
Jenzabar CX

Check Writing



User Guide

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JENZABAR, INC.
CHECK WRITING USER GUIDE

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SECTION 1 - GETTING STARTED

Overview

Introduction

Check writing is a Jenzabar CX application used to write checks to make payments to subsidiaries. Subsidiaries may be accounts payable or wages payable. You may also use the Check Writing application to produce information required for state-funded expenditures.

Product Differences

This guide contains information for using all features developed for the Check Writing product. Your institution may or may not have all the features documented in this guide.

Purpose of This Guide

This guide serves as a learning tool and a reference guide for adding, updating, and deleting check writing information.

Intended Audience

This guide is for menu users at your institution who write checks for payment to subsidiaries. Menu users include the application coordinator, administrative assistants, and operators.

Learning Objectives

Using this guide, you will be able to:

- Create check groups
- Select checks for printing
- Create grouping sheets
- Print checks
- Post checks
- Void checks

How to Use This Guide

If you are not familiar with how your institution maintains its check writing information, read this guide for detailed information about how to use Check Writing.

If you are familiar with how your institution maintains this information and just need information in a particular area of Jenzabar CX, look through the table of contents or index; then refer to the pages you need.

Structure of Jenzabar User Guides

Jenzabar user guides contain the following sections:

- Section 1 - An overview of general information
- Section 2 - A reference of the screens, fields, and commands for the application
- Section 3 (and up) - Detailed procedures for using the application
- Last Section - A reference of application error and warning messages
- Index

Other Information Resources

Introduction

This user guide contains information about the screens, options, and procedures that are specific to Check Writing. However, some of these may be used in other Jenzabar CX products. Documentation for these common features appears in the manuals or guides to which they most specifically relate.

Resource List

The following provides references to other Jenzabar documentation for certain functions, screens, and options that are not described in this user guide.

<i>For more information about:</i>	<i>See:</i>
Check Writing Reports	<i>Financial Technical Manual</i>
Common windows	<i>Getting Started User Guide</i>
Communications management	<i>Using Communications Management</i>
Detail windows	<i>Getting Started User Guide</i>
Jenzabar CX menus	<i>Getting Started User Guide</i>
Jenzabar CX universal commands: Help ID-type Query Scroll Table Lookup	<i>Getting Started User Guide</i>
PERFORM screens: Common commands General description Ring menus	<i>Getting Started User Guide</i>
Program screens: Common commands General description Toolbars	<i>Getting Started User Guide</i>
Query tools	<i>Getting Started User Guide</i>
QuickMate	<i>Installing QuickMate and QuickMate online help</i>
Reporting tools	<i>Getting Started User Guide</i>
Check Writing Tables and table maintenance	<i>Financial Technical Manual</i>
Terminology	<i>Master Glossary</i>

Before You Begin Check Writing

Introduction

This section provides the following:

- A checklist of information you need to know and tasks you need to perform before using Check Writing
- Background knowledge you must possess to use Check Writing
- A summary of the Check Writing process

Purpose of Check Writing

The primary purpose of Check Writing is to enable you to write checks in payment of amounts owed to subsidiaries. Check Writing does this by allowing you to create check groups to pay multiple expenditures. It also uses the check select program to automatically select checks to put into the group once you have created it. Check writing also allows you to print the checks and post the amounts to the proper accounts.

Prerequisite Tasks

Use the following checklist to ensure that you have reviewed all required tasks before you begin using Check writing.

- Identify the specific sessions for which you are entering check writing information.
- All invoices from vendors have been received and entered into the system
- All employee information has been properly entered into the system

Background Knowledge

This list describes the necessary background information that you should know.

Jenzabar CX

Know how to use the following, as described in the Jenzabar user guide *Getting Started User Guide*:

- Jenzabar CX menu structure
- Jenzabar CX screen toolbars, command lines, ring menus, and comment lines
- Jenzabar CX universal commands, including:
 - **Help**
 - **ID-type**
 - **Query**
 - **Scroll**
 - **Table Lookup**

Important dates

Know when the following occur:

- Processing of payroll checks
- Vendor check processing

Check writing policies and procedures

Know answers to the following questions:

- Does your institution run Check Select in batch (non-display) or interactive (display) mode?
- Is the first form used as a test form when printing checks?

Check writing Reports

You may access various standard reports from the Check writing menu. Below is a list and brief descriptions of standard reports that you can view from the Check writing menu.

Check Register

The check register is a report of checks that have been printed in the journals that you have specified. You access this report by selecting Check Register from the AP Check writing information.

G/L Journal and S/L Journal Reports

For information about G/L and S/L Journal Reports see the Jenzabar guide *Using General Ledger*.

Additional Reporting Tools

Jenzabar provides several reporting solutions to serve Check Writing needs. In addition to standard reports located on the Check Writing menus, your institution can choose a reporting tool that best suits your reporting needs. The reporting tools are as follows:

ACE Reports

The standard reports located in the Jenzabar CX menu system. You can access and run ACE reports from the menus to which they relate. For example, to run standard Check Writing reports you select G/L Journal Reports or S/L Journal Reports from the AP Check Writing Menu.

The initial screen that appears when you select a report option, prompts you to enter any required parameters for producing it. For example, to produce the Check Writing reports you enter a journal reference code specifying the type of journal, and a beginning and ending journal number for inclusion in the report.

Note: For more information on running ACE reports, see *Producing Standard and Customized Reports* in the *Getting Started User Guide* guide.

Check Writing Process

This list describes the overall process involved in using Check Writing.

Note: The process shown below is an example and is not intended as policy guidance. Your institution's check writing process may vary.

1. Wages or vendor expenses are incurred.
2. A check group is created.
3. Checks are selected.
4. Checks are printed.
5. Checks are posted.

Conventions Used in This Guide

Introduction

Jenzabar has established a set of conventions to help you use this guide. The conventions presented below are not exhaustive, but they include the more frequently used styles and terms.

Style Conventions

Jenzabar CX guides observe the following style conventions.

Boldface type

Represents text that you type into the system (e.g., Type **UNDG.**), command names (e.g., **Finish**), or keys you use to execute a command or function (e.g., **<Enter>**).

Bulleted list

Show items not ranked or without a sequential performance.

CAUTION:

Indicates a caution or warning of a potential risk or condition.

<Enter>

Represents the Enter, Return, Line Feed, or ↵ key on your keyboard.

Italic type

Is used in any of these ways:

- To represent a new or key term
- To add emphasis to a word
- To cross-reference a section of text
- To represent a variable for which you substitute another variable (e.g., substitute *filename* with an appropriate filename)

<Key name>

Represents a key that you must press.

Note:

Indicates a note, tip, hint, or additional information.

Numbered lists

Show ranking of items or sequence of performance.

Parentheses

When used around a field name, indicates the field is unlabeled. The field description includes the location of the field.

Quotation marks

Represent information written in this guide exactly as it appears on the screen (e.g., The message, "Now Running..." appears.).

Jenzabar-Specific Terms

Some terms used in this guide may be unfamiliar to you, either because they are terms you have not used before or because Jenzabar has assigned a slightly different meaning to a familiar term. The following list identifies and explains the most common Jenzabar-specific terms:

Application

One or more software programs that enables you to perform a particular procedure, such as entering information.

Data

Specific information you enter into fields on a particular data entry screen.

Enter

To type information on a keyboard and execute by doing one of the following actions:

- Pressing the **<Enter>** key
- Clicking on the **OK** button
- Selecting **Finish**

F key

Any of the function keys located on your keyboard (e.g., **<F1>**).

Hot key

The capitalized and highlighted letter of a command on a command line, menu bar, or ring menu.

ID

The number assigned to each student or organization associated with your institution (e.g., 12345).

Parameter

A variable in the system that is given a constant value for a specific application (e.g., a date can be a parameter for producing a report).

Select

To execute a command by any of the following actions:

- Performing the keystrokes
- Pressing the hot key
- Highlighting the command or option and pressing **<Enter>**
- Clicking the mouse

System

The Jenzabar product, CX.

Keystrokes

When you see two keys separated by a dash (e.g., **<Ctrl-c>**), hold down the first key (**<Ctrl>**) while pressing the second (**<c>**).

SECTION 2 - USING THE CHECK WRITING SCREENS

Overview

Introduction

The purpose of this section is to show each screen that you use in the Check Writing module and to explain each of the fields on those screens. This section also references the commands and options that you use when you perform procedures in Check Writing, such as:

- Creating a check group
- Selecting checks for payment
- Printing checks
- Posting checks

Refer to this section when you have questions about a specific field or command, or when you are completing the procedures in this guide.

Alphabetical Organization

The screens, windows, field names, and commands appear in alphabetical order so that you can locate the information quickly.

Screen Access

The access instructions for the screens and windows presume you are starting at the Purchasing/AP Check Writing menu. Access the Purchasing/AP Check Writing menu by selecting the following, beginning at the Main menu:

1. Fiscal Management
2. Accounts Payable/Receiving menu
3. Purchasing/AP Check Writing menu

Screen and Window Differences

The screens and windows illustrated in this section represent those contained in the Jenzabar CX standard product in GUI format unless otherwise noted. If your institution changes these screens and windows to meet its specific needs or if you use the Jenzabar CX in character-based format, then your screens and windows will differ from those shown in this section.

Commands

The toolbars, command lines, and menus on the Jenzabar CX screens and windows can change, depending on the procedures that you perform or the commands that you have previously selected. For example, Query mode and Update mode in any particular screen or window display different commands. This guide describes all the commands associated with a screen or window.

Note: You can use a specific command only when it appears on the current toolbar, command line, or menu, or when it is black (not dimmed) when you select **Commands**.

Accessing the Screen Commands

On the GUI-format screens, you can access the commands in any of the following ways:

- Pressing the corresponding keys on your keyboard
- Clicking on the icons
- Selecting **Command** from the menu bar and then selecting the desired command from the list of commands that appears

Check Group Record Screen

Purpose

The Check Group Record screen contains fields in which you enter information that Check Select uses to determine which invoices will be selected for payment.

Access

Access the Check Group Record Screen by choosing the Select Check Group option from any Check Writing menu.

Example

The following is an example of the Check Group Record screen:

The screenshot shows a telnet window titled "telnet - [carsdev:0]". The screen displays a menu bar with "File", "Edit", "Setup", and "Help". Below the menu bar, there is a "PERFORM:" section with options: "Query", "Next", "Previous", "View", "Add", "Update", "Remove", "Table", and "Screen". A status line indicates "Searches the active database table." and "** 1: ckgrp_rec table**". The main area is titled "CHECK GROUP RECORD" and contains two columns of fields, each with a value in brackets. The fields are: Group Number, Subsidiary, Invoice Due Date, Check Date, Document Code, Added Time, Max Group Amount, Max Check Amount, Max No of Checks, Comment, Dependent Group, Balance Period, Status, Status Date, Form Type, Added Date, Form Name, Display, G/L Description, Amount Paid, Amount Oued, Journal Reference, Journal Number, Formatted Date, Number of Check Requests, Number of Payees Oued, Beginning Check Number, Ending Check Number, and Printed Date. A horizontal line separates the top section from the bottom section, with the text "Program Updated Fields Below This Line" above it.

```
telnet - [carsdev:0]
File Edit Setup Help
PERFORM: Query Next Previous View Add Update Remove Table Screen ...
Searches the active database table. ** 1: ckgrp_rec table**
=====
CHECK GROUP RECORD
Group Number.....[0 ] Dependent Group...[ ]
Subsidiary.....[ ] Balance Period...[ ]
Invoice Due Date...[ ] Status.....[ ]
Check Date.....[ ] Status Date.....[ ]
Document Code.....[ ] Form Type.....[ ]
Added Time.....[ ] Added Date.....[ ]
Max Group Amount...[$0.00 ] Form Name.....[ ]
Max Check Amount...[$0.00 ] Display.....[ ]
Max No of Checks...[ ] G/L Description...[ ]
Comment.....[ ]
[ ]
----- Program Updated Fields Below This Line -----
Amount Paid...[$0.00 ] Number of Check Requests...[ ]
Amount Oued...[$0.00 ] Number of Payees Oued...[ ]
Journal Reference.....[ ] Beginning Check Number...[ ]
Journal Number.....[ ] Ending Check Number.....[ ]
Formatted Date...[ ] Printed Date.....[ ]
```

Screen Fields (Top)

The following list describes the fields that appear on the top portion of the Check Group Record screen.

Added Date

The date the check group record was created.

Added Time

The time the check group was created.

Balance Period

The period to which the balance code applies (e.g., WI96 for winter of 1996, or WEEK1 for the first of payroll period of the year).

Check Date

The date printed on the check Also the posting date for the check journal.

Comment

The comment field where you enter comments that you want to appear on the check

Dependent Group

The number of a check run that must be completed before another check run can be started. For example, if you want to do start a run on check group number 650 you must first complete the run for check group 649.

Display

A Y/N field indicating whether you want to run Check Select in interactive or batch mode. To run in interactive mode choose Y.

Document Code

The two-character user-defined code for the document type (e.g., AP).

Form Name

The form that the Forms Production System uses to print the check. The system usually defaults to the proper form. The following are valid form names for check writing:

- Apcheck (accounts payable checks)
- Prcheck (payroll checks)
- Dirdep (direct deposit check stubs)

Form Type

The check form type that you want to use Valid values are:

- A (accounts payable)
- P (payroll)

G/L Description

The general ledger entry description for each of the checks.

Group Number

Display only - The system assigned number of the check group.

Invoice Due Date

The date the invoice that you are writing the check for is due.

Max Check Amount

The maximum dollar amount of any individual check that may be selected in the run.

Max Group Amount

The maximum total dollar amount of all the checks selected in the run.

Max No of Checks

The maximum number of checks that may be selected in the run.

Status

Indicates that status of the check in the writing process Valid statuses are:

- S (scheduled)
- W (written; after being selected, but before posting)
- P (posted)

Status Date

The date the status was recorded For example, if the status is "P" and the status date is 11/30/96 the check was posted on November 30, 1996.

Subsidiary

The subsidiary to which the selected checks will be written.

Screen Fields (Bottom)

The following list describes the fields that appear on the bottom portion of the Check Group Record screen. These fields are display only and the system updates them automatically.

Amount Owed

The total dollar amount of the invoices that were due during the check run.

Amount Paid

The total dollar amount of checks that were formatted during the check run.

Beginning Check Number

The number of the first check selected in the run.

Ending Check Number

The number of the final check selected in the run.

Formatted Date

The date the checks were created.

Journal Number

The number of the journal to which the check was posted.

Journal Reference

The reference code of the journal to which the check was posted (e.g., AP for Accounts Payable or PD for Payroll).

Number of Check Requests

The total number of selected checks.

Number of Payees Owed

The total number of checks that were scheduled to be collected.

Printed Date

The date the checks were printed.

Screen Commands

The following is a list of the commands that appear on the Check Group Record screen ring menu and their purposes.

Add

Allows you to add a new check group.

Current

Displays the current record from the current table.

Detail

Displays the current record from the next detail table.

Exit

Exit the screen and allows you to return to the AP Check Writing Menu.

Master

Displays the current record from the master table.

Next

Displays the next check group.

Output

Enables you to route the screen to a contents file. When you use this command, the system displays the following prompts:

- Enter output file - Enables you to specify the name of the file to which you want to route the output.
- Append or create - Enables you to specify if you want to add the screen output to an existing file or to create (or overwrite) a file.
- Current list or One page - Enables you to specify if you want to route the entire group of selected table values to the file, or only the page that currently appears on the screen.
- Unload-format or screen format - Enables you to specify if you want the output file to contain the screen layout and labels, or just the data that appears on the screen.

Previous

Displays the previous check group.

Query

Allows you to query on a particular field in the screen.

Remove

Enables you to delete a table entry.

Screen

Displays the next screen of current information from the current table.

Table

Accesses the next table for this screen.

Update

Places the cursor in the screen and allows you to update fields

View

Runs editor commands to display BLOB contents.

Display Balances Screen

Purpose

The purpose of the Display Balances screen is to display balances that will be paid by the check created in the associated check run. You can use this list to eliminate balances from payment. This screen only appears when the check group is set to Interactive mode.

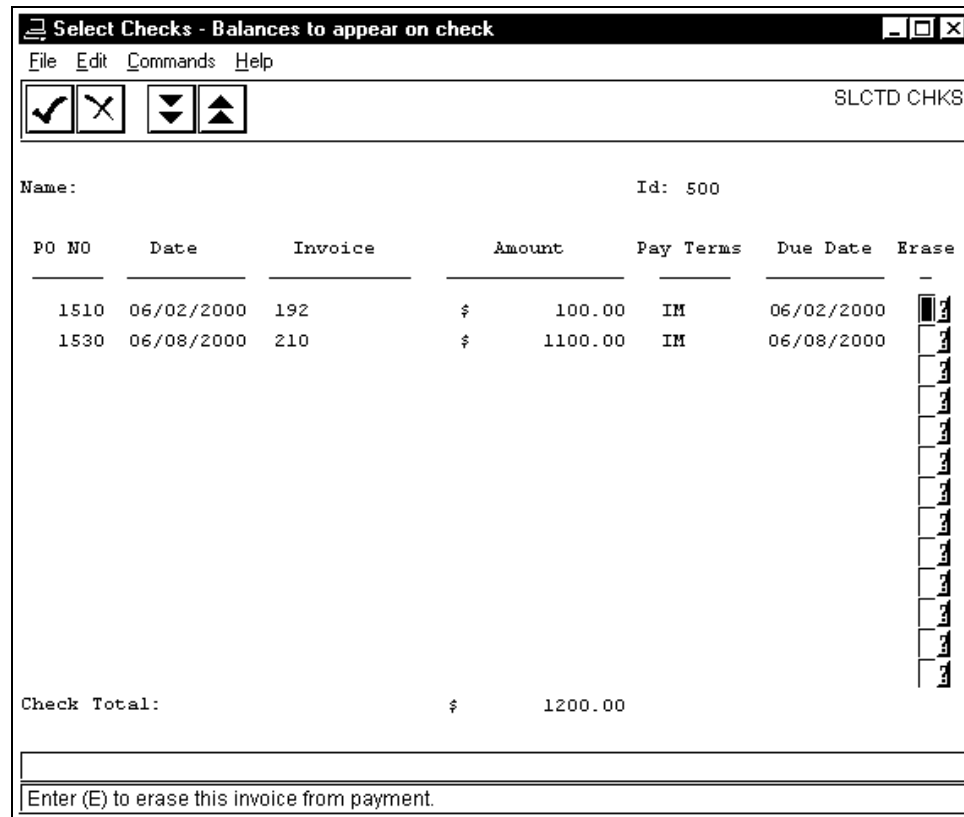
Access

Access the Display Balances screen as follows:

1. Select the Checks option.
2. Select **Execute** twice.

Example

The following is an example of the Display Balances screen.



PO NO	Date	Invoice	Amount	Pay Terms	Due Date	Erase
1510	06/02/2000	192	\$ 100.00	IM	06/02/2000	<input type="checkbox"/>
1530	06/08/2000	210	\$ 1100.00	IM	06/08/2000	<input type="checkbox"/>

Check Total: \$ 1200.00

Enter (E) to erase this invoice from payment.

Screen Fields

The following list describes the fields that appear on the Display Balances screen.

Amount

The amount of the balance.

Check Total

The total of all the invoice balances. The check will be written for this amount.

Date

The date the expense was incurred.

Due Date

The date payment of the expense is due.

Erase

Erases the check from the payment schedule. It will not be paid in this run. The balance will be picked up on the next run.

ID

The identification number of the vendor or employee to be paid.

Invoice

The number of the invoice that will be paid.

Pay Terms

The invoice payment terms.

PO NO

The purchase order number.

Screen Commands

The following is a list of the commands that appear on the Display Balances screen command line and their purposes. Remember, you can use a specific command only when that command appears on the current command line.

Back

Moves the cursor to the previous row.

Cancel

Discontinues the operation and returns you to the previous screen.

Display bals

Displays the Selected Checks screen.

Finish

Makes the changes and returns you to the Select Checks Screen.

Forward

Moves the cursor to the next row.

Set back to initial status

Changes the CK status.

Manual Check Screen

Purpose

The purpose of the Manual Check screen is to allow you to bypass the check select system, manually write a check, and enter it into the system. This is helpful in situations where you must write a check quickly.

CAUTION: Be careful when entering manual check information such as check number. If you incorrectly enter a manual check, you will interrupt the automated process.

Access

Access the Manual Check screen by selecting the Enter Manual Check option from the Check Writing menu.

Example

The following is an example of the Manual Check screen.

Journal	Amount	Document	Posting Date	Fiscal Period	Stat	Mode
Entry Type	Description	Reference ID/Name			Stat	
Fd	Func	Obj	Subf	Ast	Subs	Sub Id
				Debits	Credits	
Total:				\$	0.00	\$ 0.00
Cash Receipts/Disbursements:				\$	0.00	\$ 0.00
C/L Account Description:						

Screen Fields

The following list describes the fields that appear on the Manual Check screen.

Amount

The dollar amount of the check.

Ast

The Net Asset indicator that shows if the account contains permanently restricted, temporarily restricted, or unrestricted funds.

Cash Receipts/Disbursements

The total amount of the changes to the cash account in the entry.

Credits

The amount of the credit to the account.

Debits

The amount of the debit to the account.

Description

A 24-character description of the entry, (e.g., "Xfer from anthro to bio").

Document

The document code and document number from the Document table and the Voucher table.

Entry

A system-generated sequence number for the entries in the journal.

Fd

The fund number for the account, (e.g., 10 for General-Unrestricted)

Func

The function number for the account, (e.g., 1002 for the Biology Department).

Obj

The object number for the account, (e.g., 6100 for supplies).

Subf

The subfund number for the account, (e.g., a construction project that is a subfund of you endowment fund).

Fiscal Period

The fiscal period in which you are writing the check.

G/L Account Description

The general ledger entry description for the check.

Journal

The journal to which you are posting the check.

Mode

A system processing code.

Note: For adjusting entries, the Mode is always 2.

Name

Your name, or the name of the person who originated the request for the check.

Note: You must complete either this field or the Reference ID field.

Posting Date

The date the check will be posted.

Reference ID

Your ID number, or the ID number of the person who originated the request for the check

Note: You must complete either this field or the Name field.

Stat (Line 1)

The status of the journal Valid codes include the following:

- C (Continued)
- I (Incomplete)
- S (Started)
- W (Working)

Note: This field is display only.

Stat (Line 2)

The posting status of the current entry.

Note: For adjusting entries, the Status is always P.

Subs

The subsidiary, if any, that relates to the account that you entered.

Sub ID

The subsidiary number, if any, that relates to the account that you entered, (e.g., the student's ID number for the Student Account Receivable control account).

Total

The total dollar amount of the check.

Type

The entry type for the entry that you are creating, as defined in the Entry Type table ADJ is the default.

Screen Commands

The following is a list of the commands that appear on the Manual Check screen command line and their purposes. Remember that you can use a specific command only when that command appears on the current command line.

Abort

When entering a manual check, this command causes the system to ignore the check entry command.

Add

Enables you to begin adding a manual check entry.

Bye

Exits the program and returns you to the previous screen.

Continue

Selects an incomplete journal as the current journal.

Down

Displays the next page of data.

Drawer

Allows you to determine or check the amount of cash in the drawer.

Erase

Erase current entry and any potential transactions.

Finish

Enables you to post and close the journal.

G/L

Add general ledger accounts.

Help

Displays the keystrokes and commands you can use for editing fields and for using Voucher.

Incomplete

Suspend the current journal.

Level

Toggles back and forth between entry and transaction levels.

New

Add subsidiary accounts, balance records, and total records.

Query

Enables you to query subsidiary accounts, balance records, and total records.

Redraw

Redraw the screen.

Start

Start a new journal.

Terminate

Void all entries and transactions for a current journal.

Up

Displays the previous page of data.

Update

Add transactions to the current journal.

Void

Enables you to void either a current or previous entry, in either a current or previous journal.

Write

Post an entry to the current journal.

Selected Checks Screen

Purpose

The Selected Checks screen lists the checks that the system selected in the check run.

Access

Access the Selected Checks screen as follows:

1. Create a check group.
2. Choose the Select Checks option.
3. Enter a group number.
4. Choose **Parameters**.
5. Select **Execute**.
6. Choose **display bals**.

Example

The following is an example of the Selected Checks screen.

Screen Fields

The following list describes the fields that appear on the Selected Checks screen.

Check Amount

The amount of the check in the row.

Erase

Allows you to erase payment of the vendor Enter **E** to erase.

Erase Amount

The amount of the check that you have erased.

Group Totals (Check Amount and Erase Amount)

The total dollar amount of all the checks selected and erased, respectively.

ID

The ID number of the payee.

Inv #

The number of the invoice being paid.

Logical Checks

The total number of logical checks that the run produced.

Note: A logical check is a check with the total amount of a number of physical checks written to pay multiple invoices. Multiple check stubs are produced when one stub cannot hold all the information and a new stub and check are produced until all invoices are listed. The logical check is the last check in this process. All the previous checks are voided by the system. The logical check amount is drawn from each check's stub information.

Name

The name of the payee.

Ofc

The office where the check will be distributed. This field is used to assign different distribution centers for checks. Leave blank if not necessary.

Screen Commands

The following is a list of the commands that appear on the Selected Checks screen command line and their purposes. Remember that you can use a specific command only when that command appears on the current command line.

Back

Moves the cursor to the next row.

Cancel

Returns you to the previous screen without saving your changes.

Finish

Saves your changes and exits the screen.

Forward

Moves the cursor to the next row.

Set Back to Initial Status

Returns the screen to its original status and eliminates the changes.

Void Documents-Main Screen

Purpose

The Document Voiding screen enables you to void payroll checks, as well as other documents created in the Jenzabar CX.

Access

Access the Void Documents-Main screen as follows:

1. Select the Void Checks option.
2. Enter date.
3. Choose **Execute** to continue.

Example

Following is an example of the Void Documents-Main screen.

Document Code	Document Number	Id	Name	Amount	Posted Date
---------------	-----------------	----	------	--------	-------------

Fields

The following is a list of fields that appear on the Void Documents-Main screen and their descriptions.

Amount

Indicates the amount of the check that you want to void.

Document Code

Identifies the code from the Document table that is associated with the check that you want to void (e.g., *prcheck*).

Document Number

Identifies the check number that you want to void.

Id

Indicates the ID number of the check payee.

Name

Indicates the name of the check payee.

Posted Date

The date that the system originally posted the document to the General Ledger.

Commands

The following is a list of the commands that appear on the Void Documents-Main screen command line and their purposes. Remember that you can use a specific command only when that command appears on the current command line.

Add-document

Enables you to add a document to the list of documents that you want to void.

Delete-document

Enables you to delete a document from the list of documents that you want to void.

Exit

Enables you to exit from the Document Voiding program.

Post

Enables you to void all the documents that you have specified on a list on the Void Documents-Main screen.

SECTION 3 - ACCOUNTS PAYABLE CHECK WRITING PROCESS

Overview

Introduction

This section provides information and step-by-step procedures to guide you through the accounts payable check writing process from creating a check group to posting the checks. Although not significantly different from the process for writing payroll checks, some variations do exist. For information about writing payroll checks see the section *Payroll Check Writing Process* in this manual.

Before You Begin Accounts Payable Check Writing

Before you begin to use the procedures for accounts payable check writing, remember:

- You access the AP Check Writing Menu after you select any Purchasing or Accounts Payable option on the Fiscal Management Main Menu.
- You can use the field descriptions in the section *Using the Check Writing Screens* in this guide when you complete the fields on the screens.

The Process

This list shows the general phases that take place before, during and after the accounts payable check writing process.

1. Access the AP Check Writing Menu.
2. Create a check group.
3. Choose the Select Checks option to run Check Select.

Note: Check Select is a Jenzabar CX program that runs in the background

4. Print the check.
5. Post the check.

Importance of Processing Each Check Group Separately

The Jenzabar CX is designed to process each batch of checks separately. Therefore, you can expect the best results if you select a check group, print it, and then post it before selecting the next check group. Attempting to select multiple groups for processing together can result in check production problems.

Selection Criteria

The Check Select process applies nine rules to the subsidiary records. Each of these criteria must be met in order for the process to run effectively. The nine rules are the following:

Note: You may need to contact your Jenzabar coordinator to ensure that some of these criteria are met.

1. The subsidiary code must match the subsidiary code in the Check Group record.
2. If the check group period has a non-blank value, the subsidiary balance period must match the check group period.
3. The subsidiary balance amount must have a debit or credit value.
4. The subsidiary balance encumbered amount must be zero. A non-zero amount indicates that the record is related to a purchase order and not an invoice.
5. The subsidiary balance due date must be less than or equal to the due date given in the check group record.
6. The subsidiary balance status must be "O" which means Open or Outstanding.
7. The "Hold Payment" flag in the invoice records must be set to N.
8. The check request number in the invoice records must be zero. The system assigns a check request number to the invoice.
9. The payment terms in the invoice record must match the selection payment terms.

Creating and Selecting a Check Group

Introduction

Following is the process for creating a check group and selecting that group for a check run. When you create a check group the system assigns the group a number. This is the number you will use for the check run.

How to Create and Select a Check Group

The following lists the steps for creating and then selecting a check group.

1. From the Purchasing/Accounts Payable/Receiving menu select the AP Check Writing Menu option The Purchasing AP: Check writing Menu appears.
2. Choose the Select Check Group option. The Selected Checks Screen appears.
3. Select **Add** from the ring menu. The cursor appears in the subsidiary field.
4. Provide all necessary information in the entry fields on the check group record portion of the screen. Move the cursor using the Tab or Arrow keys.
 - Do you want to set check amount parameters for the run?
 - If yes, move the cursor to the Max Group Amt and type the maximum dollar amount that you want covered in the check group. Also, provide similar information in the Max Check Amt and Max No of Checks fields.
 - If no, go to step 5.
5. Press **<Escape>** to save the information you have entered. A number appears in the group number field. This is the system assigned check group number.
6. Note the check group number and choose **Exit** from the ring menu.
7. Press **<Enter>**. The Check Writing menu appears.

Selecting Checks

Introduction

After you create the check group and the system assigns it a number, you can select individual checks to be paid in that check group. All the checks for a particular balance period are combined for a single check selection.

How to Select Checks

1. Choose **Select Checks** from the menu.
2. The Select Checks Parameter Screen appears.
3. Enter the check group number for which you want to select checks. Select **Execute**. The Output Parameters Screen appears.
Note: Enter "NOW" in the Time field if you want the process to run immediately.
4. Enter your desired output parameters and select **Execute**. Follow prompts until the Selected Checks Screen appears.
5. Do you want to include in the group every check that is listed on the screen?
 - If yes, go to step 8.
 - If no, go to step 6.
6. Do you want to erase a check from the check run?
 - If yes, go to step 7.
 - If no, go to step 8.
7. Enter an "E" in the Erase Bal field. The check is erased and the Erase Amount and Group Totals fields are updated.
8. Select **Finish**.

Producing Manual Checks

Introduction

Occasionally you may need to write a single check. For example, you may have overlooked an expenditure when preparing the run, therefore, you must cover that expense with a single manual check.

CAUTION: Be extremely careful when entering a manual check, especially when entering the check number and vendor number. You must enter the check number sequentially based on the system incremented check numbers. For example, if the last check number was 956, you must assign 957 to the manual check. Failure to do this correctly will interrupt the check run and halt the program.

How to Produce Manual Checks

The following lists the steps for producing manual checks.

1. Select the Enter Manual Check option from the AP Check Writing Menu. The Manual Check Screen appears.
2. Complete the fields on the Manual Check Screen.
3. Select **Execute**. The AP Voucher screen appears.

Printing Checks

Introduction

After selecting checks in a check run, you must print the check that has been created to pay the expenditures. You print the check using the FPS Forms Screen.

Note: For descriptions and detailed information about the fields in the FPS Screen see the Jenzabar guide *Getting Started User Guide*

How to Print Checks

After Check Select creates a file of checks, you use FPS (the Forms Processing System) to print the payroll checks.

Follow the steps listed below when you print checks.

1. From the AP Check Writing Menu, select Print Checks. The Forms Processing System Screen (FPS) appears.
 2. Select **Formtype**. The cursor moves to the Type of Form field.
 3. Enter the name of the check from the Document table (e.g., **apcheck**). The cursor moves to the Name of Printer field.
 4. Enter the name of the printer that you want to use to print the checks. The cursor moves to the Station Number field.
 5. Accept the default, 0, as the station number.
 6. Select **Finish**. The system displays the following prompt in a window: "Please load the 'formtype' forms into 'printer name'."
 7. Go to the designated printer, and load the formtype for the checks that you specified.
 8. Select **Loaded** to indicate to the system that you have completed the loading process. The command line changes to enable you to begin printing the checks.
 9. Select **Start**. The system accesses the Document table, identifies the last check number used, and completes the following two fields:
 - First Used for Setup
 - First to Be Printed
- Notes:**
- The cursor moves to the First to Be Printed field, so you can override the value in the field if desired.
 - The system assumes you need one check above the printhead.
10. Do you want to override the First to Be Printed check number?
If yes, enter the correct number. The system displays the following prompt: "The following form will be voided: check number Choose 'Yes' if Ok, 'No' if incorrect"
If no, press **<Tab>**. The check number that the system will void is the check number that appears in the First Used for Setup field.

11. Select **Yes** The system displays the message, "The actual form must be voided manually Press **<RETURN>**."
12. Press **<Enter>** The system displays the prompt, "Are forms correctly aligned?"
13. Examine the forms and determine that they are correctly aligned, then select **Yes**. The system displays the following prompt: "Begin printing or Skip this form"
14. Select **Print** The system prints the checks, and displays the FPS Screen with system-updated times, dates, and check numbers in the Date Forms Created field.
15. Select **Exit**. The system displays the message that it will reset the form type after you complete printing the checks.
16. Manually void the check that you used for alignment.

Posting Checks

Introduction

You must post the check you have written in order to complete the check writing process.

Note: You must print the check before you post the check.

How to Post Checks

The following lists the steps for posting checks.

1. Choose the Post Checks option from the AP Check Writing Menu. The Post Checks parameter Screen appears.
2. Enter the Check Group Record number and press **<Escape>**. The system posts the check to the proper ledger.

Erasing a Check from a Check Run

Introduction

Occasionally you may want to eliminate a specific invoice from being paid or printed before it has been posted. You can do this within the check writing application

Note: After posting, you must void a check to eliminate it See *Voiding a Check* in this section.

How to Erase a Check from a Check Run

The following lists the steps for erasing a check from a check run.

1. Choose the Select Checks option from the AP Check Writing Menu. The Selected Checks Screen appears listing the checks selected for the check run.
2. Enter **E** in the Erase Ck Bal field for each check to be erased.
3. Select **Finish**. The system updates the totals and displays the total dollar amount of all the checks selected and erased in the Group Totals field.

How to Void Checks After Printing

When you want to void a group of checks that have already been printed but that have not yet been posted, use the Jenzabar CX menu option Prepare for FPS Restart. For more information about using the Prepare for FPS Restart menu option, see *Section 5* in this guide.

Voiding a Check

Introduction

Occasionally you may want to void a check that has already been posted. You can do this within the check writing application.

Note: Before posting, you can erase a check to eliminate it See *Erasing a Check* in this section.

How to Void a Check after Posting

The following lists the steps for voiding a check.

1. Access the AP Check Writing menu and select Void Checks. The current date displays Do you want to use this date?
If yes, select **Finish**.
If no, enter the date you want to use and select **Finish**.
The Void Check screen appears.
2. Select **Add Document** from the command line.
3. Enter the document code, document Number, ID number, name of payee, the amount and the date the check was posted.
4. Select **Finished** to complete the process.

SECTION 4 - PAYROLL CHECK WRITING PROCESS

Overview

Introduction

This section provides information and step-by-step procedures to guide you through the payroll check writing process from creating a check group to posting the checks. Although not significantly different from the process for writing accounts payable checks, some variations do exist. For information about writing accounts payable checks, see the section *Accounts Payable Check Writing Process* in this manual.

HR Checks vs. Payroll/Personnel Checks

Payroll checks generated from the Jenzabar Human Resources Administration product are the same as those generated from the Jenzabar Payroll/Personnel product. The procedures defined in this section are effective for checks created in either application.

Before You Begin Payroll Check Writing

Before you begin to use the procedures for payroll check writing, remember:

- You access the Check Writing menu after you select one of the following menu paths within Jenzabar CX:
 - Fiscal Management: Payroll: Processing
 - Human Resources: Processing
- You can use the field descriptions in the section *Using the Check Writing Screens* in this guide when you complete the fields on the screens.

Steps to Creating Payroll Checks

This list shows the general phases that take place before, during and after the payroll check writing process.

1. Obtain the check group number(s) that the payroll process generates from the Pay program (for Payroll) or the Create Liability process (for Human Resources).
2. Access the Payroll or HR Check Writing Menu.
3. Choose the Select Checks option to run Check Select.
4. Print the check.
5. Post the check.

Importance of Processing Each Check Group Separately

The Jenzabar CX is designed to process each batch of checks separately. Therefore, you can expect the best results if you select a check group, print it, and then post it before selecting the next check group. Attempting to select multiple groups for processing together can result in check production problems.

Selection Criteria

The Check Select process applies six rules to the Subsidiary records as it determines what items to select for inclusion in a payroll run. Each of these criteria must be met in order for the process to run effectively. The six rules are:

Note: You may need to contact your Jenzabar coordinator to ensure that some of these criteria are met.

1. The subsidiary code must match the subsidiary code in the Check Group record.
2. If the check group period has a non-blank value, the subsidiary balance period must match the check group period.
3. The subsidiary balance amount must have a debit or credit value.
4. The subsidiary balance encumbered amount must be zero. A non-zero amount indicates that the record is related to a purchase order and not an invoice.
5. The subsidiary balance due date must be less than or equal to the due date given in the Check Group record.
6. The subsidiary balance status must be "O" which means Open or Outstanding.

Selecting Checks

Introduction

After Create Liability (i.e., the *hrpay* or Post Payroll process) completes, it assigns group numbers for your payroll checks and your direct deposit (if applicable). You can then select checks to be paid in that check group.

How to Select Checks

Check selection causes all the checks for the specific Wages Payable balance period to be combined for a specific check run. To select checks:

1. Choose **Select Checks** from the menu.
2. The Select Checks Parameter screen appears.
3. Enter the check group number for which you want to select checks; you obtain the check group number from a system-generated e-mail. Select **Execute**. The Output Parameters Screen appears.
4. Enter your desired output parameters and select **Execute**. Enter "NOW" in the Time field if you want the process to run immediately. Follow prompts until the Selected Checks Screen appears.
5. Select **Finish**.

How to Display the Checks in a Check Group

If desired, you can display all the checks in the check group. You can even select some checks to not be paid during a particular check run, a feature typically used in Accounts Payable but not usually desirable in payroll processing. To display checks:

1. Select the Select Check Group menu option. The Check Group record screen appears.
2. Query to locate the check group you want to display. Its information will fill the screen.
3. Update the Display field from N (No) to Y (Yes), then save your change and exit. The Select Checks menu option will display all the checks in the check group.

How to Bypass a Check During a Check Run

Occasionally, you may create a check that you do not want to process. For example, you may have created a payroll check for a terminated employee about whom you were not informed. If time is a constraint, you may want to complete the check run, omitting the check created in error, and then void the error check later.

To select a check to be bypassed during the current check run:

1. Complete the procedure in the above section *How to Display the Checks in a Check Group*.
2. In the Select Checks screen, locate the check you do not want to produce during the current check run.
3. Enter **E** in the Erase Ck Bal field for each check to be erased.
4. Select **Finish**. The system updates the totals and displays the total dollar amount of all the checks selected and erased in the Group Totals field.

Note:

The liability associated with the bypassed check still exists in the general ledger. To relieve it, you must either reverse the liability or create another check group for the bypassed check, using the same dates, balance period, and other information. You would then print and post the check. To remove the check, you must run the following processes:

- Void Checks
- Remove Liability

Printing Checks

Introduction

After selecting checks in a payroll run, you must print the check that has been created to pay the employee. You print the checks using the FPS Forms screen.

Note: For descriptions and detailed information about the fields in the FPS screen, see the Jenzabar guide *Getting Started User Guide*

How to Print Checks

After Check Select creates a file of checks, you use FPS (the Forms Processing System) to print the payroll checks

Follow the steps listed below when you print checks.

1. From the Payroll/Personnel or HR Check Writing Menu, select Print Checks. The Forms Processing System screen (FPS) appears.
2. Select **Formtype**. The cursor moves to the Type of Form field.
3. Enter the name of the check from the Document table (e.g., **prcheck** or **dirdep**). The cursor moves to the Name of Printer field.
4. Enter the name of the printer that you want to use to print the checks. The cursor moves to the Station Number field.
5. Accept the default, 0, as the station number.
6. Select **Finish**. The system displays the following prompt in a window: "Please load the '*formtype*' forms into '*printer name*'."
7. Go to the designated printer, and load the formtype for the checks that you specified.
8. Select **Loaded** to indicate to the system that you have completed the loading process. The command line changes to enable you to begin printing the checks.
9. Select **Start**. The system accesses the Document table, identifies the last check number used, and completes the following two fields:
First Used for Setup
First to Be Printed

Notes:

The cursor moves to the First to Be Printed field, so you can override the value in the field if desired.

The system assumes you need one check above the printhead.

10. Do you want to override the First to Be Printed check number?
If yes, enter the correct number. The system displays the following prompt: "The following form will be voided: *check number* Choose 'Yes' if Ok, 'No' if incorrect"
If no, press **<Tab>**. The check number that the system will void is the check number that appears in the First Used for Setup field.
11. Select **Yes**. The system displays the message, "The actual form must be voided manually Press **<RETURN>**."
12. Press **<Enter>**. The system displays the prompt, "Are forms correctly aligned?"
13. Examine the forms and determine that they are correctly aligned, then select **Yes**. The system displays the following prompt: "Begin printing or Skip this form"
14. Select **Print**. The system prints the checks, and displays the FPS Screen with system-updated times, dates, and check numbers in the Date Forms Created field.
15. Select **Exit**. The system displays the message that it will reset the form type after you complete printing the checks.
16. Manually void the check that you used for alignment.

Posting Checks

Introduction

Posting checks you have written is the final step in the check writing process.

You must print the checks before you post them.

How to Post Checks

The system uses the Check Post program to post checks. To execute the program:

1. Choose the Post Checks option from the Payroll/Personnel Check Writing Menu. The Post Checks Parameter screen appears.
2. Enter the Check Group Record number and press **<Escape>**. The system posts the check to the proper ledger.
3. Make sure you receive three mail messages, containing the following information:
 - Updated "0" grouping sheets.
 - Filepost run completed successfully.
 - PD ### posted with ### entries (In this case, the system inserts the appropriate numbers where the ###)

CAUTION: Failure to receive any of these three messages indicates your posting was not successful.

Note: The posting process also updates your Check Group record with the journal number and the check numbers used.

Voiding a Check

Introduction

The method for voiding a check depends on the point in the check writing process at which you discover the need to create a void.

How to Void Checks After Printing but Before Posting

When you want to void a group of checks that have already been printed but that have not yet been posted, use the Jenzabar CX menu option Prepare for FPS Restart. For more information about using the Prepare for FPS Restart menu option, see *Resolving Problems* in this guide.

How to Void a Check After Posting

The following lists the steps for voiding a check.

1. Access the Payroll/Personnel or HR Check Writing menu and select Void Checks. The current date displays Do you want to use this date?
If yes, select **Finish**.
If no, enter the date you want to use, then select **Finish**.
The Void Check screen appears.
2. Select **Add Document** from the command line.
3. Enter the document code, document Number, ID number, name of payee, the amount and the date the check was posted.
4. Select **Finished** to complete the process.

SECTION 5 - CREATING GROUPING SHEETS WITH AP WARRANTS

Introduction

Check writing may also involve creating grouping sheets. The Accounts Payable Warrants program aids institutions in creating grouping sheets, which are a summary of state funded expenditures. The state comptrollers office requires all state institutions to submit grouping sheets to be used as reference documents for vendor and payee information.

Note: Depending on what state you are in this particular reference document may be called something other than a grouping sheet.

This section provides the following:

- A checklist of information you need to know and tasks you need to perform before using Accounts Payable Warrants
- Types of background knowledge you must possess to use Accounts Payable Warrants

Before You Begin Accounts Payable Warrants

Before you begin to use the procedures for Accounts Payable Warrants, remember:

- You access the AP Check Writing Menu from the Purchasing/AP Main Menu.
- You can use the field descriptions in the section *Using the Check Writing Screens* in this guide when you complete the fields on the screens.

Prerequisite Tasks

Use the following checklist to ensure that you have reviewed all required tasks before you begin using Accounts Payable Warrants.

- All invoices have been entered into the system
- Check select has been run
- Checks have been printed
- All checks have been posted to the General Ledger and the proper accounts have been relieved and credited.

Background Knowledge

To use Accounts Payable Warrants effectively and efficiently, you must have specific background knowledge about your institution's authorized personnel, and policies and procedures.

Know answers the following questions about authorized personnel at your institution:

- Who is authorized to create check groups?
- Who is authorized to write checks?
- Who is responsible for entering invoices into the system?

Know the answer to the following question about your institution's policies and procedures:

- What type of payment terms does your institution use to cover state funded expenditures?

Accounts Payable Warrants Process

The following lists and describes the overall process involved in using Accounts Payable Warrants:

The process shown below is an example and is not intended as policy guidance. Your institution's grouping sheet process may vary.

1. The accounts payable clerk:
 - Receives an invoice from a vendor
 - Enters the invoice into the system
 - Specifies the payment terms
 - Runs check select to choose invoices
2. Accounts Payable Warrants
 - Creates checks from invoices selected in check select
 - Prints the checks
 - Creates a grouping sheet file and schedule
 - Prints the grouping sheet file using FPS

Payment Terms

The following explains the different types of check terms that an institution may use to pay state-funded expenditures.

Imprest Checks

The institution pays the vendors and sends a grouping sheet to the state. The institution then receives a reimbursement from the state.

Direct To State

The institution sends a grouping sheet directly to the state, the state then pays the vendor directly.

Creating and Printing a Grouping Sheet

How to Create a Grouping Sheet

Once you have assigned a status to each invoice and run check select, you can create the grouping sheet and print it. You create the grouping sheet by simply executing the following menu options starting from the Fiscal Management Main Menu.

1. Purchasing/AP
2. AP Check Writing
3. Select Check Group

The AP warrant process runs in the background retrieving invoices based on the status you have assigned them.

How to Print a Grouping Sheet

To print a grouping sheet choose the Print Checks_Grp. Sheets option from the AP Check Writing Menu. The FPS Screen will be displayed allowing you to print the form according to your institution's standards.

Note: For more information on the FPS Screen see the Jenzabar guide *Getting Started User Guide*.

SECTION 6 - RESOLVING PROBLEMS

Introduction

This section provides information about using the Problem Solving menu to resolve problems in the check writing process. This menu provides six options allowing you to change a check number, abort a check run, back out of a check run and restart the printing of checks.

Importance of Processing Each Check Group Separately

The Jenzabar CX is designed to process each batch of checks separately. Therefore, you can expect the best results if you select a check group, print it, and then post it before selecting the next check group. Attempting to select multiple groups for processing together can result in check production problems.

Accessing the Problem Solving Menu

Access the Problem Solving menu from any of the Check Writing menus in the Jenzabar CX.

How to Change a Specific Check Number

You use the Document Table option to change a specific check number. After you select this option, the Document Table screen appears with the check numbers for a particular station. For a complete description of the Document Table screen, see the *General Ledger Technical Manual*.

How to Abort a Check

Three options from the Problem Solving menu enable you to abort a check: Prepare for FPS Restart, Prepare for Check Abort, and Check Abort. Follow these steps to abort a check.

1. If the checks were printed, select Prepare for FPS Restart. This process restores the form file.
2. Select Prepare for Check Abort from the Problem Solving Menu. This option removes the tracking file that was produced when checks were printed.
3. Enter the Check Group Number and select **Finish**. The Output Parameters and Scheduling window appears.
4. Enter your desired output parameters and press **<Enter>**. The Selected Checks Screen appears.

Note: Enter "NOW" in the Time field if you want the process to run immediately.

5. Select the check to be aborted and select **Finish**.
6. Select Check Abort from the Problem Solving Menu. This option backs out the check selection, resetting the check group.
7. Enter the check group number for which you want to select checks. Select **Finish**. The Output Parameters and Scheduling window appears.
8. Enter your desired output parameters and press **<Enter>**. The Selected Checks Screen appears.

Note: Enter "NOW" in the Time field if you want the process to run immediately.

9. Select the check to be aborted and select **Finish**.

How to Reprint a Check Run

Follow these steps to prepare the system to reprint if there was a problem with the first check printing.

1. Select the Prepare for FPS Restart option from the Problem Solving menu.
2. Enter the Check Group number and select **Finish**. The Output Parameters and Scheduling window appears.
3. Enter your desired output parameters and press **<Enter>**.

Note: Enter "NOW" in the Time field if you want the process to run immediately.

4. To reprint the checks, see the pages titled *Printing Checks* in either the Accounts Payable Check Writing section or the Payroll Check Writing section.

How to Handle an Interrupted Posting

Follow these steps to clean up a posting that was interrupted by the system.

1. Select the Interrupted Posting option from the Problem Solving menu.
2. Complete the following fields and select **Finish**. The Output Parameters and Scheduling window appears.
 - Check Group Number
 - Journal Reference
 - Journal Number
3. Enter your desired output parameters and press **<Enter>**.

Note: Enter "NOW" in the Time field if you want the process to run immediately.

How to Terminate a Check Journal

Follow these steps to back out all the postings for the chosen journal. This menu option restores the check process to the pre-posted state.

1. Select the Terminate Check Journal option from the Problem Solving menu.
2. Enter the Check Group Number and select **Finish**. The Output Parameters and Scheduling window appears.
3. Enter your desired output parameters and press **<Enter>**.

Note: Enter "NOW" in the Time field if you want the process to run immediately.

Payroll Check Problem Solving

Introduction

Because payroll checks require a variety of calculations for adjustments/deductions, and because your workforce is constantly changing, the payroll check writing process can cause a variety of challenges. These pages address some common payroll check processing scenarios and how you can resolve them.

Initial Run of Direct Deposit

The initial payroll run for direct deposit is used to test the direct deposit process and to notify the bank of upcoming direct deposits for your employees or vendors. However, the Jenzabar CX paystub printing process cannot process the empty print file created during this initial run, and errors can occur.

To eliminate the problem of having an enabled direct deposit with no direct deposit employees, the Jenzabar Coordinator must change the extension on the spool/forms/dirdep file from .t## to .p## (where ## is a system-assigned sequence number). The change in the extension causes the printing process to ignore the empty direct deposit file.

Checks that Are Printed but not Posted

If you discover errors in checks that you have printed but not yet posted (e.g., you processed the payroll and then realized you did not update the Tax tables for changes in income tax rates), use the following menu options on the Problem Solving menu, using instructions found elsewhere in this section:

1. Prepare for FPS Restart (see *How to Reprint a Check Run*)
2. Prepare for Check Abort (see *How to Abort a Check*)
3. Check Abort

Checks that Are Printed and Posted

If you completed the posting process for checks that are incorrect, use the following menu options on the Problem Solving menu, using instructions found elsewhere in this section:

1. One of the following:
 - Terminate Check Journal (if the posting process completed normally) (see *How to Terminate a Check Journal*)
 - Interrupted Posting (if the posting process was interrupted before completing normally) (see *How to Handle an Interrupted Posting*)
2. Prepare for FPS Restart (see *How to Reprint a Check Run*)
3. Prepare for Check Abort (see *How to Abort a Check*)
4. Check Abort

A Check that Should Not Have Been Created

If you created a paycheck for an employee for whom no check was needed (e.g., an employee was terminated and you were not informed before the current payroll run), use the following menu options, using instructions found elsewhere in this manual:

1. Void Checks, using the check number associated with the item to void (e.g., PR 1234) (see *Voiding a Check*)
2. Adjust Payroll Liability, using the same document number used in Void Checks

SECTION 7 - RESPONDING TO SYSTEM MESSAGES

Overview

Introduction

This section provides the following:

- Descriptions of the status, warning, field error, and fatal error messages that can appear while you are using check writing.
- Information you need to respond to status, warning, and error messages.

Four Types of Messages

Four types of messages can appear in check writing. The messages appear on the comment line, on the error line, in a dialog box, or in your electronic mail. The types of messages are:

- Status message
- Field error message
- Warning message
- Fatal error message

Descriptions of Message Types

This list describes each of the four types of messages, by degree of severity.

Status

Assures you that the program is working properly when you select an option involving a long pause.

- Can appear after you select a command or option, type data, or press a key
- Appears on the comment line
- Requires no action by you

Example: "Opening files ..."

Field error

Tells you of an invalid field value entered and provides valid field values from which to choose.

- Can appear after you enter an invalid code in a field
- Appears on the error line
- Requires you to select a valid code from those provided in the field error message, a table lookup, or a query, and enter it into the field

Example: "Valid values: (A,I)"

Warning

Informs you of a condition of which you must be aware in order to continue.

- Can appear after you select a command or option, type data, or press a key to begin or end a process that requires a decision
- Appears in a dialog box
- Requires you to act or make a decision
- Instructional; does not terminate processing

Example: "Are you sure you want to exit? (Y/N)"

Fatal error

Notifies you of a serious problem occurring within the system.

- Can appear when the system is missing information (such as a required table or record) needed to continue processing, or when there is a program error
- Appears in a dialog box, or in your electronic mail, and/or in your Jenzabar coordinator's electronic mail
- Requires you to contact the Jenzabar coordinator immediately to resolve the problem
- Terminates processing

Example: "XXXX An unrecoverable error has occurred Contact your Jenzabar coordinator."

Electronic Mail Messages

Occasionally, Jenzabar CX programs send status or error messages to your electronic mail, as well as to the comment or error line. Programs do not send messages about background processes to the comment or error line, but only to your electronic mail. Such messages tell you any of the following information:

A process was completed successfully

You can delete or save them according to your preferences or established policy.

Errors have occurred while trying to complete a process

Tell your Jenzabar coordinator about the message to resolve the problem.

Information cannot be found

Try the process again with new field values.

Warning and Error Messages

Messages You Might Receive

The following is an alphabetical list of some of the field error, warning, and fatal error messages that can appear when you use check writing.

Warning messages do not affect program processing, while field error messages indicate problems you can correct by following the directions in the message. However, fatal error messages stop the processing of a program; if you receive a fatal error, contact your Jenzabar coordinator immediately.

Cannot continue until a previous ck run is posted

Another check run is in progress. You cannot continue until the previous check run has completed processing.

Doc type specified has no checks

There are no checks of the specified type to post. Verify the type and retry.

Must print before posting

You must print the checks before they can be posted.

The balance rec <invoice> did not reduce actual amount

Checks have been posted, but the subsidiary balance record (subb_rec) must be updated manually.

The ckgrp record 'ID' is only formatted

The checks in the check group have been printed but not posted. You must post the checks to complete processing.

The ckgrp record 'ID' is only scheduled

The checks have been selected, but have not yet been printed or posted. You must perform these steps before processing is complete.

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