

## HOW TO RECONCILE DEPOSITS FOR PREPARING CASH COLLECTION STATEMENT:

The first step to reconcile your cash deposits is to go to Receipt Inquiry.

The Receipt Inquiry screen is found in the General Revenues Menu:

- B. Accounts Receivable
- B. Receipt Inquiry

Below is the Receipt Inquiry Screen.

Receipt Inquiry - MUNIS [MENDOCINO COUNTY TRAINING]

My File Edit Tools Help

Microphone Tools

Dup Rcpt  
Cash Find  
Property Find  
Check # Find  
Misc Rcpt Find  
View Audit

Year/Bill  
Cat/Type  
Receipt  
Customer #  
Prop code  
Department  
Amount  
Deposit #  
Mass batch  
Post date  
Yr/Per/Unl  
Cash acct  
Misc desc


Eff. date  
Entry date  
Clerk  
Paid by CID  
Paid by ref  
Pmt method  
Check #  
Batch  
Reason  
 Released  
 Posted  
 Reversed  
Multi Rcpt Transaction  
Web Transaction

Charge Allocation GL Allocation

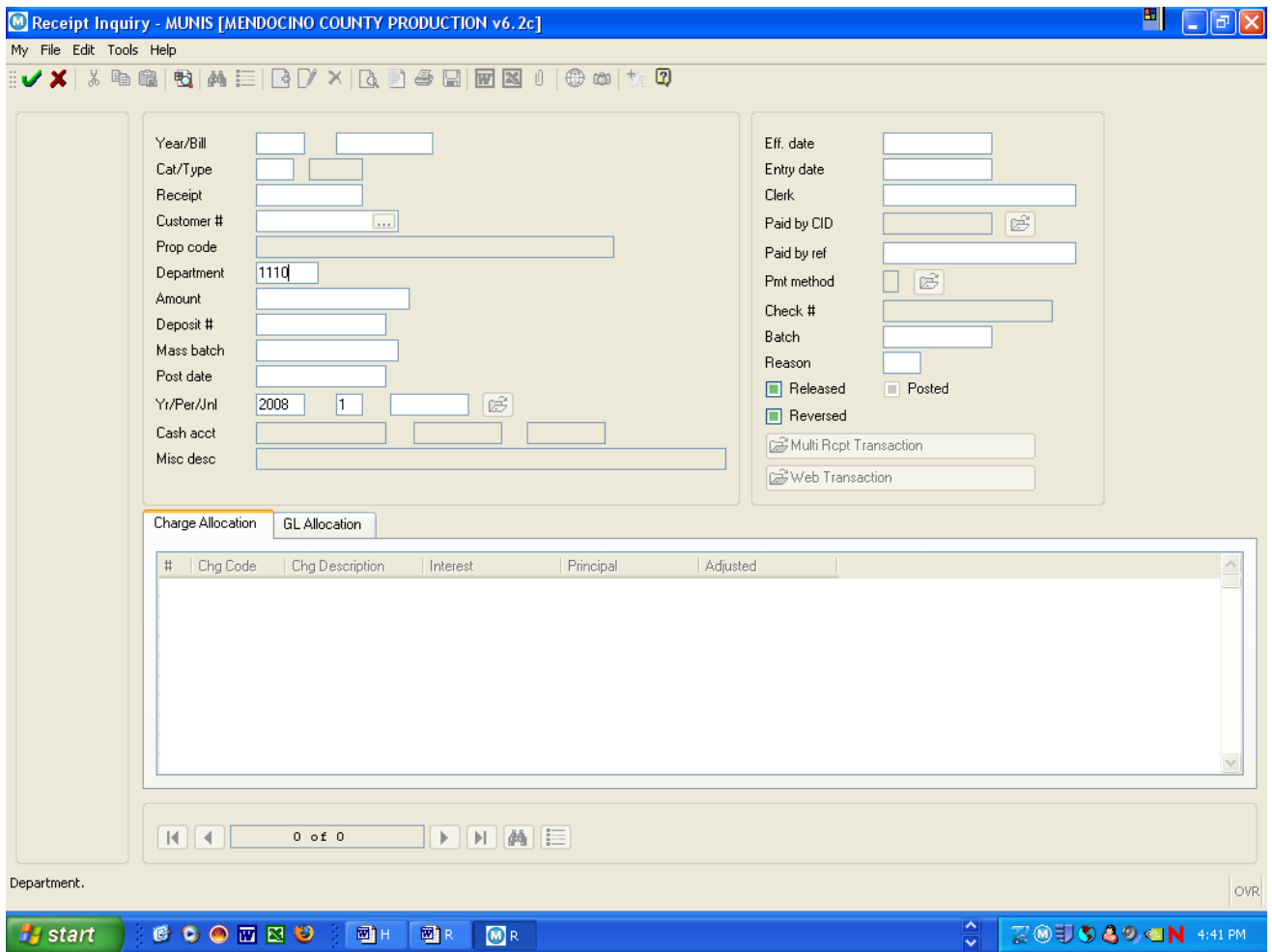
#	Chg Code	Chg Description	Interest	Principal	Adjusted
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0 of 0

start Gr... No... De... 17... M... re... Re... 8:19 AM

Click the Find  button to search. As you can see there are a number of fields you can search on.

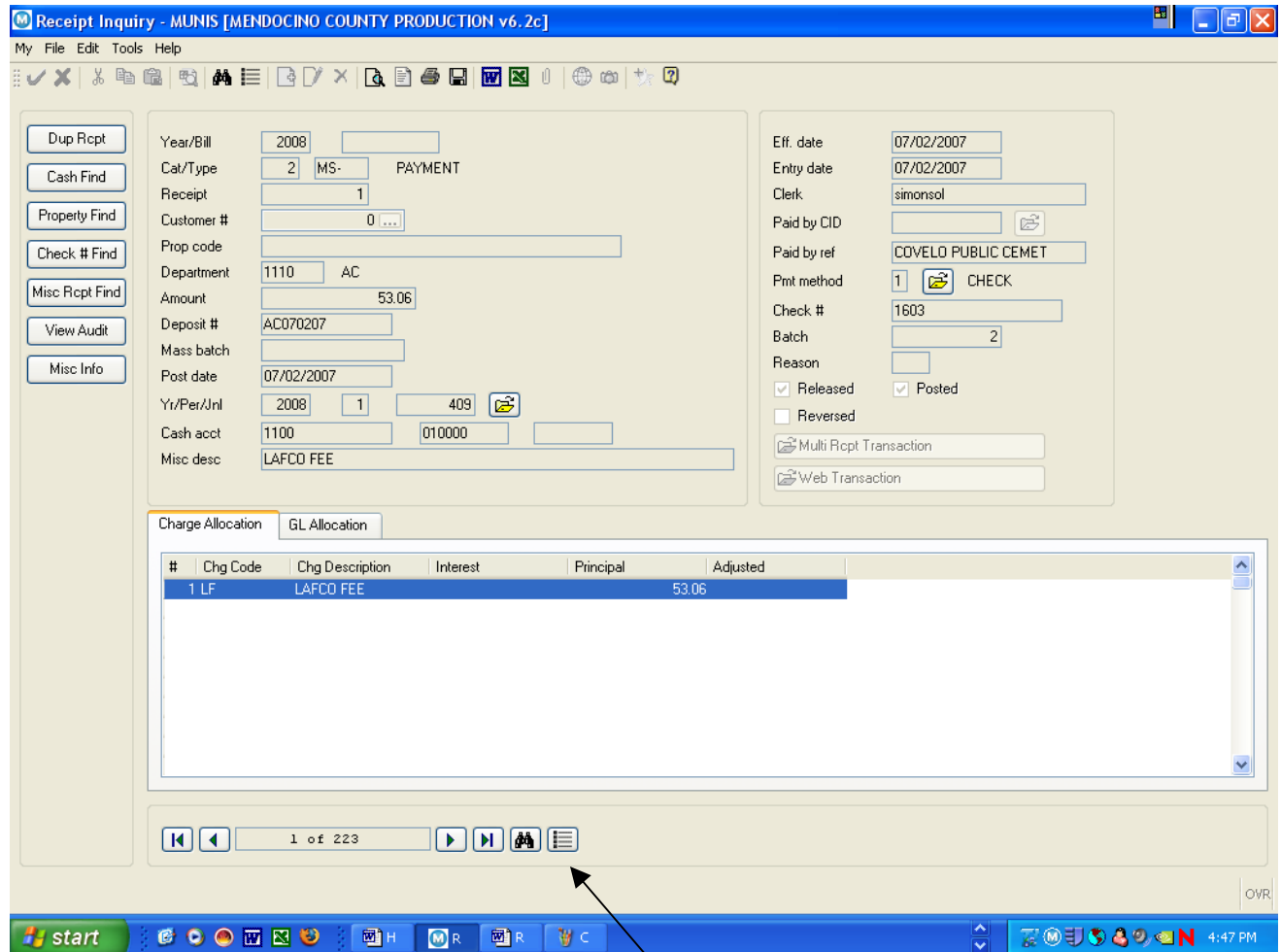
You will use the Department field and fill in your BU. Then fill in the Yr & Per as shown below. The year for 2007-08 is 2008. The Period for July 2007 is 1, August 2007 is 2, etc.



You may see the following window. You will want to select Yes to continue.



You will then see the screen below. In this example there are 223 records noted at the bottom of the screen.



Click the Browse bottom at the bottom of the screen. You will receive the window below with all the records for the period from your budget unit.

A/R Receipt Inquiry

File Edit Tools Help

Receipt	Activity	Cat	Customer	Year	Dept	Bill	Total Amount
1	PAYMENT	MS		2008	1110		53.06
2	PAYMENT	MS		2008	1110		230.62
3	PAYMENT	MS		2008	1110		596.96
4	PAYMENT	MS		2008	1110		1,635.95
5	PAYMENT	MS		2008	1110		11,541.69
6	PAYMENT	MS		2008	1110		965.96
7	PAYMENT	MS		2008	1110		43,079.78
8	PAYMENT	MS		2008	1110		1,203.75
9	PAYMENT	MS		2008	1110		878.42
10	PAYMENT	MS		2008	1110		749.10
11	PAYMENT	MS		2008	1110		1,082.25
12	PAYMENT	MS		2008	1110		-1,635.95
13	PAYMENT	MS		2008	1110		130,867.65
14	PAYMENT	MS		2008	1110		1,635.95
17	PAYMENT	MS		2008	1110		476.00
18	PAYMENT	MS		2008	1110		3,655.00
19	PAYMENT	MS		2008	1110		3,771.00
20	PAYMENT	MS		2008	1110		4,625.00
21	PAYMENT	MS		2008	1110		8,416.00
22	PAYMENT	MS		2008	1110		11,544.00
23	PAYMENT	MS		2008	1110		14,827.08
24	PAYMENT	MS		2008	1110		47,979.52
25	PAYMENT	MS		2008	1110		304,690.63
26	PAYMENT	MS		2008	1110		537,785.00
27	PAYMENT	MS		2008	1110		47.95
28	PAYMENT	MS		2008	1110		466.64
29	PAYMENT	MS		2008	1110		1,105.65
30	PAYMENT	MS		2008	1110		1,865.50
31	PAYMENT	MS		2008	1110		-4,625.00
32	PAYMENT	MS		2008	1110		4,625.00
43	PAYMENT	MS		2008	1110		26,106,954.56
47	PAYMENT	MS		2008	1110		4,529.86

Search / Filter

Record 1 of 223

At this point, if you have just a few deposits, you can easily verify and total your deposits for the month. However, if you have many deposits, you can click the Excel button on the top.

An excel worksheet will open as show below.

Microsoft Excel - munistemp07080216504279921210020635

1	Receipt	Activity	Cat	Customer	Year	Dept	Bill	Total Amount
206	1289	PAYMENT	MS	0	2008	1110	0	54192.73
207	1290	PAYMENT	MS	0	2008	1110	0	16288.75
208	1291	PAYMENT	MS	0	2008	1110	0	219014.09
209	1299	PAYMENT	MS	0	2008	1110	0	-50.00
210	1304	PAYMENT	MS	0	2008	1110	0	-100.00
211	1320	PAYMENT	MS	0	2008	1110	0	1219.59
212	1321	PAYMENT	MS	0	2008	1110	0	148070.00
213	1361	PAYMENT	MS	0	2008	1110	0	3409.46
214	1367	PAYMENT	MS	0	2008	1110	0	267.45
215	1368	PAYMENT	MS	0	2008	1110	0	3910.46
216	1369	PAYMENT	MS	0	2008	1110	0	9480.38
217	1371	PAYMENT	MS	0	2008	1110	0	6663.85
218	1372	PAYMENT	MS	0	2008	1110	0	648.13
219	1373	PAYMENT	MS	0	2008	1110	0	287385.00
220	1374	PAYMENT	MS	0	2008	1110	0	624618.84
221	1375	PAYMENT	MS	0	2008	1110	0	224288.00
222	1385	PAYMENT	MS	0	2008	1110	0	25000.00
223	1393	PAYMENT	MS	0	2008	1110	0	-15.00
224	1394	PAYMENT	MS	0	2008	1110	0	-165.00
225								

You will need to insert a formula at the bottom of the Total Amount column. However, you will first have to format the cell for numbers. The cell is formatted for text. To do that, right click in the cell and select Format Cell... Click the number tab and select Number with 2 decimals.

**Format Cells**

Number Alignment Font Border Patterns Protection

Category: General Number Currency Accounting Date Time Percentage Fraction Scientific Text Special Custom

Sample


Decimal places: 2

Use 1000 Separator (,)

Negative numbers: -1234.10 1234.10 (1234.10) (1234.10)

Number is used for general display of numbers. Currency and Accounting offer specialized formatting for monetary value.

OK Cancel

Now to enter your formula, double click the Auto Sum button  on your toolbar. Your total for the column is displayed in the cell.

This is the figure you should use on your Cash Collection Statement as the amount deposited for the month.

You can save the Excel worksheet if you want to. Please don't attach it to your statement. We just need the total on your Statement of Cash Collections.