**SCHOOLCASH MONTH END REPORTS**

**Staple these reports with your monthly bank reconciliations packet for the principal’s review/approval. In addition, for Organized ASBs, submit copies to the ASB Student Council for their review.**

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| **Report #** | **Report Title** | **Comments** |
| **9** | Trial Balance | Sort by Account # - Date range = 7/1/202# through reconciliation end date |
| **11M** | Monthly Bank Reconciliation Details | Run for the month of reconciliation |
| **13** | Two Reports:   1. Transfer Report 2. Journal Entry Report | Have principal sign these reports |
| **5** | Category Umbrella Overview Report | Use for ASB Profit/Loss (Organized ASBs/Secondary Only) Date range = 7/1/202# to reconciliation end date  **Select Category Umbrella(s) to Include:** hold down the Ctrl key to select ASB General, Equity and Inventory  In addition to the above accounts, ASB owns balances in Accounts 1001/1002. These were fees applied to items setup in School Cash Catalog and occurred from cash sales. These amounts are revenue. ASB student council can vote to transfer the balances to an ASB account or transfer to a club(s) if the fees came from club sales. |