Checkbook Database: Data Entry Instructions for Check Log

This is a 3-step process involving 3 different individuals:

<table>
<thead>
<tr>
<th>Step</th>
<th>Responsible Person*</th>
</tr>
</thead>
<tbody>
<tr>
<td>I.</td>
<td>Recording the Receipt of the Check........................person who collects checks</td>
</tr>
<tr>
<td>II.</td>
<td>Recording the Deposit............................................person who prepares deposits</td>
</tr>
<tr>
<td>III.</td>
<td>Reconciling the Deposit.............................................person who reconciles deposits</td>
</tr>
</tbody>
</table>

*These individuals are identified in the document “Individuals Involved in Cash Handling.”

**NAVIGATION INSTRUCTIONS:**

- Select **Checkbook** and **Receive Money**.
- Select a view from the Layout menu.

- Use the **List View** for Data Entry.
- Use the **Form View** for Gifts.
- Use the **Check Report** for a print out of the Checkbook log.
DATA ENTRY INSTRUCTIONS:

I. Recording Receipt of the Check
A. Enter the following in the **List View** Layout.
   - Name of Individual/Business
   - Account Number
   - Amount
   - Date Received
   - Receipt Number
   - Entered by and date

![Image of Department of Chemistry Log Book of Checks Received]

II. Recording the Deposit
A. Enter the following in the **List View** layout:
   - Fiscal Year (FY)
   - Transaction Type
   - PS account Code
   - Date Deposited
   - PS Journal #
   - PS Header Ref #
   - Deposited by and date (your name and the date)

B. Enter the following in the **Form View** layout.
   - All applicable information required for the Gift Transmittal Form (GTF). See GTF instructions.
III. Reconciling the Deposit

A. Verify the following in **List View** layout by comparing to the 1074 report for the applicable cost center.
   - Fiscal Year (FY)
   - Name of Individual/Business
   - Account Number/Speedtype
   - PS Account Code
   - PS Journal Number. Note: The journal # for Gifts will be blank until the transaction is reconciled. Upon reconciliation, enter the journal number shown on the 1074 report.

![List View Layout](image)

B. Data Enter the following in **List View** layout:
   - Enter the reconciliation date in the “Reconc. Date” field once the above information has been verified.
   - Enter your name and the date in the “Reconciled by” and “date” fields.