

NUMBER:	1.11
SUBJECT:	POETA AND DEPOSITS
CATEGORY:	ADMINISTRATION
DATE:	MARCH 23, 2018
DATE REVISED:	JUNE 28, 2018
RELATED SECTIONS:	1.8 FRONT COUNTER PROCEDURES

PURPOSE AND INTENT:

To establish standard procedures for entering the financial information into the POETA spread sheet and into the Financial Services electronic folder.

PROCEDURE:

PREPARING DEPOSIT:

1. Verify cash, petty cash, checks, debits/credits, register receipts, all daily transactions & complete the transaction log remittance of collections form (All Highlighted Lines) and sign the bottom where indicated.
2. Prepare a deposit slip listing cash and all checks including vital check and verify total matches the transaction log remittance of collections form. Initial next to the cash on the deposit form.
3. Take everything including petty cash to any available supervisor (Preferably Sonya).
4. After the supervisor has signed off the transaction log remittance of collections form and has initialed the deposit slip, scan a copy to yourself via the copier in this order:
 - A) Deposit Slip
 - B) All Checks – Including Vital Check last
 - C) Bottom Half of Vital Check
 - D) Summary Report from Vital Check
 - E) All Cash Register Receipts in numeric order along with Debit or Credit Receipts
 - F) Z Report Receipt (Closeout Receipt)
5. Large Copier Instructions & Settings:
 - ▶ Press Home Button & Then Press Reset Button
 - ▶ Message comes up "Reset Will Revert App Programming To Default Values."
 - ▶ Choose Reset All Apps
 - ▶ Press Email Button
 - ▶ Press Device Address Book
 - ▶ Type 1st or Last Name

- ▶ Press Orange Search Button
 - ▶ Touch Your Name
 - ▶ Scroll Down To The Following Settings:
 - ☑ Touch Original Type = (Choose) Text
 - ☑ Scroll To Original Size = (Choose) Custom Scan Area
 - ☑ Touch 8.5 (Width) Box & Type 170 Enter
 - ☑ Touch 11 (Length) Box & Type 117 Enter
 - ☑ Touch Ok Box (Upper Right)
 - ☑ Edge Erase = Touch .1 Box and Type 0 then Enter
 - ☑ Touch Ok Box (Upper Right Hand Corner)
 - ☑ Quality / File Size = Move Slider Up - Lowest Compression/Largest Size
 - ☑ Touch Ok Box (Upper Right)
 - ☑ Build Job Touch so Check Mark Is Checked
 - ☑ Line Up Deposit Slip & Checks Sideways (Leave a little edge on all sides)
 - ☑ Press Scan
 - ☑ Line Up next Checks and or Receipts & Press Scan Next Segment
 - ☑ After Scanning Last page of Receipts Press Submit
 - ☑ Make Sure you see document sent confirmation with "Completed"
6. Small Copier Instructions & Settings:
- ▶ Press Home Button & Then Press Reset Button
 - ▶ Press Email Button
 - ▶ In To: Field Type 1st or Last Name
 - ▶ Touch Your Name
 - ▶ Scroll Down To The Following Settings:
 - ☑ Output Color = Auto Detect
 - ☑ Edge Erase Then Choose All Edges
 - ☑ Slide Brown Bar To The Left So It Says 0.0
 - ☑ Touch Ok Box (Upper Right Hand Corner Brown Check Mark)
 - ☑ Original Size Then Choose Custom / Presets
 - ☑ Touch 8.5 (Length) Box & Type 17.0
 - ☑ Touch 11 (Width) Box & Type 11.7
 - ☑ Touch Ok Box (Upper Right Hand Corner Brown Check Mark)
 - ☑ Line Up Deposit Slip & Checks Sideways (Leave a little edge on all sides)
 - ☑ Press Send
 - ☑ Line Up Next Checks and or Receipts & Press Add Page Button
 - ☑ After Scanning Last Page of Receipts Press Done
 - ☑ Make Sure You See Sent Confirmation with Check Mark
7. Label the plastic deposit bag using the date on remittance of collections in black ink only. Place the deposit slip in the small pocket, behind the white panel inside the bag. Place cash, checks and coins in the bottom of the deposit bag. Remove the **Tear-off** record at the top of the bag before sealing the bag. To seal the bag you will remove the clear strip to expose the adhesive. Firmly press down on the green strip to seal the bag. **Note:** If you make a mistake or need to re-open the deposit bag after you have sealed it, you will need to use a new deposit bag and discard the first one.

8. Take the deposit bag contents upstairs to petty cash or To Letty Love on the 3rd floor.
9. Staple the **Tear-off** record strip, All cash register receipts in numeric order along with debit or credit receipts, Z Report Receipt (Closeout Receipt), Summary Report from Vital Check, bottom half of vital check & remittance of collection form. Place all in the cashier log binder.

LOG INTO POETA

1. Click on the Email that was sent to you and double click the attachment to open it.
2. Make sure you can see all checks & receipts and none are cut off.
3. Click File from the top menu and then Save As
4. On Left Side choose the Shared Drive and Click; Find Records Folder and Double Click; Find Front Counter Folder and Double Click.
5. At bottom of screen where it says File Name: Scanned from a Xerox Multifunction Printer.pdf type: use the following file name:
Scanned Checks and Receipts XXXXXX.pdf" (XXXXXX is Deposit Date)
6. Press Save at bottom right of screen & Close the File.
7. Open up POETA TemplateRecords.xls – located in the shared drive/Records/Front Counter/POETA file
- 8.

Expnd Item Date	Amount

The above 2 fields are the only ones you will need to complete. Expnd Item Date is the deposit date which will always be the prior business day. The amount is the amount of the deposit.

9. Click File from the top menu and then Save As
Save the file with the Deposit Date after the file name.
Example: POETA Template Records mm dd yr.xls (mm dd yr = deposit date)
10. Click on Line #3. It will highlight the line in blue.
11. Press CTRL C. The line will sizzle! Minimize the file by pressing – on top right (Near the Red X).
12. Next open the file in the shared drive – located in the shared drive/Records/Front Counter/POETA
Worksheet in POETA Worksheet Scrap 'Internal Project. – Copy.xls
13. Click on the next available blank line. It will highlight the line in blue.
14. Press CTRL V, then click on the save ICON top right of screen (it will look like a disk).

15. Save this file and close it and also close the Poeta Template Records mm dd yr.xls file (mm dd yr = deposit date).

COPY FILES INTO FINANCIAL FOLDER

1. Find the POETA Template Records mm dd yr.xls file in the Records Shared Drive – Front Counter Folder and right click the file and click copy.
2. Go to the shared drive and find Financial Services folder open it and find the DIVISIONS & STATIONS DAILY REVENUE folder. Open it and find the RECORDS folder. Open it and right click anywhere in the white background. Choose Paste.
3. Find the Scanned Checks and Receipts mm dd yr.xls file in the Records Shared Drive - Front Counter Folder and right click the file and click copy.
4. Go to the shared drive and find Financial Services folder open it and find the DIVISIONS & STATIONS DAILY REVENUE folder. Open it and find the RECORDS folder. Open it and right click anywhere in the white background. Choose Paste.