

TEHAMA COUNTY DEPARTMENT OF EDUCATION
BUSINESS OFFICE PROCEDURES
DEPOSITS

Introduction

The implementation of ESCAPE financial accounting software has required that we review our existing processes against the workflow in the software, and in certain areas provides us with an opportunity to streamline existing processes. We will, therefore, be updating procedures to provide us all with documented guidance during this transition period.

Data Entry

District personnel should key all deposits that originate at the district, approve the data entry and print a snapshot or receipt summary report to accompany the physical deposit as explained below:

1. Enter Deposits to system:

FINANCE – A/R – Enter A/R Receipts

The first box asks for information pertinent to the entire batch:

- Enter the date,
- Select COUNTY for Cash in County Treasury (type 'C' and Enter),
- Ignore 'Beginning Sequence' – this is for A/R Invoices
- Move past the remaining three fields down to Receipt # 1

Each subsequent box is labeled 'Receipt #' with sequential numbering and allows you to continue entering so that multiple individual checks can be recorded to the deposit.

- Ignore 'Invoice Number'
- Ignore 'Customer ID'
- Enter a description of who the check was 'Received From'
- Enter the 'Amount Received'
- Enter the Account Code you wish to record the deposit to using the lookup {If you want to enter multiple account codes for a single check you must save the batch, reopen the batch, open the specific receipt, and then you have an option to add a 'New' record to the receipt with additional account codes}
- Enter 'Receipt Type' – i.e. '\$' for Cash 'C' for Check

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- Enter a 'Reference Number' i.e. the Check Number
- Enter a comment to describe the specific transaction

You can now move onto the next receipt and repeat these steps until all amounts have been entered to the batch.

Once you are done entering receipts hit '**GO**' (or CTRL G) to save your work.

2. Print report of deposit:

Your batch will now be returned to a List. From the List tab select the 'Tasks' menu and choose the '**Receipts Report**'. This will print a nice summary of the deposit giving totals to be deposited by fund.

If you have submitted the batch for deposit the 'receipts report' is no longer available here, you can get a decent report using A/R Reports – Receipt Detail Report (AR06) works well – on the request form where it asks for "Include Accounts?" indicate YES.

3. Approve entered deposits:

Once your report has printed you should go back to the 'Task' menu and choose '**Submit for Deposit**'. Those districts that have no other layers of approval will see that this action moves the deposit to 'Audit' status ready for TCDE to review, make the physical deposit and finalize the posting in ESCAPE.

You should note the batch number assigned to the deposit after it has been submitted.

Those districts with additional approval layers will need to perform the next step of approving deposits.

FINANCE – A/R – DEPOSIT APPROVALS

Select "OPEN" from the choices available under 'Status' and hit GO for the system to generate a list.

Highlight the deposit in question from the list.

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Use the 'Task' menu to "Post Approvals"

Turn in Deposit to County Office

1. Turn in your deposit bag to Kathy Tiss at TCDE
2. Kathy will validate the deposit to the 'Receipts Report' or AR06 report.
3. Kathy will prepare the Treasurer's deposit form which aggregates the deposit by Fund.
4. Kathy will deposit the funds with the County Treasurer and will then indicate the Courthouse Deposit number on the Treasurer's deposit form. The Goldenrod copy of the deposit form will then be returned to the District. Ruth Virchow posts the deposit number in ESCAPE on the deposit entry.
5. Ruth will file the pink copy of the Treasurer's deposit form with the District Receipt report in the files we maintain for each District.

Funds received at the CourtHouse on the District's behalf

State apportionments are received directly at the Courthouse and deposited to TCDE. We receive notification of the pending deposit directly from CDE. We are now e-mailing the notifications along with the account coding we will use to the affected Districts. Once the courthouse advises us the funds have been received we prepare a County Wide Journal, or Individual District Deposits dependent on how the cash has been posted at the Treasury, to post the funds to the appropriate district. Once these types of deposits have been keyed to ESCAPE we will provide an e-mail notification.

Deposited Checks Returned for Insufficient Funds

When a deposited check is returned to the County Treasurer for insufficient funds / expired accounts etc., we will follow the procedure used in the past as follows:

1. County Treasurer advises TCDE of returned check

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2. TCDE calls District to determine the account the deposit was credited to
3. TCDE will initiate a negative deposit and process it through ESCAPE and with the County Treasurer
4. County Treasurer provides TCDE with the returned check upon receipt of the negative deposit paperwork
5. Returned check is provided to the District for follow-up collection activities