



RDS Advantage[®]

Tutorial

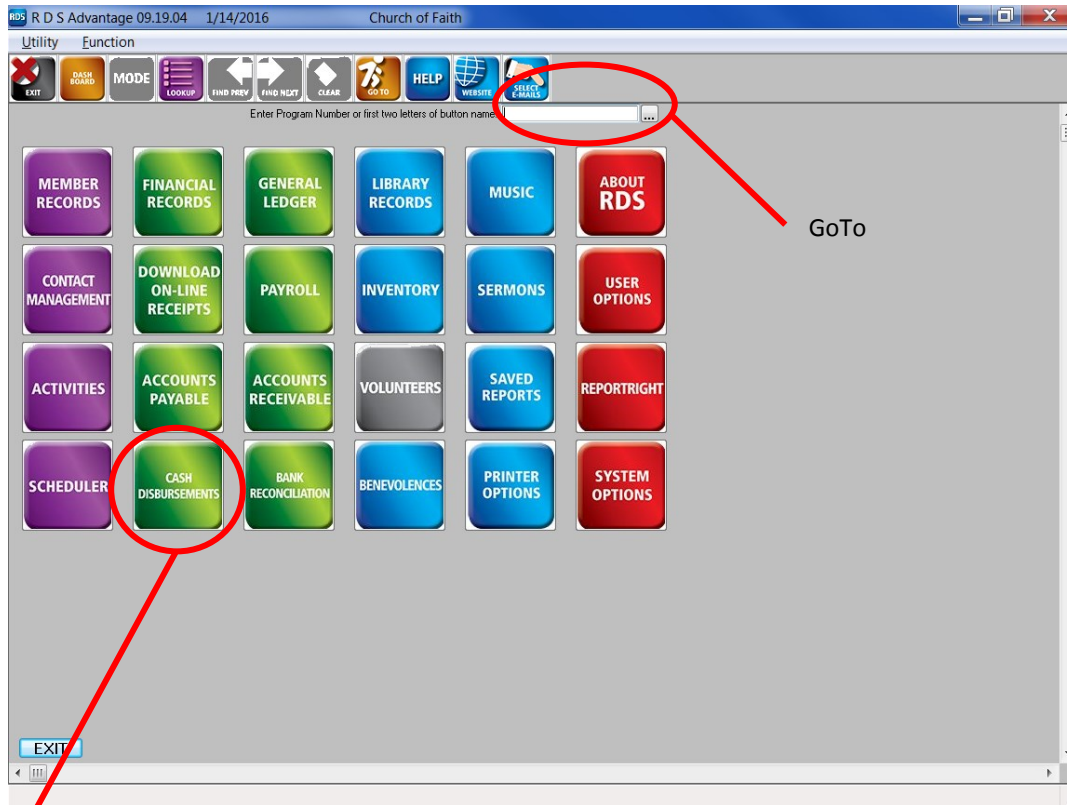
Cash Disbursements

2/18/2016

Login to Cash Disbursements

After you log into the RDS system with your username and password, the system screen is displayed.

Each of the main applications of RDS are displayed in a color-coordinated form by People Applications, Accounting, Special Systems, and System Functions and Controls.



Click on the Cash Disbursements icon and you are taken to the applications of the Cash Disbursements.

If you are familiar with the specific application you want, enter it in the program field, and you will move directly to that applications. This is the GoTo feature. Click on the Lookup button to see a list.

Note: There is now a new system, **Fast Check**, that is superior to Cash Disbursements.

CASH DISBURSEMENTS

The purpose of the cash disbursements system is to provide a fast entry and check writing system to issue checks for miscellaneous expenses not needing a vendor record or needing to maintain a history file.

This system does not provide for generating 1099's.

Control Maintenance:

The data entry screen setup is controlled by CD100, Control Maintenance. Select from the Applications Menu, Cash Disbursements. On the Cash Disbursements menu bar, select Maint. Cash Disbursements Control. Select Change mode.

CD100 - Cash Disbursements Control Maintenance

Change

DATA ENTRY OPTIONS

Comment Fields Option:

1 = 6 fields of 25 characters

2 = 3 fields of 50 characters

3 = 2 fields of 65 characters

Enter as whole dollar

Use Check Hash Totals In Entry

Use Batch Hash Totals In Entry

POSTING OPTIONS

Bank ID: 1 GEN CK-FIRST STATE BANK

Form Type: 6 C/D Checks

Form Number: 4 C/D Laser Check

Check Order: STUB - CHECK - STUB

CHECK - STUB - STUB

Print G/L Numbers on Check Stub

OK

Data Entry Options:

Comment Fields Option allows three different selections for comments to print on the stub portion of the check. Pick the one you want to use most of the time.

If you want to enter \$100.00 as 100, click on the "Enter as whole dollar" field. To enter \$100.00 as 10000, leave the field blank.

If a hash total is necessary before entering the batch then "Y" should be chosen for the check and/or

batch. This will prompt for an amount and will not allow posting unless the totals entered match the

previously entered hash amount.

Posting Options:

Enter the Bank ID for your entries to default to the most commonly used checking account. If necessary, you can overwrite a different bank id at the time of printing/posting checks.

Choose the check option for the type of checks that you will be using, either C/D tractor or C/D laser; and the appropriate check order for your check style.

Click on the box to print G/L numbers on check stubs if this is your preference.

Click on OK to save any changes.

Unlike Accounts Payable, the payee does not have to be entered into the system before a check can be issued to the individual. Data entry is selected from the Cash Disbursements Maintenance Menu Bar, Check entry/maintenance.

EXERCISE-MAKING PAYMENT THROUGH CASH DISBURSEMENTS

EXERCISE: Print and post checks totaling \$268.38.

- A. Reimburse the Faith Church, for a youth's participation in a Youth Seminar. Amount to be reimbursed is \$57.40. Account number to be used: 120-810-000.
- B. Sally Jones (43 A2) purchased supplies for the Singles' Ministry Dinner and needs to have a reimbursement check for the amount of \$125.98. The cost of the supplies will be shared by the Family Life Retreats Designated Fund (\$50.00) and by the Church Meals/Dinners (\$75.98). Account numbers to be used: 400-291-310 and 140-820-0.
- C. Brenda Bullock purchased a video film series for the Sunday School classes for \$25.00. In addition, she purchased kitchen supplies (\$50.00) and office supplies (\$10.00). All of the purchases will be taken from the General Fund budget. Account numbers to be used: 120-610-0 SS supplies; 110-620-0 kitchen supplies; and 110-610-0 office supplies.

Data Entry

Select the Maintenance option on the menu bar.

1. Select Check entry/maintenance.
2. Select the Add mode to enter new check information.
3. Within the entry screen CD110 follow the steps listed below: **Note:** If you need a new general ledger account number for the entries to be made, you may use the "GL Acct" icon to add the new account.

G/L number	Abbreviation	Amount
0400-291-310	DES-FAM LI	50.00
0140-820-000	FM-CH DIN	75.98
		.00
		.00
		.00

- a. Enter the Batch number. A simple batch number system is to enter the month plus group number, e.g., 91 for the first group in the month of September. Press ENTER.
- b. The entry number will default to the current number. Press ENTER to accept the default.
- c. Enter the accounting period in that you want to record the cash disbursement entries. Press ENTER.
- d. Press ENTER through the Comment option to accept the default set in Control Maintenance or overtype the comment option with the selection of your choice (1, 2, or 3).
- e. Enter the Payee name (the person to whom the check will be issued.) Press ENTER.
- f. Enter the address. If the check will be given to the payee, you may omit the address. Press ENTER.
- g. The system cursor jumps to the Zip field. Enter the zip code for this payee. If the system has recorded the zip code previously, the city and state will automatically be entered. If the zip code is new to the system, enter the city and state. The system will automatically enter the city and state on the next entry of the same zip code.
- h. Enter a valid general ledger account number to which the charges are to be expensed. Up to five general ledger account numbers and the corresponding charges may be entered on one entry. (More than five general ledger numbers will require two entry screens to the same payee and will print separate checks for each entry screen).
- i. Enter the amount to be charged to the general ledger account number. If an amount is to be credited, enter the amount as a negative. The check total must be positive.
- j. Enter a comment that you want to print on the stub portion of the check. The first 15 characters will be included in the description in General Ledger Year-to-Date.
- k. Make corrections by clicking on the field to change and over-typing the information.
- l. Click on OK to save your entry.

Check entries for errors

After all entries are completed, run an edit from the Check file report option and check for errors. If corrections need to be made, select check entry/maintenance in the Change mode. Select the record to be changed, arrow to the area to be corrected and overtype the entry. Click on OK to save the entry. If changes are made, reprint the Check File report to verify that everything is correct. You do not need to print the file report to paper if you can verify that the amounts and totals are correct on the print preview on the screen.

Print and Post Checks

1. Select Option "Print checks and post to G/L interface."

Cash Disbursements Print Checks & Post to G/L - CD130

Post Beginning Batch: ...
Ending Batch: ...

Bank Account: ... GEN CK-FIRST STATE BANK
Cash G/L: 0100-010-000

Beginning Check Number:

Check Date:

Number of Check Lineups:

G/L Interface Report: Summary
 Detail

Check Form Identification
Specified in C/D Control (CD100)
Form Type: 6 C/D Checks
Form Number: 4 C/D Laser Check

- A. Enter the beginning batch number or press ENTER to start with batch 1.
 - B. Enter the ending batch number or press ENTER to end with batch 999.
 - C. Enter for the bank account from which the check(s) will be paid. If you need to select a different bank account from the default bank, press F7 or use the lookup button for banks in the Lookup window. Highlight the one to be credited.
 - D. Enter the number of the first check in the printer. The system defaults to the check number that the system has stored as the next available check. If this is not correct be sure to overtype the check number.
 - E. Enter the date that you want to print on the check.
 - F. Enter Summary for G/L distribution report.
 - G. The check form identification defaults to the form set up in CD100, Cash Disbursements Control.
 - H. For TRACTOR FEED checks only, enter the number of check line-ups that will allow you time to get the printer head set to the proper position to print checks. Enter from 1 to 9 lineups.
 - I. Make corrections or press ENTER to complete the input.
2. Select the printer with the checks mounted or if you are printing to paper, select the printer with paper loaded.

3. After checks have been printed the system will prompt to mount the plain paper.
4. The system asks, "Are checks satisfactory?" Examine them carefully for accuracy. If the checks are okay answer, "Y." If the checks are not okay answer, "N" and the system will ask if you want to reprint the checks. If the printer messed up on printing the checks, answer YES to reprint and go to step 6. If you noticed an error in the payee, account, or amount, say NO to reprint and go to step 5.
5. If you answered "NO," you may go back into the entry and make changes, deletions or other corrections necessary to correct the checks as in the Data Entry section above.
6. If you want to reprint checks, enter the first bad check number (i.e., the first one that did not print correctly). For the beginning new check number, enter the check number of the first blank check in the printer. If you are using tractor-feed checks, enter the number of line-ups desired. The system will print all the remaining checks beginning with the first "bad" check.
7. After answering that the checks printed satisfactorily, the system displays a window where you can chose to print Labels, Postcards, or Envelopes. Your choices are: None, Address labels, Postcards, Envelopes. Print what you need, or select None to continue with check processing. Select a printer for the Check Register and again for the General Ledger Distribution Report (both listed as report CD130).
8. Check the reports for accuracy. Make sure that the credit to the bank account matches the total of the checks that were written. The system will automatically create due from and due to entries when needed according to Due To/From Maintenance (CS110), so the total debits and credits may not equal the amount of the checks. If the reports reflect what you expected to post, answer "Y" to the question, "Is this what you want to post (Y/N)?" and proceed to step 9. If the report is not what you expected, answer "N." This will abort the posting and not record the checks and not clear the data entry file. You may start at Data Entry again.
9. If "Yes", the data is posted to Bank Reconciliation and the General Ledger Interface File. If you have security to General Ledger, the system prompts: "Are you ready to Post G/L interface file to GL Y-T-D file?" If you do not have security to General Ledger, the posting process is complete and you will be returned to the Cash Disbursement Maintenance menu.

Post to General Ledger Year-To-Date File

1. Answer "Y" to the question, "Are you ready to Post G/L interface file to GL Y-T-D file?" and the system will go to General Ledger Post Interface File to Y-T-D File – GL143.
2. Fill out the screen as follows:
 - A. GL143 defaults the beginning and ending accounting period dates to the current month. For Cash Disbursements system, this is almost always the case. If a different accounting period is needed, enter that period's beginning and ending dates.
 - B. Press ENTER to begin with batch 1, or enter a specific batch number.
 - C. Press ENTER to end with batch 999, or enter a specific batch number.
 - D. Select "Summary" for report type.
 - E. Make any corrections necessary and then press ENTER or click on the OK button.
3. Select a printer for the General Ledger Distribution Report (GL143).
4. Check the report for accuracy. This report should match the General Ledger Distribution Report (CD130) printed when processing the checks. If the report reflects what you expected to post, answer "Y" to the question, "Is this what you want to post (Y/N)?" and proceed to step 5. If the report is not what you expected, answer "N." This will abort the posting and not post the entries to GL Y-T-D and leave the entries in the interface file. You may start again by pressing the GOTO icon (or F6 key) and entering GL143 as the command and start at step 11
5. Answer "Y" and the system will return to the Cash Disbursement Maintenance Menu.

Clear Check Data Entry File

This is only used if wishing to clear out batches of entries that you do not wish to post. As in all other systems, the file is cleared automatically by the posting process.

File the Reports in a Permanent Binder

CD130 – Cash Disbursements Check Register Report

CD130 – General Ledger Distribution Report

GL143 – General Ledger Year-To-Date Distribution Report