

Deposits

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DEPOSITS

Always follow your YMCA's specific procedures.

1. Click "End of Shift"
 2. Set the date range to the days being deposited
 3. Reconcile each batch
 - Count the cash and checks
 - Click the edit pencil
 - Compare the drawer total amount entered for each payment method to the amount in front of you
 - Correct the drawer total amount if needed
 - Record any variances by clicking "Over/Short" and entering the amount of the shortage or overage
 - Follow the procedure for VOID if needed for any payments
 - Enter the deposit date
 - Enter the deposit reference using the format "123 MM/DD/YYYY" where 123 is the branch number
 - Check the "Reconciled" checkbox next to each payment type
 4. Print "End of Shift" detail report, if needed to help with step 3 above
 - Click "Reporting" > Sign In using your regular SGA credentials
 - In the SGA Master Reports folder, select the Transactions folder, then "End of Shift" report
 - Click "Customize"
 - Select Branch and edit the date range to reflect the days that will be deposited
 - Click "Display"
 - Click "Reports" > "Print"
 5. Print "End of Shift by Deposit Reference" report
 - Follow steps 4a-4f above, but select the "End of Shift by Deposit Reference" report
 6. Prepare bank deposit
 7. Take deposit to bank
 8. Send a copy of the "End of Shift by Deposit Reference" report with the bank deposit ticket to the Finance Office.
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