Elementary Schools
SchoolBooks
Bank Deposits

Use this procedure to record deposits you make into your checking account.

Recall that when you updated/posted the Receipt Journal, a Bank Deposit Entry file was automatically created in SchoolBooks. This procedure is used to record the receipt transactions in the individual activity accounts and the deposit total in the Cash-Checking Account.

When to Record

Record bank deposits **before** the money is taken to the bank. Per SAFPPM page 23, deposits must be made no less frequently than weekly. TBFDK receipts should be deposited separately from non-TBFDK receipts. Have the Receipt Journal(s) printed since the last bank deposit in front of you.

Recording in SchoolBooks

1. Click the "Bank Deposit Entry" button or make this selection from the "Entry" drop-down menu. The "Bank Deposit Entry" window opens.

2. Make sure the Bank field indicates "C" (Checking Account).

3. Click on the magnifying glass for the "Dep. No." field; the Deposit Lookup window opens up.

4. On the Deposit Lookup window, highlight the deposit to be made, and click on "Select". The information will be populated into the Bank Deposit Entry Header Tab fields.

5. Make sure the date in the "Dep. Date" field corresponds to the actual date of the deposit.

6. The "Amount" field will be automatically updated for the total. This should be the total amount shown on the Receipt Journal(s). If **both** the "Amount" and the "Dep. Date" are correct, you may click "Accept" and be returned to a blank (Bank Deposit Entry" and skip to step 10. If **either** the "Amount" or "Dep. Date" is not correct, then continue to step 7.

7. Enter appropriate information the "Memo" field if necessary. This field can be used to note anything special or unusual about this particular deposit that may not be apparent from the individual transactions. This is not a required field.

8. Press the Tab key or click on the "2. Detail" tab to advance to the next screen. The receipts which comprise the deposit will be displayed on the Bank Deposit Entry "Detail" tab – it should look just like the information on the Receipt Journal.

9.   Click on "Accept" to accept the deposit data. You will be returned to a blank "Bank Deposit Entry" screen. Repeat steps 1 through 8 for any other Bank Deposit Entry items in the "Bank Deposit Entry Lookup" window.

10.   Once all Bank Deposit Entry items have been accepted, click on "Cancel" twice.

11.   You will be asked, "Do you want to print the Bank Deposit Journal"? Click "Yes".

12.   At the next window, click "Print" and wait for the journal to print.

13.   The next window asks "Did the Bank Deposit Journal print OK, and is the data correct? If the journal looks okay (printed cleanly, data is correct, Total matches the Receipt Journal(s) total), click "Yes".

14.   The next window asks "Do you want to UPDATE the Bank Deposit Journal?" Click "Yes".

15.   A small window appears indicting "Update Complete". Click "OK".

16.   Make a notation on the Bank Deposit Journal that it has been updated/posted to the General Ledger.

PROCESS COMPLETE

Hint: The bank deposit entry will not post until you 1) print a Bank Deposit Journal and 2) answer "Yes" to update the journal.

If you perform the Receipt Entry, Receipt Journal, and Bank Deposit Entry steps in sequence you will have a clear and clean picture of the makeup of each deposit.