

Preparing District Deposits for Submission to County Office

To create a receipt, use the **Enter AR Receipts** activity under the Finance-AR activity group. Here are the typical steps to follow:

- 1 Receive check and/or cash to deposit.
- 2 Identify whether check is payment of a district invoice or not, note invoice number, if any.
- 3 Enter each check or cash payment separately, noting payment method of check or cash. On invoice payments the payee information will auto-fill when entering the invoice number. If no invoice number, enter payee name as 'Received From'. Enter the check number (only) in the 'Reference #' field (without "ck" or #), this will provide a research tool. [Refer to **Escape Tools/How-to** within the system for the Enter AR Receipts activity for detailed steps.]

You may combine payments of cash from many payees for a single purpose: "Received From" would be "Various" and the payment purpose goes in the "Comment" field.
- 4 Divide checks and cash into separately totaled bundles.
- 5 Use the **Submit** task to submit for approval (or post if no approvals) and assign a batch number.
- 6 **Print Receipts Detail AR06** from Finance~Reports,~AR by the Batch Id. This report gives a fund summary to insure depositing to the correct fund(s).
- 7 Review list, stamp each check with endorsement stamp or write the district name on back and complete a Cash Tally sheet for cash.
- 8 Combine checks, cash and cash tally sheet with the report, verifying that total on report matches total of checks and cash.
- 9 If you routinely make photocopies of the checks for your files, you may want to scan and attach the copies to the CR form in Escape, instead. This helps with follow-up research.
- 10 Post approval as necessary in **Finance~AR~Deposit Approvals**.
- 11 Send to TCDE for depositing at the Courthouse and posting.