

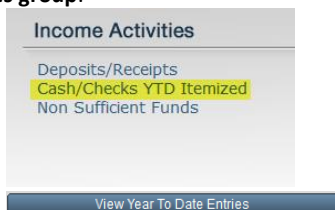
# School Cash Accounting - Checks YTD Itemized



## To View Year To Date Entries:

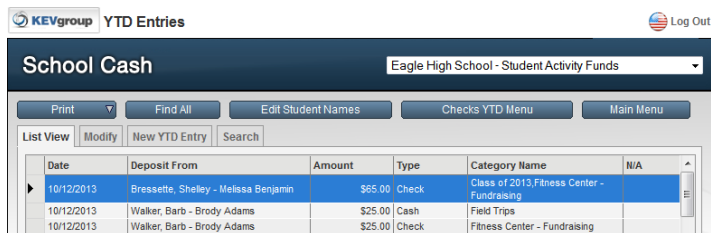
From **Main Menu, Income Activities group:**

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 1:** Please record for Auditing Purposes the Reason for this change.

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

Follow the steps below by recording the Reason for this Change, then make the necessary change(s) BEFORE you save.

**Step 1:** Please record for Auditing Purposes the Reason for this change.

Incorrect Category

**Step 2:** Make the necessary change(s) below, then click the save button.

Date: 10/12/2013 Deposit From: Bressette, Shelley - Melissa Ben  
 Type: Check Amount: 65.00  
 Category: Class of 2013 Reason: Prom Tickets - 2013-2014, Spirit W

Click Here To Show Entry History

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**

[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.