InTouch Deposit & Report Review

2015 Support Staff Summer Training
What’s New?

❖ Bernadette Campbell
❖ Email
➢ accounts.receivable@dysart.org
❖ Phone Number
➢ x7975
What’s New?

❖ Dunbar Fees

➢ Excess Bags
  ■ More than 10 bags

➢ Excess Time
  ■ More than 8 minutes
What’s New?

❖ Cash Handling User Guide Changes
➢ Button Editor
➢ Dynamic Customer Groups
➢ Appendix A, B, C, D
Important!

❖ Deposit slip accuracy
  ➢ Run a calculator tape of all of your checks prior to doing your EOP.
  ➢ On the EOP Check Listing screen, verify that your calculator tape matches your total on the screen.
  ➢ Cash count
  ➢ Examples of errors
Example 1

End of Period Check Listing

1/15/2015 4:10 PM

<table>
<thead>
<tr>
<th>Check #</th>
<th>Receipt #</th>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1076</td>
<td>40243</td>
<td>1/15/2015</td>
<td>70.00</td>
</tr>
<tr>
<td>1076</td>
<td>40244</td>
<td>1/15/2015</td>
<td>70.00</td>
</tr>
<tr>
<td>1325</td>
<td>40246</td>
<td>1/15/2015</td>
<td>70.00</td>
</tr>
<tr>
<td>1144</td>
<td>40248</td>
<td>1/15/2015</td>
<td>70.00</td>
</tr>
<tr>
<td>2829</td>
<td>40250</td>
<td>1/15/2015</td>
<td>70.00</td>
</tr>
<tr>
<td>1313</td>
<td>40253</td>
<td>1/15/2015</td>
<td>35.00</td>
</tr>
<tr>
<td>105</td>
<td>40263</td>
<td>1/15/2015</td>
<td>140.00</td>
</tr>
<tr>
<td>2563</td>
<td>40292</td>
<td>1/15/2015</td>
<td>70.00</td>
</tr>
</tbody>
</table>

Total: $595.00
Example 2

End of Period Check Listing
4/2/2015 3:59 PM

Check #   Receipt # Date   Amount
---------   ------------   -------
1703       48691         3/30/2015  35.00
614        49069         4/1/2015   35.00
3075       49088         4/1/2015   35.00
2002       49158         4/1/2015   60.00
636        49154         4/1/2015   35.00
744        49155         4/1/2015   70.00
817        49234         4/2/2015   35.00
2179       49247         4/2/2015   35.00

Total: $340.00
Important!

❖ Make copies of checks
❖ Stamp checks
❖ Dunbar scanner signature
Important!

❖ USFR Compliance

➢ 7 day compliance rule begins when any District employee receives the money (Accountability Plan)
➢ InTouch note (High Schools) vs. date stamp (K-8)
➢ Checks received in the mail
➢ Written receipts
Reminders

❖ Use accounts.receivable@dysart.org email vs. personal emails

➢ All deposit backup (Misc. Clearing and Student Activities)
➢ All missing deposit backup
➢ Deposit supply requests
➢ Refund requests
Reminders

❖ EOP Date vs Deposit Date
➢ EOP date: deposit slip, EOP memo
➢ Deposit date: deposit bag top

❖ EOP Deposit Reference
➢ EOP date, Bag#, School Name
  ■ Ex: 7/9/15 BAG12345 Dysart High School
  ■ Use WFB instead of bag# if taken to bank

❖ Each EOP is a separate deposit
InTouch Reports

- EOP Report Crosswalk

<table>
<thead>
<tr>
<th>EOP Process Report</th>
<th>InTouch Manager Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receipt Listing</td>
<td>Reconciled Receipts (Audit)</td>
</tr>
<tr>
<td>Check Listing</td>
<td>Check Audit (Audit)</td>
</tr>
<tr>
<td>Cash Denominations Listing</td>
<td>EOP Cash Denominations (Revenue)</td>
</tr>
<tr>
<td>Summary Report</td>
<td>Deposit Reconciliation Summary (Audit)</td>
</tr>
<tr>
<td>Reconciliation Report</td>
<td>Tender Report (Revenue)</td>
</tr>
</tbody>
</table>
InTouch Reports

❖ Report selection options
❖ What InTouch report should I use to....?
BREAK TIME
InTouch Online Review and Usage

2015 Support Staff Summer Training
Assigning Fees

- Why is it important?
- Aging report examples
Mass Assigning Fees

- Review
- Customer Group
  - Cannot create a customer group from the mass fee screen
- Approve to assign
Mass Adjusting Fees

❖ Review
❖ Possible reasons
  ➢ Canceled field trip
  ➢ Mass assigned to many, only a few participated
Online Payments

❖ Why do we want online payments?
❖ Tools
Meghan St Germain

- Discussion / Examples
InTouch/Destiny

❖ Review
  ➢ Status=”Lost” (not “overdue”)  
  ➢ No money in libraries  
  ➢ Librarians do not mark “paid” in Destiny

❖ Flyer shared with librarians
Resources

❖ Finance Website

➢ Dysart.org>Staff>Finance>Cash Handling & Accounts Receivable
QUESTIONS?