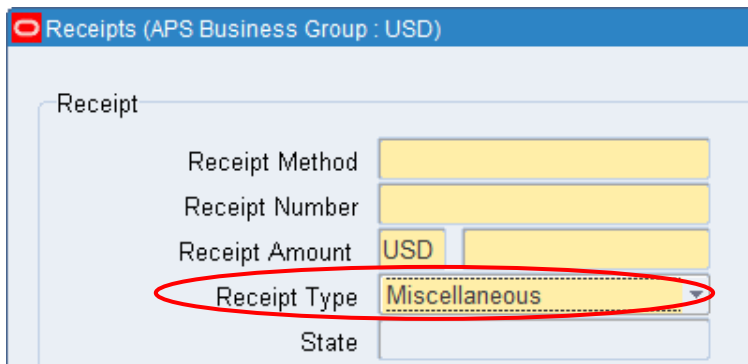


## R12 - Entering an Activity Deposit w/ Attachment

APS Financial End User/Deposits

All funds coming into the site must be collected, accounted for and deposited as activity deposits. Funds include student fines and activity fees, building use, daycare, fund raisers, etc. Deposits made into Oracle should include detailed descriptions. Receipts should be scanned and saved electronically so they can be attached to the deposit in Oracle. Deposits will show up on APS transaction history reports under the budget codes for which they were entered. For more information on deposits, please reference the Accounts Receivable section of the [Standard Operating Business Procedures manual](#).

### Step 1



Receipts (APS Business Group : USD)

Receipt

Receipt Method

Receipt Number

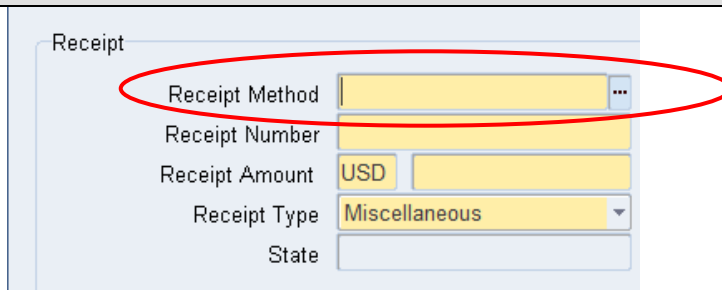
Receipt Amount USD

Receipt Type **Miscellaneous**

State

In the receipts screen, change Receipt Type from Standard to Miscellaneous.

### Step 2



Receipt

Receipt Method

Receipt Number

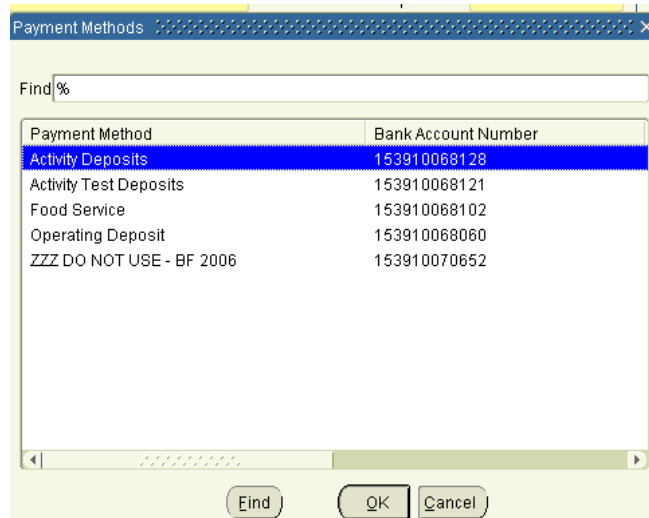
Receipt Amount USD

Receipt Type Miscellaneous

State

In the Receipt Method field, click on the List of values.

### Step 3



Payment Methods

Find %

Payment Method	Bank Account Number
Activity Deposits	153910068128
Activity Test Deposits	153910068121
Food Service	153910068102
Operating Deposit	153910068060
ZZZ DO NOT USE - BF 2006	153910070652

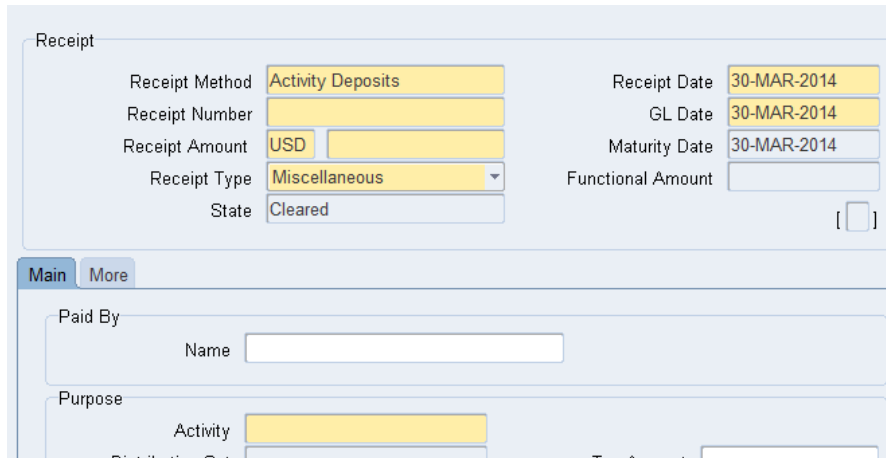
Find

OK Cancel

Select Activity Deposit.

Click OK.

## Step 4



Receipt

Receipt Method: Activity Deposits

Receipt Number: [ ]

Receipt Amount: USD [ ]

Receipt Type: Miscellaneous

State: Cleared

Receipt Date: 30-MAR-2014

GL Date: 30-MAR-2014

Maturity Date: 30-MAR-2014

Functional Amount: [ ]

Main More

Paid By

Name: [ ]

Purpose

Activity: [ ]

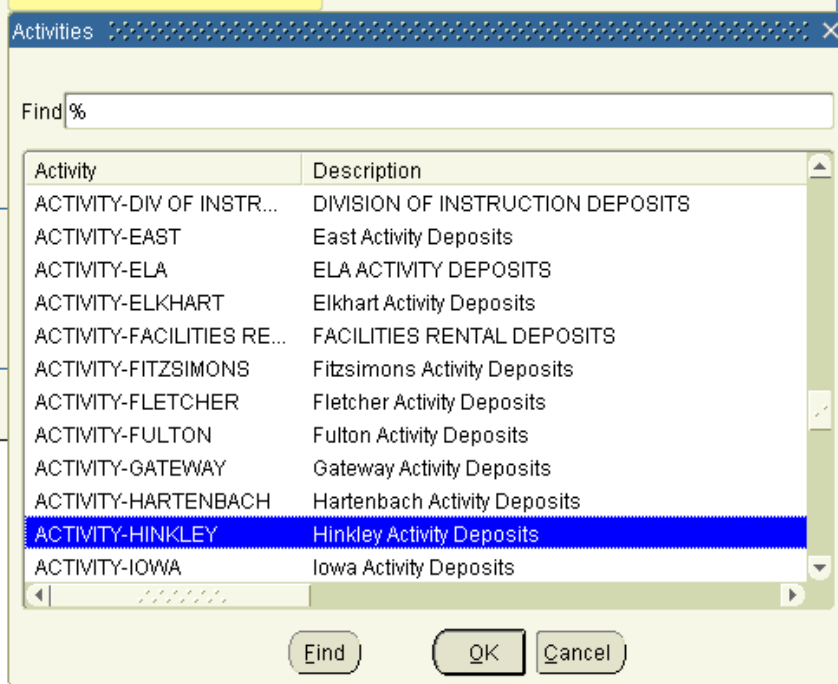
In the Receipt Number field, enter the deposit number.

In the Receipt Amount, enter the total deposit amount.

In the Receipt Date, change the default date to the one that is on the deposit receipt.

Click on the list of values in the Activity field.

## Step 5



Activities

Find %

Activity	Description
ACTIVITY-DIV OF INSTR...	DIVISION OF INSTRUCTION DEPOSITS
ACTIVITY-EAST	East Activity Deposits
ACTIVITY-ELA	ELA ACTIVITY DEPOSITS
ACTIVITY-ELKHART	Elkhart Activity Deposits
ACTIVITY-FACILITIES RE...	FACILITIES RENTAL DEPOSITS
ACTIVITY-FITZSIMONS	Fitzsimons Activity Deposits
ACTIVITY-FLETCHER	Fletcher Activity Deposits
ACTIVITY-FULTON	Fulton Activity Deposits
ACTIVITY-GATEWAY	Gateway Activity Deposits
ACTIVITY-HARTENBACH	Hartenbach Activity Deposits
<b>ACTIVITY-HINKLEY</b>	<b>Hinkley Activity Deposits</b>
ACTIVITY-IOWA	Iowa Activity Deposits

Find OK Cancel

Select your site.

Click OK.

## Step 6

Receipts (APS Business Group - USD)

Receipt Method: Activity Deposits  
 Receipt Number: 3334455  
 Receipt Amount: USD  
 Receipt Type: Miscellaneous  
 State: Cleared

Receipt Date: 30-MAR-2014  
 GL Date: 30-MAR-2014  
 Maturity Date: 30-MAR-2014  
 Functional Amount: [ ]

Reference: Type, Number, Customer Name, Customer Num, Location, Taxpayer ID

Paid By: Name [ ]

Purpose: Activity: ACTIVITY-HINKLEY  
 Distribution Set: ACTIVITY-HINKLEY  
 Tax Code: [ ]  
 Tax Account: [ ]  
 Description: [ ]

Tax Amount: [ ]  
 Tax Rate %: [ ]

Customer Bank: Name [ ], Account [ ]

Remittance Bank: Name: US BANK, Branch: Denver, Account: \*\*\*\*\*8128

Reference: [ ], Postmark Date: [ ]

Comments: [ ]

Buttons: Confirm... 1, Reverse... 1, Receipt History, Search and Apply, **Distributions**

Click on the Distributions button.

## Step 7

Distribution (APS) - 3334455

Receipt Amount: 150.00  
 Tax Amount: [ ]  
 Net of Tax: [ ]

Currency: USD  
 Activity: ACTIVITY-HINKLEY  
 Distribution Set: [ ]

%	Amount	GL Account	Comment
0.000	0.00	28.374.00.0000.1740.000.0000.0	
100.000	150.00	74.374.00.1919.1000.000.0000.0	school T-shirt sale
0.000	0.00	74.374.00.1925.1000.000.0000.0	
0.000	0.00	74.374.00.1863.1000.000.0000.0	

Subtotal: 100.00, Amount: 150.00  
 Tax: [ ]  
 Total: 150.00

Additional Information: Description: Pupil Ac.Hinkley Hi.None.Other School Ac.Activity Revenu.None.None.None.None.f, Posted Date: [ ]

Buttons: OK, Cancel

A Distribution window appears. The entire amount will be distributed to one account.

Note: You will need to adjust the amounts to credit.

Enter a detailed description for each distribution line created within each deposit in the Comment field.

Note: Keep in mind only the first 25 characters will appear on Oracle reports.

Enter all amounts until Distribution Subtotal is 100% and Amount equals the total deposit.

Click OK.

## Step 8

FRM-40400: Transaction complete. 4 records applied and saved.  
 Record: 1/1 <OSC>

Make note of the message and click OK.

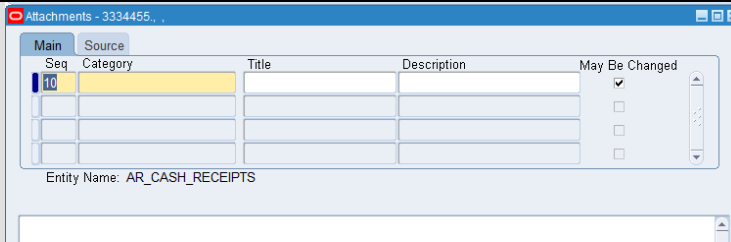
Close the Receipts Screen.

**Step 9**

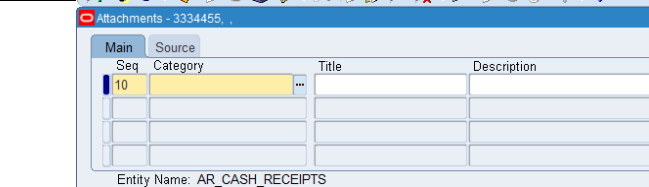


Click on the Paper Clip on the tool bar.

**Step 10**

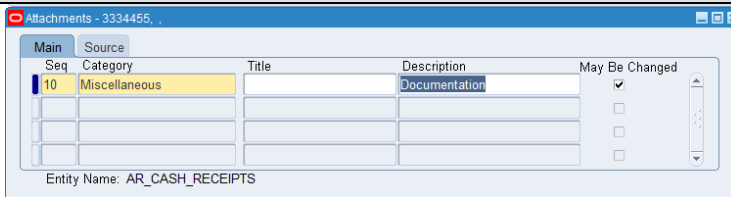


**Step 11**



Type "MISC" in the Category field and click tab.

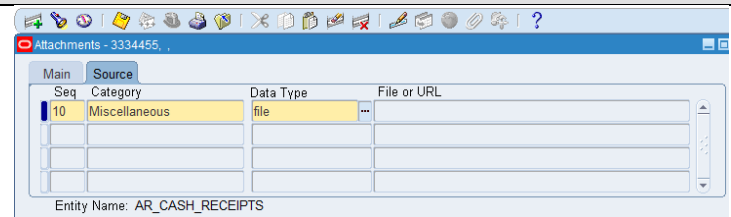
**Step 12**



Type "Documentation" in the Description field.

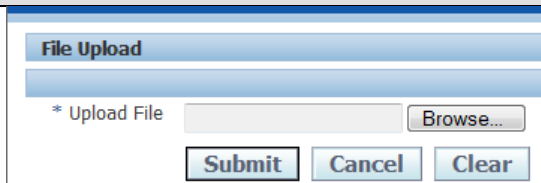
Click the Source tab.

**Step 13**



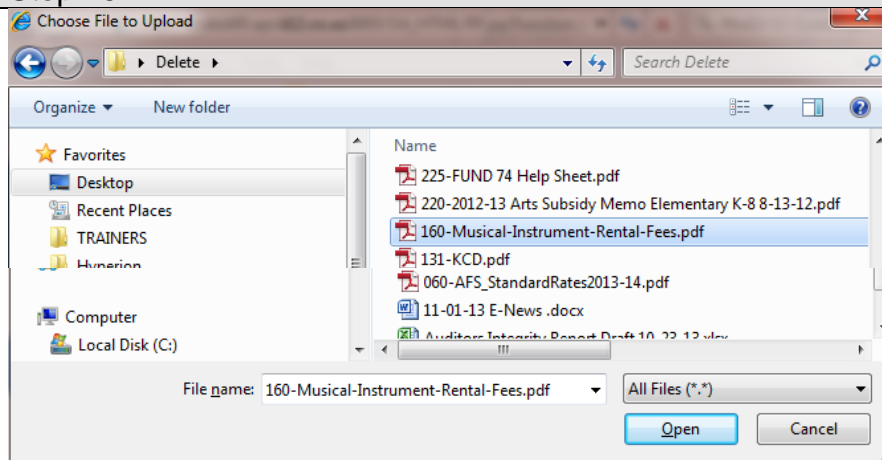
Type "File" in the Data Type field and click the Tab Key.

**Step 14**



Click the Browse button and search for

**Step 15**

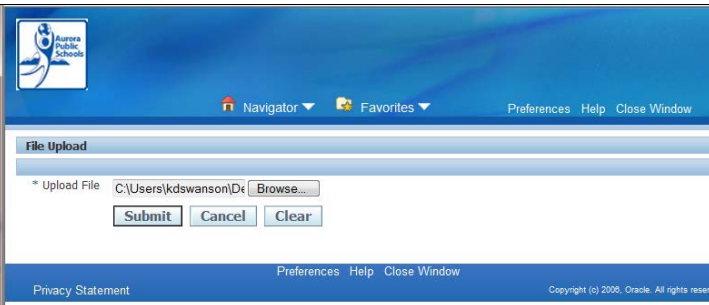


Double click on the name of the file (containing backup documentation) you wish to attach to the Deposit.

The file will appear in the File Name box.

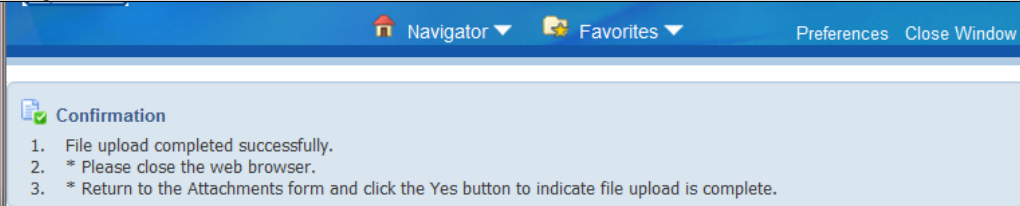
Click Open

**Step 16**



Click the Submit button.

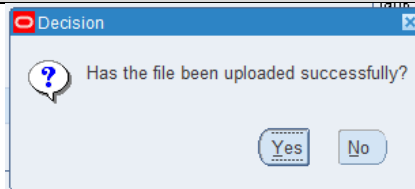
### Step 17



A Confirmation message will appear.

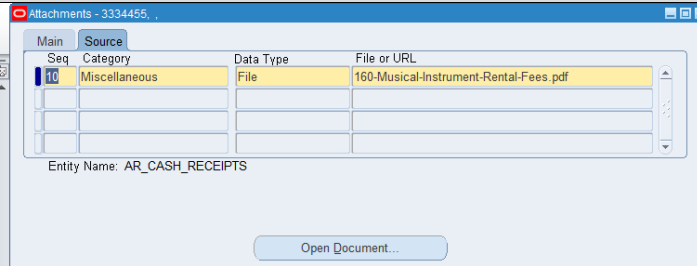
Click Close Window.

### Step 18



Click Yes.

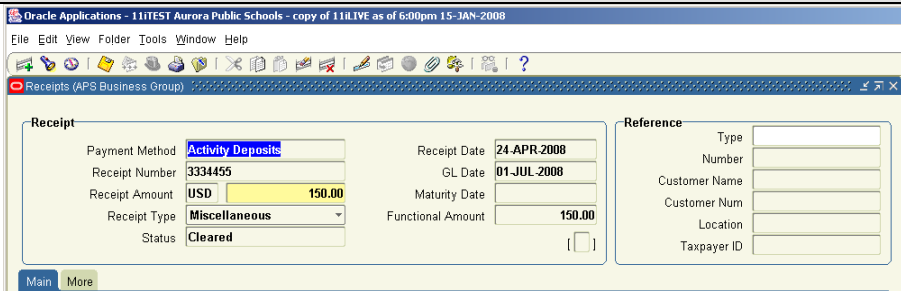
### Step 19



The file selected will appear in the File or URL field.

Click the X in the top right hand corner of the Attachments window.

### Step 20



Click on the X in the top right hand corner of the screen to close the Receipts screen.