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CASH RECEIPTS USER MANUAL

ENTER A DEPOSIT

INTRODUCTION

The **Deposits** screen provides a simple way to record the amounts and types of deposits for your agency. When saved and completed, the Deposit is used to create a Cash Receipts document in order to add the appropriate fiscal coding and/or distribute the deposits to various funding codes if desired.

ENTER DEPOSITS

1. Click the **Deposits** tab.
2. If needed, enter a date (indicating when the deposits were entered in the application).
3. Click the corresponding tab for the type of deposit to enter – **Check, Currency, Coin, and/or Warrant**.
4. You can enter a negative amount (use a minus sign) for an insufficient funds, a credit, etc., to be used on a Batch Type I on the **Distribute** (fiscal coding) screen.
5. For any deposit type (cash, check, etc.), press ENTER or TAB to add an additional line to enter.
6. Follow the steps in each section below to record deposits according to their type.

Figure 1 - Deposits screen

Amount	Number	Name
0.00		

Check	\$0.00
Currency	\$0.00
Coin	\$0.00
Warrant	\$0.00
Total	\$0.00

7. If desired, type a description in the **Deposit Description** text box. Do not use special characters or symbols, including **&**, **'**, **“**, **<**, and ****.
8. Click **Save and Continue** after each line of a deposit type. 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.

9. To attach a scanned copy of documentation, click the **Attachments** tab. See the [To Add Scanned Documents](#) document for details.
10. When finished, click **Deposit Complete**. A document can then be created so the appropriate fiscal coding and distribution can be entered.
11. 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.

ENTER INDIVIDUAL DEPOSIT TYPES

CHECK

1. The **Check** section is open by default.
2. Enter the **Amount** of the check. NOTE: To enter an insufficient funds check, enter a negative amount by using a minus sign, e.g., -15.00.
3. Enter the check **Number** (maximum 10 alphanumeric characters).
4. Enter a descriptive **Name** for the check source. Do not use special characters or symbols, such as **&**, **'**, **“**, **<**, and ****.
5. Press ENTER or TAB to add another line and continue as needed.

Figure 2 - Checks

Amount	Number	Name
50.00	12345678	water
26.00	654987	paper

Check	\$76.00
Currency	\$0.00
Coin	\$0.00
Warrant	\$0.00
Total	\$76.00

6. Click **Save and Continue** after each line you complete.
7. If you complete the deposit and want to enter the fiscal coding and distribution, click **Deposit Complete**.
8. 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.

CURRENCY

1. Click **Currency**.
2. Enter the **Amount** of currency *in paper bills* (no coins) and press TAB.

3. Enter a descriptive **Name** for the source. Do not use special characters or symbols, such as **&**, **'**, **“**, **<**, and ****.
4. Press ENTER or TAB to add another line and continue as needed.
5. Click **Save and Continue** after each line you complete.

Figure 3 - Currency

6. If you complete the deposit and want to enter the fiscal coding and distribution, click **Deposit Complete**.
7. 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.

COIN

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

Figure 4 - Coin

6. If you complete the deposit and want to enter the fiscal coding and distribution, click **Deposit Complete**.
7. 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.

WARRANTS

1. Click **Warrants**.
2. Enter the **Amount** of the warrant.
3. Enter the warrant **Number** (maximum 10 alphanumeric characters).
4. Enter a descriptive **Name** for the warrant source. Do not use special characters or symbols, such as &, ', ", <, and \.
5. Press ENTER or TAB to add another line and continue as needed.
6. Click **Save and Continue** after each line you complete.

Figure 5 - Warrants

Amount	Number	Name
127.00	E0258644	TSKL

Total \$261.96

7. If you complete the deposit and want to enter the fiscal coding and distribution, click **Deposit Complete**.
8. 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.

DEPOSIT DESCRIPTION

Enter a description of the deposit in the **Deposit Description** field. When finished, a document can then be created so the appropriate fiscal coding and distribution can be entered.

VOID A DEPOSIT

Once a deposit is marked as “Deposit Complete”, it can't be changed – it has to be voided. To void a Deposit, enter comments in the text box to explain why the deposit was voided, and then click **Void**.

The deposit amounts and descriptions will still be available to change, and you will be able to save these as a new deposit with a new deposit number automatically assigned.

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. After fiscal coding, the [final approver](#) will print a copy or copies of the deposit to send to STO along with the actual deposit.