

# Check Register

The check register is the section of the accounting suite where financial transactions associated with the conference are tracked and managed. You get to this by selecting the conference from the task pane (or the 'My Conference' shortcut) and then pressing the [Check Register] button. The CMS check register is a reflection of the conference bank ledger for the purpose of mapping and managing finances specifically tuned to the St Vincent de Paul environment - it is not connected to any bank accounts directly - but is connected to the client management side of this application - allowing for integration between requests and assistance provided.

Check Register - Conference South								
Current Month - April 2017		Other Months						
<div style="text-align: right;"> <a href="#">Back</a>   <a href="#">Check Requests</a>   <a href="#">Financial Reports</a> </div>								
<div style="text-align: center;"> <a href="#">Print</a>   <a href="#">Pledge Details</a>   <a href="#">Outstanding Report</a>   <a href="#">Preview Financial Report</a>   <a href="#">Alterations Report</a> </div>								
<div style="text-align: center;"> <a href="#">Add Debit</a>   <a href="#">Add Credit</a>   <a href="#">Recalculate</a>   <a href="#">Reconcile</a>   <a href="#">Close April 2017</a> </div>								
Bank Statement	Check Register				Pledged			
Beginning Balance	\$25,631.83	Outstanding Deposits		\$500.00	Outstanding		\$300.00	
Deposits/Credits	\$1,000.00	Outstanding Checks		\$760.00	Adjusted Balance		\$25,771.83	
Withdrawals/Debits	\$300.00	Register Balance		\$26,071.83				
Ending Balance	\$26,331.83							
C: Cleared.								
C	Type	Number	Date	Debit	Credit	Payee	Client	Case
√	Utilities	47052	02/18/2017	\$100.00		Louisiana Gas and Electric	harrah, belinda	2017-00010
√	Utilities	47055	03/23/2017	\$200.00		Louisiana Gas and Electric	harrah, belinda	2017-00046

If you are familiar with general ledgers and accounting practices, this should be well established ground for you. However, many of those operating as treasurers are not certified accountants - and thus this is new material for them.



**Note:** If your conference has not had a beginning bank balance set during conference configuration, please refer to the Advanced Treasury Functions further along in this section for instructions. If you are looking to open a new conference with outstanding transactions you may want assistance.

The navigation at the top allows the treasurer to easily traverse from the check register to their check requests screen, or to the historical financial report archive to review any old report pdfs. This is important as it is common for a treasurer to move back and forth from the check requests screen to the check register to examine their balances when considering assistance requests.

The 'Other Months' tab allows the treasurer to open up the registers on screen for other months for review as well. This makes it easy to see the originating transactions related to carried forward debts or quickly look back in time at what the register looked like at the close of previous months.

### Check Register Balances

Above the register itself a number of different summed balance figures are presented. The bank statement beginning balance is the cash balance that the system believes was in the bank account(s) at the beginning of the month. The other numbers are all calculated based on the items entered into the check register.

The check register maintains the transaction list for all the financial items within a given month. Nine balances are maintained and updated as transactions are entered, deleted, edited and classified (cleared, uncleared, voided, etc.). These cash (bank statement) and financial (reporting) balances are :

Reconciled Tallies		Outstanding Tallies		Pledge Liabilities	
Beginning Balance	\$25,631.83	Outstanding Deposits	\$500.00	Outstanding	\$300.00
Deposits/Credits	\$1,000.00	Outstanding Checks	\$760.00	Adjusted Balance	\$25,771.83
Withdrawals/Debits	\$300.00	Register Balance	\$26,071.83		
Ending Balance	\$26,331.83				

- (A) Bank Statement Beginning Balance – prior month’s ending cash balance
- (B) Amount of Deposits / Credits – current month’s cleared deposits
- (C) Amount of Withdrawals / Debits – current month’s cleared checks
- (D) Bank Statement Ending Balance – current month’s ending cash balance.
- (E) Outstanding Deposits - uncleared deposits
- (F) Outstanding Checks - uncleared checks
- (G) Check Register Balance - D + E - F
- (H) Outstanding Pledges - total of pledged liability
- (I) Check Register Balance - G - H


Treasurers use these Balances A through D to perform monthly bank statement reconciliation. Balance (D), the Bank Statement Ending Balance is carried forward as (A) the Bank Statement Beginning Balance for the subsequent month. Balance (G), the Check Register Balance, is used in conjunction with the preparation of the Monthly Financial Report. This Balance is carried forward as the beginning balance for the subsequent month. H and I are there as warnings for outstanding liability that has not manifested as a check request at this time.

These aggregate numbers must be recalculated after changes are made to the register (and to capture entries made by any secondary treasurers) - so a [Recalculate] button is provided along the top to allow the accountant to tally up any changes that have been recorded and present new totals.



**Note:** When recording a check the treasurer applies a date that this check has theoretically been drafted by the treasurer. If the treasurer is backdating a check for some reason - it may only be backdated into an open month. So if it’s the 1st and the treasurer was processing a check request from the 28th and wanted to release the check so that it appeared in previous month - they would need to have that previous month open (which is still likely the case on the 1st). When months are closed treasurers lose the ability to post checks to them.

The system also keeps track of which ledger items have ‘cleared’ - so even if an item is listed for a certain date, it will not impact the running current balance until the item has been ‘cleared’ by the treasurer. All checks for a certain month should be cleared (or otherwise dealt with) before a month is closed.

 **Example:** Let’s look at the process in a real world scenario. A check request will be generated by a caseworker for a particular case. The check request will be presented to the treasurer for authorization or amendment. If approved, it will appear in the ledger as a debit - and the date at which it was approved will be the accrued date for tracking it in the ledger. At this point, the amount of the check resides in the outstanding checks column. Later, after the check is delivered to the payee and subsequently cashed, the bank processes the check, and the check has cleared the bank - the treasurer will note that the check cleared (by verifying it against bank records and marking it as ‘cleared’ in the reconciliation process) - and the outstanding check value will move from the outstanding checks column into the aggregated amount of withdrawals column (which will be combined with the others to compose the balances).

Again - this process is reflective of the bank process - not tied directly to the bank data itself. It is up to the treasurer to review the bank log and clear the checks appropriately. Pay particular attention to the transaction type field in this grid. Many different types of transactions are tracked within this ledger - and each of them rolls up into different line items in the monthly and annual financial reporting (as dictated by the SVdP national reporting format guidelines).

<u>Transaction Type</u>		<u>Date</u>	<u>Credit</u>	<u>Client</u>				
C: Cleared.								
C	Type	Number	Date	Debit	Credit	Payee	Client	Case
✓	Utilities	47052	02/18/2017	\$100.00		Louisiana Gas and Electric	harrah, belinda	2017-00010
✓	Utilities	47055	03/23/2017	\$200.00		Louisiana Gas and Electric	harrah, belinda	2017-00046
✓	Donation - from Members		03/23/2017		\$500.00			
	Utilities	47056	04/12/2017	\$100.00		Louisiana Edison	gonzalez, julio	2017-00006
	Housing / Rent	47057	04/12/2017	\$150.00		Stephens Properties	harrah, belinda	2017-00057
Cleared State	Check Number			Debit		Payee		Related Case



**Note:** For a detailed description of each of these elements and how they map to the balances see Financial Transaction Types subsection of this guide. Many of these transaction types are related to traditional accounting practice actions - but some are unique to SVdP so a review of each of them and what they mean is important.

One of the rules of accounting is that when a month’s books are closed - they are cleared. Any adjustments you might want to make need to be made with one of the adjusting transaction types to take into account mistakes that are no longer correctable due to the month being closed. Voiding checks from past months to re-enter them in present ones and other attempted slight of hand will not work - and will only make a bigger mess with your books than making proper adjusting entries.