



This document covers the procedure to record the Manager's Deposit entries.

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

^^^^→**Field 1**

	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 3
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 2
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		

The three fields you need to use have been marked in bold to make it easier for you to locate them as well as note to help you know where to record them.

To record the totals, go to FS-02-04 [MANAGER'S DEPOSIT ENTRY] the system will prompt you for the **CAMPUS ID**: which you will find in the heading of the report (marked as Field 1 above.)

```
NOV 23, 2009          CAMPUS DEPOSIT - OVER/SHORT ENTRY          SCH015--24
ENTER DISTRICT NUMBER-[01]  SAMPLE ISD
CAMPUS ID --[****]
<ESC> to Exit
```

Next you will be prompted **ENTER TODAY'S DEPOSIT**:

```
ENTER TODAY'S DEPOSIT .... *****          << From Reconciliation Line 30
```

There is a reminder that you need to pick up the amount from line 30 of the report. Enter the amount and press [ENTER] (marked as Field 2 above.)

Next you will be prompted **ENTER TOTAL CASH RECVD**:

```
ENTER TOTAL CASH RECVD .. *****          << From Reconciliation Line 24
```

11/23/2009

There is a reminder that you need to pick up the amount from line 24 of the report. Enter the amount and press [ENTER] (marked as Field 3 above.)

You will be asked to confirm that your entries are correct. Type **Y** to confirm your entries are correct, type **N** to clear the screen and reenter the correct amounts or type **C** to abort entry and exit the program.

Here is a sample completed screen:

```
NOV 23, 2009          CAMPUS DEPOSIT - OVER/SHORT ENTRY          SCH015--24

ENTER DISTRICT NUMBER-[01]  SAMPLE ISD

CAMPUS ID --[0001]  SAMPLE SENIOR HIGH SCHOOL

ENTER TODAY'S DEPOSIT ....  474.30          << From Reconciliation Line 30

ENTER TOTAL CASH RECV'D ..  474.30          << From Reconciliation Line 24
```

```
ALL OK?(YNC)-[*]
```

COPYRIGHT 2008 - SYSTEMS DESIGN

NOTE: If there is a difference Over or Under (27 - DIFF(OVER/UNDER)) and the amount isn't zero, then the two fields you record will NOT be the same amount.