

ENTERING A DEPOSIT AS400 PROCESS

NOTE: Cash and checks CANNOT be deposited on the same deposit. A separate deposit ticket will need to be made for cash deposits and for checks. Each deposit in the AS400 system will use a unique identifying number and should be posted individually.

TO ENTER A DEPOSIT:

1. Budget/Finance Main Menu
2. Accounts Receivable Main Menu
3. A/R Cash Receipts Menu
4. Cash Receipts Entry – Non-Invoice
 - *Receipt Total* – Enter deposit total or \$1
 - *Cash ASN* – Leave Blank
 - *Print Receipt* – Change to N unless you want to print receipts
 - *Receipt Date* – Enter the deposit date, always use a **Monday, Wednesday or Friday date.** (these are the only dates driver picks up)
 - *Deposit Number* – Enter building number plus four-digit deposit ticket number. Example – Carter deposit ticket 0001 would be entered as 240001. This field must be 6 numbers.
 - Once all information is entered, hit enter to continue.
5. Cash Receipts Entry – For each cash receipt within your deposit, you will enter info in the following fields:
 - *Bill Code* – Hit F4 to search for a bill code. Search by your building number and select the activity the cash receipt belongs to (i.e. Student Council, fines, field trips, etc). The bill code will assign the cash ASN and the credit ASN. Bill codes are set up by Sue Andrzejewski in the business office.
 - *Vendor #* - Hit F4 to search for a vendor number. Search by your building number and select the activity the cash receipt belongs to (i.e. Student Council, fines, field trips, etc). The vendor number will help you find transactions easily in the system. Vendor numbers are set up by Sue Andrzejewski in the business office. There will be a vendor number for each activity in your building.
 - *Description* – Change the description to identify why the money was received. (i.e. T-Shirt sales, Media Fines, etc.)
 - *Name* – Leave name as it appears on your screen.
 - *Cash Amount, Coin Amount, Check Amount, Check #* - Enter the cash received, coin received or check amount and check number for the cash receipt being entered. REMEMBER YOU **CANNOT** PUT CASH & COIN

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ON THE SAME CASH RECEIPT WITH CHECKS. It is either all cash/coin or all checks!

- Then hit F9 to enter comments. In this area you will enter your bag number for your deposit (ex: Bag # DD1234566789) along with the name of the person who gave you the check or any other identifying comments that may help you in the future. All of these comments will appear in the AS400 so it could save you time pulling paperwork later on.
 - Once all receipts are entered and the deposit total at the top left of the screen matches the deposit ticket, hit F12.
 - From here, you can enter another deposit. If you have more money to enter on this cash receipt then, be sure you use the same date and it will continue to add to the cash receipt.
 - If there are no more deposits, hit F3 to continue with posting.
6. Print the Cash Receipts Edit Listing by User (AR0220). This will be sent to your spooled file. See How to Print for instructions on how to print the report from AS400. You can print the report from GUI (www.is.misd.net).
 7. Review the Cash Receipts Edit Listing. Make sure that the account numbers and dollar amounts match what you wanted to deposit.
 8. Print the Cash Receipts Update by User option **if** everything on the edit listing is correct
 - *Receipt Date Range* – Enter a date range for the deposits you would like to post. **If this is left blank, ALL unposted deposits with your user ID will post.**
 - *Post Month* – Enter the month the deposit was made. (i.e. August =08)
 - *Post Date* – Enter the date the deposit was made.
 - Hit Enter – the transaction posting will be pending
 - Hit Enter again to actually post the transaction
 9. There will be several reports generated once the update has run. Print all the reports and keep with your documentation. Review the reports for posting errors. They are unlikely but do occasionally occur. The reports generated are the AR0220 and AR0230 (there could be multiple reports with the same name. Please print them all).

TO PRINT REPORTS:

Printing in AS400:

1. In the option box, type “sp” to get to spooled files.
2. Find the report(s) to print and enter “2” in the OPT column next to the report(s) you want to print and hit enter

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3. Type in your printer name on the PRINTER TO USE line – typically your AS400 user ID followed by the letter P....ie WCS1428P. If you selected more than one report to print you will need to enter your printer name multiple times

Printing in GUI:

1. Open GUI, click on General Systems and click on Work with Spooled Files. Your report will be at the top of the page. Double click the report and then print.

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SCREEN SEEMS STUCK:

If XII appears at the bottom left side of the screen, hit the control (ctrl) key to clear this. When the XII appears you will not be able to do anything in the AS400 until you hit the control key.

FOR QUESTIONS OR ASSISTANCE CONTACT ERICA CLUNE AT EXT. 71120
OR CINDY LEEMON AT EXT. 71132.