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 999999999999.

Step 2
Click .
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**Step 3** The Interim Deposits page displays.

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.)

**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.

![Payment Receipt](image)

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.
Enter **NV280** as the Business Unit or click \( \text{Search} \) to lookup.
Enter the Cashier's Office name.

**Step 11**
Click \( \text{Search} \) and the Receipts By Business Date page displays.

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Office</th>
<th>NovaConnect Admin Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>NV280</td>
<td>NCBO</td>
<td></td>
</tr>
</tbody>
</table>

![Receipts By Business Date Table](image)

Enter the **Business Date** or click \( \text{Search} \) to lookup.
Enter the **Cashier** or click \( \text{Search} \) to lookup.
Enter the **Register** or click \( \text{Search} \) to lookup.

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

**Step 12**
Click \( \text{Search} \) and the receipts for the chosen Business Date display.

![Receipts By Business Date Table](image)
**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.