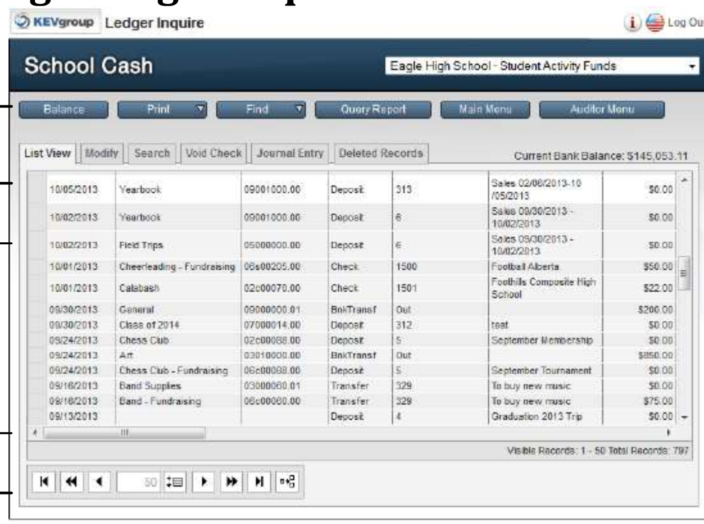
School Cash Accounting - Ledger Inquire



Sequence Buttons

Option Tabs

Ledger Entries

Horizontal Scroll Bar

Click to access Tip Sheet

Log Out (not necessary to return to Main Menu to Log Out)

Column Headers

Total Number of Records

To Access the Ledger-Inquire

1. From **Main Menu, General Activities group:**
2. Click **Ledger Inquire**

General Information:

- It is recommended that users avoid the traditional "line entry" method of entering transactions and for this reason this area is generally only used for research
- It is possible to void a check using the Void Check tab
- All transactions will be displayed in the Ledger-Inquire feature
- Transactions cannot be cleared through the Ledger-Inquire feature

List View:

The **List View** tab will display the Ledger entries.
The record indicator, in the bottom right corner, will display the total number of records in the ledger.

To See More Records:

1. Adjust the paper size (refer to the General Methods Tips Sheet) using the **change page size** button

OR

2. Click the move to next page button to scroll to the next 50 transactions in the ledger

NOTE: To see fields to the right (Total, Clear etc.) use the **Horizontal Scroll Bar** at the bottom of the record display.

Modify A Transaction:

NOTE: *Reconciled transactions cannot be modified.*

1. Click the required transaction

The record indicator will move to the selected record. The record will also be highlighted in blue.

2. Click the Modify tab
3. Enter a reason for the modification in Step 1

NOTE: Step 1 is a required field

4. Modify the required fields in the Step 2 area
5. Click Save to save the modification

OR

6. Click Cancel to cancel any modifications

Modification History:

1. Click to see any previous modifications to a record

Search/Find:

To Find a Specific Transaction:

1. Click the **Search** tab
2. Enter any known field information in the Find Records window
3. Click **Perform Search**

The results of the search will be displayed in the List View.

To Find a Type of Transactions

1. Click **Find**
2. Select the desired type of transaction from the drop down

The results of the search will be displayed in the List View.

Void Check:

1. Select the required check in the **Ledger-Inquire** window
2. Click the **Void Check** tab
3. Verify the check details
4. Click in **Reason** text field and enter a reason for the void

NOTE: Reason is a required field

5. Click **Continue** to complete the process
6. Click OK in the warning dialog box

The selected check will be marked "Void" in the Ledger-Inquire window.
The original transaction will continue to be displayed in the debit column.
A new void transaction will record a negative(-) debit amount.

Balance:

To view the current Ledger Balance:

1. Click **Balance**

The Bank Balance window will open, displaying the current bank account balance information

2. Click **Back** to close the Bank Balance window and return to the ledger inquire window

For further information on School Cash Accounting Ledger Inquire, please refer to the User Guide.