

## Check Register

This chapter is for credit unions that use only the Check Register feature on the system and not the full Check Reconciliation optional software. (See the Check Reconciliation chapter.)

**\*\*Note:** The Check Reconciliation selection also allows access to Check Register, even for credit unions that do not use Check Reconciliation.

To access Check Register, select one of the following:

- Select Accounting on the Navigation Bar then Check Reconciliation.
- Select Go on the Menu Bar then Check Reconciliation.

The system displays.

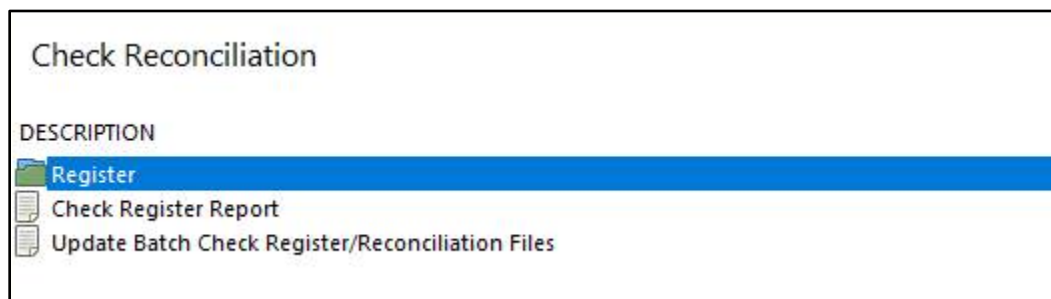


Figure 1

## Getting Started

In order to begin using the Check Register feature, the following changes and procedures will need to be completed.

- Turn on Check Register.
- Mark the check register report to be printed in the Daily Report Selection Setup window under System Administration. (This selection also generates the report with End of Day processing.)
- Give proper Security (access to Check Register).
- Setup the initial Check Register Setup under System Administration.
- Set up printers for continuous check printing. Single checks could be used but in either case the printer must be a “global printer”.
- Enter starting check number(s) first thing each day.

### Turn on Check Register - Credit Union Setup

System Administration

Credit Union Setup

Overdrafts and Check Register tab

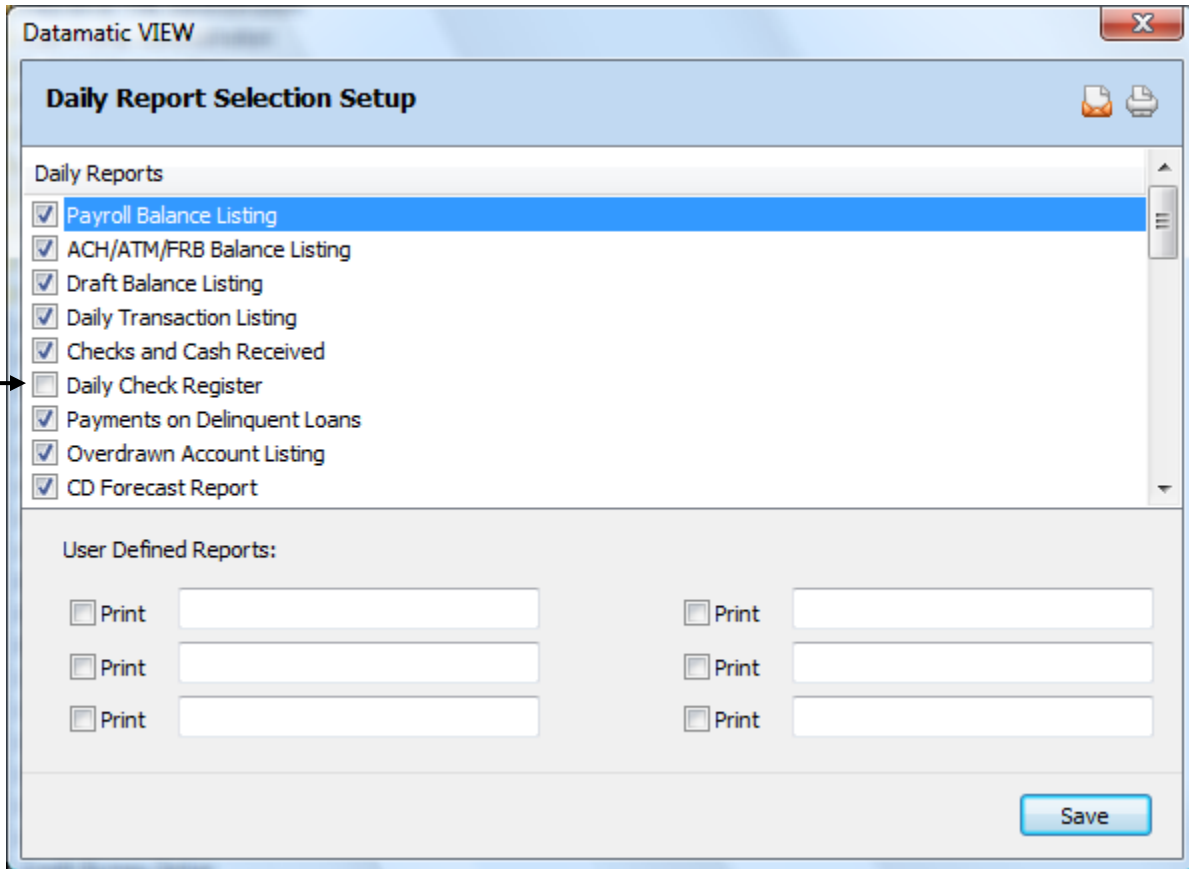
The screenshot shows the 'Credit Union Setup' window with the 'Overdrafts and Check Register' tab selected. The 'Check Register' dropdown menu is currently set to 'No' and is highlighted with a blue selection bar. An arrow points to the 'Check Register' label. Other settings include ACH Overdrafts: Allow, Courtesy Pay Default: No, Courtesy Pay Max. Default: (empty), and Courtesy Pay (Online ATM's): Not Allowed. A Save button is at the bottom right.

**Figure 2**

**Check Register** - To turn on the Check Register option (see arrow above), select “Yes” for Check Register. Select Save, to save the changes.

**Mark check register report to be printed - Daily Report Selection Setup window**

System Administration  
Daily Report Selection Setup

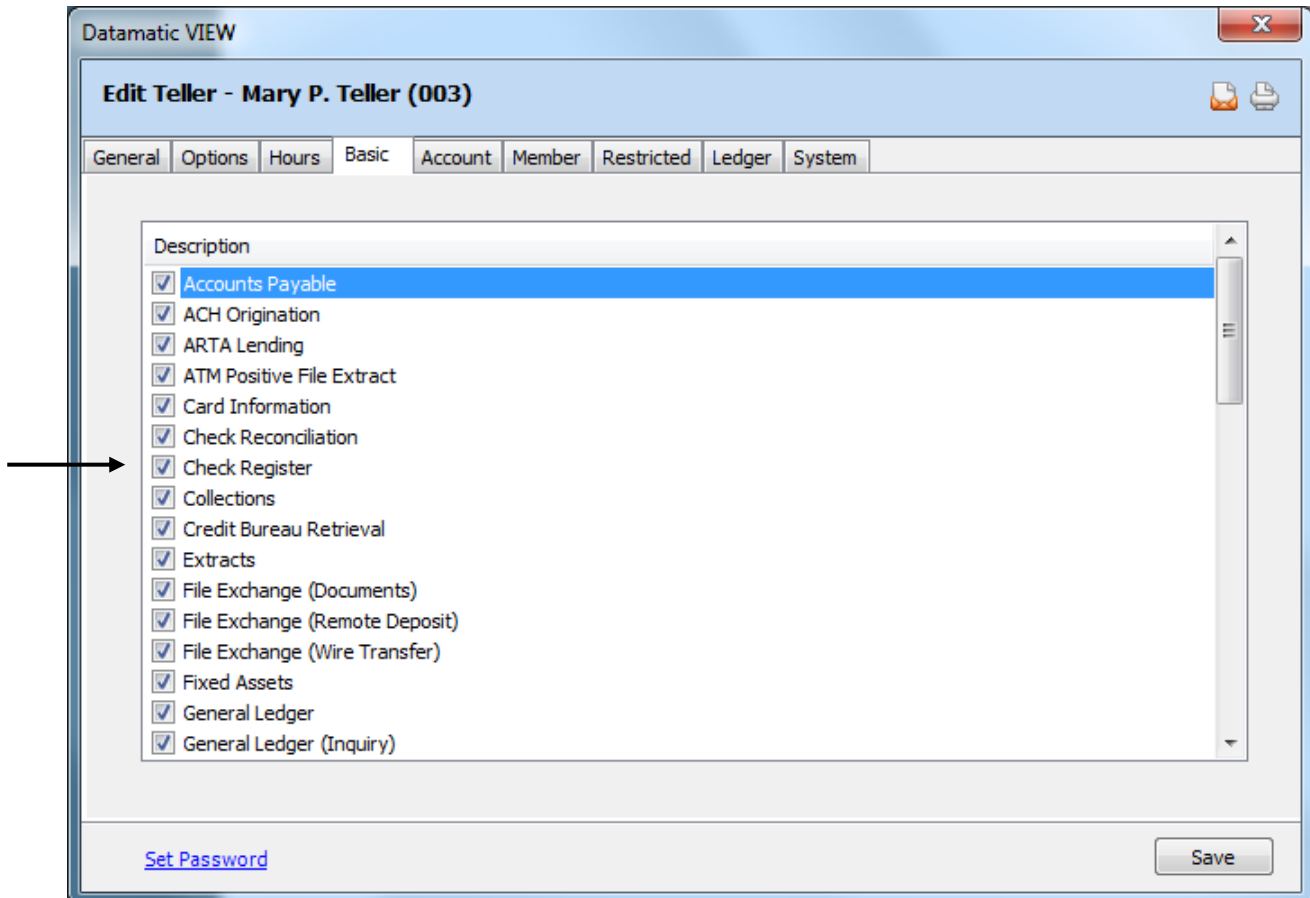


**Figure 3**

Select **“Daily Check Register”** so that a check mark is placed in the box to the left of the selection. Select Save, to save the selection.

## Give Proper Security - Teller Administration

System Administration  
 Teller Administration  
     Select Teller  
       Basic tab



**Figure 4**

The employee(s) who will be using the Check Register feature will need to be given the proper security so that they will have access to the windows. The **“Check Register”** security option will need to be checked which means “permitted”.

After checking the Check Register option, select OK to save the changes.

## System Administration

The initial setup for check register is done by selecting:

System Administration  
Check Register Setup

TTY	Start Number	GL Bank		TTY	Start Number	GL Bank	
200	2362	732000	🔍				🔍
201	4203	731000	🔍				🔍
97	1118	731000	🔍				🔍
1	1043	731000	🔍				🔍
			🔍				🔍
			🔍				🔍
			🔍				🔍
			🔍				🔍
			🔍				🔍
			🔍				🔍

Batch Checks  
Accounts Payable GL:  🔍

CD Interest GL Account:  🔍

Save

Figure 5

**Check TTY** - Enter the TTY# of the Check Printer(s).

**Starting Check Number** - Enter the Starting Check Number for the checks issued using this printer.

**\*\*Note:** The starting check number changes during the day as checks are issued.

**GL Bank** - Enter the General Ledger Number associated with the checks issued from the printer. This general ledger number is used for the breakdown on the Check Register Report (not for posting purposes). See Payable and Suspense Account Setup.

**Batch Checks:**

**Accounts Payable GL** - Enter the General Ledger Number associated with the checks issued for Accounts Payable. This general ledger number is used for the breakdown on the Check Register Report (not for posting purposes). This is only for credit unions using the optional Accounts Payable software.

**\*\*Note:** The Accounts Payable check printing job prompts for the “Starting Check Number” to be entered.

**CD Interest GL Account** - Enter the General Ledger Number associated with CD Interest checks. This general ledger number is used for the breakdown on the Check Register Report (not for posting purposes). See Payable and Suspense Account Setup. This is only for credit unions that issue CD Interest checks.

**\*\*Note:** The CD Check printing job prompts for the “Starting Check Number” to be entered.

When finished, select Save to save the changes.

## Station Setup

In order for the system to recognize the check printer for using Check Register, a **“Check Printer ID”** must be entered in Station Setup for each teller/employee. This must match the TTY # entered on the Check Register Setup window. (See two pages previous.)

The screenshot shows the 'Datamatic VIEW' application window with the 'Station Setup' dialog box open. The 'Checks' tab is selected. The following fields are visible:

- Check Printer: Support
- Check Format: Laser - Cut Sheet
- Check Printer ID: 400
- Money Order Printer: Support
- Money Order Format: Laser - Cut Sheet
- Money Order ID: 400

A blue 'Save' button is located at the bottom right of the dialog box. An arrow points from the 'Money Order ID' field to the 'Save' button.

**Figure 6**

Select Save, to save the changes.

The same concept applies to Money Orders. In order for the system to recognize the money order printer for using Check Register, a **“Money Order ID”** must be entered in Station Setup for each teller/employee. This must match the TTY # entered on the Check Register Setup window. (See two pages previous.)

### Other Information:

The **check/money order number** can be printed on the Credit Union stub portion on laser checks and money orders. **\*\*Note:** This is tied to Check Register by the ID (Check Printer ID or Money Order ID in Station Setup). If the credit union does not use check register, the check/money order number will not be printed on the check/money order stub.

## Set Starting Check Numbers

Tools on the Menu Bar  
Set Starting Check Numbers

TTY	Start Number	GL Bank	TTY	Start Number	GL Bank
200	2362	732000			
201	4203	731000			
97	1118	731000			
1	1043	731000			

Batch Checks  
Accounts Payable GL:  CD Interest GL Account:

Save

**Figure 7**

First thing in the morning every work day, the next starting check number(s) must be verified and changed on this screen, if necessary.

It is necessary to verify the check number and the number on the system every time checks are put in the printer. The check numbers should be the same. If not, change the check number on the system. The system will increase the check number as checks are issued.

**\*\*Note:** If additional check printers need to be added for check register purposes, see **“Check Register Setup”** in the System Administration Manual.



## Check Register

### Display and Add

To access Check Register, select one of the following:

- Select Accounting on the Navigation Bar then Check Reconciliation.
- Select Go on the Menu Bar then Check Reconciliation.

Then select the **“Register”** folder. The system displays.

Number	Amount	Date	Status	GL Bank	Payable To
▶ Double click here to add a new check...					
99	\$5,000.00	09-01-2004	Outstanding	000-731033	Bob's Used Cars
100	\$100.00	09-01-2004	Outstanding	000-731000	terry 4/24/07
1022	\$3,025.00	09-01-2004	Void	000-931001	MSU
1023	\$1,000.00	09-01-2004	Outstanding	000-731001	GEORGE R MILLER
1024	\$50.00	09-01-2004	Outstanding	000-731001	Check 1
1025	\$30.00	09-01-2004	Outstanding	000-731001	Check 2
1026	\$20.00	09-01-2004	Outstanding	000-731001	Check 3
1027	\$60.00	09-01-2004	Outstanding	000-731001	Check 4
1028	\$20.00	09-01-2004	Outstanding	000-731001	Check 5
1029	\$20.00	09-01-2004	Outstanding	000-731001	Check 6
1030	\$321.22	09-01-2004	Outstanding	000-731000	bbbb
1032	\$750.00	09-01-2004	Outstanding	000-731022	Cashier
1033	\$650.00	09-01-2004	Outstanding	000-731001	Michigan State University
1034	\$550.00	09-01-2004	Outstanding	000-731005	MSU
1036	\$50.00	09-01-2004	Outstanding	000-731001	Payable to
1037	\$100.00	09-01-2004	Outstanding	000-731001	LCC
1038	\$200.00	09-01-2004	Outstanding	000-731001	MSU
1039	\$50.00	09-01-2004	Outstanding	000-731001	CAR REPAIR SHOP
1040	\$5.00	09-01-2004	Outstanding	000-731001	MSU
1040	\$1,200.00	09-01-2004	Outstanding	000-731002	xxx
1041	\$12.00	09-01-2004	Outstanding	000-731000	mm
1041	\$100.00	09-01-2004	Outstanding	000-731001	
1042	\$100.00	09-01-2004	Outstanding	000-731001	Testing Money Order
1042	\$125.95	09-01-2004	Outstanding	000-731000	Buddy Roberts
1043	\$133.22	09-01-2004	Outstanding	000-731000	VVV
1046	\$1.00	09-01-2004	Void	000-731002	yyy
1046	\$2.00	09-01-2004	Outstanding	000-731000	tr2
1047	\$88.99	09-01-2004	Outstanding	000-731000	ccc
1047	\$15.00	09-01-2004	Outstanding	000-731000	Joyce Ray
1048	\$22.95	09-01-2004	Outstanding	000-731000	George Washington
1050	\$1.01	09-01-2004	Outstanding	000-731000	4-23-07
1051	\$12.99	09-01-2004	Outstanding	000-031000	added 1051 with C# add check
1052	\$1.00	09-01-2004	Outstanding	000-031000	lkkkk
1052	\$2.00	09-01-2004	Outstanding	000-731000	from C#
1053	\$78.11	09-01-2004	Outstanding	000-731001	one
1055	\$132.11	09-01-2004	Outstanding	000-031000	mmm
1057	\$1.09	09-01-2004	Outstanding	000-731000	Terry
2357	\$100.00	09-01-2004	Outstanding	000-732000	Charlie Ball

Figure 8

**The checks that have been issued today (with today's date) are displayed.** As checks are issued throughout the day, the information for each check is added to this window.

This window will only display if the Check Register option is turned on. An error message will display, if the credit union does not use Check Register.

To manually add a new check on the system, highlight the “Double click here to add a new check” line and press enter or double click on that line.

The **Add Check** window is displayed. This is used to manually enter checks not printed by the system so that these checks can be included on the Check Register Report.

Christmas Club checks (even though these checks can be printed by the system) are not included on the Check Register Report unless they are manually entered.

**\*\*Note:** This window will not generate the general ledger entries needed when a check is manually issued. These entries must be manually made. This window is solely for getting the check information to be included on the check register when a check is manually typed.

The system displays.

**Figure 9**

Enter the “Check Number”, “GL Bank” (general ledger number) if different, “Check Amount”, and “Payable To” information. The “Check Date” field defaults to today’s date.

Select Save, to add the check information to the system.

## Other Check Register Options

Right click on a specific check number and the system displays.

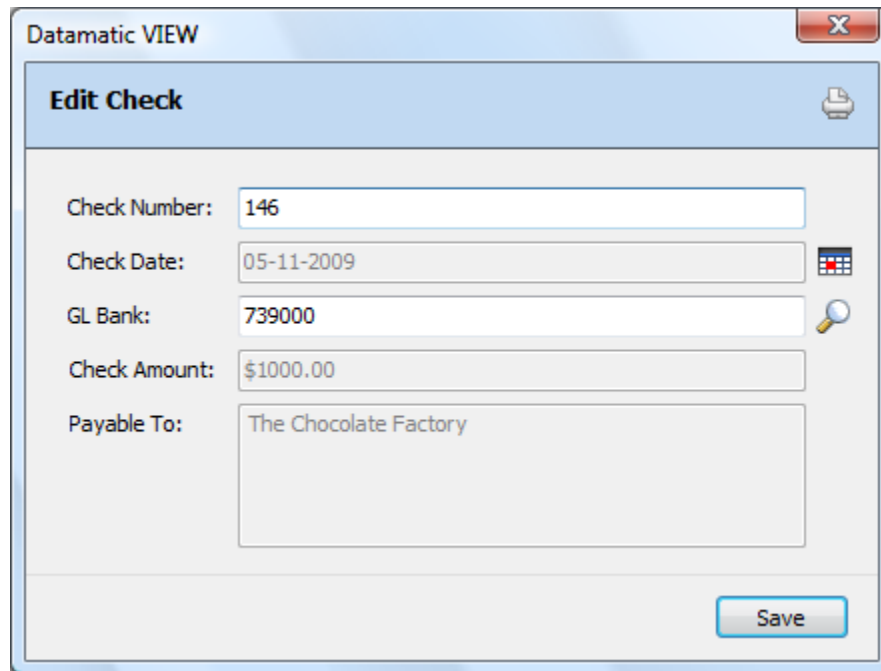
Number	Amount	Date	Status	GL Bank	Payable To
Double click here to add a new check...					
99	\$5,000.00	09-01-2004	Outstanding	000-731033	Bob's Used Cars
100	\$100.00	09-01-2004	Outstanding	000-731000	terry 4/24/07
1022	\$3,025.00	09-01-2004	Void	000-931001	MSU
1023	\$1,000.00	09-01-2004	Outstanding	000-731001	GEORGE R MILLER
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1027	\$60.00	09-01-2004	Outstanding	000-731001	Check 4
1028	\$20.00	09-01-2004	Outstanding	000-731001	Check 5
1029	\$20.00	09-01-2004	Outstanding	000-731001	Check 6
1030	\$321.22	09-01-2004	Outstanding	000-731001	bbbb
1032	\$750.00	09-01-2004	Outstanding	000-731001	Cashier
1033	\$650.00	09-01-2004	Outstanding	000-731001	Michigan State University
1034	\$550.00	09-01-2004	Outstanding	000-731005	MSU
1036	\$50.00	09-01-2004	Outstanding	000-731001	Payable to
1037	\$100.00	09-01-2004	Outstanding	000-731001	LCC
1038	\$200.00	09-01-2004	Outstanding	000-731001	MSU
1039	\$50.00	09-01-2004	Outstanding	000-731001	CAR REPAIR SHOP
1040	\$5.00	09-01-2004	Outstanding	000-731001	MSU
1040	\$1,200.00	09-01-2004	Outstanding	000-731002	xxx
1041	\$12.00	09-01-2004	Outstanding	000-731000	mm
1041	\$100.00	09-01-2004	Outstanding	000-731001	
1042	\$100.00	09-01-2004	Outstanding	000-731001	Testing Money Order
1042	\$125.95	09-01-2004	Outstanding	000-731000	Buddy Roberts
1043	\$133.22	09-01-2004	Outstanding	000-731000	VVV
1046	\$1.00	09-01-2004	Void	000-731002	yyy
1046	\$2.00	09-01-2004	Outstanding	000-731000	tr2
1047	\$88.99	09-01-2004	Outstanding	000-731000	ccc
1047	\$15.00	09-01-2004	Outstanding	000-731000	Joyce Ray
1048	\$22.95	09-01-2004	Outstanding	000-731000	George Washington
1050	\$1.01	09-01-2004	Outstanding	000-731000	4-23-07
1051	\$12.99	09-01-2004	Outstanding	000-031000	added 1051 with C# add check
1052	\$1.00	09-01-2004	Outstanding	000-031000	lkkkk
1052	\$2.00	09-01-2004	Outstanding	000-731000	from C#
1053	\$78.11	09-01-2004	Outstanding	000-731001	one
1055	\$132.11	09-01-2004	Outstanding	000-031000	mmm
1057	\$1.09	09-01-2004	Outstanding	000-731000	Terry
2357	\$100.00	09-01-2004	Outstanding	000-732000	Charlie Ball

Figure 10

**Add Check** - Displays the Add Check Wizard.

**TIP:** Select "Action" on the Menu Bar to display the same options as above. The selections under "Action" on the Menu Bar are determined by what is displayed in the window.

**Edit Check** - The system displays the following.



Datamatic VIEW

**Edit Check**

Check Number: 146

Check Date: 05-11-2009

GL Bank: 739000

Check Amount: \$1000.00

Payable To: The Chocolate Factory

Save

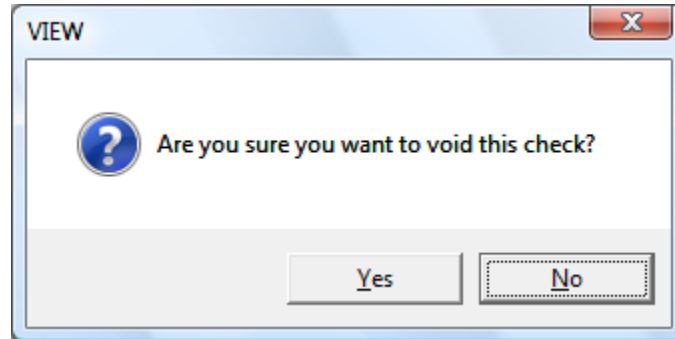
**Figure 11**

Changes can be made to the Check Number and/or GL Bank. The information that is grayed out cannot be changed. Select Save, when finished making changes.

**\*\*Note:** If a change is made to a check number and it is a valid check number within the sequence in the Check Register Setup, the Check Register Setup window must be changed to reflect the next valid check number.

**Example:** If the check printer jams and the check is ruined.

**Void Check** - The system displays the following.



Select Yes, to continue with changing the status of the check to “void”. Otherwise, select No.

### **Check Register Reference**

**Check Register Setup** – Refer to the System Administration Manual

## Check Register Report

The Check Register Report can be ordered by the credit union as needed. This report will give a list of the checks issued by the credit union for the day the report is generated. Only credit unions that use Check Reconciliation will be able to generate a Check Register Report for dates other than today.

**\*\*Note:** When Check Register is turned on, a report is generated with End of Day processing that shows the checks that were issued for that date.

After selecting the printer option, the system displays:

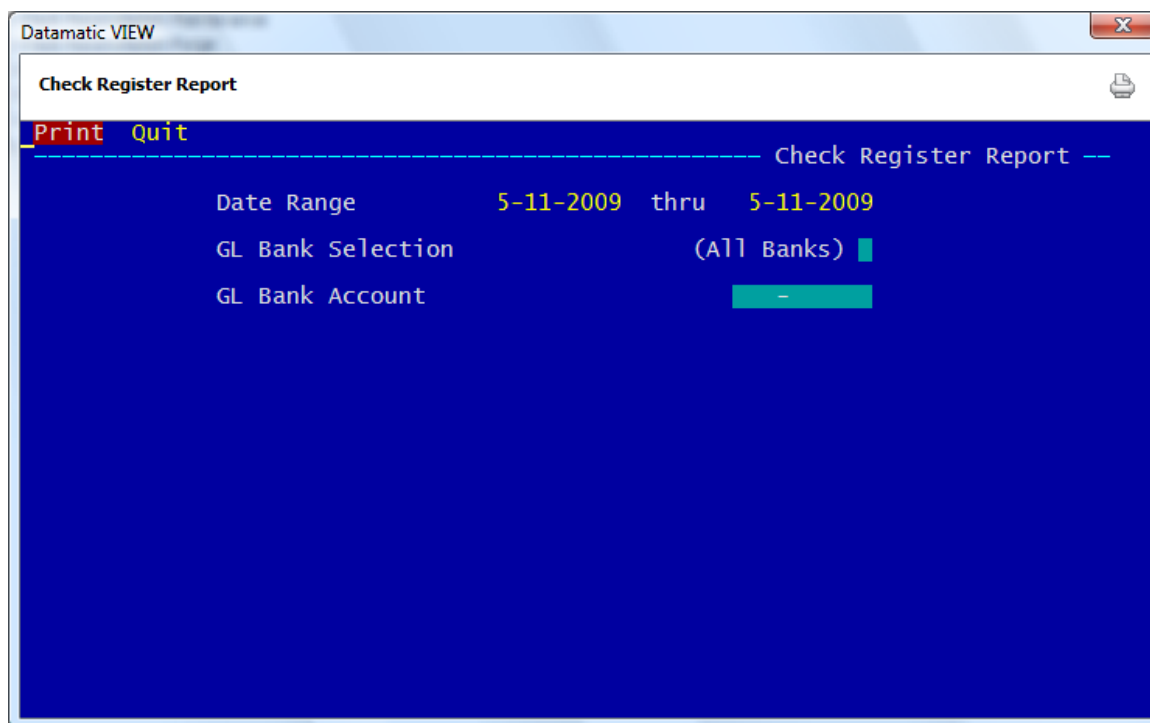


Figure 12

Press enter with “Print” highlighted in the upper left corner of the screen. Next, select the options that will determine how the report will be generated.

**Date Range** - The default is for today’s date to be filled in for both the from and thru date fields. Leave this as the default dates.

**GL Bank Selection** - Enter the GL Bank Selection. The options for this field are:

- 0 = All Banks
- 1 = One Bank

**GL Bank Account** - Enter the GL Bank Account, if 1 (One Bank) was entered as the selection for the above option.

After entering the information, press enter. The system will begin to gather the information for the report.

Example of report. (Check Reconciliation Register Report - CR740-01)

09-01-2004  
Test Credit Union ( 1)      Check Register      GL Bank Account: 731001      PAGE 1  
REPORT NO. CR740-01

Date	Check #	Payable To	Amount	Tlr	T	---Status---
09-01-2004	1023	GEORGE R MILLER	1,000.00	03	C	O
09-01-2004	1024	Check 1	50.00	03	C	O
09-01-2004	1025	Check 2	30.00	03	C	O
09-01-2004	1026	Check 3	20.00	03	C	O
09-01-2004	1027	Check 4	60.00	03	C	O
09-01-2004	1028	Check 5	20.00	03	C	O
09-01-2004	1029	Check 6	20.00	03	C	O
09-01-2004	1033	Michigan State University	650.00	03	C	O
09-01-2004	1036	Payable to	50.00	03	C	O
09-01-2004	1037	LCC	100.00	03	C	O
09-01-2004	1038	MSU	200.00	03	C	O
09-01-2004	1039	CAR REPAIR SHOP	50.00	03	C	O
09-01-2004	1040	MSU	5.00	03	C	O
09-01-2004	1041		100.00	03	C	O
09-01-2004	1042	Testing Money Order	100.00	03	C	O
09-01-2004	3001	GEORGE R MILLER      MARTHA S MILLER      3210 MAPLE ST	500.00	03	C	O
09-01-2004	3002	Lansing Community College      RE: Joe Member	250.00	03	C	O
09-01-2004	3003	GLORIA P MEMBER	325.00	03	C	O
09-01-2004	200410010	Cashier      Michigan State University	56.00	03	C	O
			Bank Totals:	19		\$3,586.00
			Void Totals:	0		\$ .00

Page: 2 -----<Page Break>-----

09-01-2004  
Test Credit Union ( 1)      Check Register      GL Bank Account Setup Summary      PAGE 2  
REPORT NO. CR740-01

GL Bank Account:	Void Count	Void Amount	Bank Count	Bank Amount
731001	0	\$ .00	19	\$3,586.00
Grand Totals:	0	\$ .00	19	\$3,586.00

Figure 13

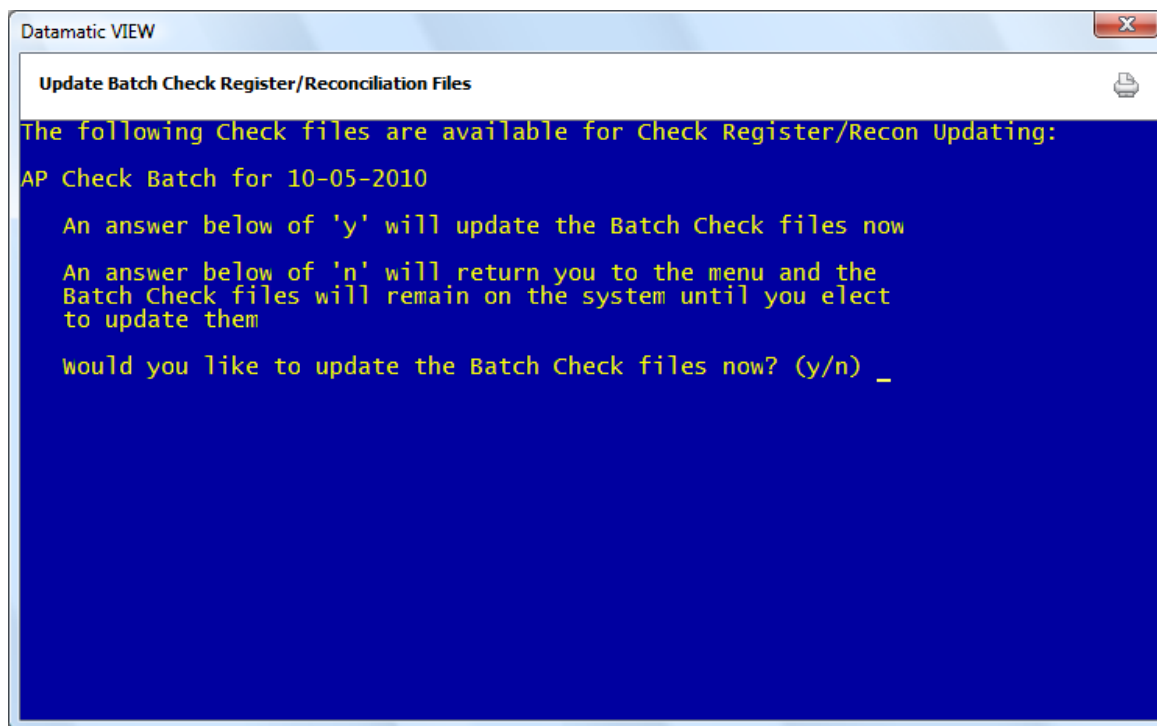
## Update Batch Check Register / Reconciliation Files

The Update Batch Check Register/Reconciliation Files selection is used to insert check information for a “batch” check job (**Example:** CD Interest Checks or Accounts Payable Checks) into Check Reconciliation and the Check Register. Credit unions that use the Optional Check Reconciliation Software Package can use this option.

This selection must be made each time a batch file with checks (a check printing job that prompts for a check number to be entered) is printed. This should be done immediately after printing the checks and before the checks are removed. Only CD Interest Checks for **today’s date** will be displayed in the Check Register folder and included on the report.

After printing the CD Interest checks, do not remove the file when prompted. When the checks have finished printing, select this option to update the Check Register and the Check Reconciliation report. Next, select “Remove CD Interest” in the Operations window (Ctrl + O) - Checks folder.

After making the selection, the system displays:



**Figure 14**

The system will display the batch check files available for updating. Enter a “y” for yes or “n” for no next to the question “Would you like to update the Batch Check files now? (y/n)”.

**IMPORTANT:** If using a check printer, change the next starting number appropriately on the “**Set Starting Check Numbers**” window under Tools on the Menu Bar.