Questions & Answers about Your CPA Software:
GENERAL LEDGER

Simply scroll down to get the answers to these questions…

- ☐ **How do I record an NSF check?**

- ☐ **How do I void a check?**

- ☐ **How do I void a receipt?**

- ☐ **How do I move a journal transaction?**

- ☐ **How do I record a bank charge?**

- ☐ **Help! I'm not balancing! What steps should I take?!**

If you don't find your question addressed here, please submit it to support@sspro.com. We will update these FAQ Software Sheets frequently for CPA Users. Send your questions!

Q. How do I record a NSF check?

A. When the bank sends back an NSF check or an NSF charge shows up on your bank statement, you will go to Journal Transactions and change the date to the day the bank took the NSF out of your account. Select the same 4000 account number the money was originally deposited into, put NSF and the name of the person in the description, use the minus key to move to the debit column and type in the amount of the NSF check. Type NSF in the reference and leave the 1 in Journal. Go down to the next line and press F2
to offset the transaction to the 1100 (checking) account.

CPA - Journal Transactions
for
YOUR SCHOOL

| Payroll | Student Receivables | Textbook Rental | Configure | Manage Data |
| General Ledger | Accounts Payable | Receipts | Purchase Orders | Batch Reporting | Set of Books |

Date: 08/22/12 Wednesday — Total Debits: $150.00 — Total Credits: $150.00 — Entries: 2

GL Account	GL Sort Code	Description	Debit $	Credit $	Reference	Jnl
4072 - CHEER	Camp	NSF Wilson/Cheer Camp	$150.00		NSF	1
1100 - CHECKING		NSF Wilson/Cheer Camp		$150.00	NSF	1

Move Transactions   Close

CPA - Void Check
for
YOUR SCHOOL

| Payroll | Student Receivables | Textbook Rental | Configure | Manage Data |
| General Ledger | Accounts Payable | Receipts | Purchase Orders | Batch Reporting | Set of Books |

Select the checkbook and check number to void:

Checkbook: 1   Check Number: 50-11/03/10

Details for selected check:

Vendor Name: Em-Roe Sporting Goods
Check Date: 11/03/2010
Check Amount: $69.00

GL Account	Invoice Description	Amount	Reference
6030 - ATHLETIC	FOOTBALL EQUIPMENT	$69.00	

Void Check   Close

Q. How do I void a check?

A. If you have printed the checks from the Select/Pay
Invoices on the Accounts Payable tab, you may use the Void Check feature in Accounts Payable. You will
select the checkbook (#1) and then click on the drop
down box and select the check to void. The information for that check will be displayed and you will then click the Void Check button. This will make a
reversing entry in the ledger on that day.

If you are using "Print Casual Vendor Checks", you will need to go to Journal Transactions on the General Ledger tab and manually enter the reversing entry.
Type the same 6000 account number as the original check, type in Void Check ## in the description, click the "Credit" column and type in the dollar amount in the credit column, put the check # or the word "Void" in the reference and press Enter or Tab through the Journal 1. Press the F2 key to make the offsetting entry for the checkbook.

Remember: Do not go back to a previous month to void a check if you have already balanced that month.

CPA - Journal Transactions
for
YOUR SCHOOL

| Payroll | Student Receivables | Textbook Rental | Configure | Manage Data |
| General Ledger | Accounts Payable | Receipts | Purchase Orders | Batch Reporting | Set of Books |

Date: 08/23/12 Thursday — Total Debits: $120.00 — Total Credits: $120.00 — Entries: 4

| GL Account	GL Sort Code	Description	Debit $	Credit $	Reference	Jnl
6040 - BAND	Awards	Marching Band Awards/Awards Unlimited	$60.00		4231	1
1100 - CHECKING		Marching Band Awards/Awards Unlimited		$60.00	4231	1
6040 - BAND	Awards	Void check 4231/Awards Unlimited		$60.00	V4231	1
1100 - CHECKING		Void check 4231/Awards Unlimited	$60.00		V4231	1

Move Transactions   Close

Did this help? Questions? If not, we're here! E-mail: support@sspro.com or call (765) 423-4472.
You arrived on this page when you clicked on the Frequently Asked Questions button.
To return to your program, simply close this window (upper right corner X).

Q. How do I void a receipt?

A. If you are using the Receipts tab to enter your receipts, you may use the Void Receipt menu item on the Receipts tab to void a receipt. You will click on the drop down to display the receipt numbers and dates and select the receipt you would like to void. The program will display the information for that receipt and allow you to click the Void button. The program will make the reversing entry in the ledger on that day.

If you are entering receipts in the Journal Transactions on the General Ledger tab, you will need to make the reversing entry in the Journal Transactions. Type in the same 4000 account number as the original receipt, type Void Receipt # in the description, click in the "Debit" column and type in the dollar amount in the debit column, put the receipt # or the word "Void" in the reference and press <Enter> or <Tab> through the Journal 1. Press the F2 key to make the offsetting entry for the checkbook.

Q. How do I move a Journal Transaction?

A. Go to Journal Transactions on the day the entries are posted, select the Move Transactions button at the bottom of the page. It will automatically put in the current date, select the new date and type in the reference of the transaction you want to move. That would normally be a check number or receipt number. It must match exactly. The program will then move only the transaction you specify to the new date.

Q. How do I record a bank charge?

A. Go to Journal Transactions, change the date to the day the bank charged your account. Use the 6000 account (generally the Interest account) and type Bank Charge in the description. Go to the debit column and type in the amount of the charge, put Bank in the reference and leave the 1 in the Journal. Go down to the next line and press F2 to offset the transaction to the 1100 (checking) account.
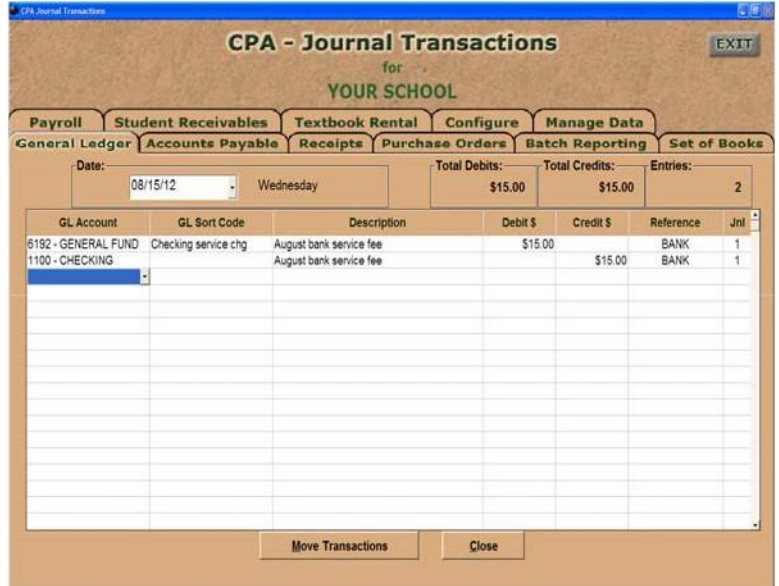
Q. If I do not balance, what steps should I take?

A. Compare the previous month's Schedule of Balances ending balance with the current month's beginning balance to make sure they match. Go to Journal Transaction Detail, type in the month you are trying to balance and go down to Journal Amount and type in the amount you are off. See if there are any transactions for that amount. If not, print the Fund Account Ledger on the checkbook (1100) for the month and make a copy of the outstanding checks from the previous month's reports. Use the bank statement and mark off all the deposits and checks listed. If there are voided checks and/or receipts, clear both the original check/receipt and the void. Mark sure the checks that are not cleared match the Outstanding Check list for the month.

If you still do not balance, please contact support for help!