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CASH RECEIPTS USER MANUAL

STO: CREATING A DEPOSIT FOR ANOTHER AGENCY

INTRODUCTION

The State Treasurer's Office (STO) can create a deposit for another agency. The user must be setup properly by the STO Cash Receipts administrator to have this option. Then, from the applications menu, the STO user can select the Cash Receipts button and choose an agency from a drop down menu.

Once the deposit is saved, the agency cannot be changed. At the time the Cash Receipts application saves the deposit, it will also create a deposit number. The deposit number is incremented individually for each agency. To change the agency, the STO user must void the deposit and create a new one.

TO ENTER DEPOSITS

1. Click the **Deposits** tab.
2. Select an agency from the drop down menu.

Cash Receipts - Receipt

150 State Treasurer

CashRcpt Menu Applications Logoff

STATE OF IDAHO USA

Status Deposits Distribute Attachment Approval Reports

Deposit #139 Date 02/25/2016 Agency 150 - State Treasurer

Amount	Number	Name
50.00	12345678	water
25.00	654987	paper

Ch Totaling: \$75.00

Cu Totaling: \$59.00

Co Totaling: \$0.96

Agency dropdown menu:

- 150 - State Treasurer
- 100 - Senate
- 101 - House
- 102 - Legislative Services
- 110 - Judicial
- 120 - Lieutenant Governor
- 130 - Secretary of State
- 131 - Uniform Laws
- 133 - Idaho Code Commission
- 140 - State Controller
- 152 - State Treasurer Control
- 155 - Attorney General

3. If needed, enter a date (indicating when the deposits were entered in the application).
4. Click the section for the type of deposit to enter – **Check, Currency, Coin, and/or Warrant.**
5. Follow the steps in [each section below](#) to record deposits according to their type.

6. If desired, type a description in the **Deposit Description** text box. Do not use special characters or symbols, including **&**, **'**, **“**, **<**, and ****.
7. Click **Save and Continue** when finished. A deposit number (**Deposit #**) will be automatically assigned.
 - If you need to void a Deposit, enter comments in the text box to explain why, and then click **Void**. The deposit number will be voided as well - the numbers will not be reused.
8. To attach a scanned copy of any deposit documentation, click the **Attachments** tab. See the To Add Scanned Documents document for details.
9. When finished, click **Deposit Complete**. A document can then be created so the appropriate fiscal coding and distribution can be entered.
10. To print a copy of the Deposit, click **Print Preview**. A PDF view of the Deposit will be displayed in a new window. You can print this and submit it along with the deposit to the State Treasurer's Office.
11. Once the deposit has been submitted to create a Cash Receipts Document (for fiscal coding or distribution), it cannot be changed or re-used. It must be voided and a new Deposit must be entered. To void a Deposit that has been submitted, enter comments in the text box to explain why the deposit was voided, and then click **Void**.

TO ENTER INDIVIDUAL DEPOSIT TYPES

CHECK

1. Click **Check**.
2. Enter the **Amount** of the check. NOTE: To enter an insufficient funds check, enter a negative amount, e.g., -15.00. (This will become a reversal in STARS.)
3. Enter the check **Number**.
4. Enter a descriptive **Name** for the check source. Do not use special characters or symbols, including **&**, **'**, **“**, **<**, and ****.
5. Press ENTER or TAB to add another line and continue as needed.
6. Click **Save and Continue** if finished.

CURRENCY

1. Click **Currency**.
2. Enter the **Amount** of currency *in paper bills*.
3. Enter a descriptive **Name** for the source. Do not use special characters or symbols, including **&**, **'**, **“**, **<**, and ****.
4. Press ENTER or TAB to add another line and continue as needed.
5. Click **Save and Continue** if finished.

COIN

1. Click **Coin**.
2. Enter the **Amount** of currency *in coins*.
3. Enter a descriptive **Name** for the source. Do not use special characters or symbols, including **&**, **'**, **“**, **<**, and ****.
4. Press ENTER or TAB to add another line and continue as needed.
5. Click **Save and Continue** if finished.

WARRANT

1. Click **Warrant**.
2. Enter the **Amount** of the check.
3. Enter the warrant **Number**.
4. Enter a descriptive **Name** for the warrant source. Do not use special characters or symbols, including **&**, **'**, **“**, **<**, and ****.
5. Press ENTER or TAB to add another line and continue as needed.
6. Click **Save and Continue** if finished.

If you complete the deposit and want to enter the fiscal coding and distribution, click the **Distribute** tab. Otherwise you must click the **Document** link from the list of Deposits on the **Status** screen.

TOTAL

Click the **Total** tab to check the total amount of your deposits. The application will allow you to enter just the total amount of your deposits without the individual deposit types, but it is not recommended because you will not have the detail record to keep track of your cash.

Figure 1 - Deposits Total

The screenshot shows the 'Deposits Total' screen with the following data:

Deposit #139	Date	02/25/2016	Save and Continue	New Deposit
Checks Totaling: \$75.00				
Amount	Number	Name	Check	\$75.00
50.00	12345678	water	Currency	\$59.00
25.00	654987	paper	Coin	\$0.96
Currency Totaling: \$59.00				
Coin Totaling: \$0.96				
Warrants Totaling: \$127.00				
Total				\$261.96

Deposit Description: receipts from water, paper, and permits

Buttons: Deposit Complete, Print Preview

FISCAL CODING AND DISTRIBUTION

If you finish the deposit and immediately want to enter the fiscal coding and distribution, click the **Distribute** tab. Otherwise, click the **Status** tab and click the **Document** link from the list of Deposits. This will open the deposit on the Distribute screen. See [the fiscal coding and distribution documentation](#) of the Cash Receipts manual.