

KEV University is an annual learning subscription designed to help you realize the full value of your investment in the SchoolCash platform. It's a cost-effective, convenient, and flexible way to access the training you need all year long.

All courses are delivered online via web-based, instructor-led sessions with step-by-step instructions and best practices. Whether you're a new or advanced user, a school bookkeeper, an internal auditor, or a district-level analyst, these courses will help you enhance your knowledge and skills and realize the benefits of your SchoolCash solution faster.

### **Benefits:**

- Increase staff proficiency, performance, and productivity
- Save time and the costs associated with separate budget approvals, purchase orders, and expense reimbursements for individual training courses
- Leverage the flexibility and convenience of taking courses as needed

KEV University offers a wide range of courses that cover the entire SchoolCash platform.

## **SCHOOLCASH ACCOUNTING COURSES**

### **Beginner's Guide to SchoolCash Accounting Part 1 — Issue Checks**

#### **Beginner**

In this course, you will learn how to create, print, and void checks in SchoolCash Accounting. This is course 1 of 5 in the beginner series for SchoolCash Accounting.

### **Beginner's Guide to SchoolCash Accounting Part 2 — Deposits**

#### **Beginner**

Discover how to complete deposits and receipts every time money is received in SchoolCash Accounting. This is course 2 of 5 in the beginner series for SchoolCash Accounting.

### **Beginner's Guide to SchoolCash Accounting Part 3 — Ledger & Reports**

#### **Beginner**

In the SchoolCash Accounting Ledger & Reports course, you will learn how to use the Ledger module and the different reports available. We will also highlight reports that are most frequently used by SchoolCash Accounting users. This is course 3 of 5 in the beginner series for SchoolCash Accounting.

## Beginner's Guide to SchoolCash Accounting Part 4 — NSF & Transfers

Beginner

In the SchoolCash Accounting NSF & Transfers course, you will learn how to track non-sufficient funds (NSF) checks and perform transfers of funds from one category to another. This is course 4 of 5 in the beginner series for SchoolCash Accounting.

## Beginner's Guide to SchoolCash Accounting Part 5 — Reconciliation

Beginner

In this final course in the SchoolCash Accounting beginner series, SchoolCash Accounting Reconciliation, we will teach you how to reconcile your monthly bank statements.

## Cashbox — School and Board Petty Cash

Advanced

In this course, we will explore the different avenues a school or district can take to manage their petty cashboxes. We will review replenishing the cashbox with School Generated Funds, as well as how to submit reports to the district for reimbursement. Join us at this informative session to learn how to manage and care for your cash.

## Transfers vs. Debits & Credits vs. Journal Entries: The Struggle Continues

Intermediate

Confused about when to use Transfer Entries versus Journal Entries? This course will review the key differences and explain the situations in which each module should be used.

## Account Settings

Advanced

District Staff

When was the last time you looked at your SchoolCash account settings? If you cannot recall, this refresher course is just for you. Learn more about account settings, what they mean, and how they can help you manage and complete your tasks.

## Petty Cash Reimbursement Made Easy

Intermediate

District Staff

Refund, Report, Reimburse, Redistribute. That is how easy it is to use the SchoolCash General Ledger (GL)/Petty Cash reimbursement module. Whether you have a separate bank account for board petty cash, or you combine it with your school activity funds, SchoolCash can improve productivity for school users. This course will cover the ins and outs of the Petty Cash reimbursement module.

## SchoolCash Accounting Year End — Always Be Prepared

Intermediate

In this course, you will learn from KEV experts who have helped to successfully manage numerous year-end rollovers. We will cover the checklist, what and when to prepare, where to identify potential data issues before you start, and how to review the information you gather.

## SchoolCash Accounting Year End — This is How You Roll

Intermediate

District Staff

You have learned how to prepare for the year-end rollover, so now it is time to execute. This course will teach you tips and tricks on how district and school staff can save time and resources during their year-end rollover process.

## SchoolCash Accounting Year End — Automated Year-end Rollover

Advanced

District Staff

This course will demonstrate the automated year-end rollover process. With the click of a button, see how you can complete the year-end rollover for all your schools at once with this timesaving feature.

## Program Maintenance

Beginner

District Staff

In this course, we will show you how to maintain board and district settings. You will learn how to set user maintenance, roles, and security levels best suited for your district. We will also review the optimal use of the table lookup and assigning umbrella type to categories.

## SCHOOLCASH CATALOG COURSES

### Beginner's Guide to SchoolCash Catalog — Part 1

Beginner

This course will review the functionality of the SchoolCash Catalog module. Whether you require a training refresher or are brand new to SchoolCash Catalog, this introductory course imparts the skills and knowledge necessary to start using this student activity virtual catalog.

### Beginner's Guide to SchoolCash Catalog — Part 2

Beginner

In the second part of this SchoolCash Catalog beginner course, you will learn how to create complex items and additional functionality, including copying items and creating groups.

### Beginner's Guide to SchoolCash Catalog — Reports

Beginner

SchoolCash Catalog features an array of useful reports that you can leverage for analysis and insights. In this course, we will take a tour of the reports, how to use them, and when to use them.

### SchoolCash Online — Parent Shopping Experience

Beginner

Intermediate

Advanced

District Staff

This course will show you what it is like to shop as a parent using SchoolCash Online. You will walk through the steps parents take to register an account and attach their students, review how parents see items attached to students, and explore system security.

## SchoolCash Catalog Item Creation Using Scheduled Payments and Public Items

Intermediate

In this course, learn how to set up a scheduled payment in the SchoolCash Catalog for larger ticket items, giving parents the flexibility to pay in installments. Learn how this feature will allow you to customize recurring payments as well. We will also review the public facing and unlisted feature. We will answer questions such as, 'What is public facing?', 'When should I use the public facing feature?' and 'What are best practices when creating a public item?'

### Excel — Friend or Foe? Level 1

Beginner

When used together, SchoolCash and Microsoft Excel can be a powerful combination in your efforts to manage school activity funds. In this course, we will share valuable tips on how you can make the most of the SchoolCash Catalog reports with support from Excel.

### Excel — Friend or Foe? Level 2

Intermediate

In part two of our 'Excel — Friend or Foe' series, we will help you take your Excel knowledge to the next level. Learning how to create and use pivot tables is just one of the topics covered in a course packed with Excel tips and tricks.

## SCHOOLCASH REGISTER SESSIONS

### Beginner's Guide to SchoolCash Register

Beginner

This course will review the features and function of the SchoolCash Register module. We will answer questions such as, 'How should money received be counted?', and 'How does it get onto the ledger?' We will also share tips and tricks to ensure your schools use this module effectively. Troubleshooting and many other SchoolCash Register features will also be covered.

### Beginner's Guide to Group Collection

Beginner

A Group Collection allows bookkeepers to record the payments in the SchoolCash Register without selecting each student individually. In this course, you will learn how to create a group collection for items where staff members have collected payments. SchoolCash Catalog reports will include these payments.

## SCHOOLFUNDS ONLINE COURSES

### SchoolFunds Online — Beginner's Guide to Purchase Orders

Beginner

Do you want to know more about purchase orders? This session will take you through the Purchase Order module and review the module's functionality. This session is ideal if you are new to purchase orders or are interested in learning more about purchase orders.

## SchoolFunds Online — Beginner's Guide to Checks

Beginner

If you are keen to learn more about how to process checks through SchoolFunds Online, this session is perfect for you. We will take you through the New Check process and review the module's functionality. This is a helpful session for staff members who are new to SchoolFunds Online and others who are interested in sharpening their skills.

## SchoolFunds Online — Beginner's Guide to Receipts

Beginner

Do you want to know more about receipts and the deposit process? This course will take you through the New Receipt process and review the functionality of the module. This course is well-suited for staff who are new to using SchoolFunds Online or anyone interested in sharpening their skills.

## SchoolFunds Online — How to Use School-level Report Designer

Intermediate

Advanced

District Staff

If you have ever wondered what to do with the Report Designer, this session is for you. Learn how to create a custom report in SchoolFunds Online.

## SchoolFunds Online — Journal Entries Make Life Easier

Beginner

This SchoolFunds Online session will showcase the vast selection of journal entries to assist you in editing almost any transaction.

## SchoolFunds Online — Am I In Balance?

Beginner

This SchoolFunds Online session offers tips and tricks to make the monthly bank reconciliation process much smoother.

## SchoolFunds Online — How to Use Event Codes

Beginner

The Event Code feature allows you to capture and report profit or loss of a particular school event. This session will guide you through the entire process of Event Codes from start to finish—giving you the ability to track receipts and expenditures for all special events at your school.

## SchoolFunds Online — Account Reports Made Easy

Beginner

In this course, we will take a tour of the various account reports that are available. Knowing how and when to run these reports will help you with your everyday tasks and make trouble shooting account balances a breeze.

## SchoolFunds Online — Purchase Orders Advanced Session

Advanced

This course will showcase how to do a blanket purchase order, how to partially liquidate a purchase order, and how to pay multiple invoices with one purchase order number.

## SchoolFunds Online — Administrative Audit Functions

District Staff

Would you like to make the audit process easier? This course will take you through the Audit menu and review the functionality of the module. This session is for District Admins only.

## SchoolFunds Online — Ask Me Anything

Beginner

Intermediate

Advanced

District Staff

During this Q&A session, attendees can submit product-related questions (in the web meeting chat window).

## SchoolFunds Online — Accounting Year-end Tips & Tricks

Beginner

This SchoolFunds Online session will review year-end rollover procedures. We will cover the year-end checklist, what and when to prepare, where to identify potential data issues before you start, and how to review the information you gather. We will also review how year-end affects purchase orders.



[letstalk@kevgroup.com](mailto:letstalk@kevgroup.com)

KEV Group provides the most comprehensive activity fund management solution that enables K-12 schools to manage every dollar efficiently, accurately, and consistently. By seamlessly integrating and automating all activity fund management processes, the SchoolCash platform provides real-time visibility and control over how districts and schools create, collect, manage, track, and reconcile activity funds. Parents benefit from an easy-to-use solution that offers convenience and supports all payment types. More than 17,000 schools across North America rely on SchoolCash to manage over \$3 billion in activity funds annually. Visit [kevgroup.com](http://kevgroup.com) to learn more.