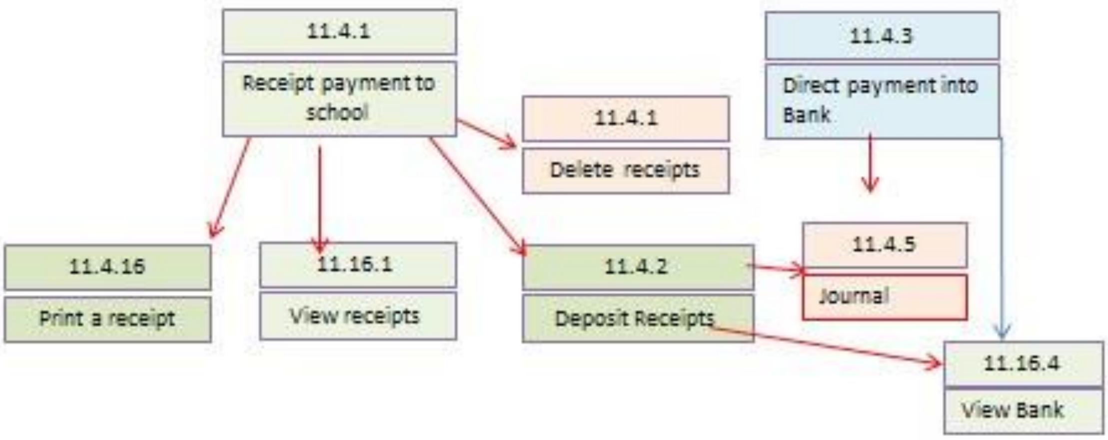
Figure	Menu on SA-SAMs	When to use
	2.9 Year End Functions (11.17)	Done in January of next financial year
Fig. 125	2.9.1 Write off debtor account (11.17.1)	If applicable
Fig. 126	2.9.2 Process year end transactions (11.17.2)	Every end of financial year
Fig. 127-128	2.9.3 New financial year (11.17.3)	After closing.
Fig. 129	2.9.4 Delete archived data (11.17.4)	After

3.2 "How to..." flow diagrams:

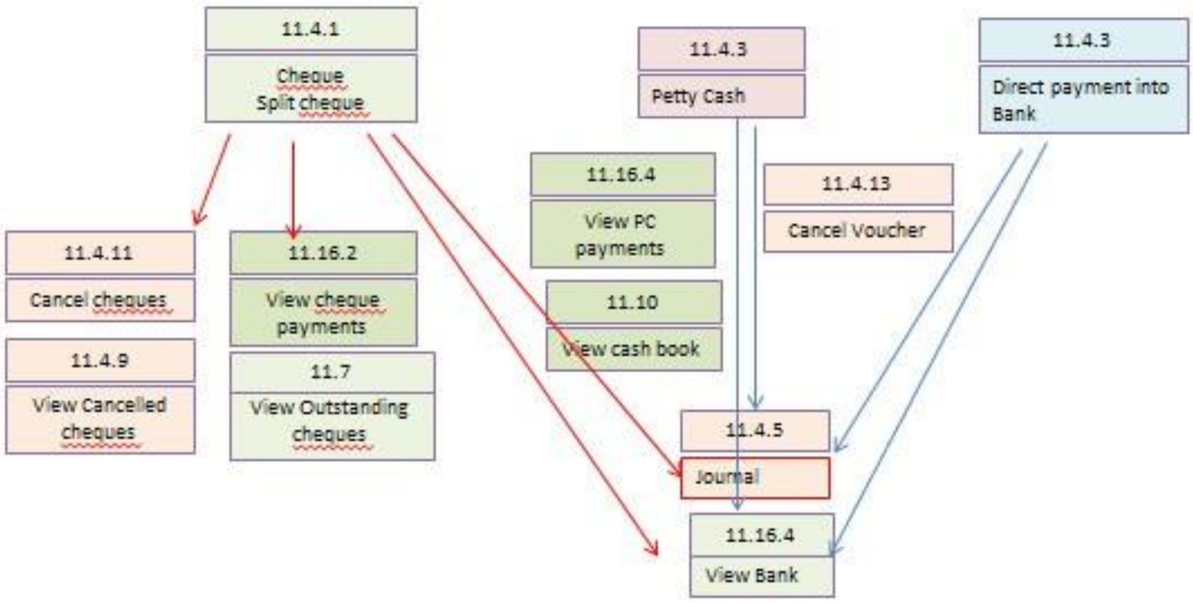
- **How to set up a Financial System**



- **How to receipt money**



- **How to do payments**



Notes

Feedback/Contact Form

Your feedback is important to us. Please leave any comment that you want. If you are struggling with anything in this module, please send us an email and remember to also give us a number or email to contact you back with.

Contact Name:

Email Address:

Cellphone Number:

Version of SA-SAMS:

Operating System:

District / Province:

Comments / Problem Details:

Send Email

Contact Person	Telephone	Email
Carinne van der Westhuizen	0123573832	vanderwesthuizen@dbe.gov.za
Pauline Ramphele	0123573287	ramphele.m@dbe.gov.za
Lebogang Mveke	0123573396	mveke.l@dbe.gov.za

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