ESCAPE DEPOSIT PROCESS

Instead of completing a Deposit Permit form:

- Open your Escape program (Illustration 1)
- Go to task: **Finance/AR/Enter AR Receipts** (2)
- Enter Bank Account "**C**" for County (3)

You will make your entries <u>by individual check</u> (4)

- Enter the **name** of the person giving us the money (Payee on the check)
- Enter the **check amount**
- Enter the **account** we are depositing the money into
- Enter the check number under **Customer Reference #**
- Enter the **Comment** explaining what the money is for (this will print on reports).
- Place cash receipt on **Hold**.

To deposit **cash**, you enter the same information, but you indicate "**$**" at "**Receipt Type**" and skip the Customer Reference # field. Combined cash from the same event/activity may be entered as one receipt, indicating "Various" under "Received From" and the name of the event/activity under the Comment.

When you have entered your deposit(s) click "**Go**" (5). This saves the entry and brings up a **list** of your checks for deposit (6).

Double-clicking on an item in the list opens the form for editing.

Scan the check and any supporting documents and attach to the attachments tab on the Cash Receipt. (If you do not have access to a scanner, submit your backup and a photocopy of the check with your deposit.)

<u>For multiple checks</u>: on the activity **Reports/AR** choose Receipts Report (**AR06**). Print it out. (8) Make sure the total on the report matches your calculator tape of checks. (To make a correction return to the list and double click on the CR you wish to change. This will open the record for your corrections. Make the corrections. Click **Save and Close** to return to the list. Rerun your AR06 report.

For a single check or cash entry you may print a **District Snapshot** (9).

<u>DO NOT CLICK ON "SUBMIT".</u>

Combine the Snapshot or Receipts Report, the checks or cash for deposit (complete a cash tally sheet of coin and currency for all cash deposits – large amounts of coin should be converted to currency before submitting for deposit) and give to Director of Internal Fiscal Services (Debbie Towne) for account code approval.

There may be a lag of a few days between submitting your deposit to Debbie and when it appears in the system. This is due to transport time and turn-around with the courthouse.

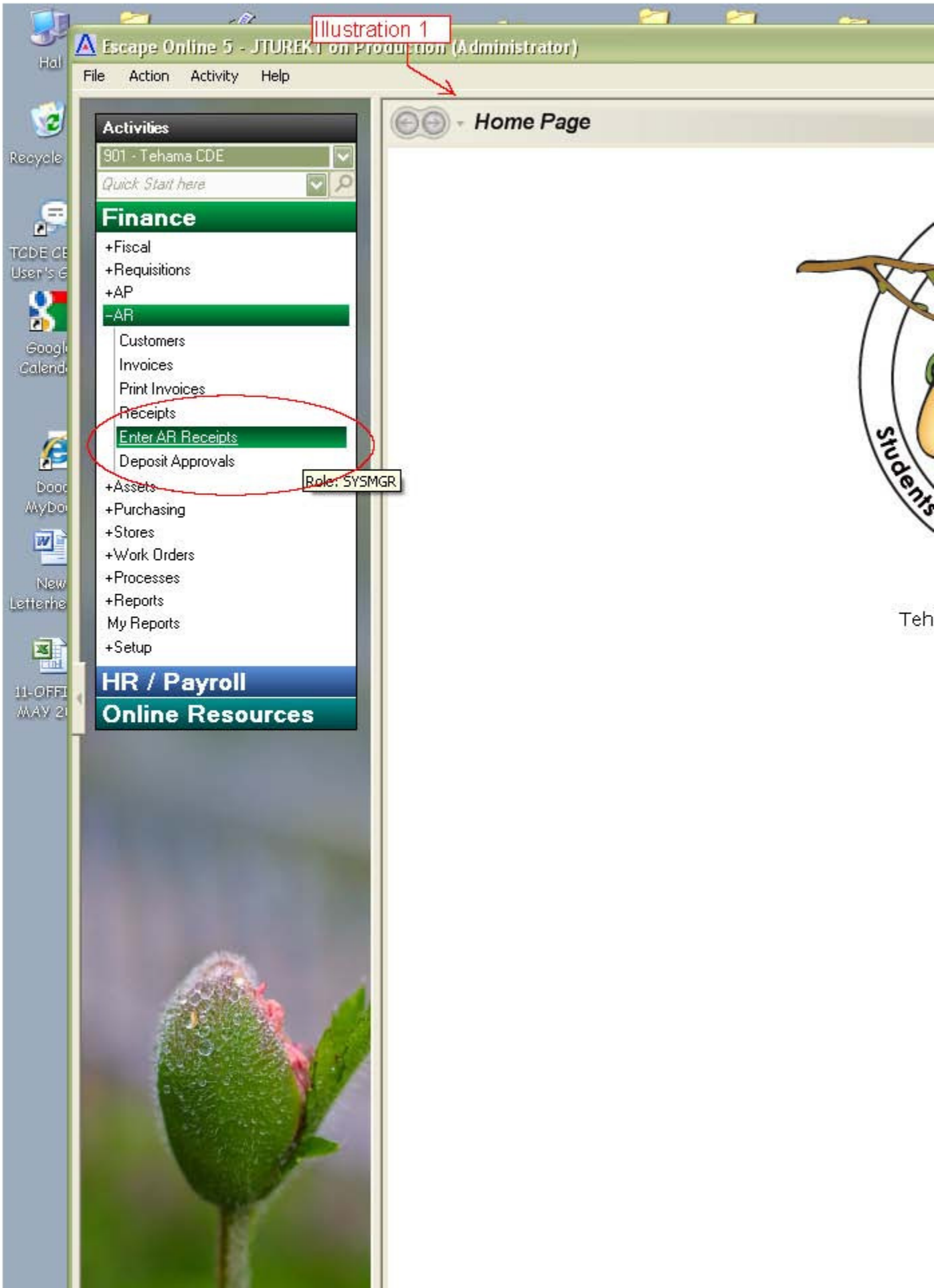
Illustration 1
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901 - TCDE *Finance - AR - Enter AR Receipts*

Receipts

Go Clear New Favorites

Receipt Information

Beginning Invoice Sequence	
Date	5/20/2010
Bank Account	
Beginning Sequence	
Place Receipts On Hold?	No
List Receipts On Hold?	Yes
Unposted Receipts?	Yes
Receipt # 1	
Invoice Number	
Customer Id	
Received From	
Amount Received	
Account	
Receipt Type	C {Check}
Reference #	
Comment	
Receipt # 2	
Invoice Number	
Customer Id	
Received From	
Amount Received	
Account	
Receipt Type	C {Check}
Reference #	
Comment	
Receipt # 3	
Invoice Number	
Customer Id	
Received From	
Amount Received	
Account	
Receipt Type	C {Check}
Reference #	
Comment	
Receipt # 4	
Invoice Number	
Customer Id	
Received From	
Amount Received	
Account	
Receipt Type	C {Check}
Reference #	
Comment	

Date
Enter the date on which the receipts are being received.

Escape Online 5 - JTUREK1 on Production (Administrator)

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901 - TCDE Finance - AR - Enter AR

Receipts

Go Clear New Favorites

Receipt Information

Beginning Invoice Sequence	
Date	5/20/2010
Bank Account	COUNTY {COUNTY
Beginning Sequence	
Place Receipts On Hold?	No
List Receipts On Hold?	Yes
Unposted Receipts?	Yes
Receipt # 1	
Invoice Number	
Customer Id	
Received From	
Amount Received	
Account	
Receipt Type	C {Check}
Reference #	
Comment	
Receipt # 2	
Invoice Number	
Customer Id	
Received From	
Amount Received	
Account	
Receipt Type	C {Check}
Reference #	
Comment	
Receipt # 3	
Invoice Number	
Customer Id	
Received From	
Amount Received	
Account	
Receipt Type	C {Check}
Reference #	
Comment	
Receipt # 4	
Invoice Number	
Customer Id	
Received From	
Amount Received	
Account	
Receipt Type	C {Check}
Reference #	
Comment	

Received From
Enter the customer name for this receipt.

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Escape Online 5 - JTUREK1 on Production (Administrator)

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901 - TCDE Finance - AR - Enter AR

Receipts

Go Clear New Favorites

Receipt Information

Beginning Invoice Sequence	
Date	5/20/2010
Bank Account	COUNTY {COUNTY
Beginning Sequence	
Place Receipts On Hold?	No
List Receipts On Hold?	Yes
Unposted Receipts?	Yes
Receipt # 1	
Invoice Number	
Customer Id	
Received From	somebody
Amount Received	10,000.00
Account	40-9720-0-0000-00
Receipt Type	C {Check}
Reference #	1234
Comment	You Must Enter an Exp
Receipt # 2	
Invoice Number	
Customer Id	
Received From	
Amount Received	
Account	
Receipt Type	C {Check}
Reference #	
Comment	
Receipt # 3	
Invoice Number	
Customer Id	
Received From	
Amount Received	
Account	
Receipt Type	C {Check}
Reference #	
Comment	
Receipt # 4	
Invoice Number	
Customer Id	
Received From	
Amount Received	
Account	
Receipt Type	C {Check}
Reference #	
Comment	

Comment

Enter the comment for this receipt.

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Escape Online 5 - JTUREK1 on Production (Administrator)

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901 - TCDE Finance - AR - Enter AR Receipts

Receipts

Go Clear New Favorites

Receipt Information

Beginning Invoice Sequence	
Fiscal Year	2012 {2011/2012}
Date	8/17/2011
Bank Account	**COUNTY {COUNTY}**
Beginning Sequence	
Default Account Number	
Place Receipts On Hold?	**Yes**
List Receipts On Hold?	Yes
Unposted Receipts?	Yes
Receipt # 1	
Invoice Number	
Customer Id	
Received From	**SOMEBODY SPECIAL**
Amount Received	**100.00**
Account	**73-0012-0-8100-5900-**
Receipt Type	C {Check}
Reference #	**12345**
Comment	**SAMPLE**
Receipt # 2	
Invoice Number	
Customer Id	
Received From	**SOMEBODY ELSE**
Amount Received	**1,000.00**
Account	**73-0012-0-8100-5900-**
Receipt Type	**$ {Cash}**
Reference #	
Comment	**MAY FUNDRAISER**
Receipt # 3	
Invoice Number	
Customer Id	
Received From	
Amount Received	
Account	
Receipt Type	C {Check}
Reference #	

Cash Deposit

Invoice Number
Enter the invoice number for this receipt.

Requisition is ready for your approval.

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Escape Online 5 - JTUREK1 on Production (Administrator)

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901 - TCDE *Finance - AR - Enter AR Receipts*

Receipts

Go Clear New Favorites

Receipt Information

Beginning Invoice Sequence	
Date	5/25/2010
Bank Account	**COUNTY {COUNTY}**
Beginning Sequence	
Place Receipts On Hold?	No
List Receipts On Hold?	Yes
Unposted Receipts?	Yes
Receipt # 1	
Invoice Number	
Customer Id	
Received From	**Somebody Special**
Amount Received	**100.00**
Account	**73-0012-0-8100-5900-8699-000-000**
Receipt Type	C {Check}
Reference #	**acb123**
Comment	**sample**
Receipt # 2	
Invoice Number	
Customer Id	
Received From	
Amount Received	
Account	
Receipt Type	C {Check}
Reference #	
Comment	
Receipt # 3	
Invoice Number	
Customer Id	
Received From	
Amount Received	
Account	
Receipt Type	C {Check}
Reference #	
Comment	
Receipt # 4	
Invoice Number	
Customer Id	
Received From	
Amount Received	
Account	
Receipt Type	C {Check}
Reference #	
Comment	

Invoice Number
Enter the invoice number for this receipt.

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Escape Online 5 - JTUREK1 on Production (Administrator)

File Action Activity Help

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901 - TCDE *Finance - AR - Receipts*

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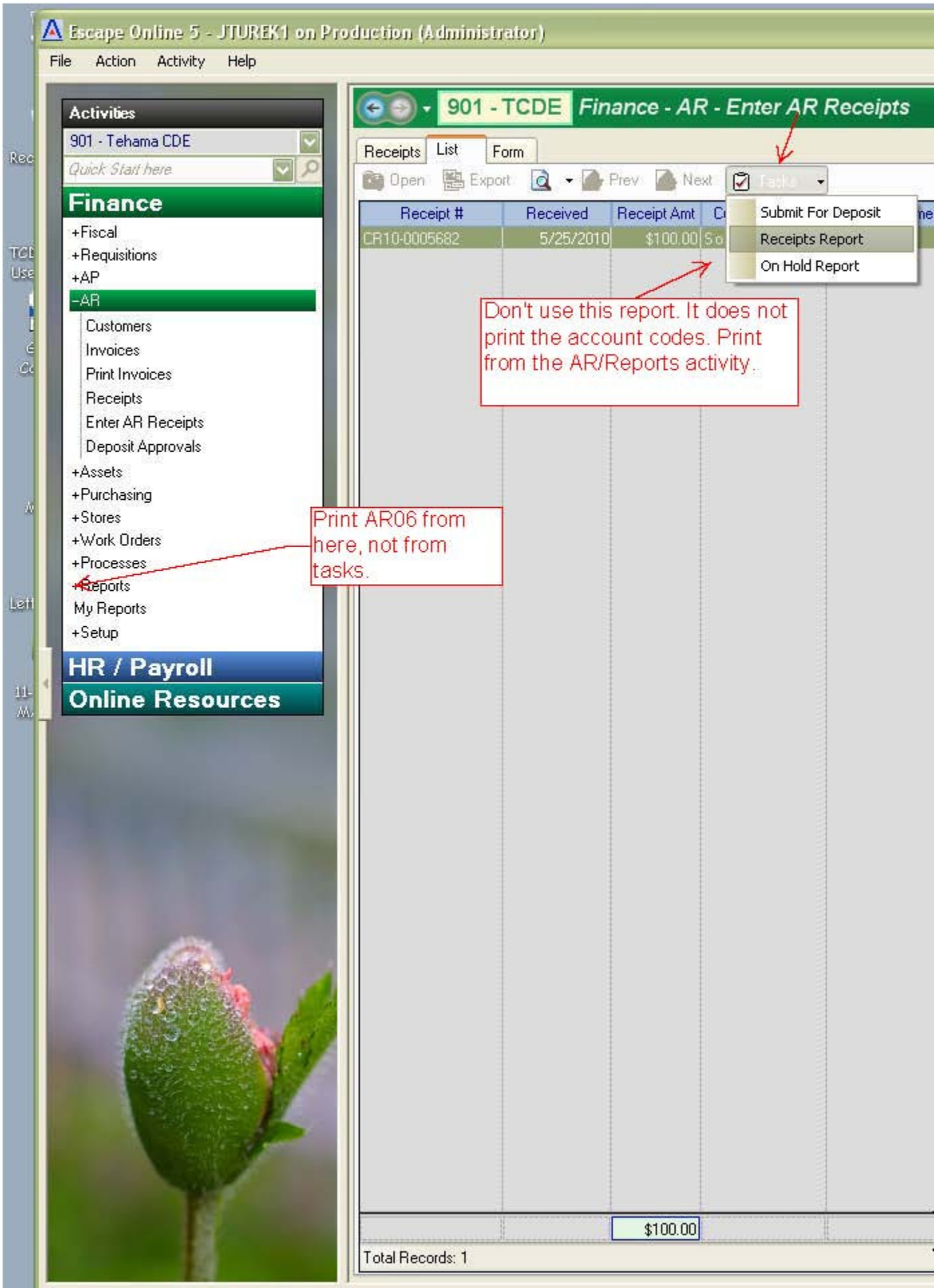
Open Copy Export Tasks

Receipt #	Received	Receipt Amt	Customer Name	Invoic
CR10-0005664	5/25/2010	$5,721.00	ANTELOPE SCHOOL DI	INV10-00
CR10-0005665	5/25/2010	$6,503.00	ANTELOPE SCHOOL DI	INV10-00
CR10-0005666	5/25/2010	$2,992.00	ANTELOPE SCHOOL DI	INV10-00
CR10-0005667	5/25/2010	$165.60	CSEA	INV10-00
CR10-0005668	5/25/2010	$3,278.70	DEL NORTE COE	INV10-00
CR10-0005669	5/25/2010	$125.00	EL DORADO COE	INV10-00
CR10-0005670	5/25/2010	$15.00	ELKINS SCHOOL DISTR	INV10-00
CR10-0005671	5/25/2010	$503.00	ELKINS SCHOOL DISTR	INV10-00
CR10-0005672	5/25/2010	$728.00	ELKINS SCHOOL DISTR	INV10-00
CR10-0005673	5/25/2010	$313.00	ELKINS SCHOOL DISTR	INV10-00
CR10-0005674	5/25/2010	$889.00	ELKINS SCHOOL DISTR	INV10-00
CR10-0005675	5/25/2010	$712.00	ELKINS SCHOOL DISTR	INV10-00
CR10-0005676	5/25/2010	$125.00	FAIRFIELD/SUISUN US	INV10-00
CR10-0005677	5/25/2010	$20.00	LARKSPUR SCHOOL DI	INV10-00
CR10-0005678	5/25/2010	$100.00	MAXWELL USD	INV10-00
CR10-0005679	5/25/2010	$750.00	MILLVILLE ELEMENTAR	INV10-00
CR10-0005680	5/25/2010	$750.00	STANISLAUS COE	
CR10-0005681	5/25/2010	$88,182.70	GLENN COE	
		$111,873.0		

Total Records: 18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List
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Open
Export
Prev
Next
Tasks
Submit For Deposit
Receipts Report
On Hold Report
Receipt #
Received
Receipt Amt
CR10-0005682
5/25/2010
$100.00
Don't use this report. It does not print the account codes. Print from the AR/Reports activity.
Print AR06 from here, not from tasks.
$100.00
Total Records: 1

AR06a

Receipt Detail

COUNTY - COUNTY

Receipt Id	Receipt Status	Customer	Batch Id	Receipt Type	Receipt Date	Customer Reference #	Invoice #	Loc	Deposit Id	Comment	Receipt Amount
CR10-0005637	Audit	() Alex Barajas 0910	902	Cash	05/21/10					SERRF West Street	35.00
01- 6010- 0- 4900- 4000- 8699- 231- 000- 000						35.00					
CR10-0005638	Audit	() Paige/Pennylane Randall 092	902	Cash	05/21/10					SERRF West Street	20.00
01- 6010- 0- 4900- 4000- 8699- 231- 000- 000						20.00					
CR10-0005639	Audit	() Oscar/Nicholas Garcia 0918	902	Cash	05/21/10					SERRF WS	50.00
01- 6010- 0- 4900- 4000- 8699- 231- 000- 000						50.00					
CR10-0005640	Audit	() Abigail Lauton 1418	902	Cash	05/21/10					SERRF WS	81.00
01- 6010- 0- 4900- 4000- 8699- 231- 000- 000						81.00					
CR10-0005641	Audit	() Christia Maggio Lauton 1418	902	Cash	05/21/10					SERRF WS	19.00
01- 6010- 0- 4900- 4000- 8699- 231- 000- 000						19.00					
CR10-0005642	Audit	() Ronald J Ostarello 0424	902	Check	05/21/10	2261				SERRF WS	35.00
01- 6010- 0- 4900- 4000- 8699- 231- 000- 000						35.00					
CR10-0005643	Audit	() Stephen E Kelish 1473	902	Check	05/21/10	635				SERRF WS	35.00
01- 6010- 0- 4900- 4000- 8699- 231- 000- 000						35.00					
CR10-0005644	Audit	() Liuliu Inc (Donation - McDona	902	Check	05/21/10	3271				SERRF West Street	400.00
01- 6010- 0- 4900- 4000- 8699- 231- 000- 000						200.00					
01- 6010- 0- 4900- 4000- 8699- 232- 000- 000						200.00					

Total for Tehama County Dept of Education **675.00**

Fund-Object Summary

Description			Amount
01-8699	ALL OTHER LOCAL REVENUE		675.00
		01 - GENERAL	**675.00**

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* On Hold

Selection Sorted by Receipt Id, Filtered by (Organization = 901, Include Accounts? = Y, Show Summary = O, Starting Batch Id = 902, On Hold = Y, User Created = N)

ESCAPE ONLINE

901 - Tehama County Dept of Education

Generated for Jonna Turek (JTUREK1), May 25 2010 10:43AM

Receipt Id	Receipt Status	Customer	Batch Id	Receipt Type	Receipt Date	Customer Reference #	Invoice #	Loc	Deposit Id	Comment	Receipt Amount

Receipt Breakdown Summary for Tehama County Dept of Education

$ - Cash	205.00
C - Check	470.00
Total Receipt Tehama County Dept of Education	**675.00**

* On Hold

Selection Sorted by Receipt Id, Filtered by (Organization = 901, Include Accounts? = Y, Show Summary = O, Starting Batch Id = 902, On Hold = Y, User Created = N)

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Escape Online 5 - JTUREK1 on Production (Administrator)

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901 - TCDE *Finance - AR - Receipts*

Search List Form

Delete Prev Next Close Cancel Tasks

Customer Receipt
District Snapshot

Receipt # CR10-0005378, Fiscal

Receipt Attachments Notes History

1 - Receipt Information

Amount Received	250.00
Amount Allocated	250.00
Date Received	5/18/2010
Customer Id	000108
Customer Name	DAVIS JUSD
Invoice Number	INV10-00690
Receipt Type	C {Check}
Customer Reference #	3012343
Location	
Comment	APRIL 2010 C1 REGIONAL MEETING REGISTRATION

Accounts

Export Undelete Cancel All

FD,RESR,Y,GOAL,FUNC,OBJT,SCH,STF,LCL	Amour
01-0792-0-8600-2100-8699-150-000-000	

Total Records: 1

Receipt # CR10-0005681 Fiscal Year 2009/10

Customer Id		Date Received	05/25/2010
Customer Name	GLENN COE	Receipt Amount	$88,182.70
Invoice #		Receipt Type	C - Check
Location		Payment Ref	4-0179616
Status	O - Open	Date Deposited	
Status Comment		Deposit #	
On Hold?	No	Bank Account	COUNTY
Comment	MAA RECEIPTS 08/09	Batch Id	
		Deposited by	

Accounts

	Receipt Comment	FY	Amount
01- 0000- 0- 0000- 0000- 8290- 000- 000- 640	MAA RECEIPTS 08/09 QTR 2 SP ED	2010	$47,578.50
01- 0000- 0- 0000- 0000- 8290- 000- 000- 640	MAA RECEIPTS 08/09 QTR 1 OTHER PROGRAMS	2010	$19,415.52
01- 0000- 0- 0000- 0000- 8290- 000- 000- 640	MAA RECEIPTS 08/09 QTR 2 OTHER PROGRAMS	2010	$21,188.68

(Sample Snapshot)