



HARRIS
School Solutions

NextGen

Staling Checks

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Marking Checks as 'Stale' in Nextgen

Why mark a check as Stale? What is the Difference between Staling and Voiding a check? Staling a check in Nextgen removes it from future bank reconciliations and, when possible, posts journal entries giving cash back and setting up a liability in the associated expense funds. Voiding a check is a permanent action taken in cases where the check is being replaced or payment is being cancelled. Staling is a non-permanent action taken when a check is deemed old and potentially will not be cashed. This takes the check off of reconciliation reports but if cashed, can be 'un-staled' easily. **Note: Other reconcilable items that represent converted outstanding checks can be marked Stale in Nextgen but the system will not post journal entries as there is no associated invoices for which to determine the expense funds. **

Checks that have a reconciliation status of Stale cannot be voided or cleared. Therefore, if a stale check is cashed or needs to be voided, first, it must be un-staled before additional action can be performed in Nextgen.

Component criteria for staling must be specified for the option to become visible and available. The criteria is normally a liability class function value that will be used to represent monies still owed to vendors.

Use Bank Code Maintenance to specify the criteria for each bank code.

SC/BANK: Bank Code Maintenance (v3.15)

Bank Code: RBCG

1. Bank Settings 2. Other 3. Document Services

Interest Account #: 11-4-6810-000-0000-6001-0-0000-0000

Account Number

Stale Check Comp: ClassFunct Value: 20259

☒ Allow ACH for this bank code

Destination DFI/RTN: Bank Name: Last Stmt # Used: 900000000

Originator DFI/RTN: Bank Name: ☐ Savings Account

☐ Replace Originator DFI/RTN on File Header ☒ Set Format Code to Blank

Bank Acct Prefix: B

ACH Param File: APACHEmailParm.txt

☒ Generate Debit

Debit DFI/RTN: Bank Name: ☒ Notified Flag

Acct #:

ACH Stmt Rpt: apprckachstmt.rpt Remote Name: Password:

Change Mode: Enter the Key Word for the Record to be Changed

Once the component criteria are supplied, a new button will appear after the bank code/account number is selected in the Check Reconciliation transaction. A screen example follows:

AP/PCRD: Check Reconciliation (v3.14)

Reconcile by
☒ Bank Code
☐ Account #

Bank Code: RBCG

Statement Ending Date: 01/31/2020

End Balance: 4,268,424.26

Ref#...	Date	Amount	Check S...	Comment	Trans C...	Vendor Name	Vendor #	Applica...	Bank
1	2019-12-31	348.40		gpls edit	Receipt				RBCG
43190	2014-03-05	11.25	Paid	Print Checks			4698	AP	RBCG
48744	2017-11-16	11.25	Paid	Print Checks			4385	AP	RBCG
48927	2018-01-12	2.25	Paid	Print Checks			4385	AP	RBCG
48960	2018-01-19	3.00	Paid	Print Checks			4964	AP	RBCG
50532	2019-03-07	12.75	Paid	Print Checks			5114	AP	RBCG
51083	2019-08-01	50.00	Paid	Print Checks			5229	AP	RBCG
51108	2019-08-12	9,704.69	Paid/Vo...	Check lost in mail			2475	AP	RBCG
51337	2019-09-24	7,781.60	Paid	Print Checks			5249	AP	RBCG
51431	2019-09-30	348.40	Paid	Print Checks			2598	AP	RBCG
51586	2019-11-01	12.75	Paid	Print Checks			3714	AP	RBCG
51596	2019-11-05	12.75	Paid	Print Checks			3324	AP	RBCG
51624	2019-11-13	12.75	Paid	Print Checks			5114	AP	RBCG
51683	2019-11-21	125.00	Paid	Print Checks			5155	AP	RBCG
51703	2019-12-04	1,270.18	Paid	Print Checks			556	AP	RBCG
51714	2019-12-05	550.00	Paid	Print Checks			40	AP	RBCG

First Check #
 Last Check #
 Mark Cleared

Post Interest

Stale/Unstale Checks

Run Summary Report

Show Deposits and JE's

To stale/un-stale a check, click on the button. The screen changes to the following example.

AP/PCRD: Check Reconciliation (v3.010)

Stale Check Processing

Options
☒ Stale Checks
☐ Unstale Checks

On or Before: 5/31/2014

Reload

Listed Items Count: 57

Check No	Check Date	Amount	Payee Info/Description	Type	Bank C...	Message
43771	07/10/2013	18.27		AP Check	21AP	
43776	07/11/2013	178.70		AP Check	21AP	
43778	07/11/2013	29.22		AP Check	21AP	
43899	07/24/2013	76.33		AP Check	21AP	
44894	11/21/2013	0.00		AP Check	21AP	
45170	01/13/2014	11.76		AP Check	21AP	
45773	04/04/2014	90.16		AP Check	21AP	
45862	04/15/2014	36.46		AP Check	21AP	
45985	05/01/2014	200.00		AP Check	21AP	
46035	05/06/2014	200.00		AP Check	21AP	
46070	05/08/2014	99.00		AP Check	21AP	
46116	05/13/2014	40.32		AP Check	21AP	

Select All Deselect All Post Close

Select Checks to Stale
 Enter Posting Information if Required and Click Post

This is the screen to stale checks. To un-stale any checks, click the “Unstale Checks” option. The screen loads the checks that have an Outstanding reconciliation status when on the stale screen and Stale reconciliation status when on the un-stale screen. Use the On or Before date field to restrict the number of listed items based on the date entered.

To stale/un-stale an item, check the box for each item to act upon. For each item checked, Nextgen will display a message as to whether or not journal entries will be made. If Nextgen can post journal entries,

the screen changes, prompting for required posting information. **NOTE: POSTING DATE IS VERY IMPORTANT!!! The posting date determines not only when the journal entries are posted but also which month future bank reconciliations will no longer show the stale check.** If un-staling checks, it only posts the journal entry, if possible, as the reconciliation status of the check will reset to Outstanding. An example of a completed screen follows:

AP/PCRD: Check Reconciliation (v3.010)

Stale Check Processing

Options

☒ Stale Checks ☐ Unstale Checks On or Before 5/31/2014 Reload Listed Items Count: 57

Check No	Check Date	Amount	Payee Info/Description	Type	Bank C...	Message
<input type="checkbox"/> 43771	07/10/2013	18.27		AP Check	21AP	
<input type="checkbox"/> 43776	07/11/2013	178.70		AP Check	21AP	
<input type="checkbox"/> 43778	07/11/2013	29.22		AP Check	21AP	
<input checked="" type="checkbox"/> 43899	07/24/2013	76.33		AP Check	21AP	JE will be made for this check
<input type="checkbox"/> 44894	11/21/2013	0.00		AP Check	21AP	
<input type="checkbox"/> 45170	01/13/2014	11.76		AP Check	21AP	
<input type="checkbox"/> 45773	04/04/2014	90.16		AP Check	21AP	
<input checked="" type="checkbox"/> 45862	04/15/2014	36.46		AP Check	21AP	JE will be made for this check
<input type="checkbox"/> 45985	05/01/2014	200.00		AP Check	21AP	
<input type="checkbox"/> 46035	05/06/2014	200.00		AP Check	21AP	
<input type="checkbox"/> 46070	05/08/2014	99.00		AP Check	21AP	
<input type="checkbox"/> 46116	05/13/2014	40.32		AP Check	21AP	

Required Journal Entry Posting Data

Posting Date: 6/27/2014 Journal Code: J/E Reference: Old Checks

Comments: Old Checks

Select All Deselect All Post Close

Select Checks to Stale
Enter Posting Information if Required and Click Post

Once Post is clicked, the journal entries are made, a recap of the amounts for each bank code affected is displayed and the checked items are removed from the list. The recaps amounts listed are the monies that may need to be moved to other listed bank account. ****NOTE: If the word stale (for staling) or unstale (for un-staling) does not appear in the comments, Nextgen will add text to the beginning of the comments when posting so that stale/unstale journal entries can be found using the JE Query transaction comments search function.** Also, the check reference is added to each journal entry comment.****** An example of the bank code recap and journal entries report follow:

Staled Bank Code Amounts

Refresh Print Setup Excel Cancel New Edits Exit

Bank Code/Account No	Total Amount
21AP/8150219501	112.79
GEN/8150204101	112.79

If a check was marked stale in a future fiscal period, the check will be listed on the reconciliation list and reconciliation report with a status of Paid/Stale and a date (list only). The date represents the posting date and/or the date for which the Stale status was applied. Nextgen uses the status date to determine if the stale check should appear/be reported in the reconciliation process. An example of what the reconciliation list would look follows:

As part of the Stale check feature, Nextgen now has an additional search feature on JE comments in the Journal Entry Query transaction. This comments field is used in conjunction with the “Search Option For Characters in Text Fields” to search journal entry comments for specific words/phrases. This can be used for any text, not just stale and unstale. An example of the screen follows:

GL/JEQY: Journal Entry Query (v3.06)

JE Tx # To

Search Option For Characters in Text Fields
☒ Match ☐ Appears Anywhere ☐ Starts With

Select By Date or Period Ranges

☐ Enter Date 6 / 27 / 2014 To 6 / 27 / 2014

☐ Post Date 6 / 27 / 2014 To 6 / 27 / 2014

☐ Year and Period June To June
2014 To 2014

Dollar Criteria
Operator \$\$\$

Journal Entry Reference Data

Account #
No Account Selected

Journal Code All Comp Selection

Application ID All Transaction ID All User ID All

Deposit # Cash Receipt # Ref #

Comments

Group All

Journal Entry Linkage Data

Vendor# Invoice # Bank Code All Check # PO Prefix All PO Number

Enter Selection Criteria, Click Enter(F1) To Generate Report