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.