Balancing—2 ways

Add up all deposit slips and credit card reports. (The pink ones are easier to add.)
Add up all Log Sheets.
These two amounts should equal.

Add up all deposit slips.
Add up all Deposit Bags.
These two amounts should equal.

If amounts balance, double click on SAPlogon pad icon on your desktop.
Double click on 1 IRIS Production.

Type in User ID and password
Hit Enter key

Open ZFB50ZK2-Bank Deposit Journal Entry

If this is your first time doing the bank deposit, there are a few extra steps you need to do, just this one time.

Click the button on the task bar.
This takes you to an Accounting Editing Options window.
In the “Special options for single screen transactions box” at the bottom of the window, change the “Doc. type option” to “Entry with short name”.

Click the save icon on the task bar to save this change.
Click on the back arrow button at the top of the screen to go back to your deposit entry window.
Click the button at the top of the screen to get back to the main menu.
Open ZFB50ZK2-Bank Deposit Journal Entry again to make sure your editing options change has been accepted.

Make sure the Company Code (last field listed under the “Basic data” tab) is UTFA.
If not, Click on the Company Code button on the task bar.
The “Enter Company Code” box will pop up.
In the Company Code field, Type “FA” after the “UT”.
The Company Code filed should read “UTFA”.

Click the.

Document Date: (Received Date of Money)
Posting Date: (Leave As Is)
Reference: (Leave BLANK)
Doc. Header Text: F1

Click the Tree On button on the task bar.
Click the arrow located beside the “Account assignment template” folder.
Double Click the first option, 00000UTFDN.

An information window will pop up.
Click on the box with the green check mark.
Click the button on the task bar.

Highlight the following rows by clicking on the box to the far left beside each row.
To make the rows move up, click on the icon on the tool bar.

2nd Row—102890  City State  Debit
4th Row—270000  Revolving  Credit  T040010001
5th Row—270000  Revolving  Credit  T050010001
6th Row—270000  Revolving  Credit  T070010001
7th Row—270000  Revolving  Credit  T080010001
8th Row—270000  Revolving  Credit  T110010001
9th Row—270000  Revolving  Credit  T990010001

These rows are for all other campuses and we will not be using them.

Move back to the top of the entry rows by clicking the icon on the tool bar.

After all of these rows have been highlighted, click on the delete line button at the bottom of the window. This deletes the highlighted rows.
You should see the following lines….
102880 FTB-UTFO… Debit
270000 Revolving Credit T010010001

Enter the following…

1st Row
G/L Acct: 102880
Short Text: FTB-UT FO…
D/C: Debit
Doc currency amount: ($ Amt of 1st Deposit Slip or Credit Card Report)
Assignment No.: (Deposit Slip # or Merchant #)
Text: adv serv x0381

2nd Row
G/L Acct: 270000
Short Text: Revolving
D/C: Credit
Doc currency amount: ($ Amt of all Deposit Slips or Credit Card Reports)
Assignment No.: (BLANK)
Text: (BLANK)

3rd Row --- To End
G/L Acct: 102880
Short Text: FTB-UT FO…
D/C: Debit
Doc currency amount: ($ Amt of a Deposit Slip or Credit Card Report)
Assignment No.: (Deposit Slip # or Merchant #)
Text: (BLANK)

Each Deposit Slip and Credit Card Report should have its own row.

When finished…

Click on the Park button on the task bar.

IRIS will assign a parked document number that appears in the bottom left corner of the window on the Status Bar.

Write the Park Number on the top yellow deposit ticket, top pink deposit ticket, on each deposit bag and on each of the log sheets.

Click on the Menu Bar at the top of the window.

Click Display Ctrl+F
Click on the Menu Bar at the top of the window.

Click on the Change Ctrl+F1 button on the task bar.

Click on the Simulate button on the task bar.

Print 2 copies of the parked document by clicking the PRINT icon on the Tool Bar. (1-for the yellow deposit and 1-for the pink deposit)

Click on the back arrow button at the top of the screen to go back to your deposit entry window.

Click the button at the top of the screen to get back to the main menu.

Staple your deposit tickets and credit card reports to the bottom left section of the Parked Document copies.

Staple the Parked Document report to the Check List.

All the deposit bags should be sealed.
Take deposit to the Bursar’s Office.

The Bursar’s Office will assign a CV # to your deposit. The CV# should be written on each of the log sheets.

Credit Card Returns

G/L Acct: 102880
D/C: Credit
Amount: ($ Amt of Return)