

Business Process Procedures

1.21 PROCESS INTERIM DEPOSIT

Overview These procedures walk a cashier through the step-by-step process of processing an interim deposit.

Key Points This procedure should be used to reduce the amount of cash in the register drawer for safeguarding and to ensure the operator does not reach the cash warning or error levels.


As of January 2008, the cash warning message was temporarily increased to \$50,000, and the error message to \$55,000. The NVCC Controller will approve any permanent changes to these limits.

Navigation [Main Menu](#) > [Student Financials](#) > [Cashiering](#) > [Make Interim Deposit](#)

Detailed Directions

Step 1 Follow the navigation above. A dialog window displays.

Enter **NV280** as the Business Unit or click  to lookup.

Enter the **Cashier's Office** name or click  to lookup.

Accept the **Receipt Number** default as 99999999999.

Step 2 Click .

Step 3 The Interim Deposits page displays.

Interim Deposits

Unit: NV280 Office: NovaConnect Admin Office Business Date: 11/28/2007
 Register: NC01 Cashier: 1061608

Ref Nbr: [Create Receipt](#) [New Transaction](#)

Tender Total: 0.00

Tender Detail			Find	First	1 of 1	Last
*Tender	Item Amount	Deposit ID				
<input type="text"/>	<input type="text"/> USD	<input type="text"/>	Currency Detail			

[Notify](#) [Refresh](#)

Enter the type of **Tender** to be removed from the drawer.

Enter in **Item Amount** the amount being removed– **use a negative amount** to represent that tender is being removed from the drawer

If a deposit ID was assigned when the Cashiering Office was opened, enter that number in **Deposit ID**.

Step 4 Click [Create Receipt](#). (When clicked the button, it becomes unavailable and the Print Receipt button appears.)

Step 5 Click [Print Receipt](#) to print a copy of the receipt just created. (The Print Receipt button appears only after clicking the Create Receipt button.)

Interim Deposits

Unit: NV280 Office: NovaConnect Admin Office Business Date: 11/28/2007
 Register: NC01 Cashier: 1061608 Receipt Nbr: 800000259264 Seq Nbr: 3

Ref Nbr: [Print Receipt](#) [New Transaction](#)

Tender Total: -40,000.00

Tender Detail			Find	First	1 of 1	Last
*Tender	Item Amount	Deposit ID				
CASH	-40,000.00 USD	<input type="text"/>	Currency Detail			

[Notify](#) [Refresh](#)

Step 6 Navigate to the Process Monitor page.

Step 7 When the process has completed successfully, click [Details](#), [View Log/Trace](#), and [vsf036a_XXXXXX.PDF](#) (XXXXXX = Process Instance number) to view the receipt.

Step 8 The receipt displays.

P A Y M E N T		R E C E I P T	
NovaConnect Admin Office 4001 Wakefield Chapel Road Annandale VA 22003		Run Date: 07-MAR-2008 Run Time: 09:03:32	
Receipt Number: 800000259264		Sequence Number: 3	
Bus Date	Rgstr	Amount	Trans Dt Trans Time Change
28-NOV-2007	NC01	*****.**	07-MAR-2008 09:55:50 \$0.00
#	Tender	Amount	Check/CCard # CC Exp Date CC Name
1	CASH	*****.**	
#	Target	Term	Amount Detailed Breakdown
ACCOUNT BALANCES			
After posting the payment on this receipt, the college shows you have the following balances:			
Account	Type	Description	Balance Due
Total Due: ----->			\$0.00
Northern Virginia Community College 8333 Little River Turnpike, Annandale, VA 22003			

NOTE NCSS will work with VCCS to improve the format and content of the receipt. Until an updated receipt showing amount is created, use Steps 10-12 to view the amount of the receipt and the transaction type.

Step 9 Navigate to the following page:

[Main Menu](#) > [Student Financials](#) > [Cashiering](#) > [Balance by Business Day](#) > [Review Receipts by Date](#)

Step 10 The Receipts by Business Date page displays.

Receipts By Business Date

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Use Saved Search: ▼


Business Unit: ▼ 🔍

Cashier's Office: ▼

Description: ▼

Case Sensitive

Search
Clear
[Basic Search](#)
[Save Search Criteria](#)
[Delete Saved Search](#)

Enter **NV280** as the Business Unit or click  to lookup.
 Enter the Cashier's Office name.


Step 11

Click  and the Receipts By Business Date page displays.

Receipts By Business Date





Business Unit: NV280 Office: NCBO NovaConnect Admin Office

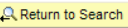


Business Date: Cashier: Register: Trans Type: All Approval Status:

Sort By: Date # (Asc) 


First Receipt Seq Nbr: 0 Last Receipt Seq Nbr: 0


Total Number of Receipts: 0 Seq 0 to 0

Seq Nbr	Cashier	Register	Transaction Type	Transaction Date	Transaction Time	Total	Short Name	Receipt Nbr
Customize Find 								
Go to Detail   								


Enter the **Business Date** or click  to lookup.

Enter the **Cashier** or click  to lookup.

Enter the **Register** or click  to lookup.

Allow the **Trans Type**, **Approval Status** and **Sort By** values to default.


Step 12

Click  and the receipts for the chosen Business Date display.

Receipts By Business Date

Business Unit: NV280 Office: NCBO NovaConnect Admin Office

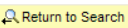


Business Date: 11/28/2007 Cashier: 1061608 Register: NC01 Trans Type: All Approval Status:

Sort By: Date # (Asc) 

First Receipt Seq Nbr: 3 Last Receipt Seq Nbr: 3

Total Number of Receipts: 1 Seq 3 to 3

Seq Nbr	Cashier	Register	Transaction Type	Transaction Date	Transaction Time	Total	Short Name	Receipt Nbr
3	1061608	NC01	Inter Dep	03/07/2008	9:55:50AM	-40,000.00	Processed	800000259264

1.21 PROCESS INTERIM DEPOSIT

Step 13 Include the printed receipt and or a screen shot of the Receipts By Business Date page showing the amount of the interim deposit in the Business Office's daily deposit folder.

NOTE Although cash is the only tender with low drawer limits, it is possible to process interim deposits for any type of tender.