

SCC Cash Receipts Department Deposits Process

Thursday, March 05, 2015

Department Deposits:

Departments and districts will use one of the three methods available for processing deposits.

A. Dept Manually Enters deposit into O.S.

1. Dept has money to deposit.
2. Dept enters deposit into the ARBTCRUB screen in O.S.
3. Dept runs a Set Proof Listing , scans and attaches along with other paper backup desired to batch.
4. Dept fills out paper half sheet, scans and attaches to batch. Or fills out electronic half sheet and attaches file to batch.
5. Dept approves batch via workflow.
6. Dept takes money and printed half sheet to Treas. If Dept wants a receipt they will bring a copy of half-sheet for Treas signature.
7. Treas opens the set indicated on the half sheet and validates set total against half sheet total.
8. Treas validates the amounts between the half sheet and the physical deposit by payment type (cash, check, wire).
9. Treas validates total of physical deposit against the set total in OneSolution.
10. Treas generates a new receipt number by clearing the receipt number that was automatically assigned to the set and clicking the Generate button.
11. Treas approves the set using workflow.
12. System routes set to AC via workflow.
13. AC reviews and approves the set.
14. The system automatically posts the set when the AC applies final approval.

B. Dept fills out CR Template:

1. Dept has money to deposit.
2. Dept fills out cash receipts Excel template tab 1. (Auto populates tab 2)
3. Dept saves tab 2 as CSV file. CSV file is saved to designated folder on local computer.
4. Dept uses ARUTFI utility to upload the CSV file into OneSolution CR module. (System generates a tail sheet for the upload job. It can be opened and reviewed if the job fails. If the job fails, Dept will edit the CSV file and rerun the upload utility.)
5. Dept open set in CR module and validates amounts in CR set against amounts in the CSV file that was uploaded.
6. and runs a Set Proof Listing , scans and attaches along with other paper backup desired to batch.
7. Dept fills out paper half sheet, scans and attaches to batch. Or fills out electronic half sheet and attaches file to batch.
8. Dept approves batch via workflow.
9. Dept takes money and printed half sheet to Treas. If Dept wants a receipt they will bring a copy of half-sheet for Treas signature.
10. Treas opens the set indicated on the half sheet and validates set total against half sheet total.

11. Treas validates the amounts between the half sheet and the physical deposit by payment type (cash, check, wire).
12. Treas validates total of physical deposit against the set total in OneSolution.
13. Treas generates a new receipt number by clearing the receipt number that was automatically assigned to the set and clicking the Generate button.
14. Treas approves the set using workflow.
15. System routes set to AC via workflow.
16. AC reviews and approves the set.
17. The system automatically posts the set when the AC applies final approval.

C. Districts not on OneSolution:

1. District has money to deposit.
2. District uses paper Affidavit or fills out the Excel / CSV Affidavit.
 - a. Paper affidavit:
 1. District fills out paper affidavit form.
 2. District final approver scans, then emails or faxes to AC.
 3. AC enters CR set into Onesolution for the District.
 - b. Excel / CSV affidavit:
 1. District fills out cash receipts Excel template tab 1. (Auto populates tab 2)
 2. District final approver emails Excel file to AC.
 3. AC saves tab 2 as CSV file. CSV file is saved to designated folder on local computer.
 4. AC uploads CSV file for District.
3. AC Control approves set using workflow or notifies district of any problems.
4. AC Accountants approve set using workflow.
5. AC Accountants emails the District with their deposit set number.
6. District takes money and printed affidavit or printed Tab 1 to Treas. If District wants a receipt they will bring a copy of the document for Treas signature.
7. Treas opens the set indicated on the affidavit and validates set total against paper document.
8. Treas validates the amounts between the affidavit and the physical deposit by payment type (cash, check, wire).
9. Treas validates total of physical deposit against the set total in OneSolution.
10. Treas generates a new receipt number by clearing the receipt number that was automatically assigned to the set and clicking the Generate button.
11. Treas approves the set using workflow.
12. System routes set to AC via workflow.
13. AC reviews and approves the set.
14. The system automatically posts the set when the AC applies final approval.