



When it is necessary to manually record or correct mistakes in the Manager's Deposit entries you may do so using the following instructions.

You will need a copy of the CAMPUS RECONCILIATION REPORT. If you do not have a copy your may print a copy by going to FS-02-17 [CAMPUS RECONCILIATION REPORT]. The system prompts for the **Campus ID** and **Date**. Type **Y** for Totals Only. You will have a report similar to:

SAMPLE ISD
 CAMPUS RECONCILIATION REPORT FOR 05-06-2008 PAGE 001
 CAMPUS ID: 0001 SAMPLE SENIOR HIGH SCHOOL CLERK: ALL

	COUNT	AMOUNT			AMOUNT
01 - HUNDREDS	5	500.00	21 - BEGINNING CASH	+	850.00
02 - FIFTIES	1	50.00	22 - P O S CASH		174.30
03 - TWENTIES		.00	23 - P O S CHECKS		300.00
04 - TENS	8	80.00	24 - P O S TOTAL	+	474.30 →Field 17
05 - FIVES	28	140.00	25 - ENDING CASH & CHECKS=		1,324.30
06 - TWOS		.00	26 - TOTAL \$ ONHAND(16)	-	1,324.30
07 - ONES	171	171.00	27 - DIFF(OVER/UNDER)	=	.00
08 - \$1.00 COIN		.00	29 - RETAINED CASH		850.00
09 - .50 COIN		.00	30 - DEPOSIT(26 - 29)	=	474.30 →Field 18
10 - .25 COIN	158	39.50			
11 - .10 COIN	363	36.30			
12 - .05 COIN	150	7.50			
13 - .01 COIN		.00			
14 - TOTAL CASH		+ 1,024.30			
15 - TOTAL CHECKS		+ 300.00			
16 - TOTAL \$ ONHAND		= 1,324.30			

To update the totals, go to FS-01-04 [ACCUCLAIM SUMMARY FILE MAINT] and select **1** [MEAL SUMMARY MAINTENANCE] and **C** [CHANGE]. Enter the Campus ID for **SCHOOL NUMBER** and the Date for **MEAL PROCESS DATE**. After the record displays, type **N** at the **ALL OK?** prompt. Type **17** at **FIELD**. Enter the total [including decimal] from line 24 [P O S TOTAL]. Type **18** at **FIELD**. Enter the total [including decimal] from line 30 [DEPOSIT (26 – 29)]. The system then prompts **UPDATE CASH OVER/SHORT?** Type **Y**. Press **[ENTER]** at **FIELD**. Type **Y** at the **ALL OK?** prompt. Press **[ESC]** two times to exit.