

Business Process Procedures

4.10 PREPARING DEPOSIT CERTIFICATE

Overview These procedures document the process for preparing the Daily Deposit Certificate.

Key Points The biggest difference between preparing the daily deposit certificate for transaction activity in the VCCS SIS is that only one or two line items are posted to FRS summary accounts, instead of multiple lines, as was the case in the legacy system.

Detailed Directions

Step 1 Run the Register Totals Report for the deposit date. (See 1.30 Run Register Totals Report for more details.) A sample page.

Register totals				
College	NV280	Register	W001	
Office	W060	Date	08-MAR-2005	
By Item Type				
000001210000	Student Activity Fee		\$8.30	
000001210001	Technology Fee		\$31.50	
000001111000	In-State Tuition		\$637.00	
650000100000	WO Continuing Ed Tuition		\$2,215.00	
	Item type totals		\$2,891.80	
By Tender				
VISA			\$270.72	
CHECK			\$1,891.08	
CASH			\$730.00	
	Tender totals		\$2,891.80	
By Tran Type				
02	Student Payments		\$2,891.80	
	Payment totals		\$2,891.80	
Min Receipt Number	800000100559	Min Sequence Number	1	
Max Receipt Number	800000100612	Max Sequence Number	17	

Step 2 Prepare the State Deposit Certificate using the same procedures and forms as you currently use in the legacy system.

NOTE You will still be required to prepare batch headers, etc. The only step that will change is that you will post just one or two line items to FRS summary accounts, instead of multiple lines, one to each different revenue account for which you are depositing funds.

STUDENT PAYMENTS are posted to FRS ACCOUNT 100880-0210.

CORP PAYMENTS are posted to FRS ACCOUNT 100880-0211.

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