



Society of St. Vincent de Paul

Galveston-Houston Archdiocese

CMS User's Guide

Treasurer Function - Completing a Check Request

1. Go to your CMS Home page and select **Check Register**
2. On the Check Register page, select **Check Requests** (the middle button on the top right hand side of the page). NOTE: You can also access Check Requests from your Home, Main Menu screen.
3. This will take you to the page where you can see the Unprocessed and Processed check requests. If not already selected, select the **Unprocessed** tab and then select (left click) a SVdP Friend Case that says **Check Request** (a direct check request where there has been no Pledge) or says **Pledge/Check** (a Pledge that has been converted to a Check Request). This will take you to the Approve Check Request page.

4. On the Approve Check Request page, complete the information noted by the **red asterisk *** (**check number**, whether it was **mailed or delivered** and, if delivered, to whom it was delivered). Then select the **Approved** button on the top right of the page (5th button from the left).

NOTE: it is helpful if you write the check from your checkbook and enter the check information into your checkbook ledger at the same time that you are entering the information into CMS. This will help prevent errors in both your checkbook and CMS entries.

- You can now select Check Register from either the button on the top of this page or in the Main Menu on your Home Page. All of the information about the check you issued will be included in the register. To check the balances, you should click the Recalculate button to see your Check Register Balance, which should correspond with the balance in your checkbook ledger.

The screenshot shows the 'Check Register - Conference Training' page in the Vincentian Case Management System. The page is for 'Current Month - November 2021'. It features a summary table and a detailed transaction table.

Summary Table:

Bank Statement		Check Register		Pledged	
Beginning Balance	\$1,186.08	Outstanding Deposits	\$1,000.00	Outstanding	\$0.00
Deposits/Credits		Outstanding Checks	\$1,127.00	Adjusted Balance	\$1,059.08
Withdrawals/Debits		Register Balance	\$1,059.08		
Ending Balance	\$1,186.08				

Transaction Table:

C	Type	Number	Date	Debit	Credit	Payee	Client	Case
	Utilities	123	09/13/2021	\$100.00		Entergy	Smith, Joe	2021-08739
	Housing / Rent	1250	10/19/2021	\$250.00		Cricket Hollow Apts.	Doe, Jane	2021-10614
	Housing / Rent	201	11/19/2021	\$777.00		Jerry Jay	Lemon, George	2021-12501
	Donation - Church and Poor Box Collections		11/19/2021		\$1,000.00			
	Utilities	1001	11/24/2021	\$50.00		Stream Energy	Assistance, Utility	2019-02145