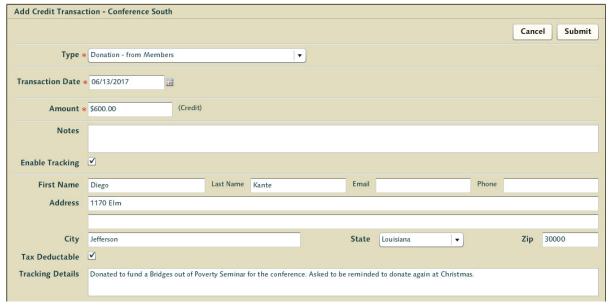# Recording Additional Transactions

Treasurers must also record non-case related financial events in the ledger. These may be anything from checks issued for office supplies to the recording of deposits or refunded monies from failed assistance efforts.

This is not intended to record transactions related to assistance. The core value proposition of using the CMS system is to be able to track the relationship between monies being spent as assistance in direct aid with what sort of assistance was provided, when it was provided, and to whom it was provided. Simply recording transactions in the system as generic assistance events without having cases to map them to reduces the value of the software. That said - it may be that situations come up where money was provided to a client by a caseworker with the authority to cut checks and who for some reason was unable to use CMS to track their casework.

In the main section of the check register there are 2 buttons - [Add Debit] and [Add Credit]. Pressing these will spawn an appropriate screen allowing for the capture of the associated transaction. Debits allow you to record notes related to the transaction. Credits allow you to record extended tracking information - allowing you to supply details related to donors in donations and whether the debit should be considered tax deductible. Reports can be run to collect and export this data later in the year for donor tax/thank you letters.

The treasurer selects the transaction type from a pulldown list of options - and each of these types have an important role in determining which line item the transaction impacts in financial reporting. In most cases this is all very simple - but making the right call as to which type of transaction type applies to any given situation is key to understanding your role as conference treasurer.

All financial items related to assistance, credit and debit adjusting entries, and other various deposit options are available. The fixed system transactions that occur as a result of some corrective actions (such as void and refund) are not available as they require the treasurer to perform those actions within the context of existing transactions.