School Cash Accounting - Issue Checks

Sequence Buttons

Display Tabs

NEW! Check Status
Bank Account Information
Requested By:

Check Details

Category Panel Options

Category Details

Category Toolbar

Click **i** to access Tip Sheet
Log Out (not necessary to return to Main Menu to Log Out)

Check Number

Form Scrollbar

Balance Indicator

NEW! New Feature

To Issue A Check:

1. From **Main Menu**, **Expense Activities group**:
2. Click **Issue Checks - Disbursements**

A blank check working window will open.

To Enter Check requested by: Details:

1. Click in **Check requested by:** field
2. Enter the name of the person who has requested the check

   Check requested by: Smith,Joe

To Enter Check Number:

3. **TAB** to **Check Number** field

The Check Number will auto-populate.

4. Click inside **Check Number** field to enter a new number, if necessary

To Enter Pay To The Order Of: Details

5. **TAB** to **Pay To The Order Of:** field

Method One: *Selecting supplier from existing supplier list. If there are existing suppliers in the Supplier Database that begins with the same letter, the supplier names will appear in a drop down list.*

6. Enter the first letter of the supplier's name

   Pay To The Order Of: g
   Address: Great Events & Decor - 64 Pearson Ave

7. *Click on the desired supplier to auto-populate the Pay To The Order Of: details*

TIP: Use down arrow ↓ on keyboard to select required name, press **ENTER** to populate the supplier information.

NOTE: *To avoid duplication of supplier information the supplier should be selected from the drop-down list whenever possible.*

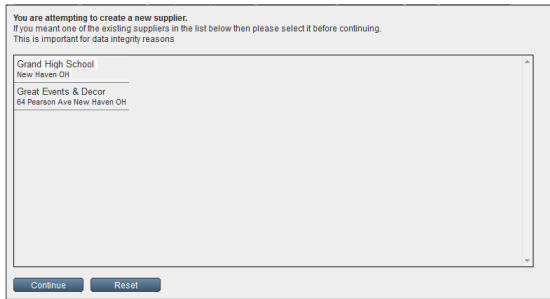**Method 2: Selecting matching supplier from Fuzzy Match window** *If a supplier name is entered manually, selecting a supplier from the fuzzy match window will help to eliminate potential duplication of supplier information.*

a. Manually enter the supplier Name in Pay To The Order Of: field
b. **TAB** to Amount field

Fuzzy Match window will open if suppliers are found that are a potential match to the manual entry.

To Use Fuzzy Match:

You are attempting to create a new supplier.
If you meant one of the existing suppliers in the list below then please select it before continuing.
This is important for data integrity reasons

Grand High School
New Haven OH

Great Events & Decor
64 Pearson Ave New Haven OH

Continue   Reset

c.   Use **down arrow** ↓ to select supplier

d.   Press **ENTER** or click **Continue**

Supplier information will be auto-populated on check working copy

For Example:

1.   Manually entering "Grand Events" in Pay To The Order Of: field
2.   **TAB** to Amount field

Fuzzy Match window opens displaying all existing suppliers that match "Grand" and "Events"

3.   Press down arrow ↓ to select correct supplier details
4.   Press **ENTER** to auto-populate check working copy with correct supplier information

To By-Pass Fuzzy Match Suggestions:

1.   Press **ENTER** without making any selection
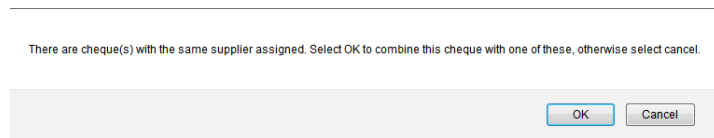
To Cancel an Erroneous Selection:

1.   Click **Reset**

To Add a Supplier to the Supplier Database:

1.   Click in **Pay To The Order Of:** field and enter the details
2.   Click **OK** in the dialog box

Microsoft Internet Explorer

Click OK if you would like to add this supplier to your school's supplier list.

OK   Cancel

NOTE: *If there is an unposted check issued to the same supplier, you will be prompted to combine the checks. The Combine Check feature can be used when paying multiple invoices to a single supplier. This process will eliminate the need to manually calculate the total of all the invoices. To combine checks click* **OK**. *To issue separate checks click* **Cancel**.

There are cheque(s) with the same supplier assigned. Select OK to combine this cheque with one of these, otherwise select cancel.

OK   Cancel

To Enter Date:

8.   **TAB** to **Date** field. If a date change is required, enter the date or click the **Calendar** icon and select the date

NOTE: Date will auto-populate with "Today's Date".

To Enter Address: Details

9.   **TAB** to **Address** field.
10. Enter address information

NOTE: If an existing supplier has been used address information

will be auto-populated.

To Enter Amount: Details

11. **TAB** to **Amount** field.
12. Enter value of the check in number format

Amount: 60.59

Time Saving Tip: If the check amount is a whole value, it is not necessary to enter ".00".

The text value of the check will auto-populate.

Sixty   59/100

13. **TAB** to continue entering **City**, **Prov/State**, **PC/Zip:**, **Tax#** information
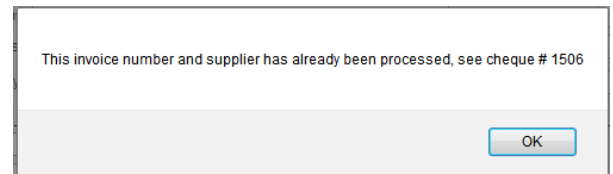
To Enter RE: Details

14. **TAB** to the **Re:** field.
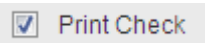15. **Enter** a reason for the check

To Enter Invoice # Details

16. **TAB** to the **Invoice #** field.
17. **Enter** any invoice number

If this invoice has already been paid, a warning dialog box will appear.

This invoice number and supplier has already been processed, see cheque # 1506

OK

To Print Check

18. **Click** a Check Mark in the **Print Check** box, if this check is going to printed on a laser printer
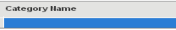

☑ Print Check

NOTE: This option is "checked" by default.

To Enter Attention: Details

19. **TAB to Attention**: field (optional)
20. Enter name of individual

NOTE: If Attention: field is used, check layout must be edited, in order for the field information to print.

To Assign the Check to a Category:

21. Click inside **Category Name** field
22. Click a second time to activate the category drop down
23. Select appropriate category for the check dispersal from drop-down

The category # field will auto populate.

24. **TAB** to enter any other pertinent check details

25. Press **ENTER** or click **Save** icon to save all check details

To Split a Check Between Categories:

1.   Enter the first category assignment, adjust the amount to be debited in the amount field
2.   Enter any other required fields

3.   Press **ENTER** or click **Save** icon to save category details

4.   Click **Insert Row**
5.   Click inside **Category Name** field
6.   Click a second time to activate the drop down
7.   Select the category for the 2nd category assignment
8.   If necessary, adjust the amount in the **Amount** field

*At the top of the Category Area, the **Difference: must** be **$0.00** and the **Total Check Split** indicator **must** be **equal** to the face value of the check.*

Total Cheque Split: $60.59   Difference: $0.00

Additional Issue Check Features

Add/Assign a Memo:

The Memo field is used to 'TRACK' specific transactions.
ie. Transportation costs, Officials (Referee) Costs, etc.
Selecting one of these items in the Memo field of Report 11
will generate a transaction report.

1. Click **Add Memo**   Add Memo
2. Click **Insert Row** ⊡+⊡ and enter the new memo information
3. Press **ENTER** to save the memo
4. Click **Return to Check**   Return To Check
5. Click inside **Memo** field to select a Memo from the drop-down
6. Press **ENTER** to save this entry
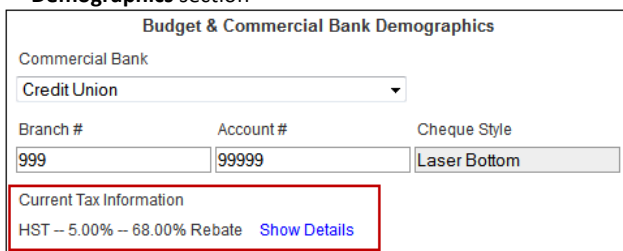
Tax Calculations:

- To allow for tax rate change, tax rate calculations are date specific
- Tax rate details (Start Date, Tax Type and Tax Rates) are established during KEV Setup and are bank account specific

TIP: In order for correct tax rate to be applied:

- Check date must be the same or after the Start Date of the current tax rate
- To apply a previous tax rate, check date must be prior to new tax rate start date
- Tax Calculator option must be used
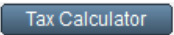
To See Current Tax Rate Details:

1. From Main Menu, **My School Information group**:
2. Click **Demographics**
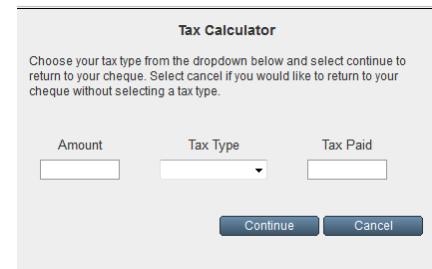3. Tax Rate details are found in the **Budget & Commercial Bank Demographics** section

Budget & Commercial Bank Demographics

Commercial Bank
Credit Union

Branch #	Account #	Cheque Style
999	99999	Laser Bottom

Current Tax Information
HST -- 5.00% -- 68.00% Rebate   Show Details

To Use Tax Calculator:

1. Click inside **Category Name** ▶ [Category Name   ] field
2. Click a second time to activate the category drop-down.
3. Select the appropriate category for the check dispersal from the drop-down
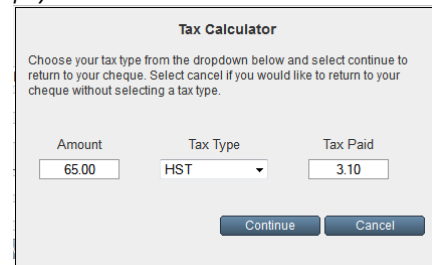*The category # field will auto populate.*
4. **TAB** to **HST Paid** field
5. Click **Tax Calculator**   Tax Calculator
The Tax Calculator dialog box will open.

Tax Calculator

Choose your tax type from the dropdown below and select continue to return to your cheque. Select cancel if you would like to return to your cheque without selecting a tax type.

Amount	Tax Type	Tax Paid
	▼	

Continue   Cancel

6. Enter **Amount** to be charged to the selected category
7. Click **pick list arrow** ▼ in **Tax Type** field

Tax Type
[▼]
HST
100% Rebate

8. Select the appropriate **Tax Type** from drop-down
Amount of tax payable will be auto-calculated.

Tax Calculator

Choose your tax type from the dropdown below and select continue to return to your cheque. Select cancel if you would like to return to your cheque without selecting a tax type.

Amount	Tax Type	Tax Paid
65.00	HST ▼	3.10

Continue   Cancel

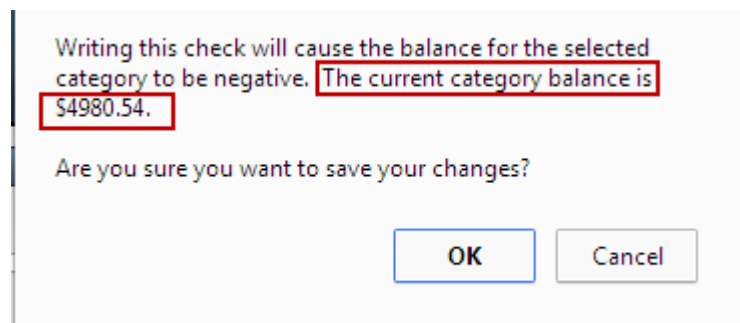9. Click **Continue**   Continue
The taxation details and amount assigned to the selected category will be auto-populated in appropriate fields

	Category Name	Cat. #	HST Paid	HST Rebate	100% Rebate	Amount
▶	Cheerleading	10s00200.00	$3.10	$2.11	$0.00	$62.89
	Sales Tax	010000250.00	$0.00	$0.00	$0.00	$2.11

10. Press **ENTER** or click **Save** ✓ icon to save all category/taxation details

Category Balance Warning:

If the check amount is greater than the current category balance a warning message will appear. The message will indicate the current category balance.

Writing this check will cause the balance for the selected category to be negative. The current category balance is $4980.54.

Are you sure you want to save your changes?

OK   Cancel

1. Click **OK** in the dialog box to continue with the check writing process

To Duplicate A Check:

The duplicate check feature can be used to duplicate a check that has already been added to the ledger. This feature is ideal when a check is issued to the same supplier on a regular basis and the only information that changes is the date and the check amount.
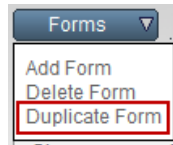
1. Click **List View**   List View   tab

2. Turn on **View Posted**: option

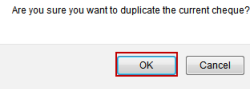View: ☐ Draft ☐ Pending Approval ☐ Approved ☑ Posted ☐ Rejected ☐ Voided

3. Select check that is to be duplicated

4. Click **Forms** | Forms ▼ |
5. Select **Duplicate Form** from drop-down

Forms ▼

Add Form
Delete Form
Duplicate Form

6. Click **OK** in the dialogue box

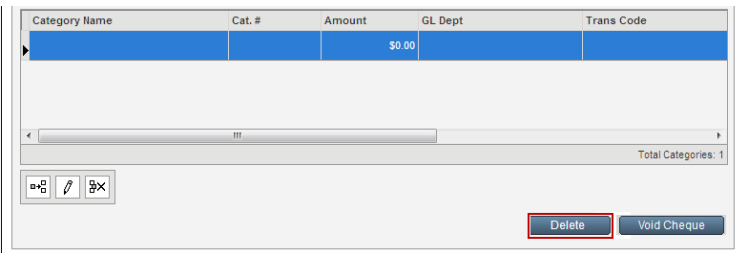Are you sure you want to duplicate the current cheque?

OK   Cancel

7. Click **Detail View** | Detail View | tab
8. Verify that the correct **check number** has been selected
9. Adjust the **date** and the **amount** of the check
10. Assign the category

11. Press **ENTER** or click **Save** ☑ icon to save all check details
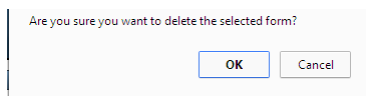
To Delete A Check:

NEW IN V4.7 Delete option is now found in the lower right hand corner of the Issue Checks – Disbursements window.

Category Name	Cat. #	Amount	GL Dept	Trans Code
		$0.00		

Total Categories: 1

[buttons]   Delete   Void Cheque

Only checks that have not been printed or added to the Ledger can be deleted.
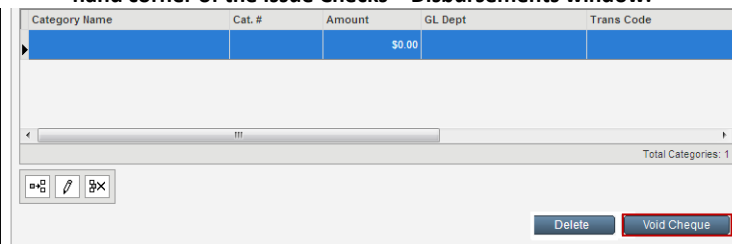
1. Select required Check

2. Click **Delete** | Delete |
3. Click OK in dialog box

Are you sure you want to delete the selected form?

OK   Cancel

To Void A Check:

NEW IN V4.7 Void Check option is now found in the lower right hand corner of the Issue Checks – Disbursements window.

Category Name	Cat. #	Amount	GL Dept	Trans Code
		$0.00		

Total Categories: 1

[buttons]   Delete   Void Cheque

1. Only checks that have not been printed or added to the Ledger can be deleted.
2. Select required Check

3. Click Void Check | Void Cheque |
4. Click **OK** in dialog box

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