
PROCESSING DISBURSEMENTS FOR STUDENT ACTIVITIES (ACC-W032)
Sacramento City Unified School District

- 5.2.7 Select purchase order
- 5.2.8 Tab to Memo field
- 5.2.9 Type school name is caps
- 5.2.10 Click detail tab. The purpose, Auth by, GL, and Received (amount) fields will automatically fill in from the purchase order.
- 5.2.11 Edit the Received amount if necessary
- 5.2.12 Click OK, Click Accept
- 5.2.13 Repeat steps 5.2.1 – 5.2.12 if anymore invoices
- 5.2.14 Exit Invoice Entry menu

5.3 Computer Checks

- 5.3.1 Go to Entry – Click computer checks
- 5.3.2 Verify all invoices are there
- 5.3.3 Click Print checks
- 5.3.4 Type in first check number
- 5.3.5 Insert check(s) in the printer
- 5.3.6 Hit OK – Checks will print individually
- 5.3.7 Verify the checks printed correctly
- 5.3.8 The screen will ask if the checks printed correctly
- 5.3.9 Click yes or no; if you click no, then follow directions on the screen
- 5.3.10 The screen will say please remove checks from the printer – click yes
- 5.3.11 The screen will ask you if you want to print the computer check journal
- 5.3.12 Select yes, click print
- 5.3.13 The screen will ask you if the Computer Check Journal printed ok and if the data is correct
- 5.3.14 Select yes or no; if not follow direction on screen to correct it
- 5.3.15 The screen will ask you if you want to update the computer check journal
- 5.3.16 Click yes
- 5.3.17 Exit computer checks

5.4 Organization of paperwork

- 5.4.1 File computer check journal in check number order
- 5.4.2 Write site name of top of each check (do not write if site name is already on check)
- 5.4.3 Fold the bottom portion of the check under, so the signature line is showing
- 5.4.4 Write check no. and today's date on Disbursement Request
- 5.4.5 Clip in the following order:
 - 5.4.5.1 Check to be signed
 - 5.4.5.2 Disbursement Request

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