Accounting Module

Cash Disbursements
Path: Accounting/Data Entry/Cash Disbursements

This segment should be used for entering data, recording of manual checks, the preparation and printing of computer-generated checks, the distribution of payroll expenses and the creation of expense warrants.

The cash disbursement function contains its own menu for data entry of different cash disbursement activities. It is separated into check routines, which handle the information recording of the individual cash disbursements, and reports, which allow the user to control the physical output of cash disbursements.
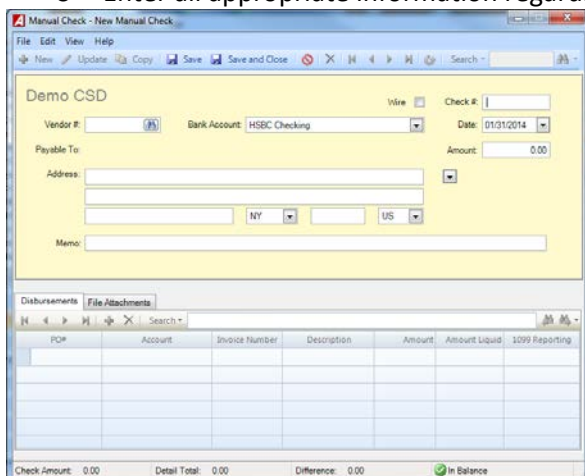
The menu items are:
- Manual Check
- Computer Check
- Void & Reissue Checks
- Print/Post Checks
- Payroll to General Ledger
- Reimbursements
- Trust and Agency

Manual Check
Path: Accounting/Data Entry/Cash Disbursements/Manual Check

The Manual Check routine provides a mechanism of recording hand-written check documents. The Manual Check tab displays a list of manual check records associated with the schedule shown at the top of the window. Use this window to add, maintain, or view manual check records. **NOTE:** If a check has been voided, the check record is flagged as "Voided". The VOID record is for display purposes only and you are not permitted to change the check record.

- Choose an existing schedule or add a new schedule
  - Choose an existing schedule
    - Use drop down arrow in the Schedule field [<None Selected>] .
    - Highlight the appropriate schedule in the browser and click OK.

- Adding a Manual Check
  - Enter Add mode by clicking [New Record] . The New Manual Check window displays.
  - Enter all appropriate information regarding the check.

- **Check #** - (REQUIRED) When first accessing the Manual Checks routine and adding a check, this field is blank. Once you have saved the first check record in the batch of checks being entered, upon addition of the second check record this field defaults to the next sequential check number for the fund and fiscal year. You may change the default value as needed.
- **Vendor #** - (REQUIRED) This field allows you to either type in the vendor number or search for an existing vendor. Click the lookup to bring up a listing of all vendors in the Vendor Setup File.
- **Bank Account** – This field defaults to the bank account code associated with the Fund linked to the selected schedule. The default entry can be changed, if needed, by selecting a new bank account from the drop-down.
- **Date** - (Required) You may change the default value as needed. Enter the date of the manual check. NOTE: The date should be the actual date of the cash disbursement, since nVision Accounting uses the check date when preparing all cash disbursement warrants and reports.
- **Amount** – (Required) Enter the dollar amount of the manual check.
- **Address** – (Required) The window displays the default payment address based on the vendor selected. Change the default address as needed. Click to display any alternate payment addresses for this vendor.
  - Choose the appropriate address for this check.

- **Memo** - This field is used to enter any miscellaneous information regarding the manual check. This description will be displayed on the Cash Disbursement Schedule Report.

- Enter the account distribution in the Disbursement Details portion of the window.
  - The amount distributed must equal the check amount in order for the distribution to be balanced.

  - PO# - (Optional) Leave this field blank if there is no purchase order to be referenced for this check. Hold your cursor over the PO number to view the tooltip that shows the PO Number, Vendor Name, Date, Amount, and Balance.

  - **Account** - Enter the account code. You can manually type in the account number or click the lookup
    - If you referenced a PO, the lookup shows those accounts associated with the PO along with the remaining PO balance and the unencumbered (remaining) balance for that account. Uncheck the Only Show Accounts on PO box to display all account codes.

- o **Invoice Number** - (Optional) Enter the invoice number being referenced by this manual check.
- o **Description** - Use this field to indicate any additional information relating to this detail transaction line.
- o **Amount** - Enter the dollar amount being paid out of the specified account code.
- o **Amount Liquid** - This field is only accessible if the selected account code was encumbered on the original purchase order. Enter the dollar amount being liquidated. You cannot liquidate more than what is on the Purchase Order.
- o **1099 Reporting** - This field is only accessible if the 1099 Type is indicated for the Vendor in Setup.
  - ▪ Use the drop-down to specify the 1099 reporting type.
- Repeat steps as many times as needed until the distribution is in balance. The check amount must equal the detail total in order for the distribution to be balanced.
- Save the record.

Deleting a Manual Check Record
NOTE: If a check has been voided, the record is for display purposes only and you are not permitted to delete the detail check record.
- Find the appropriate schedule using the drop-down.
- Highlight the appropriate record in the Manual Check listing.
- Click Delete .
- Confirm that this is the correct action that you want to take.
  - o Click YES to delete the check record.
  - o Click NO if you do not want to delete the check record.

Computer Check
Path: Accounting/Data Entry/Cash Disbursements/Manual Check

The Computer Checks routine is used to record system-generated check documents into nVision.

The computer cash disbursement process is comprised of two steps.
1. Select the appropriate open schedule in which to record the computer check.
2. Record the basic information regarding the check, including the temporary check number, check date, vendor, check amount, brief description of the payment, and account code distribution.

- Choose an existing budget entry schedule or add a new schedule
    - Choose an existing schedule
        - Use drop down arrow in the Schedule field ▦ <None Selected> ▾ .
        - Highlight the appropriate schedule in the browser and click OK.
- Adding a Computer Check

    - Enter Add mode by clicking [+ New Record]. The New Computer Check window displays.
    - Enter all appropriate information regarding the check.

        - PO# - (Optional) Leave this field blank if you are not referencing a specific purchase order. If you are paying a purchase order, enter the purchase order number or use the lookup. Once you have specified a PO number, nVision defaults the corresponding Amount, Vendor Number, Vendor Name, Vendor Payment Address, and Disbursement information from that purchase order.

For the Districts Using Line Item Receiving
After you enter the PO # :
    If you are paying a computer purchase order, the Cash Disbursement Detail Calculation screen displays.

This window displays each purchase order line item along with the corresponding amount ordered and amount received. Use this window to select the purchase order line items that are to be paid.
➢ Highlight the appropriate PO lines or check the Select All box.
    - Click **Pay Remaining PO Amt** if you want to pay the amount that is still outstanding on the purchase order.
      -OR-
    - Click **Pay Received Amt** if you want to pay for only those purchase order items that were received.

The Computer Check window is displayed, with the appropriate disbursement details entered based on the PO line item(s) selected for payment.

- **Always Print Separately** - Check the box if checks to this vendor should always print separately.
- **Bank Account** – Select the appropriate bank account from the drop-down.
- **Vendor #** - (REQUIRED) This field allows you to either type in the vendor number or search for an existing vendor in the Vendor Setup File.
- **Temporary Check #** - When adding a computer check to a schedule, nVision assigns a temporary check number for the fund and fiscal year to the record. When the checks are printed, the temporary check numbers are replaced with the actual check numbers.
- **Payment Date** - (Required) You may change the default value as needed. Enter the date of the computer check.
- **Amount** – (Required) Enter the dollar amount of the computer check.
- **Address** – (Required) The window displays the default payment address based on the vendor selected or the vendor associated with the PO. Click to display any alternate payment addresses for this vendor.
  - Click the appropriate address for this check.

- **Memo** - This field is used to enter any miscellaneous information regarding the computer check.

- Enter the account distribution in the Disbursement Details portion of the window.
  - The amount distributed must equal the check amount in order for the distribution to be balanced.

  - **Account** – If you referenced a PO for this check, nVision automatically defaults the Account Number. If you did not reference a PO#, enter the account code. You can manually type in the account number or click the lookup
  - **Invoice Number** - (Optional) Enter the invoice number being referenced by this manual check.
  - **Description** - Use this field to indicate any additional information relating to this detail transaction line.
  - **Amount** - Enter the dollar amount being paid out of the specified account code.
  - **Amount Liquid** - This field is only accessible if are paying a PO and the selected account code was not encumbered on the original PO. Enter the amount being liquidated. You cannot liquidate more than what is on the Purchase Order.
  - **1099 Reporting** - This field is only accessible if the 1099 Type is indicated for the Vendor in Setup.
    - Use the drop-down to specify the 1099 reporting type.
- Repeat steps as many times as needed until the distribution is in balance. The check amount must equal the detail total in order for the distribution to be balanced.
- Save the record.

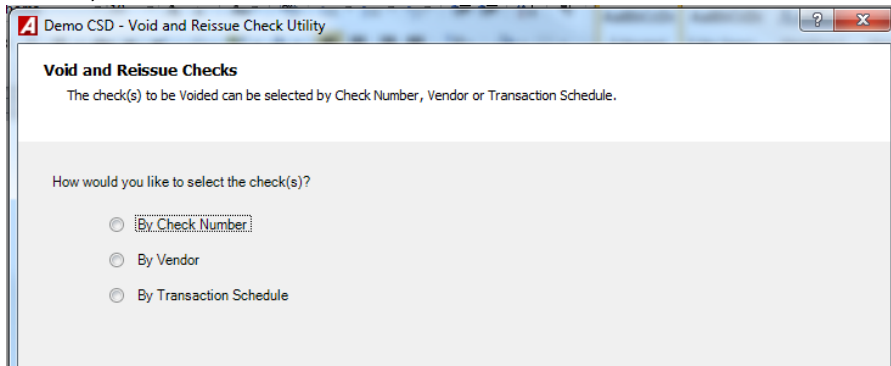**Deleting a Computer Check Record**
- Find the appropriate schedule using the drop-down.
- Highlight the appropriate record in the Computer Check listing.
- Click Delete ✕ .
- Confirm that this is the correct action that you want to take.
  - Click YES to delete the check record.
 - Click NO if you do not want to delete the check record.
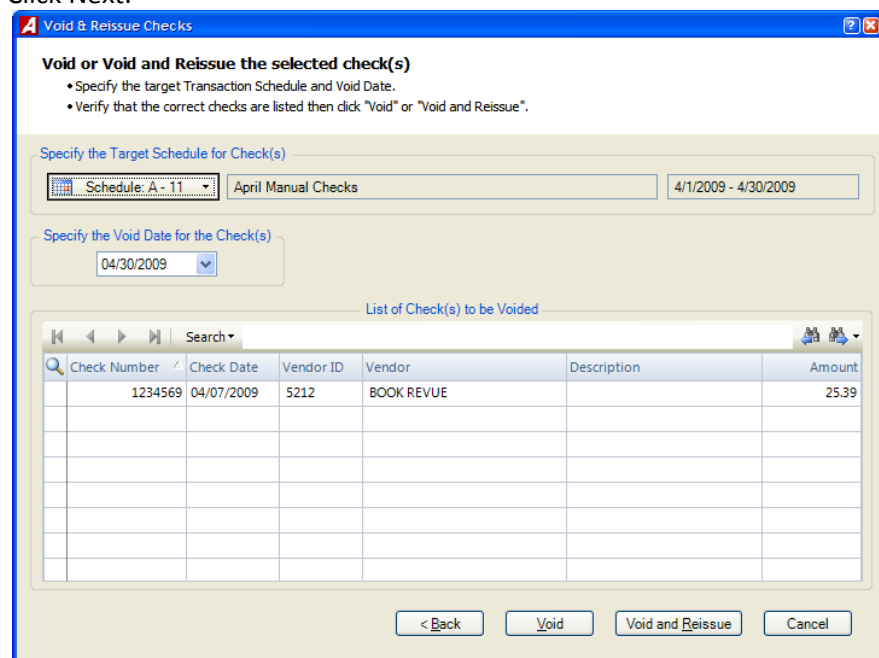
Void and Reissue Checks
Path: Accounting/Data Entry/Cash Disbursements/Void & Reissue Check

The Void and Reissue Checks routine is used to void one or a batch of computer-generated printed and posted or manually prepared checks that have already been entered into nVision using the Computer Check or Manual Check routine and have been physically disbursed. You can then reissue replacement checks, if needed. This routine can be utilized to reissue a lost check. You can choose to void one, multiple, or all checks from a selected schedule.
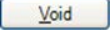
- After clicking Void & Reissue, use window to indicate how to search for checks. Search for checks by check number, vendor, or transaction schedule

- Choose how you want to search for checks to be voided.
  - **By Check Number** – Use if you want to find a check by entering a specific check number.
  - **By Vendor** – Use if you want to find checks associated with a specified vendor.
  - **By Transaction Schedule** – Use if you want to find checks associated with a selected disbursement schedule.
- Click **Next** [Next >].
  - If you are searching by **check number**, enter the check number and click **Find**.
  - If you are searching by **vendor**, enter the vendor number or click the lookup [icon] . Highlight the appropriate vendor record in the lookup and click OK. Click **Find**.
  - If you are searching by **transaction schedule**, use the drop-down arrow highlight the appropriate transaction schedule that the check(s) that need to be voided <u>or</u> voided and reissued were placed on and click OK.
- Highlight the check(s) that you want to void or void and reissue. Check **Select All** to select all checks in listing.
- Click Next.

- Use the drop-down arrow to bring up a listing of all cash disbursement schedules in the Transaction Schedule Setup File. Highlight the appropriate transaction sch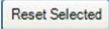edule on which to record the check(s) which is to be voided or voided and reissued and click OK. The window displays the schedule number, description, and date range.
- Enter the **date of the void**. This date must coincide with the date range of the selected transaction schedule. The post date and check date DO NOT need to match.
- Verify that all the checks in the listing are the correct ones to void or void and reissue. If you are unsure of a check(s), you can review check details by highlighting a check record and clicking the lookup 🔍. The Check Detail window shows the account distribution as entered in the Manual or Computer Check Entry window.
- Choose the appropriate action that you want to perform.
  - Click **Void** [Void] if you want to void all checks in the listing.
    - Confirm that this is the correct number of checks that you want to void. Select **NO** if you need to reselect checks. Select **Cancel** if you want to exit the Void Checks Routine. Click **YES** to continue with Void.
    - The voided check can be seen on the Cash Disbursement Schedules Report or the Voided Check Report. Path: Accounting/Reports/Analysis Reports
  - Click Void and Reissue [Void and Reissue] if you want to void and reissue all the checks in the listing.
    - Confirm that this is the correct number of checks that you want to void and reissue. Click **No** if you need to reselect checks. Click **Cancel** if you want to exit the Void Checks routine. Click **Yes** to continue.
    - Go to the Computer Check listing window and find the appropriate target schedule number in the drop-down to access the reissued check(s). You can make any necessary modifications to the check detail information before reprinting the check(s).

Print/Post Checks
Path: Accounting/Data Entry/Cash Disbursement/Print/Post Checks

The Print Disbursement Checks routine is used to print and post computer-generated checks that were entered and fully distributed to the proper account codes using the Computer Check routine. Once checks are posted, additional copies can be printed at a later time if needed.

Open Print/Post Checks
- Use this window to select from the schedule which you are printing checks and to identify the check(s) that you wish to print. You may choose to print all checks on the schedule or selected checks from the schedule.

Printing Checks
- Load blank computer checks into printer
- On the **Checks to Print** tab, use drop down arrow to select correct **schedule** from which checks are to be printed.
- Using the drop-down arrow, select the appropriate **bank account**.
- Enter the date that is to be printed on the check document.
- Check the **starting check number** to be used in this check run.
  - o **NOTE:** If you change the default check number to a number that has already been used for a different date, a warning message is displayed. You can re-use the same check number, provided that the checks are for different dates. If you attempt to use the same check number on the same date for two different checks, an error message is displayed and will not let you proceed.
- Highlight the appropriate check(s) in the listing or check the **Select All** box.
- Using the drop-down, select the **printer** to which documents are to be printed.
- Click ☐ next to the Signature 1 Location field to indicate the path of the signature one file. Then enter the Password for access of the signature and click Load .
- To view a copy of the check on the screen, click Preview .
- Click Print to print the check document to the selected printer.
- nVision advances the Starting Check Number field to the next number to be printed.

- Verify all checks are correct before you post your checks on the Checks to Post window. If you attempt to exit the window before checks are posted, nVision displays a warning message stating that checks were unposted.

Resetting Checks

After printing the checks, the user has the option of re-running the checks in case of a printer jam or malfunction during the printing process. **NOTE:** Once you print and reset a check, you can view the check through Computer Check Entry but you may **NOT** make changes to the check detail; you may only add or change file attachments. After a check has been printed, you can only reprint and reset or post the check.

- o Click the **Checks to Post** tab.
- o Highlight the check(s) that you want to reset.
- o Click [Reset Selected]. The checks can be seen on the Checks to Print window where you can print them again as needed.
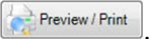
Posting Checks

After checks have been printed and carefully checked for accuracy, you can post the printed check.

- o On the **Checks to Post** tab click [Post All].
- o Confirm that you want to post the checks.
  - ▪ Click Yes to post the checks. Be aware that the posting process cannot be stopped once it is generated.
  - ▪ If the printer jammed, checks were torn, or any other problem arose, click No and reset all or a range of checks.

Reprint Copies of Checks

After checks have been printed and posted, it may become necessary to reprint copies of a check.

- o On the **Print/Post Checks** window, select the appropriate disbursement schedule linked to the check.
- o Click the **Copies to Print** tab.
- o Highlight the appropriate check(s) in the listing or check the **Select All** box.
- o Click [Preview / Print].
- o Click Print 🖶.