



CONNECT

Audit and a bag of chips: Get the scoop on MSB Accounting

PRESENTED BY

Nate Schunk, Corey Bryant and Sarah Buxkamper
with special guest Michelle Grundman from Elk Grove USD



Who we are

- Nate Schunk
Director of Sales
 - Corey Bryant
Sales Rep – MSB Accounting
 - Sarah Buxkamper
Product Manager – MSB Accounting
- Michelle Grundman
Site Controller at Pleasant Grove High School in EGUSD

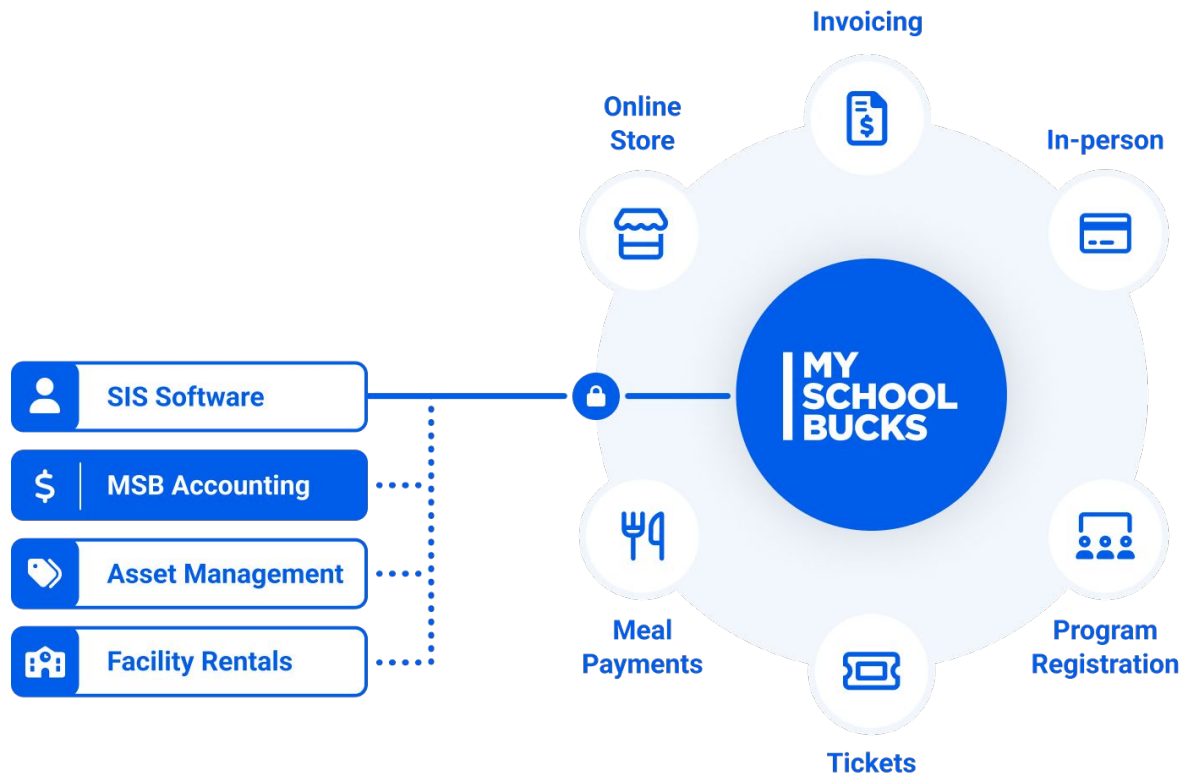
Agenda

- Harness the Power of Integration with MSB
- Always Be Ready for an Audit
- Boost Reporting Using Category Codes



Harness the Power of Integration with MSB

Complete K -12 Commerce Platform



CONNECT

More features , less work

Income

- ❑ Manage general Ledger accounts
- ❑ Print receipts for any occasion
- ❑ Import payments from Myschoolbucks
- ❑ Deposit to funds accounts
- ❑ Transfer funds between accounts

Expenses

- ❑ Manage vendor Information
- ❑ Print Purchase Orders
- ❑ Add Invoices from Vendors
- ❑ Batch Print checks
- ❑ Record bank fees & adjustments

More features , less work

Reporting

- ❑ Gain Insights into Fund activity
- ❑ Review financial reports
- ❑ Add Category codes for GASB 84
- ❑ Track Encumbrances from Purchase orders
- ❑ Gather data for 1099 Vendors

Oversight

- ❑ Reconcile bank statements
- ❑ Close each month with curated reports
- ❑ Roll over accounts at Year end
- ❑ Manage role & school based access
- ❑ Single Sign- On (SSO) with MySchoolBucks

Seamless Integration



Greater transparency & oversight

All accounting changes are recorded and tracked back to each individual user, making it easy to see the complete financial picture for all your schools.



Improve accounting accuracy

Minimize human error and control every step of the accounting process from entry to reporting.



Easy to learn & use

Every screen, report, and menu option is designed for easy of use and navigation. MSB Accounting is perfect for school staff at any experience level.



Seamless integration

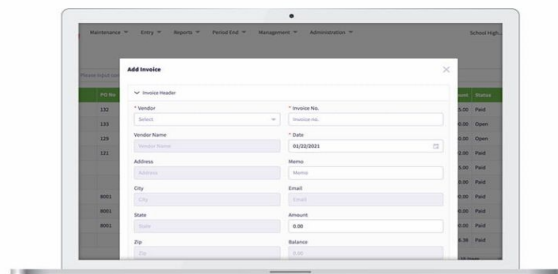
Payment and GL code information is synced between MSB Accounting and MySchoolBucks to streamline routine tasks and give bookkeepers and administrators greater visibility to key activities in both solutions.

Simplified School Accounting

Simplified school accounting

Improve your receipting of money to teachers, advisors and student accounts. Create purchase orders to send to vendors and quickly generate invoices for batch printing of checks. Get on the right track for your school funds and gain greater financial oversight.

- ✓ Deposit money into appropriate fund accounts
- ✓ Track vendor payments from purchase order to invoice to check
- ✓ Import payments from MySchoolBucks



Home > Reports > GL Analysis Reports > Account Snapshot Report

Account Snapshot Report

> Search

> Report

ACCOUNT SNAPSHOT REPORT (INCOME & EXPENSE) RTC Technic

Date Range: 01/01/2023 to 12/31/2023

Date	Source	Ref #	Description	Purpose	Reg Bal	Income	Expense	Transfers
11/17/2023	DP111723-029	229	BANK DEPOSIT	BANK DEPOSIT		416.76		
11/17/2023	MC111623-005	1117	*Bob's Yearbook Productions				15.00	
11/17/2023	MC111623-005	111701	Cara & Company				10.00	
11/17/2023	MC111623-005	111702	Trophies Inc.				5.00	
12/19/2023	DP010424-030	230	Bank Deposit	BANK DEPOSIT		1.00		

Get powerful insights

Get crystal clear school activity fund reporting and monitoring, and automate the disbursement and management of all funds. Track amounts paid, print receipts quickly, create bank deposit entries, view and share financial reports, and more.

- ✓ Easy reporting for advisors, schools & districts
- ✓ Track GASB 84 expenses with Category Codes
- ✓ Generate vendor reports and export data for 1099s

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Bank Reconciliation

Ironclad audit trail

Create entries for revenue, expenditures, transfers and adjustments. Review journals to lock your entries and create a proper audit trail for all of your student activity accounts.

- ✓ All entries are locked to ensure accurate reporting
- ✓ Improved oversight with centrally stored data
- ✓ Increased accountability with bank reconciliation wizard

Home > Period End > Bank Reconciliation

Bank Reconciliation

Progress: 1. Bank Selection (✓) 2. Beginning and Ending Balances (✓) 3. Entering Cleared Items from the Bank Statement (✓) 4. Bank Reconciliation Report (1) 5. Complete (5)

Bank: A Beginning Bal: 56044.66 Ending Bal: 56523.62

Closing Statement Date	11/30/2024	Deposits In Transit	7
Opening Bank Balance	56044.66	Outstanding Checks	-49
Cleared Deposits	0	Outstanding Adjustments/Cash Transfers	109
Cleared Checks/Charges	0	Calculated Book Balance	56715
Cleared Adjustments/Cash Transfers	6	Actual Book Balance	56075
Calculated Bank Balance	56050.66	Variance	0

Date	Type	Ref No	Description
11/15/2024	A	133	test
11/15/2024	D	249	BANK DEPOSIT
11/15/2024	V	308	Winter Sports Equipment



Always Be Ready for an Audit

Keep Bank Reconciliations Timely and Tidy

- Stay up to date with your Bank Reconciliation as much as possible
- Don't let stale checks or incorrect entries roll from month to month
 - Stale checks
 - Deposits on the wrong date
 - Unused adjustments
 - Old cash transfers
- Close the month when all bank accounts are reconciled
- Refer to Bank Rec History for quick access to previous bank recs

Respect the Journal Process

- Every entry that changes GL balances requires a journal, e.g. deposits
- Journals protect your audit trail by
 - Creating an independent record of your journal entry
 - Providing an opportunity for data verification
 - Locking the entry from direct editing
- Common data entry errors that can be caught on a journal
 - Wrong date on the entry
 - Wrong GL account assigned
 - Wrong amount
- Less errors, less explanations, more clarity

Make Notes with the Future in Mind

- When all else fails, make sure you can confidently explain anything unusual
- All entries have a Notes field that is not locked by journaling
- Do:
 - Add contextual information about unusual circumstances
 - Be specific – use dates, reference numbers, and other data points whenever possible
 - Write notes for your future self or coworker
- Don't:
 - Use uncommon shorthand
 - Include vague or overly general information
 - Depend on memory or outside knowledge, unless a direct reference is included
 - Add sensitive or personal information
 - Substitute Notes for your Journal Entry



Boost Reporting Using Category Codes

Category Uses

- Summarizes Details of Larger Account
- Income and Expenditures
- Allows you to Modify/Change Categories
- Print Reports by Category

Category Maintenance

MSB
Accounting

Home

Maintenance ▲

Entry ▼

GL Account Maintenance

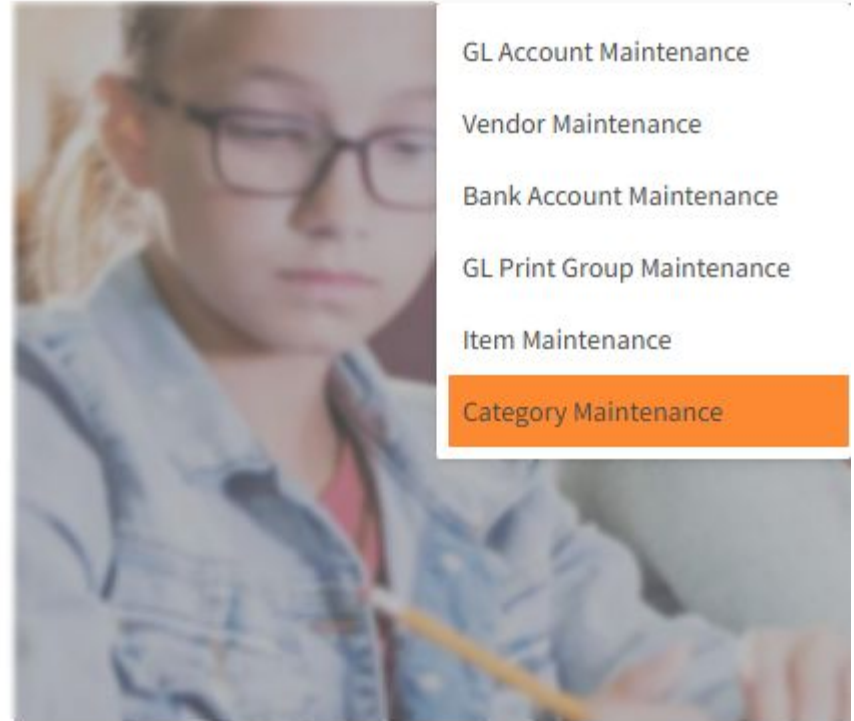
Vendor Maintenance

Bank Account Maintenance

GL Print Group Maintenance

Item Maintenance

Category Maintenance



Home > Maintenance > Category Maintenance

Category Maintenance

+ Add Category

Category Code		Please input content			
Code	Description				
0000-ASB	ASB - Card Sales				
0001-ASB	ASB - Spiritwear				
0001-ATH	Athletic - Field Preparation				
0002-ASB	ASB - Leadership				
0002-ATH	Athletic - Fundraisers				
0003-ASB	ASB - Fundraiser				
0003-ATH	Athletic - Gate Revenue				
0004-ASB	ASB - Dance/Event #1 - Homecoming - Fall				
0004-ATH	Athletic - Gate Revenue - Playoff				
0005-ASB	ASB - Dance/Event #2 - Homecoming - Winter				
0005-ATH	Athletic - Snack Bar				
0005-ATH-FB	Athletic - Snack Bar - Football				

Add Category



* Code

Description







































✕ Cancel

Submit

Home > Maintenance > Category Maintenance

Category Maintenance

+ Add Category

Category Code ▾	ASB	
Code ▴	Description ▴	
0000-ASB	ASB - Card Sales	 
0001-ASB	ASB - Spiritwear	 
0002-ASB	ASB - Leadership	 
0003-ASB	ASB - Fundraiser	 
0004-ASB	ASB - Dance/Event #1 - Homecoming - Fall	 
0005-ASB	ASB - Dance/Event #2 - Homecoming - Winter	 
0006-ASB	ASB - Dance/Event #3	 
0007-ASB	ASB - Dance/Event #4	 
0008-ASB	ASB - Dance/Event #5	 
0009-ASB	ASB - Misc	 
0010-ASB	ASB - Red Carpet Dance	 
0011-ASB	ASB - Link Crew	 
0012-ASB	ASB - Parking Fees/Replacement	 
0013-ASB	ASB - PBIS	 
2420-ASB	ASB - Library Fundraisers	 
4310-ASB	ASB - Supplies	 
4315-ASB	ASB - Awards/Meetings	 
4418-ASB	ASB - Equipment	 
5220-ASB	ASB - Travel	 

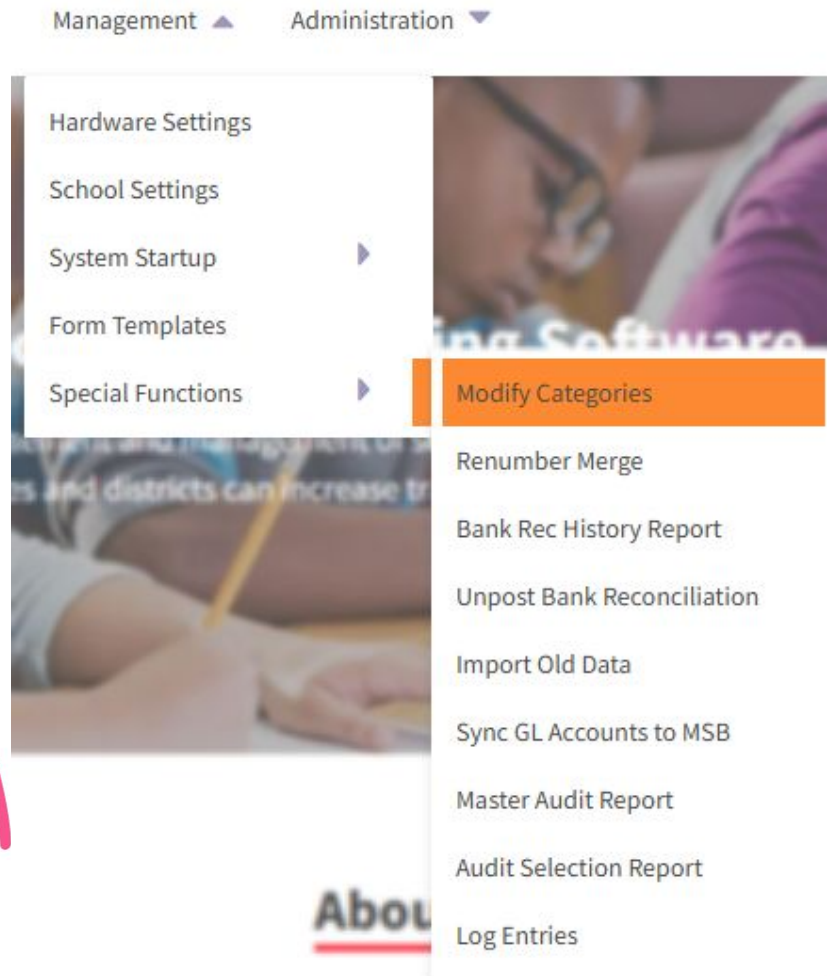
Home > Maintenance > Category Maintenance

Category Maintenance

Add Category

Category Code	ATH	
Code	Description	
0001-ATH	Athletic - Field Preparation	 
0002-ATH	Athletic - Fundraisers	 
0003-ATH	Athletic - Gate Revenue	 
0004-ATH	Athletic - Gate Revenue - Playoff	 
0005-ATH	Athletic - Snack Bar	 
0005-ATH-FB	Athletic - Snack Bar - Football	 
0006-ATH	Athletic - Spiritwear	 
0007-ATH	Athletic - Sports Passes	 
0008-ATH	Athletic - Vending Revenue	 
0009-ATH	Athletic - EGUUSD Subsidy	 
1160-ATH	Athletic - EGUUSD - Stipend - Coaches	 
1190-ATH	Athletic - EGUUSD - Substitutes - Coaches	 
2210-ATH	Athletic - EGUUSD - Custodial	 
2245-ATH	Athletic - EGUUSD - Security	 
4310-ATH	Athletic - Supplies	 
4315-ATH	Athletic - Awards/Meetings	 
4371-ATH	Athletic - Uniforms	 
4418-ATH	Athletic - Equipment	 
5220-ATH	Athletic - Travel	 
5570-ATH	Athletic - Disposal Services	 
5610-ATH	Athletic - Equipment Rental	 
5640-ATH	Athletic - Equipment Repair	 
5806-ATH	Athletic - Entry Fees	 
5806-ATH-L	Athletic - Dues - League	 
5806-ATH-NL	Athletic - Dues - Non-League	 
5807-ATH	Athletic - Advertising	 
5820-ATH	Athletic - Officials	 
5896-ATH	Athletic - Video Services	 

Category Modifying



[Home](#) > [Management](#) > [Special Functions](#) > [Modify Categories](#)

Modify Categories

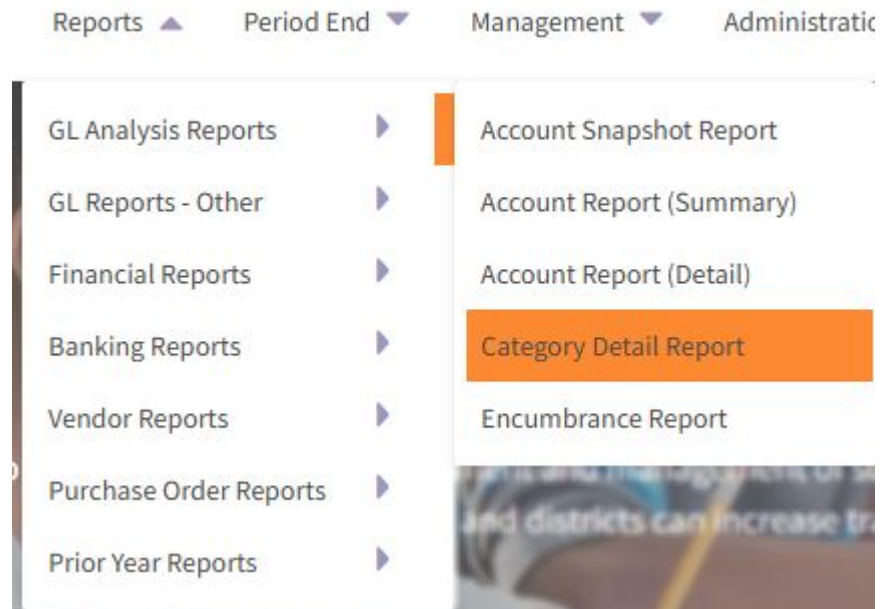
▼ Search

Account	From Date	To Date	Source
<input type="text" value="Select Account"/>	<input type="text" value="From Date"/>	<input type="text" value="To Date"/>	<input type="text" value="Select Source"/>
Ref #	Name	Purpose	Category
<input type="text" value="Select Ref #"/>	<input type="text" value="Search Name"/>	<input type="text" value="Search Purpose"/>	<input type="text" value="Select Category"/>

Account Code	Account Desc.	Date	Source
<input type="text" value="480-050-0000"/>	<input type="text" value="PGHS ATHLETIC RESERVE"/>	<input type="text" value="11/02/2024"/>	<input type="text" value="DP010225-120"/>
Ref #	Name	Amount	Category
<input type="text" value="373"/>	<input type="text" value="Msb Sales - Batch 11/2/24"/>	<input type="text" value="1963.98"/>	<input type="text" value="0005-ATH-FB - Athletic - Snack Bar - Football"/>

Account	Date	Source	Ref #	Name	Dr/Cr	Amount	Category	Purpose
480-050-0000	11/01/2024	MC010425-042	00002	Jessica Forster	Debit	1514.50	0005-ATH-FB	FB Snack Bar Supplies
480-050-0000	09/07/2024	DP112024-032	215	Msb Sales - 5FKSOK0XK3DLUPB	Credit	1476.78	0005-ATH-FB	FB Snack Bar - Credit Card 9/6
480-050-0000	11/02/2024	DP010225-120	373	Msb Sales - Batch 11/2/24	Credit	1963.98	0005-ATH-FB	FB Snack Bar - 11/1/24
480-050-0000	08/22/2024	MC010425-034	66716	Costco	Debit	6368.55	0005-ATH-FB	FB Snack Bar
480-050-0000	11/21/2024	DP010225-119	365	MSBA - Batch 11/21/24	Credit	1825.00	0005-ATH-FB	PGHS - FB Snack Bar - 11/01/24

Category Detail Report Sample



Category Detail Report

[Preview](#)

Search

Selection

All

Starting

Ending

Date

☐

11/01/2024



11/30/2024



Category Range

☐

0005-ATH-FB



0005-ATH-FB



Account Number

☐

480-050-0000 - PGHS ATHL



480-050-0000 - PGHS ATHL



Sort By

GL Account



Report Format

☐

Debits and Credits

☒

Income and Expense

Report

Category Detail Report

[Preview](#)

▼ Search

Selection	All	Starting	Ending
Date	<input type="checkbox"/>	<input type="text" value="11/01/2024"/>	<input type="text" value="11/30/2024"/>
Category Range	<input type="checkbox"/>	<input type="text" value="0005-ATH-FB"/> ▾	<input type="text" value="0005-ATH-FB"/> ▾
Account Number	<input type="checkbox"/>	<input type="text" value="480-050-0000 - PGHS ATHL"/> ▾	<input type="text" value="480-050-0000 - PGHS ATHL"/> ▾
Sort By	<input type="text" value="GL Account"/> ▾		
Report Format	<input type="radio"/> Debits and Credits <input checked="" type="radio"/> Income and Expense		

▼ Report

DETAIL TRANSACTIONS BY CATEGORY REPORT (INCOME & EXPENSE)

Pleasant Grove HS

Date Range: 11/01/2024 to 11/30/2024

Account Range: 480-050-0000 to 480-050-0000

Category Range: 0005-ATH-FB to 0005-ATH-FB

Date	Ref #	Description	Purpose	Account # and Description	Income	Expense	Transfers	Total
0005-ATH-FB Athletic - Snack Bar - Football								
480-050-0000 PGHS ATHLETIC RESERVE								
11/01/2024	66881		FB Snack Bar Supplies	480-050-0000 PGHS ATHLETIC RESERVE		1314.30		(1314.30)
11/02/2024	373	MSB Sales - Batch 11/2/24	FB Snack Bar - 11/1/24	480-050-0000 PGHS ATHLETIC RESERVE	1963.98			649.68
11/08/2024	66915		FB Snack Bar	480-050-0000 PGHS ATHLETIC RESERVE		1555.56		(905.88)
11/21/2024	365	MSBA - Batch 11/21/24	PGHS - FB Snack Bar - 10/25/24	480-050-0000 PGHS ATHLETIC RESERVE	2602.00			1696.12
11/21/2024	365	MSBA - Batch 11/21/24	PGHS - FB Snack Bar - 11/01/24	480-050-0000 PGHS ATHLETIC RESERVE	1825.00			3521.12
11/21/2024	365	MSBA - Batch 11/21/24	PGHS - FB Snack Bar - 10/04/24	480-050-0000 PGHS ATHLETIC RESERVE	1983.25			5504.37
					8374.23	2869.86		
Category Total					8374.23	2869.86		5504.37
Total of All Categories					8374.23	2869.86		5504.37

CONNECT

The background features a central white area surrounded by organic, flowing shapes in shades of orange, purple, and blue. Scattered throughout are small clusters of dots in various colors (pink, orange, brown) and short, curved line segments in orange and pink.

Questions?

Thank you

