

**School District of Okaloosa County
My School Bucks Procedures**

Collecting Credit/Debit Card Payments Online

1. Sponsors wishing to collect credit/debit card payments online must complete an On-Line Activity Request Form and submit it to the bookkeeper.
2. Sponsors will receive an e-mail each time the activity is purchased. These e-mails take the place of a MCF and are for the sponsors' records only.
3. At least once a month, bookkeeper will post deposits to the internal funds bookkeeping software.
4. Once a month, the Budgeting & Financial Services Department will use the online credit card/debit card company's website to provide the following reports to the bookkeeper:
 - a. Deposits by Date
 - b. Deposits by Account & Date
 - c. Deposits by Account & Student
5. Bookkeepers must provide sponsors with a copy of the reports shown in Item 4 above. This may be done by simply forwarding the e-mail to the sponsors. Sponsors should compare this report to their monthly account report to ensure that the funds were posted to the correct account.

Sample: On-Line Activity Set-Up Form

School District of Okaloosa County On-Line Product/Activity Set-Up Form – My School Bucks	
Product/Activity Name:	<input style="width: 90%;" type="text"/>
Product/Activity Description that you would like to appear on web: <small>(Type exactly as you would like it to appear. Information examples include Date of Activity, Course or Class, Instructions for form, etc.)</small>	<input style="width: 90%;" type="text"/>
Who will be able to purchase this product/activity?	<input type="checkbox"/> School Only <input type="checkbox"/> Public/District Wide
Will you require a student name?	<input type="checkbox"/> Yes <input type="checkbox"/> No <small>(You will normally want to require a Student Name so that you will know for whom the payment was made. You have the option to not require a Student Name for products/activities available to the public such as donations.)</small>
Which Grade Levels may purchase?	<input type="checkbox"/> All <input type="checkbox"/> N/A <input type="checkbox"/> K <input type="checkbox"/> 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd <input type="checkbox"/> 4th <input type="checkbox"/> 5th <input type="checkbox"/> 6th <input type="checkbox"/> 7th <input type="checkbox"/> 8th <input type="checkbox"/> 9th <input type="checkbox"/> 10th <input type="checkbox"/> 11th <input type="checkbox"/> 12th
Price:	\$ <input style="width: 80%;" type="text"/>
Do you have multiple options, such as sizes and/or colors? If so, please specify. If there will be difference prices, specify the prices beside the options.	<input type="checkbox"/> Yes <input type="checkbox"/> No Options to include: <input style="width: 80%;" type="text"/>
Will you have a different price for Free and/or Reduced? If yes, specify amount(s).	<input type="checkbox"/> Yes <input type="checkbox"/> No Free \$ <input style="width: 40%;" type="text"/> Reduced \$ <input style="width: 40%;" type="text"/>
Do you want to allow the purchaser to enter an amount rather than having a set price?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you want to allow multiple payments, such as large field trips? If yes, specify the amount of the payment and how often it must be made.	<input type="checkbox"/> Yes <input type="checkbox"/> No Amount of Payment: <input style="width: 80%;" type="text"/> Payment Every: <input type="checkbox"/> Week <input type="checkbox"/> Two Weeks <input type="checkbox"/> Month
Do you want to enter an inventory for the system to track?	<input type="checkbox"/> Yes <input type="checkbox"/> No Inventory (if inventory is per size and/or color, please specify): <input style="width: 80%;" type="text"/>
Sponsor/Teacher Name:	<input style="width: 90%;" type="text"/>
Sponsor/Teacher E-mail Address:	<input style="width: 90%;" type="text"/> @okaloosacounty.com
Additional E-Mail Addresses to Receive Purchase Notifications:	<input style="width: 90%;" type="text"/>
Date to Go Online for Sale:	<input style="width: 90%;" type="text"/>
Date to Go Offline for Sale:	<input style="width: 90%;" type="text"/>
Account Name:	<input style="width: 90%;" type="text"/>
Sub-Account, if applicable:	<input style="width: 90%;" type="text"/>
Date Submitted: <input style="width: 90%;" type="text"/> Signature of Sponsor/Teacher: <input style="width: 90%;" type="text"/>	
BOOKKEEPER USE ONLY:	
Date Entered On-Line:	<input style="width: 90%;" type="text"/>
G/L Account Number:	<input style="width: 90%;" type="text"/>

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Entering Products into My School Bucks

1. The company has set up several products for each school. Any product may be edited by the bookkeeper. The bookkeeper may also copy a product to create a new one.
2. Product tabs include:
 - a. General
 - (1) Payment Method – This must always be your school’s store.
 - (2) Prompt for Student – This will be optional or required. Required is recommended if your sponsor wants to know who the payment is for. If the item will be available to the public, you should use optional.
 - (3) Product Group – Be sure your school is shown here. If you would like this to item to appear in the public donation section, be sure that you add “Donations” to this section. This may be done by clicking the box to open a drop down and then making the selection.
 - b. Description
 - (1) Type according to sponsor’s instructions.
 - c. Availability
 - (1) Product Visibility – Make sure you choose Website.
 - (2) Product Availability – If available for school only, make sure your school is checked and any grade levels the sponsor has requested.
 - (3) Product Availability – If available to the public, check “enable district wide for everyone.” Products available to the public must have the school name at the beginning of the product name.
 - d. Graphic – Optional.
 - e. Schedule – Recurring Payments
 - (1) Sponsors may allow parents to make recurring payments for large expenses such as field trips. The parent’s credit/debit card will be automatically charged, and a receipt will be e-mailed by the system.
 - (2) For example, the field trip could cost \$400 and the sponsor could say that they will allow a \$100 payment every two weeks. You would choose “send payments every 2 weeks until a total of 4 payments are sent.”
 - f. G/L Account
 - (1) Be sure to choose the correct School Funds Online account from the drop down list.
 - g. Notifications
 - (1) You must enter the e-mail address(es) that need to receive notifications whenever a payment is made.

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- h. Advanced
 - (1) Allow user to enter a payment amount – This is used when there is not a set amount, such as a donation or collecting lost textbook fees.
 - (2) Allow user to choose the quantity to purchase – Be sure and check yes if they are allowed to purchase more than one.
- 3. Once you finish with the tabs, the bar along the top includes the following options:
 - a. Edit Product
 - b. Edit in Product Wizard
 - c. Enable/Disable Product
 - (1) If the product is already enabled and available for sale online, you will see disable.
 - (2) If the product is currently disabled, you will see enable. Enabling makes it available for purchase.
 - d. Pricing & Inventory
 - (1) This is where you will enter your set price.
 - (2) You may enter other prices for free and reduced students if requested by the sponsor. Each price would be a new line.
 - (3) You may also enter start and end dates for the sale of the product.
 - (4) If the sponsor wants the system to keep track of the inventory for sale online, you will enter the quantity in this section. The default for quantity is UNL (unlimited).
 - e. Copy Product
 - f. Parent Preview

Entering Online Credit/Debit Card Deposits into the Accounting System

- 1. The bookkeeper must import the payments/deposits into the online bookkeeping software at least once a month. The import will list each deposit received during the selected dates. Deposits can be imported multiple times during the month, however, each individual deposit will only import once.
- 2. Before importing a deposit, the bookkeeper must use go to the My School Bucks website to run a payment/batch report:
 - a. Choose Reports, Payments, Batch Report (Detail)
 - b. Choose Start Date and End Date (End Date cannot be the current date)
 - c. Status must be “Settled”
 - d. Click View Report
 - e. Print Report

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3. The resulting report lists each deposit with the details for each purchase. This report takes the place of a deposit slip and Monies Collected Forms.
4. The report must be compared to the online deposit listed in the accounting software. Once verified, the bookkeeper shall post the deposit.
5. Alternatively, the bookkeeper may wait until the end of the month to post deposits, verifying each to the report provided by the Budgeting & Financial Department (“Deposits by Date”).
6. After posting a deposit, the bookkeeper shall print a deposit report from the internal funds accounting system.
7. The bookkeeper must file the deposit reports in the monthly folder. The backup attached to these reports will be either the Batch Report (Detail) run by the bookkeeper or the “Deposits by Date” spreadsheet provided by Budgeting.
8. The bookkeeper shall provide the “Deposits by Account & Date” and “Deposits by Account & Student” to sponsors, either by e-mail or as a hard copy.
9. Each month, the bookkeeper prints a general ledger for the sponsor of each account. Each sponsor should compare their MCFs and online deposit reports to the monthly account report to ensure that the funds were posted to the correct account.