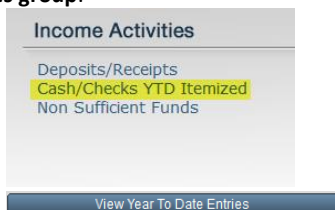# School Cash Accounting - Checks YTD Itemized

To View Year To Date Entries:
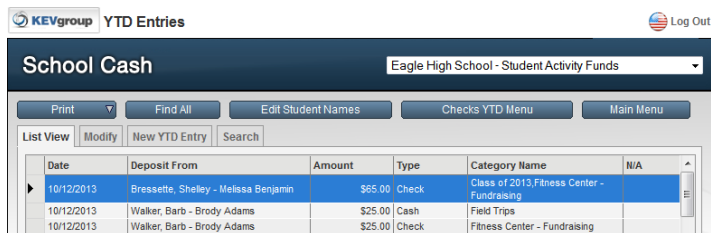
From **Main Menu, Income Activities group**:

1. Click **Checks YTD Deposited**

2. Click **View Year to Date Entries**

The window will display a list of all of the checks/cash that have been itemized from the beginning of the school year.

To Sort Checks YTD List:

1. Click one of the **Field Headings**
*For Example: Clicking **Deposit From** heading will sort the list in alphabetical (A-Z) order.*

To Modify a Checks YTD Entry:

1. In **List View** tab, click record to modified

2. Click **Modify** tab

Step 1: Click inside **Reason** field, enter a reason for the modification in the text slot (Mandatory Entry)

Step 2: Click inside any text slot where modification is required and enter new information.

3. Click **Save** icon

To See the History of Checks YTD entry:

1. Select the record from **List View** tab
2. Click **Modify** tab
3. Click **Here To Show Entry History**

To Create a New YTD Entry:

1. Click **New YTD Entry** tab

2. Click **Date:** enter date of new entry
3. **TAB** to move to **Deposit From:** field
4. Enter the details
*Continue to **TAB** to move to through the remaining fields*
NOTE: Reason will display in Description field in Ledger Inquire.
5. Click **Save** to save New YTD Entry

To Search the YTD Entries:

1. Click **Search** tab

2. Enter any known details in **Search Records** window
3. Click **Perform Search**
*The results of the search will be displayed in the **List View** tab.*
*To see all of the YTD entries, click **Find All***

To Print Check YTD Deposited information:

1. Click **Print**
2. Select required print option from drop down

3. Click **Printer** icon to print the report
4. After printing, click **Previous Screen** to return to the **Checks YTD Deposited** window

For further information on School Cash Accounting – Checks YTD, please refer to the User Guide.