

ECSI Conversion – Interface Options

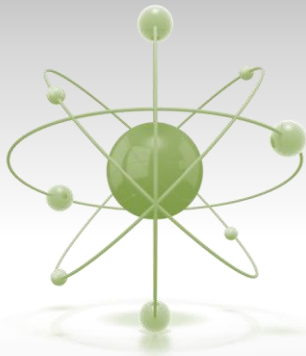
Accounting & Reconciliation



The purpose of this document is to inform new clients about the procedures we follow with respect to the escrow account and to highlight some of the accounting reports that will be of value. This memo is not all inclusive and we encourage you to contact us with any questions or problems that you may have.

We have chosen to use a “bullet” format, as that seems to be most efficient.

1. We make 4 transfers per month. The first 3 interim transfers are simply the passing on of monies collected. These transfers are initiated on Friday (except for holidays). The deposits are made the next business day (one day delay on ACH transactions.) The fourth transfer is completed on the last day of the month and will include the settlement of NSF's, NSF fees, and adjustments, if any. As you will see on the following page, we have included our Escrow Transfer Schedule, which shows the dates of all transfers and the periods covered by the transfers.
2. We prepare 2 excel spreadsheets that list the deposits, NSF's, NSF fees, adjustments, and net deposit every time we complete a transfer. These reports are included with your web reports and are generally available the day after the transfer is initiated. The reports are titled “escrow-week-Xl.csv” and “escrow-week-X-s.csv.” The “X” will be the transfer number of the month, and “l” is for long and “s” is for short. The long report shows deposits by fund and date, while the short report only shows deposits by date.
3. Our Report 12 “Monthly Transactions” should be your source for accounting information. This is “Report 12.pdf” and it is in order by fund. The first section lists all deposits collected during the month and differentiates between monies collected at the school and by ECSI. This list is followed by an accounting box that summarizes the deposits. The second section lists NSF's, transfers, adjustments, advances, and cancellations. There is then a second accounting box that includes the information from the first accounting box, plus or minus the activity in between. If there are any journal entries, they will follow the second accounting box and a third accounting box will include entries for all fund activity. Once you are comfortable with Report 12 in “pdf” format; we have various other versions in excel format that are also on the web.
4. Report 13 is the “Trial Balance”. There is a trial balance for each fund. The first two columns display the current month debits and credits. These are summations of the activity from Report 12. The next two columns list the debits and credits that are the accumulation of activity that has been processed for the current fiscal year. The fifth and sixth columns will display any transactions that have been entered as non-fiscal transactions. The final two columns are the cumulative balances. We hope this helps to ease the transition. Once again, please contact us with all of your questions.



Please feel free to contact us at 1-800-437-6931 or email us at clientsupport@ecsi.net and we'd be glad to assist you.

www.ecsi.net