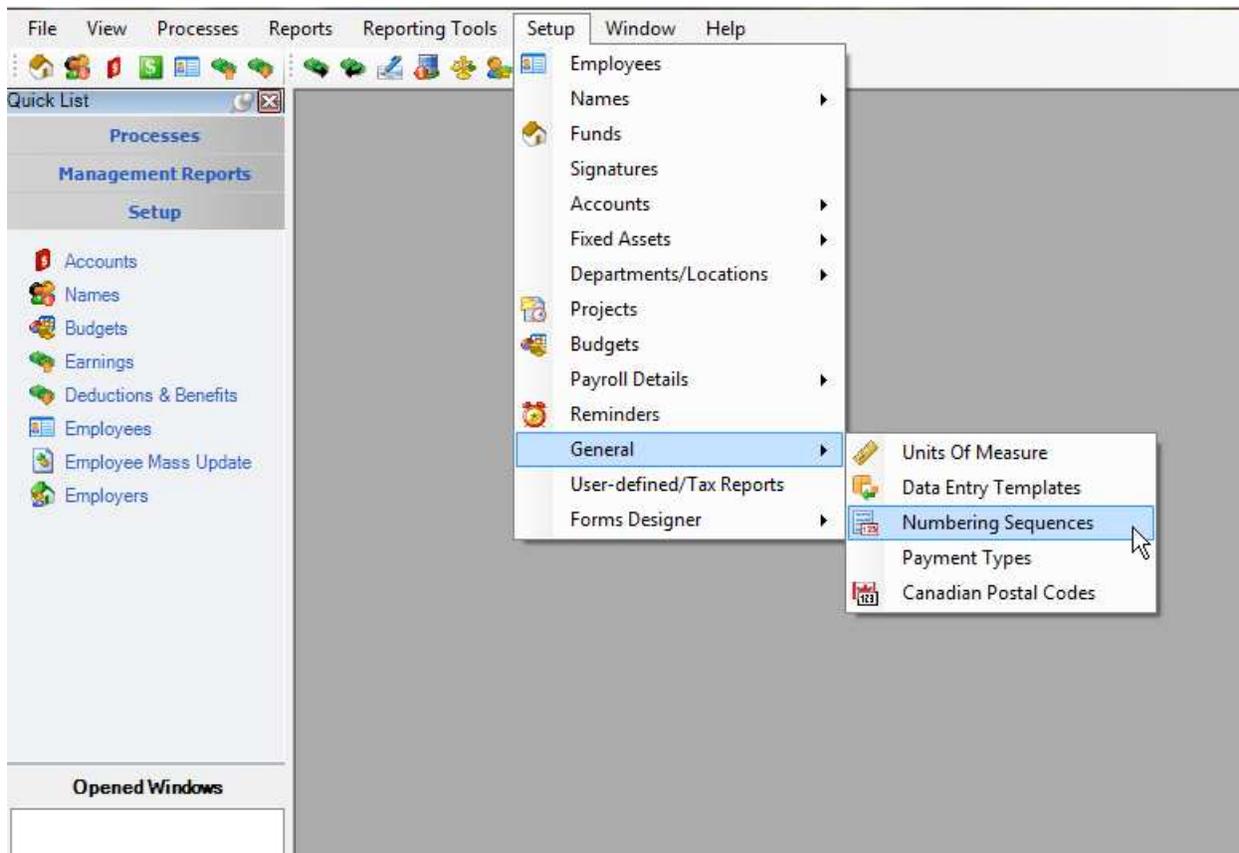


CenterPoint Tip:

How to Preventing Duplicate Receipts/Checks in CenterPoint

CenterPoint has a feature which we hope will reduce the number of duplicate checks and receipts. This is a step by step procedure for how to turn on that new feature.

- Open CenterPoint, and log in to your City or Utility database.
- On your top toolbar, click on “Setup”, then go down to “General” and over to the right, click on “Numbering Sequences”.



- In your list of Numbering Sequences you are looking for Receipt Number and Check Number. Double click on either one.

WARNING!-

There is some sensitive information located in your numbering sequences. Please DO NOT change anything other than what is listed below.

- Once you are in your Receipt or Check number detail, you will look for the field labeled “Check When”. And you want to choose the option “Check for Duplicates when saving the transaction”.

The screenshot shows the 'Check Number' configuration window. The 'Check When' dropdown menu is set to 'Check for duplicates when saving the transaction', which is highlighted by a red arrow. Other visible options include 'Duplicates Allowed', 'Unique For Fund', 'Each Bank Account', and 'Format: #####'. The 'Sequence Details' section shows 'Type: Transactions' and a list of screens with checkboxes, including 'Pay Invoices Due' and 'Payments' which are checked. The 'Format Box Information' section on the right provides examples for format boxes, such as 'Incrementing 5 Digit Sequence Number = #####' and 'Incrementing Sequence Number w/Date Reset Daily = ddmmyy# (select the Reset on New Date check box)'.

- Once that option is selected, click on SAVE at the bottom, and perform the same process for the second sequence, either Checks or Receipts.

**This process only needs to be done on one computer and will take effect for all users in CenterPoint.