

# School Cash Accounting <sup>©</sup>

## User Guide

### Issue Checks

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#### About Us:

KEV Group is an international company that specializes in the management and security of school funds. KEV Group has continued to grow and address new client needs since our founding almost two decades ago as a pioneer in managing school funds. Our flagship product, School Cash Accounting, has consistently set the industry standard for school cash management.

Internally, KEV Group has developed several software and web-based solutions to meet the needs of the most demanding school officials, auditors, and C-level policy makers. Today we work with over 5000 schools on a daily basis with our industry-leading solutions.

KEV Group specializes in school level accounting, online payment processing, and tracking of student obligations. By showing you how we enable transparency in school funds, as well as provide secure and detailed audit trails, we can change the way you think about school fund management. KEV Group makes it easy for districts to evolve to a secure and transparent infrastructure while being budget conscious.

Our reputation for easy to use software, painless implementation procedure and unique personalized training for district staff and school bookkeepers makes choosing KEV Group one of the best decisions a district can make.

#### Minimum Requirements for School Cash Accounting:

Component	Description
Browser	Windows OS – Internet Explorer 7 or higher / Firefox 3.6 or higher MAC OS – Firefox 3.6 or higher
Report Reader	Adobe Reader 7.0 or higher
RAM	256 MB
Bandwidth Required	100kb /Sec per average user session
Network	DSL or Cable broadband network connection with 512 kb/sec

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# 1 Issue Checks - Disbursements

## Issue Checks - Disbursements

Using this feature in SchoolCash.NET will allow the user to:

- Issue a check(s)
- Assign a category to a check
- Edit category information
- Split a check between categories
- Maintain a list of suppliers
- Edit supplier's information
- See a list of issued checks
- Issue "Debit Notices" to staff members
- Void a check
- Print checks on a laser printer
- Adjust the layout of checks for individual check types and printers
- Post issued checks to the ledger (this will cause categories to automatically update)

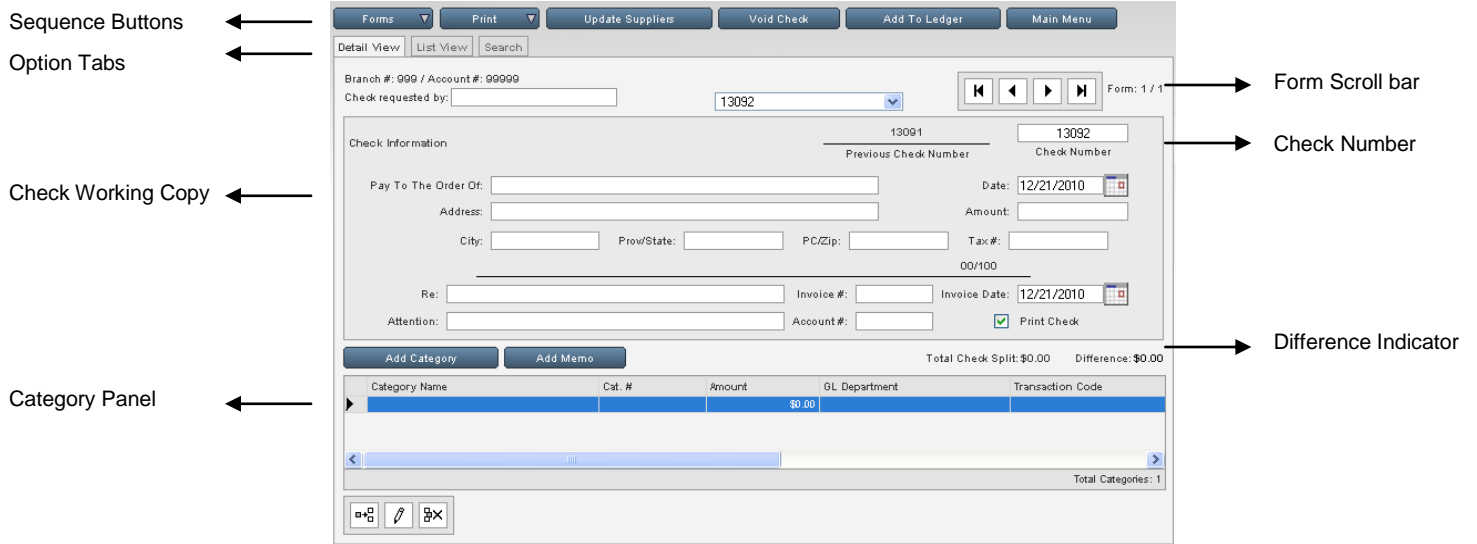


Figure 1: Check Working Copy

### 1.1 Getting Started:

#### Access SchoolCash.NET:

1. Launch the internet browser and log onto the SchoolCash website, by entering the URL that you received.

#### Select Language:

If this is the first time that SchoolCash.NET has been used the Select Language screen will open.

2. Select the appropriate language option. This option will affect screen spelling and coin displays.

#### Login:

3. Login using the Username and Password you received with your package (Passwords are case sensitive)
4. Click **Remember Me**  Remember Me check box to save your Username (passwords are NOT saved with this option)
5. Click **Login**



Figure 2: Select Language Screen

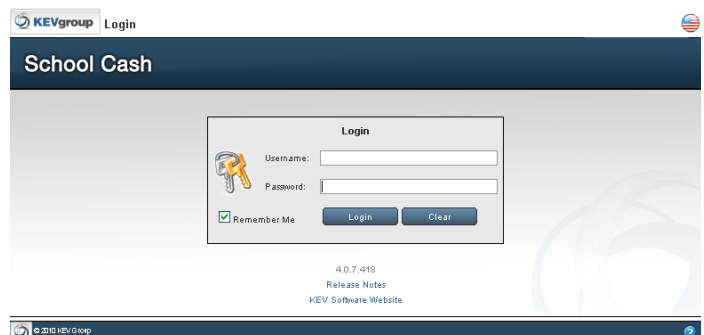



Figure 3: Login Window


The Select a Bank Account window will open.

[Click here for further information on the Login process.](#)



**Tip:** Language localization can be changed in the future, by clicking the Language  indicator in the top right corner of any screen. Select the required language option from the Select Language Screen.

### To Select Your Bank Account:

1. Click **pick list arrow**  in the **Please select a bank account from the list...** text slot
2. Select the correct bank account name from the drop-down
3. Click **Open Selected Bank Account**

**Open Selected Bank Account**

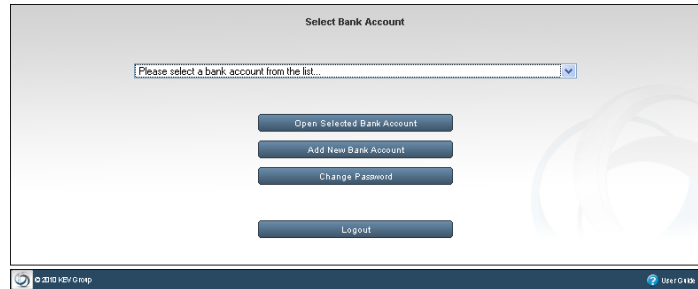


Figure 4: Select Bank Account Window

The Main Menu window will open.

4. Under the Expense Activities, click **Issue Checks - Disbursements**

**Issue Checks - Disbursements**

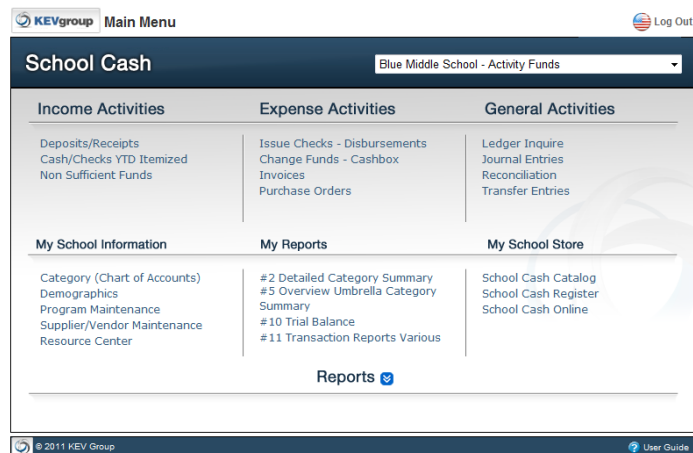



Figure 5: Main Menu

The Detail View tab of the check window will open.

The screen that is displayed represents a “working copy” of a check. The actual printed check will be formatted to match the check type selected during the initial set-up process.


To simplify the check issuing process use the field areas in the Detail View tab from left to right and from top to

bottom. Start in the Check Requested by: field, remember to press the **TAB** key  on the keyboard for quick

and easy movement to the next required field. Pressing  will automatically move the insertion point to the next editable field to the right on the check working copy. It is important that all of the fields on the check face be completed.

**Tip:** Pressing Shift/Tab will take the insertion point back one field in the working copy.

Once the check working copy is completed, press the **ENTER** key  on the keyboard to save the check and refresh the information in the database.

To enter check information over several days, click the **Main Menu**  button to exit the Issue Check module – the working copies will be saved until posted to the ledger.

## 1.2 To Complete the Working Copy of A Check:

1. Click **Detail View** **Detail View** tab

The screen that is displayed represents a “working copy” of a check. The actual printed check will be formatted to match the check style selected during the initial setup process.

Notice that the bank account information automatically appears in the top left corner of the check working copy.

Figure 6: Check Working Copy


2. Click **Check Requested by:** (Optional)


Check requested by:  field

3. Begin to enter the name of the individual that has requested the check

If the name has been used for a previous check request, it will appear in the drop-down below the field.

This list will display 20 of the known entries. If the previously used name does not display type the first 2 letters of the name.

4. Arrow down  to select the appropriate name from the drop-down

5.  to auto-populate the name in the **Check Requested by:** field

6.  to the **Check Number** field

The last used number is indicated on the left in the previous check number area.

7. Enter a new number, if necessary

Once the first check number has been entered, the program will automatically generate the next check number in sequence.

Editing check numbers will allow the user to match the working copy number with the actual check number on the check stock.

8.  to move to the **Pay To The Order Of:**

Pay To The Order Of:  field


There are three methods to complete the Pay To The Order Of: field in the working copy of the check:


- Use an existing Supplier from the available Supplier List
- Enter a New Supplier and save the information to the Suppliers List
- Enter a New Supplier for a one time use

### To Use an Existing Supplier:

1. Click **Pay To The Order Of:** field, begin to enter the name of the supplier

If the supplier's name can be found in the supplier list, it will appear in the drop-down below the field.

2.  to select the appropriate name

3.  to auto-populate the **Pay To The Order Of:** field and address fields

### To Enter a New Supplier and Save the Supplier Information:

1. Click **Pay To The Order Of:** field


Figure 7: Requested By: Drop-Down

Figure 8: Check Numbers

Figure 9: Existing Supplier Drop-Down

2. Enter the supplier's name

3. Press 

 will cause a dialog box to open.

4. Click **OK**  to save the supplier information to the Supplier List


The supplier's name and address information will be saved in the supplier list and available in the Pay to the Order Of: drop-down for future use.

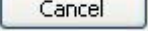
#### To Enter a New Supplier for one time use:

1. Click **Pay To The Order Of:** field


2. Enter the supplier's name

3. Press 

 will cause a dialog box to open.

4. Click **Cancel**  to avoid saving the supplier information to the Supplier List

#### To Enter the Date:

1.  to select the current date

2. Click Calendar  icon to select another date or enter the date using mm/dd/yyyy format

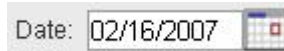




Figure 11: Date Field

[Click here for further information on the Calendar.](#)


#### To Complete the Balance of the Check Working Copy:

1.  to the address field and enter the address of the supplier


**NOTE:** If an existing supplier has been used, this information will have been auto-populated.

2.  to the amount field and enter the amount of the check in number format i.e. 67.98


**NOTE:** The text display of the value of the check will auto-populate.

3.  to the City, Prov/State and PC/Zip fields and enter the required mailing information

4.  to the **RE:**  field and enter in a reason for the check

5.  to the **Invoice #**  field and enter in the invoice number if applicable

**NOTE:** If the invoice has already been paid, a warning dialog box will appear indicating the check number.

6.  to **Print Check** option:

- If the check will be printed on a laser printer select the Print Check option



Figure 10: Add to Supplier List

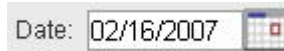


Figure 11: Date Field



Figure 12: Invoice Warning



Figure 13: Selected Print Check Option

### 1.3 To Manage Categories:

The next step in the Issue Checks process is the assignment of a category to the check. The assignment of a value to a category is an important part of the check writing process. The Issue Checks feature will warn the user if errors have been made in the Category area. The following warnings are in place:

- A warning dialog box will appear if a Category Name has not been assigned
- The Balance indicator will indicate outstanding monies to be assigned to a category (splitting the category)

The category area will allow the user to :

- Assign a single category to the amount of the check
- Split the amount of the check between different categories
- Create a New Category and assign it to the check
- Use the New Category in subsequent checks

#### 1.3.1 Category List:

The list of available categories has either been manually entered during the set-up process of the school information or has been imported as a Comma Separated Value (.csv) file. Generally this information comes from the board offices.

Category details assigned at this point will be reflected in the Ledger.

[Click here for further information regarding Category Maintenance.](#)

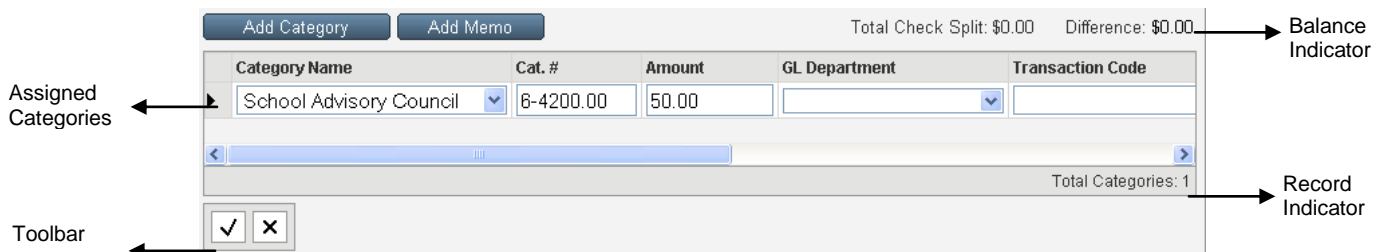
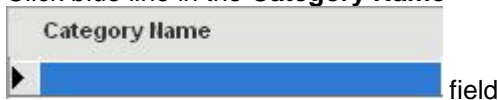


Figure 14: Category Panel

#### To Assign a Check To a Category:

1. Click blue line in the **Category Name**



2. Click **pick list arrow** and select the appropriate category for the check dispersal from the drop-down

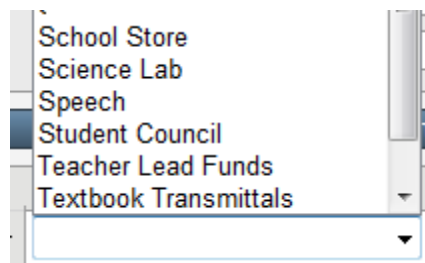
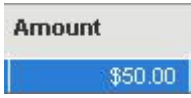


Figure 15: Category Names Drop-Down

**Tip:** Double clicking inside the category field will cause the existing list of category names to pop-up. The category # field auto populated

3. The full amount of the check is auto-populated in



the **Amount** field

4. Continue to across the fields to the right and enter any required information



Figure 16: Save/Cancel Toolbar

5. Click **Save** on the Category Toolbar

**Enter** may also be used.



Click **Cancel** to cancel the category entry

#### 1.3.2 Splitting a Check Between Categories:



It is possible to debit more than one category during the check writing process. If a check is split among

categories, the Print Check as List and Print Statement options will print and itemize the category dispersal.

### To Assign Another Category To The Check (split the check assignment):

1. Enter the first category and the amount to be debited from that category
2. Click **Save** 
3. Click **Insert Row**  icon on the toolbar in the Category area

*A new category row will appear above the selected row in the category assignment area.*

4. Click **Category Name** field and select another category from the list
5.  to move to the **Amount** field
6. Enter the amount to be debited from the category
7. Click **Save** 

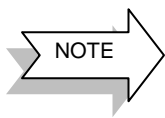
Continue this process until the required category information has been entered and **Total Check Split** and the face value of the check are equal and the **Difference**: is \$0.00

Category Name	Cat. #	Amount	Function	Object
Library	4000	20.00		
		\$25.00		

Figure 17: Inserted Category Row

Total Check Split: \$50.00    Difference: \$0.00

Figure 18: Category Split Indicator



At the conclusion of the category assignment and final save, the Total Check Split: amount and the face amount of the check must be equal. The Difference: must be \$0.00.






### 1.3.3 Tax Calculations:

[Canadian Users of SchoolCash.NET should click here for instructions regarding Tax Rebates.](#)

### 1.3.4 Create a New Category While Issuing a Check:

During the check writing process, it may be necessary to add a new category to the current category list.

#### To Create A New Category:

1. Click **Add Category**   
*The categories screen will open to allow the user to add a new category, delete a category, edit a category.*
2. Click **Search**  tab
3. Click **Umbrella Categories**  
Category Umbrella Name:  field
4. Select the umbrella the new category will fall under
5. Click **Perform Search**   
*A list of the existing categories that fall under the umbrella will appear.*
6. Click **Insert Row**  icon on the toolbar  
*A new row will be added above the current category listing.*
7. Enter the new category name and number

Detail View	List View	Search	
<b>Search Records</b>			
Date:	<input type="text"/>	Cheque #:	<input type="text"/>
Pay To Order:	<input type="text"/>	Amount:	<input type="text"/>
Category:	<input type="text"/>	Invoice #:	<input type="text"/>
GL Department:	<input type="text"/>	Memo:	<input type="text"/>
Transaction Code:	<input type="text"/>	Posted:	<input type="checkbox"/>
Invoice Date:	<input type="text"/> to <input type="text"/>		
<input type="button" value="Perform Search"/>		<input type="button" value="Reset"/>	

Figure 19: Search Dialog Box

Category Name	Current Balance	Cat. #	Opening Balance	Category Umbrella Name	Budg
Baseball	\$0.00	2000	\$0.00	Clubs & Activities	
Basketball	\$0.00	2020	\$325.00	Clubs & Activities	
Chess	\$192.20	2040	\$317.20	Clubs & Activities	
Football	\$2,463.00	2095	\$0.00	Clubs & Activities	
Tennis	\$0.00	2030	\$0.00	Clubs & Activities	

Figure 20: Search Results

**NOTE:** Start the new number with the first digit of the umbrella category and use the next number in




sequence.


8. Select the Umbrella from the drop-down list


9. Click **Save** 

OR

Click **Cancel**  to cancel the entry

- The Total Rows indicator will increase by one
- The New Category will now be available for future use
- The Category Name will now appear in the Category Pick List

10. Click **Return to Check**  to return to the **Issue Checks** window

11.  to the **Memo** field

#### 1.4 Memo Field:

The Memo field is used to 'TRACK' specific transactions. For Example: The school has Maintenance Category. This invoice was for repairs to the Playground Equipment. The category would be established as Maintenance, but the Memo field could indicate Playground Equipment. Memo field entries are an option in Report 11

##### To Use the Memo Field:

1. Click **pick list arrow**  and select the **Memo** from the drop-down

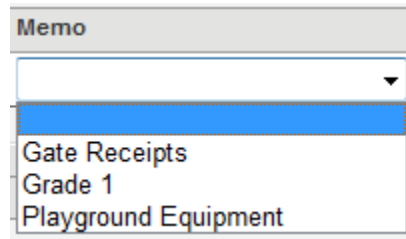





Figure 21: Memo List Drop-Down



##### 1.4.1 Create a New Memo While Issuing a Check

During the check writing process, it may be necessary add a new memo to the existing memo list.

##### To Add a Memo:

1. From the Issue Checks screen:
2. Click **Add Memo** 
3. Click **Insert Row**  icon
4. Enter the new memo details
5. Click **Save** 

6. OR

7. Click **Cancel**  to cancel the entry
8. Click **Return to Check**  to return to the **Issue Checks** window

**NOTE:** If a Memo field is referenced in any transaction it cannot be deleted.

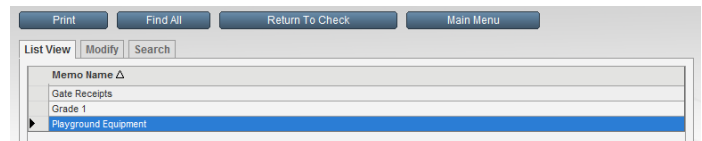


Figure 22: Memo Maintenance Screen


#### 1.5 Issuing More Than One Check:

There are 3 options available to the user, to issue additional checks.

- Add a New Form
- Duplicate a Current Form
- Combine a Check (issue payment from more than one invoice to the same supplier)
- 

##### To Issue Another Check:


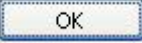


1. Click **Forms** 
  2. Select **Add Form** from the drop-down
- Repeat the steps outlined above until all of the necessary checks have been issued

Add Form  
Delete Form  
Duplicate Form

**Figure 23: Forms Drop-Down**

#### To Duplicate A Check:

1. Click **Forms** 
2. Select **Duplicate Form** from the drop-down
3. Click **OK**  in the question dialog box

The combine warning dialog box will open.

- The new working copy will be a duplicate of the check information from the selected form. This method will save the user the data entry time of issuing a new check from scratch
4. Complete the **Amount** and **RE:** fields

Repeat the steps outlined above until all of the necessary checks have been issued



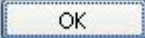
**Figure 24: Duplicate Check Dialog Box**

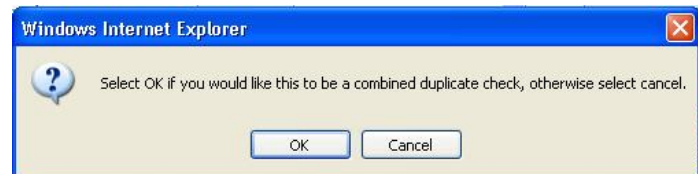
#### To Combine A Check:

Combining checks within the same "Issue Checks" session, will save time and money. There are 2 occasions when it is possible to combine a check:

- When duplicating a check
- If a check is issued to the same supplier's name within the current issue checks session. (It is not possible to combine a posted check.)

#### To Combine a Duplicated Check:

1. Click **OK**  in the dialog box





**Figure 25: Combine Check Dialog Box**

#### To Combine A Check Issued To The Same Supplier:


1. Enter the supplier's name in the **Pay to the Order Of:** field

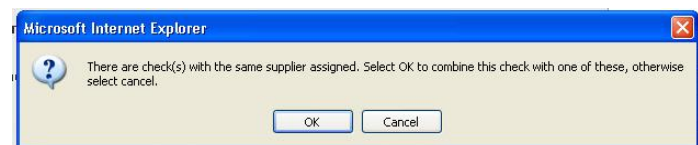
If there is an exiting un-posted check in place to the same supplier a dialog box will open.

2. Click **OK**  in the dialog box
- OR**

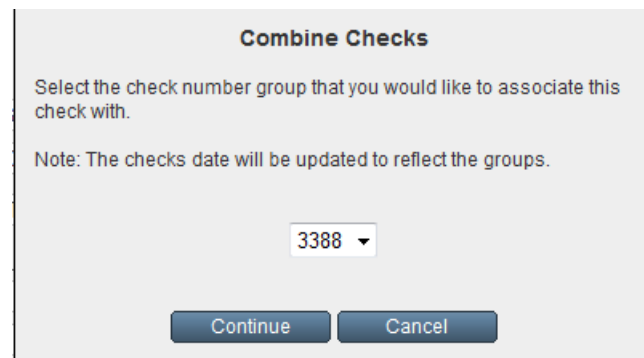
Click **Cancel**  to cancel the combination and issue a separate check

**NOTE:** The Combine Checks dialog box indicates which check number is being combined.

3. Click **Continue** 
  4. Enter the Amount, Re: and category information as required
- If the **Print, Statement** option is used a list of the combined checks will appear on the report.
  - When the checks are printed one check will print with the combined amount



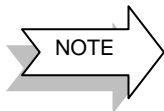
**Figure 26: Combine With Existing Supplier**



**Figure 27: Combine Check Numbers**

- It may be necessary to use the Print Category

Overflow option if several categories are debited by the combined check.



To interrupt the process, save the current check working copy, click **Main Menu**

Main Menu

## 1.6 List Checks:

The use of this feature would allow the user to:

- Quickly display a list of Checks which have not been posted to the ledger
- Quickly display a list of Checks which have been posted
- Quickly and easily locate a check that may need to be voided
- Print the Checks as a list
- Post to the Ledger

Annotations in the screenshot:

- List View Tab
- Check Details
- Posted Toggle
- Record Indicator
- Scroll Toolbar

Issued Date	Cheque #	Amount	Details	Reason
09/13/2010	3405	\$564.35	PRO VIDEO	Field Trip to Movies
09/14/2010	3406	\$215.23	ABC Bus Co.	Bus for Tournament
09/16/2010	3407	\$215.24	GOPHER SPORT	Year End Golf Tournament
09/18/2010	3408	\$35.12	PROFESSIONAL DEVELOPMENT FOR ACHIEVEMENT	Certificates of Achievement
09/20/2010	3409	\$250.45	MUSIC MAN, INC	Choir Camp
09/25/2010	3410	\$164.59	D-1 SPORTING GOODS	Soccer Equipment
09/27/2010	3411	\$114.35	BSM/PASSION'S/IGSC/CONLIN SPORTS	Tournament
09/28/2010	3412	\$632.88	JD's Sports	Fundraiser
09/30/2010	3413	\$89.51	LT'S SPORTS SHOP	knee pads
09/30/2010	3414	\$123.48	BAND RIBBONS	Band Supplies
09/30/2010	3415	\$145.89	BALLOON CREATIONS	Art Supplies
10/05/2010	3416	\$133.68	KOALA TS	Jersey's
10/08/2010	3417	\$100.00	DFMCO	Tournament

Figure 28: Checks List View

### 1.6.1 To See A List Of Issued Checks:

1. Click **List View** tab  
The list view is a list of checks that have not been posted to the ledger.
2. Click **View Posted:**  to display a list of checks that have already been posted to the ledger
  - The list displays the Issue Date, Check #, Amount, Details and Reason and Invoice # fields, from the working copy of the check..

It may be necessary to edit a check. Editing a check can correct a date error, a spelling error in the Pay To The Order Of: field, an address or a Category assignment.


**NOTE:** In some boards editing a check after it has been printed is not allowed. If that is the case the "Read-Only" warning will appear in the top left hand corner of the Detail View screen.

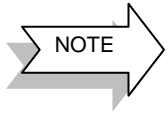


### To Edit A Specific Check:

1. Select the appropriate check from list view
2. Click **Detail View** tab  
The working copy of the selected check will be displayed and any changes can be made.
3. Click Save  to save the changes

OR

Click **Cancel**  to cancel the changes




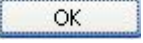
Any changes to the Amount of the check may make adjustments in the category amounts necessary. Remember that the Total Split Amount and the Amount of the check must equal.

### 1.6.2 Delete an Un-posted Check:

During the edit process, a check can be deleted. Deleting the check allows the user to re-use the check number. Only checks that have not been added to the ledger can be deleted.

**NOTE:** *In some schools it is not possible to delete a check that has already been printed.*

#### To Delete A Check:

1. Select the working copy of the check
2. Click **Forms** 
3. Select **Delete Form** from the drop-down
4. Click **OK**  in the dialog box

OR

Click **Cancel**  to cancel the deletion



Figure 29: Form Scroll Bar



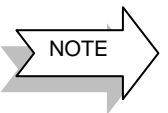
Figure 30: Forms Drop-Down



Figure 31: Delete Dialog Box


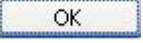
## 1.7 Voiding Checks That Are Not Posted To the Ledger:

If it should be necessary, a check can be voided from the issue checks screen or from the list of checks, displayed in the List View screen. If a check is voided, the check number cannot be re-used.



Only checks that have not been posted to the Ledger can be voided with this method.

#### To Void A Check From The Detailed View Tab:

1. Use the form scroll bar in the top right corner of the check working copy screen to scroll to the required check
2. Click **Void Check** 
3. Click **OK**  in the dialog box

OR

Click **Cancel** to cancel the deletion



Figure 32: Void Warning Dialog Box

- "Void" will appear in the Pay To The Order Of field on the working copy of the check.



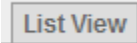

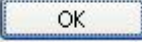
Figure 33: Voided Check

- The amount of the check will appear as 0.00

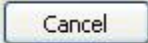
Category Name	Cat. #	GST Paid	GST Rebate	100% Rebate	Amount	Objec
Field Trips	456	\$0.00	\$0.00	\$0.00	\$0.00	

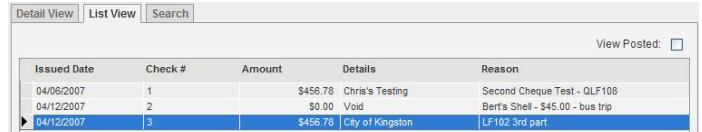
Figure 34: Voided Check Category Information

**To Void A Check From the List View Tab:**

1. Click **List View**  tab
2. Select the appropriate check from the list
3. Click **Void Check** 
4. Click **OK**  in the dialog box to complete the void

OR

- Click **Cancel**  to cancel the deletion
- “Void” will appear in the Details field of the List View window.
  - “Void” will appear in the Pay to the order of field on the working copy of the check.
  - The amount of the check will appear as 0.00.



Issued Date	Check #	Amount	Details	Reason
04/06/2007	1	\$456.78	Chris's Testing	Second Cheque Test - QLF108
04/12/2007	2	\$0.00	Void	Bert's Shell - \$45.00 - bus trip
04/12/2007	3	\$456.78	City of Kingston	LF 102 3rd part

**Figure 35: Voided Check Details in List View**

**1.8 Search:**

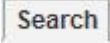

The search feature will allow the user to search for a specific check. The search can be applied to both posted and non-posted checks. Once a check has been located, it will open in Detailed View.

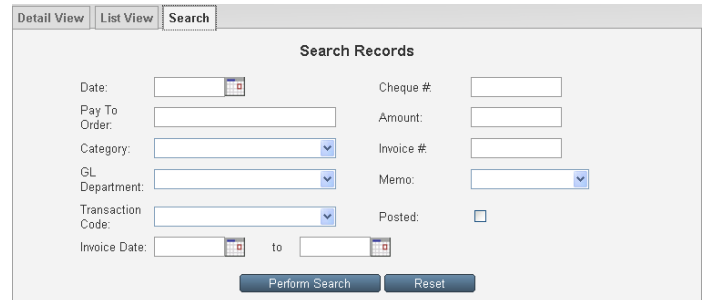
Checks that have not been posted can be edited at this point. (In some cases, if the check has already been printed, editing will not be allowed.)

If a check has been posted to the Ledger the working copy of the check will display in “Read-Only” format. The user will receive a warning in the top left corner of the check screen.




**To Search For A Specific Check:**

1. Click **Search**  tab
  2. Select the “Posted” toggle if necessary
  3. Enter any known details in the fields in the Search dialog box
  4. Click **Perform Search** 
- The **Detail View** tab will open to display the working copy of the check.



**Figure 36: Search Dialog Box**

**To Refresh The Search Screen:**

1. Click **Reset** 
- The current search details will be deleted from the fields in the Search screen

**1.9 Print:**


The Print feature will allow for the following print options:

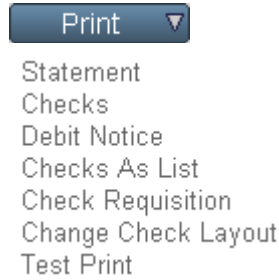
- Statement
- Checks (uses commercially prepared check stock)
- Debit Notices (printed three per page to save paper)
- Checks as a List
- Check Requisitions
- Change Check Layout
- Test Print

**1.9.1 Print A Statement:**


The Print feature will allow the user to print a statement. The statement report can cover a specific date range and would include Check details such as check number, amount, category etc. The Print statement can be accessed from either the Issue Checks window or from the List View tab.


**To Print A Statement:**


1. Click **Print**  in either the **Issue Checks** window or the **List view**
2. Select **Statement** from the drop-down  
*The Statement report window will open.*
3. Set the date range for the statement (optional)





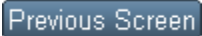
**Figure 37: Print Drop-Down**

Period Covered From:  

Period Covered To:  

4. Click **Generate Report**   
*The statement will generate and appear in the PDF window below the date range.*

5. Click **Print**  icon on the PDF toolbar
6. Click **Print**  in the Adobe window
7. After printing is completed, click **Previous Screen**



*The Issue Checks window will re-open*


Check#	Date	Invoice Date	Written To	Check Amount	Category	Requested By	Reason	Statement Amount	Tax Paid	Rebate	Petty Cash Account	Sub Accounts
3394	12/12/2010	12/22/2010	ABC Bus Co.	\$450.00	10850-Basketball Girl's Varsity	Coach Jones	Invoice # 2341 Tournament bus	\$225.00	\$0.00	\$0.00		Travel Expenses
3394	12/12/2010	12/22/2010	ABC Bus Co.	\$450.00	10750-Basketball Boy's Varsity	Coach Jones	Invoice # 2341 Tournament bus	\$225.00	\$0.00	\$0.00		Travel Expenses
3395	12/12/2010	01/22/2011	The Instrument Clinic	\$120.30	20000-Band	June North	Music Repair	\$120.30	\$0.00	\$0.00		Repairs Musical
3396	12/12/2010	01/22/2011	The Theatre Place	\$750.00	42000-Drama Club	Paul Shantz	Spring Season Tickets	\$750.00	\$0.00	\$0.00		Field Trip Admissions
<b>Totals:</b>								<b>\$1,320.30</b>	<b>\$0.00</b>	<b>\$0.00</b>		

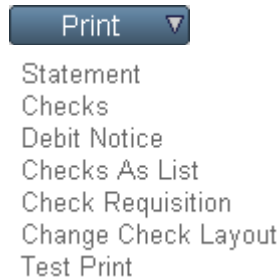
**Figure 38: Print, Statement**

**1.9.2 Debit Notice:**

Debit Notices may be printed for issued checks and distributed to staff members as needed. The report will generate 3 notices per page. The Debit Notice will include category information, as well as check details.

**To Print a Debit Notice:**

1. Click **Print** 
2. Select **Debit Notice** from the drop-down
3. Click **Debit Notice Message** text field
4. Enter any required message
5. Click **Save Changes**



**Figure 39: Print Drop-Down**

*The Debit Notice Message will appear below the Category Information on the Debit Notices.*

6. If the special 3-part paper is being used from the Debit Notices, load the paper into the printer

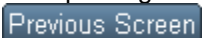
7. Click **Print**  icon on the PDF toolbar

Debit Notice Message:

**Figure 40: Debit Notice Message Text Field**

8. Click **Print**  in the Adobe window

9. After printing is completed, click **Previous Screen**



The Issue Checks window will re-open

[Click here for further information on special paper products.](#)

Figure 41: Debit Notice

1.9.3 Checks as List:

The Print Checks as List option will allow the user to print a list of checks that has not yet been posted to the Ledger. Printing the list of checks offers a good backup of the checks that have not yet been posted. The printed report includes: Check #, Payee, Category Name and Category # and Amount.

1. Click **Print**
2. Select **Checks As List** from the drop-down
3. Click **Print** icon on the PDF toolbar
4. Click **Print** in the Adobe window
5. After printing is completed, click **Previous Screen**

The Issue Checks window will re-open.

Figure 42: Print Drop-Down




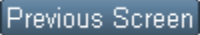
Check#	Invoice Date	Written To	Requested By	Category	Charge This Cat.	Tax Paid	Check Amount	Record # Petty Cash Account	Sub Accounts
3394	12/22/2010	ABC Bus Co.	Coach Jones	10850-Basketball Girl's Varsity	\$225.00	\$0.00	\$450.00	1	Travel Expenses
3394	12/22/2010	ABC Bus Co.	Coach Jones	10750-Basketball Boy's Varsity	\$225.00	\$0.00	\$450.00	1	Travel Expenses
3395	1/22/2011	The Instrument Clinic	June North	20000-Band	\$120.30	\$0.00	\$120.30	2	Repairs Musical
3396	1/22/2011	The Theatre Place	Paul Shantz	42000-Drama Club	\$750.00	\$0.00	\$750.00	3	Field Trip Admissions

Figure 43: Print, Checks as List

### 1.9.4 Check Requisition:

The Print Check Requisition option will offer the user a method to track check requests from staff members. A completed Check Requisition form can be saved as a further record of the check details.

#### To Print the Check Requisition:

1. Click **Print** 
2. Select **Check Requisition** from the drop-down
3. Click **Print**  icon on the PDF toolbar
4. Click **Print**  in the Adobe window
5. After printing is completed, click **Previous Screen** 

*The Issue Checks window will re-open*

6. Distribute the Check Requisition to the appropriate staff member for completion

### 1.9.5 Print Checks:

Before posting the newly issued checks to the Ledger, the user should print the checks. The check type has already been selected during the set-up process. Printing is compatible with most commercially available check formats and laser printers.






If the user is using the Print Checks option for the first time, or changes have been made to the check stock or printer being used, a test sample should be printed. Use the test check to verify the accuracy of the field placements. The Change Check Layout feature will allow the user to individually adjust any field placements on the check surface. If adjustments should be necessary refer to the section 'Change Check Layout' below.

---


**Attention:** Before printing checks for the first time, a test check should be printed. The test check that is printed represents a "prototype", so no actual check numbers are assigned. Print the test check on a plain piece of paper or a photocopy of a check to avoid wasting check stock. There are no limits to the number of test checks that may be printed. See section 1.95

---

#### To Print Checks:

1. Complete a test print, if necessary
2. Load the check stock into the printer
3. Click **Print** 
4. Select **Checks** from the drop-down
5. Set the **Check # Range** for the check print
6. Click **Generate Report** 
7. Click **Print**  icon on the PDF toolbar
8. Click **Print**  in the Adobe window
9. After printing is completed, click **Previous Screen** 

*The Issue Checks window will re-open.*

**NOTE:** If the check has been debited to a number of categories, it may be necessary click **Print Category Overflow**  to ensure all of the category information is printed with the check. This situation could occur if a check has been split more than 8 times.

Check # Covered From:

Covered To:



Figure 44: Check # Range



### 1.9.6 Test Print:

The format of printed checks is based on a basic check template and a style of check stock. These settings were established during the setup of the current bank account. The individual user has the ability to change some of the field options and fine tune the position of the fields on the check face. If necessary the basic check layout template can also be changed.

Once the correct check alignment is established the Test Print/Change Check Layout features only have to be used if a change in check stock or printer occurs.



Figure 45: Change Check Layout

#### To Change the Check Layout:

1. Click **Print**
2. Select **Change Check Layout** from the drop-down

There are 6 Steps to the Change Check Layout process:

#### Step One: Template Style and Check Style Name:

- a. These options were determined during the set-up process



Figure 46: Template Style Drop-Down

#### Step Two: Select the customize options

- a. Select the customized features from the right side of the screen

For example:

**Date Format:** the default short date format

MM/DD/YYYY 09/13/2007 can be customized for:

- i. CPA date requirements  
DATE 1 3 0 9 2 0 0 7  
D D M M Y Y Y Y
- OR
- ii. Long date format September 13, 2007
- iii.

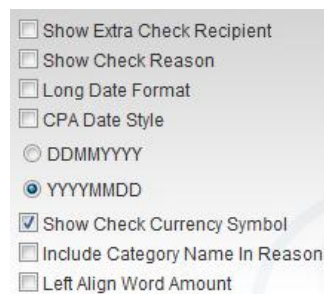


Figure 47: Customize Options

**Currency Symbol:** Turn the Currency Symbol (\$) off, if the pre-printed check includes the currency symbol

- iv. Click to turn the **Show Check Currency Symbol** option off (empty box)

Show Cheque Currency Symbol

### Step Three: Save the changes to this point

- a. Select the necessary option In the **Apply Changes To:** drop-down
- b. Click **Save Changes**

 to save the changes to this point

OR

Click **Reset**  to cancel the changes

### Step Four: Adjust the field positions

*In order for the fields to align on the check stock, when the check is printed, it may be necessary to fine tune the position of fields on the check face.*

#### To adjust the field positions:

- a. Click required field to select it  
*A selected field will have a thin black outline box around its perimeter.*

**NOTE:** *It is only possible to select one field at a time.*

- b. For small adjustments, use one of the following methods:
  - i. Click position tools located in the bottom left hand corner of the position panel. Single clicks will adjust the fields a small amount in the direction of the arrow

OR

- ii. Use keyboard shortcuts:

Direction	Key
Up	w
Down	s
Left	a
Right	d

- c. If the field needs to be moved a significant amount:
  - iii. Click, hold and drag the field to a new position (Red outline)
  - iv. Drop in the new position

#### To align fields either horizontally or vertically

- a. Match the required field position values  
*Matching **X-Position** values aligns fields vertically*  
*Matching **Y-Position** values aligns fields horizontally*

#### To remove a field from the check layout:

- a. Click field and drag the field to the right, out of the check layout area

**NOTE:** *It is not possible to delete a field in the check prototype.*

### Step Five: Adjust the other sections of the check layout

- a. Save the field positions

Apply Changes To:  

Figure 48: Selected Field



Figure 49: Position Tools

X-Position:   
Y-Position:

Figure 50: Position Indicators


- b. Scroll down the window using the blue vertical scroll bar on the far right hand edge of the window
- c. Continue adjusting field placement as required
- d. Save the changes

**Step Six: Print a Test**


e. Click **Test Print** 

*Print a test check on a plain piece of paper or a photocopy of a check to avoid wasting actual check stock.*

*Verify the check layout against the check stock*

3. Click **Check Layout**  if further adjustments are necessary

**OR**

4. Click **Issue Checks**  if the test print was satisfactory

**1.10 Issue Checks Checklist:**



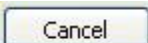
Prior to posting to the ledger, verify the following:

- All information on the working copy of the checks is correct
- All checks have been assigned to an appropriate category
- If the check is split between categories, the split amount and the check amount balances
- All necessary printing has occurred (checks, debit notices, statements, lists)

**1.11 Adding Checks to the Ledger:**

Posting checks to the ledger is the last step in the issuing checks process. Posting checks to the ledger will debit the assigned categories and adjust category balances as necessary.

**To Add To The Ledger:**

- 1. Click **Add to Ledger**   
*The question dialog box will open.*
- 2. Click **OK**  in the question dialog box  
**OR**
- 3. Click **Cancel**  to cancel





**Figure 51: Add to Ledger Question**

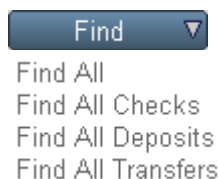
*The ledger screen will open displaying the check information as it has been posted to the ledger.*

Date	Category Name	Cat. #	Type	Trans. #	Description	Debit	Credit
12/12/2010	Basketball Boy's Varsity	10750	Check	3394	ABC Bus Co. Tournament bus inv# 2341	\$225.00	\$0.00
12/12/2010	Basketball Girls Varsity	10850	Check	3394	ABC Bus Co. Tournament bus inv# 2341	\$225.00	\$0.00
12/12/2010	Band	20000	Check	3395	The Instrument Clinic Music Repair	\$120.30	\$0.00
12/12/2010	Drama Club	42000	Check	3396	The Theatre Place Spring Season Tickets	\$750.00	\$0.00


**Figure 52: Ledger with posted checks**

**To Find Checks:**

- 1. Click **Find** 
- 2. Select **Find All Checks** from the drop-down  
*The List View will display a list of all of the checks that are posted to the ledger.*
- 3. Click **Find** 



4. Select **Find All** to refresh the **List View** tab


Click **Main Menu**  to exit the Ledger Inquire screen and return to the Main Menu

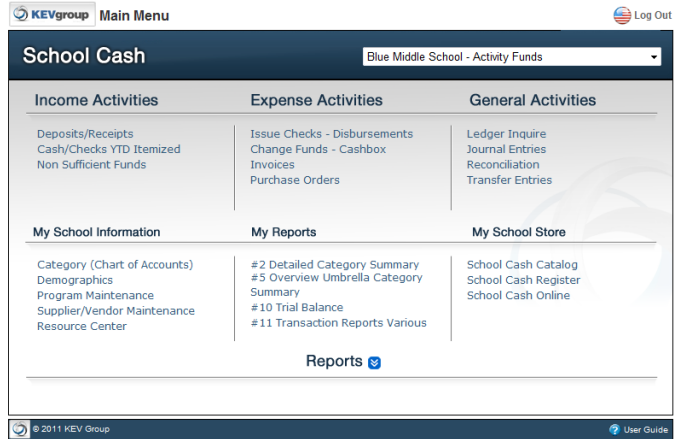
## 2 To Exit

**To Exit the Issue Checks Module:**

1. Click **Main Menu** 

**To Exit SchoolCash.NET:**

1. Return to the **Main Menu**
2. Click **Quit**  **Log Out**
3. Close the Internet Browser



**Figure 53: Main Menu**

**Tip:** If the user exits the Issue Checks module prior to posting the checks to the Ledger, SchoolCash.NET will display a reminder the next time the user logs into the program. Deposit/Receipts Forms and Transfer Forms may also be included in this reminder.

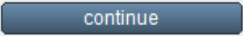


**reminder**

The following data entry options have transactions that have not been added to the ledger yet.

Deposit/Receipts Form  
Issue Checks  
Transfer Form

In order for these transactions to be recognized on the ledger, you must select the 'Add to Ledger' option from the appropriate data entry screen.



Click **Continue**  to access the Main Menu.

# Appendix: Issue Checks Print Samples

Samples Include:  
Statement  
Checks  
Debit Notice  
Checks as List  
Requisition



**Checks Issued**

<u>Check#</u>	<u>Date</u>	<u>Written To</u>	<u>Check Amount</u>	<u>Category</u>	<u>Requested By</u>	<u>Reason</u>	<u>Statement Amount</u>	<u>Tax Paid</u>	<u>Rebate</u>	<u>GL Department</u>	<u>GL Name</u>
97	07/03/2007	Costco	\$235.00	11010-Open House	Babcock,Linda	Invoice # 4567	\$85.00	\$0.00	\$0.00		
97	07/03/2007	Costco	\$235.00	3000-Fruit Snack Program	Babcock,Linda	Invoice # 4567	\$82.95	\$0.00	\$0.00	Student Activities	Meals and Refreshments
97	07/03/2007	Costco	\$235.00	8000-Graduation	Babcock,Linda	Invoice # 4567	\$67.05	\$0.00	\$0.00	Student Activities	Supplies
103	07/03/2007	Costco	\$66.00	11010-Open House	Babcock,Linda		\$66.00	\$0.00	\$0.00		
104	09/18/2007	Home Depot	\$789.25	2010-Swimming	Barnes, Nick	Invoice # 7891/A Pool Chemicals	\$789.25	\$0.00	\$0.00		
106	07/03/2007	Costco	\$74.23	11010-Open House		Invoice # 7899 Snacks	\$74.23	\$0.00	\$0.00		
<b>Totals:</b>							<b>\$1,164.48</b>	<b>\$0.00</b>	<b>\$0.00</b>		

Approval: \_\_\_\_\_  
 Mike Casey / Principal

7/03/2007

97

\*\*\*Two Hundred Thirty-Five

00 /100

\$\$\$235.00

Costco  
258 Brant Street  
Plainville NY 7899

7/03/2007

97

To: Costco

\$235.00

Re: Inv# 4567

To: Costco - 258 Brant Street, Plainville NY 7899

7/03/2007

Re: Inv# 4567

97

Check Amount: \$235.00

<u>Category #</u>	<u>Category Name</u>	<u>GL Name</u>	<u>GL Department</u>	<u>Tax Paid</u>	<u>Amount</u>
11010	Open House			\$0.00	\$85.00
3000	Fruit Snack Program	Meals and Refreshments	Student Activities	\$0.00	\$82.95
8000	Graduation	Supplies	Student Activities	\$0.00	\$67.05



**Category: Open House - 11010****Contact Person: Lakes, Jessica**

A check has been issued.

<u>Check#</u>		<u>Reason</u>	<u>Debit</u>	<u>Tax Amount</u>
103	Home Depot	Requested By: Babcock,Linda	\$25.00	\$0.00
<b>Totals:</b>			<b>\$25.00</b>	<b>\$0.00</b>

Category Balance: (\$826.28)

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**Checks To Be Posted**

<u>Check#</u>	<u>Written To</u>	<u>Requested By</u>	<u>Category</u>	<u>Charge This Cat.</u>	<u>Tax Paid</u>	<u>Check Amount</u>	<u>Record #</u>	<u>GL Department</u>	<u>GL Name</u>
97	Costco	Babcock,Linda	11010-Open House	\$85.00	\$0.00	\$235.00	1		
97	Costco	Babcock,Linda	3000-Fruit Snack Program	\$82.95	\$0.00	\$235.00	1	Student Activities	Meals and Refreshments
97	Costco	Babcock,Linda	8000-Graduation	\$67.05	\$0.00	\$235.00	1	Student Activities	Supplies
103	Costco	Babcock,Linda	11010-Open House	\$66.00	\$0.00	\$66.00	2		
104	Home Depot	Barnes, Nick	2010-Swimming	\$789.25	\$0.00	\$789.25	3		
106	Costco		11010-Open House	\$74.23	\$0.00	\$74.23	4		



## Check Requisition

97

**Req. #**

**Date:** 07/03/2007

**Check Payable To:** Costco

**Remittance Address:** 258 Brant Street  
Plainville, NY  
7899

**Amount Of Check:** \$235.00

**Requested By:** Babcock,Linda

**Account Number(s):** 122 11010

### **Item Or Items Being Purchased:**

<u>Category Number</u>	<u>Amount</u>	<u>Reason</u>	<u>Invoice #</u>
11010	\$85.00		4567
3000 3210 635	\$82.95		4567
8000 3210 610	\$67.05		4567

\_\_\_\_\_  
Principal's Approval Signature

\_\_\_\_\_  
Date

### **INSTRUCTIONS:**

*Check Requisition form must be completely filled out and invoices attached.*

Finance Office Use

\_\_\_\_\_  
Finance Approval Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Check #

\_\_\_\_\_  
Run Date

