

# School Cash Express

Teachers and parent council members can now enter items for online purchase and run reports.



## HOW IT WORKS

- 1 Teachers and parent council members enter the information for their items online.
- 2 The school office reviews the submission and can approve, edit, and reject the item.
- 3 If approved, the item is made available to parents for purchase.
- 4 Teachers and parent council members can run online reports to determine payment statuses.

## BENEFITS



### EASY TO USE

The simple, intuitive interface accompanied by short how-to videos makes using *School Cash Express* easy for everyone.



### SAVES TIME

Avoid the duplication of work when fees are requested using paper forms and eliminate the need for bookkeepers to continuously generate dozens of payment reports.



### INCREASE ONLINE PARTICIPATION

When the items that parents require are advertised on *School Cash Online*, parents are more likely to pay online.

# FEATURES

## School Level Access

School Cash Express opens up the School Cash Suite to all staff within your schools. Teachers, coaches, and even parent council members can use this module to utilize the School Cash Suite.

## Item Creation

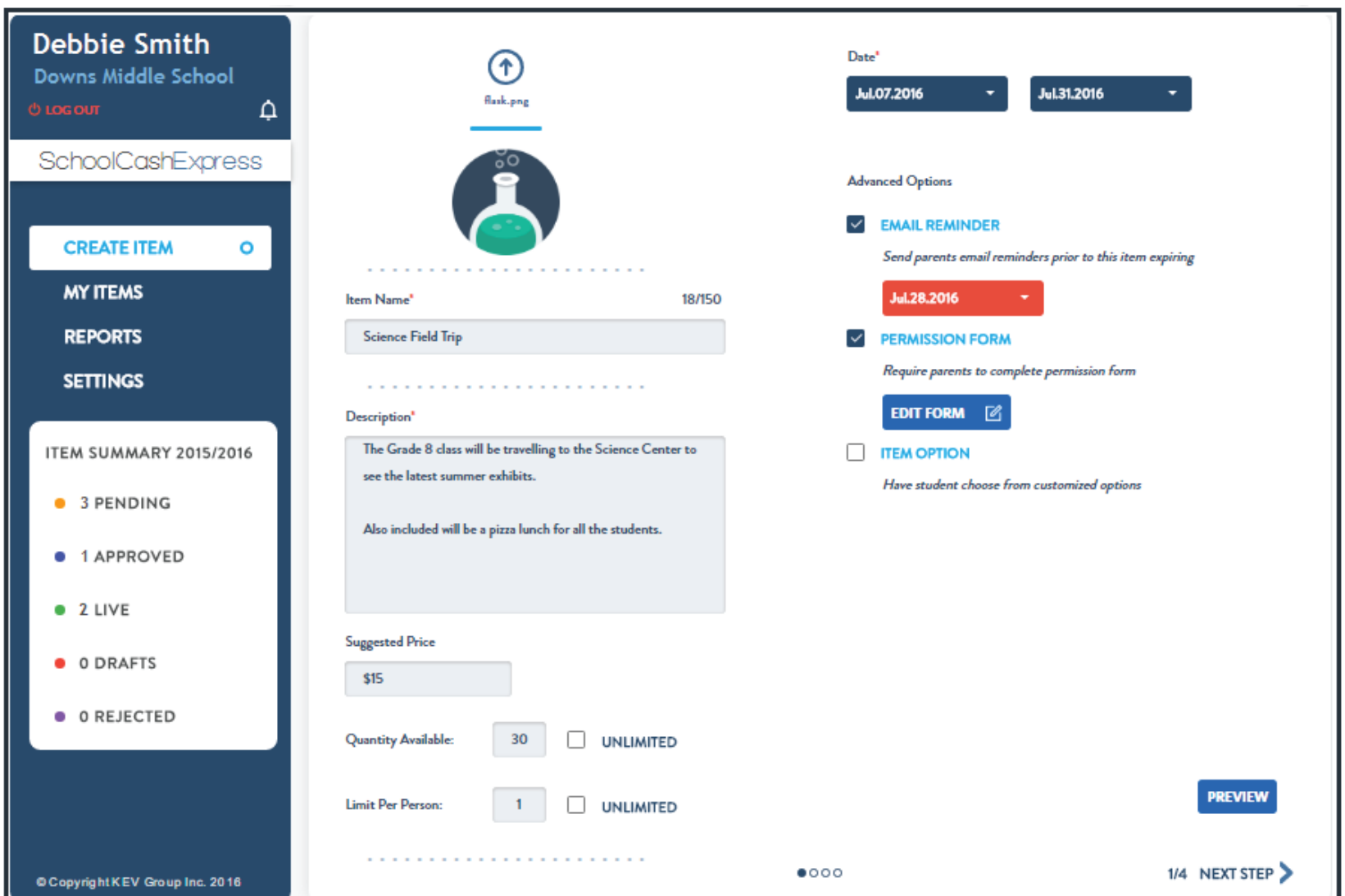
School staff are able to complete an online item request form to make their fees available through the School Cash Suite.

## Approval Workflows

To ensure that information made available to parents is accurate, the school bookkeeper is notified when staff submit an item and can edit the submission before approving it.

## Reporting

School staff can generate online reports in real-time to determine which students have and have not paid for their fees.



The screenshot displays the 'SchoolCashExpress' interface for user Debbie Smith at Downs Middle School. The left sidebar contains navigation options: 'CREATE ITEM', 'MY ITEMS', 'REPORTS', and 'SETTINGS'. Below these is an 'ITEM SUMMARY 2015/2016' section with a progress indicator: 3 PENDING (orange), 1 APPROVED (blue), 2 LIVE (green), 0 DRAFTS (red), and 0 REJECTED (purple). The main content area shows the 'CREATE ITEM' form for 'Science Field Trip'. The form includes a date range from Jul.07.2016 to Jul.31.2016, an 'EMAIL REMINDER' option (checked) with a date of Jul.28.2016, a 'PERMISSION FORM' option (checked) requiring parents to complete a form, and an 'ITEM OPTION' option (unchecked) for student choice. The item name is 'Science Field Trip' (18/150 characters), and the description is 'The Grade 8 class will be travelling to the Science Center to see the latest summer exhibits. Also included will be a pizza lunch for all the students.' The suggested price is '\$15'. Quantity available is set to 30 (with an 'UNLIMITED' checkbox), and the limit per person is 1 (with an 'UNLIMITED' checkbox). A 'PREVIEW' button is visible at the bottom right of the form area.

## Sign-up Today!

To find out more about *School Cash Express*, contact your Client Success Manager or [sales@kevgroup.com](mailto:sales@kevgroup.com) today!