Treasury Frequently Asked Questions (FAQs)

"How do I"…….

Contents

Void checks with current and prior month dates?
1. The process is the same for both
2. Click on the transaction, in your register, you want to void
3. Click the "Void"
4. "VOID Check" will appear in the "Type" column
5. The amount of the check will be added to your check register balance and the category amount, on the financial report, will be adjusted accordingly

Voiding checks that have been written in error?
Before you "approved" a check for payment or entered a check into the check register via Add Transaction function, you made a mistake when writing the physical check. For example: You do not want to have check number gaps in your check register; so you want to record the check and the reason for voiding it in your check register. Follow the below procedure:

Step 1 – Enter the check into the check register:

1. Click the "Add Debit" button
2. Enter the transaction type that best describes the type of assistance given (i.e. Utilities)
3. Enter payee's name (i.e. Marietta Power)
4. Select the date you voided the check
5. Enter the check number you are voiding
6. Enter zero as the amount
7. Enter the reason for the void in the notes field (i.e. "made a mistake when writing the amount on the check")
8. Click "submit"

Step 2 – Void the check:

1. Go to your check register and select the transaction you just entered
2. Click the "Void" button
3. Answer "Yes" to void
4. The transaction type is changed to "Void Check" and transaction has been automatically cleared (check mark)

Backdate a check to a previous month?

1. You can only do this if the month you wish to backdate the check to is still open. For Example: Current month = August; Other months = September and October. The check you wish to backdate has a date of 10/12/14 and you want to backdate it to 8/12/14
2. Click on the 10/12/14 check in your check register
3. Enter 8/12/14 date in the Transaction Date field
4. Click "Update" button
5. The 8/12/14 check is now in the August check register

Change a current month check amount or check number once the check has been paid?

You can change the check amount or the check number for current month items ONLY. If the check that you want to change is an outstanding check, then you must use a debit or credit adjustment.

To change a check amount in an open month:

1. Click on the check
2. Enter amount in the "New Amount" field
3. Click "Update"

To Change a check number in an open month

1. Click on the check
2. Click "Change Check Number" button. No duplicate check numbers allowed.
3. Enter new check number
4. Click "Update"

Record a debit Transaction (ATM, Debit Card, etc.)?

Enter "Debit Transaction" in check number field. This will skip the "unique" constraint applied to check numbers

Process a refund check?

Must be a "cleared" transaction and can't void a transaction that has had a refund applied to it

1. Click on the transaction against which the refund is to be applied
2. Click "Refund" button
3. Enter Refund amount and date (can backdate to only month(s) that are open)
4. Click "Submit"
5. The Refund is posted to the register as a credit and is added to expenses
6. Transaction type is "Refund" and check number is blank

Calculate suggested solidarity amount?

Receipts subject to solidarity:

> Line 1 – Donations from Members
>
> Line 2 – Church & Poor Box Collections
>
> Line 3a – Fund Raising Special Works
>
> Line 3b – Fund Raising – Stores
>
> Line 3c – Fund Raising – Special Events/Other

Solidarity calculation:

(Total receipt subject to solidarity) x .075 = Suggested Solidarity Contribution

***Note - All "Other" receipts are excluded from the solidarity calculation

Know when to use the "Assistance Reporting" function?

1. One trigger could be that you want the "detail" that comprises the total of an expense category(s). For example: You have received a request from your district President that he wants a report showing the total amount your conference spent for utilities and the number of people helped during this fiscal year. You would do the following:
   a. Select conferences from the task pane>conference name>assistance reporting>financial assistance
   b. Enter date range: 10/31/14 – Current Date
   c. Assistance Category = "Utilities"
   d. Click "Run Report" button
2. You can use this function to produce an Excel spreadsheet (that you sort and total columns) for both financial and non-financial assistance given to your clients.

Know I am in balance BEFORE starting the closing process?

1. Balance your month-end bank statement with CMS bank balances on the lefts side of the screen. See Exhibit "A"- Step 1
2. Balance CMS check register balance (which includes outstanding checks) with your "paper" check book register balance
3. Click "Print" button and print Check Register Report
4. Click "Outstanding Report" button and print Outstanding Transaction Report
5. Click "Preview Financial Report" and print Financial Report
6. Balance CMS Check Register Balance (right side of screen) with all the reports ending balances. See Exhibit "A" – Step 2
7. You should **<u>NOT</u>** attempt to close the month until you have verified that all the above are in balance

Exhibit "A"

Conference Treasurers. Conference Presidents & District Treasures

Step 1. Balance your bank statement balances to CMS blances

Account summary

WellsOne® Account

Account number	Beginning balance	Total credits	Total debits	Ending balance
2000036529870	$20,732.98 ✓	$33,093.52 ✓	-$20,958.21 ✓	$32,868

Step 2. Balance CMS check register balance to all 3 reports ending balances

Check Register – December 2014 – Holy Family, Marietta

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Bank Bank Statement Beginning Balance	$20,732.98		
Amount of Deposits/Credits	$33,093.52	Outstanding Deposits	
Amount of Withdrawals/Debits	$20,958.21	Outstanding Checks	$3,061.11
Bank Bank Statement Ending Balance	$32,868.29	Check Register Balance	$29,807.18

Conference Financial Report
Conference: Holy Family, Marietta. Financial Period: December 2014

27. Total Expenses (Lines 22+23+24+25+26)	$1,661.71
28. Total Expenditures (Lines 21+27)	$22,126.19
Ending Balance (Lines 1 + 7 - 28)	$29,807.18

Treasurer Signature:_____   President Signature: _____

Holy Family, Marietta Check Register for December 2014

Bank Statement Beginning Balance:	$20,732.98	Date:	01/03/2015
Amount of Deposits/Credits:	$33,093.52	Outstanding Deposits:	
Amount of Withdrawals/Debits:	$20,958.21	Outstanding Checks:	$3,061.11
Bank Statement Ending Balance:	$32,868.29	Check Register Balance:	$29,807.18

Holy Family, Marietta Outstanding Transactions for December 2014

Bank Statement Beginning Balance:	$20,732.98	Date:	01/03/2015
Amount of Deposits/Credits:	$33,093.52	Outstanding Deposits:	
Amount of Withdrawals/Debits:	$20,958.21	Outstanding Checks:	$3,061.11
Bank Statement Ending Balance:	$32,868.29	Check Register Balance:	$29,807.18