Section 8 - Manual Checks & Deposits

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8 - MANUAL CHECKS AND DEPOSITS

Overview:

- ▲ Enter Manual Checks
- ▲ Enter Manual Deposits
- ▲ Enter Payroll Payable Deposits

```
MASTER     Office of Statewide Information Systems          Thursday 00/00/0000
+-------------------------------------------------------------------------------+
¦                        Manual Check / Deposit Main Menu                       ¦
+-------------------------------------------------------------------------------¦
¦                                                                               ¦
¦      1.  Manual Check Entry                                                   ¦
¦      2.  Manual Deposit Entry                                                 ¦
¦      3.  Employee Processing                                                  ¦
¦      4.  Check History Processing                                             ¦
¦      5.  UnVoid Check Entry                                                   ¦
¦      6.  Unvoid Check History Screen List                                     ¦
¦                                                                               ¦
¦                                                                               ¦
¦                                                                               ¦
¦                                                                               ¦
¦                                                                               ¦
¦                                                                               ¦
¦                                                                               ¦
¦                                                                               ¦
¦  Menu Selection ___                                                           ¦
¦                                                                               ¦
+-------------------------------------------------------------------------------+
Escape=Return Enter=Send
```

Employee Processing can be found in the SSN & FEIN Maintenance Section 4. Check History Processing, Voiding/reissuing Check Entry, and Unvoid Check Entry can be found in the Check History Processing Section 10.

8.1 Manual Check Entry

```
JB         Office of Statewide Information Systems          Thursday 00/00/0000
+-------------------------------------------------------------------------------+
|                             Manual Check Entry                                |
+-------------------------------------------------------------------------------|
|                                                                               |
|     Check No.: 2000001  Check Date:  9/19/97  Type: M  Amount:    100.00      |
|                                                                               |
|     Bank Acct: 22/25200 COMMERCE & INDUSTRY                                   |
|        Region:  1                                                             |
|           SSN: 000-00-0018 LANDRY, RUSS                                       |
|                                                                               |
|   Voucher/TA#: 980002                                                         |
|                                   ------------ Reissue ------------           |
|  Recon Status: O (C=Cancellation) Check No.:________ Date: ______00           |
|                  (O=Outstanding)                                              |
|                  (R=Reissue)                                                  |
|                  (V=Void)                                                     |
|                  (S=Stale Check)  Unclaimed Report Code: 0000                 |
|   Cleared Bank 000000                                                         |
|                                                                               |
|                                                                               |
|                                                                               |
+-------------------------------------------------------------------------------+
Esc=Return F2=Clear F3=Read             F5=Add/Change    F7=Delete
Read     :   0/0    Successful
```

Purpose This screen is used to enter manual checks for posting in the Travel Management System. (Any checks written manually against the bank account must be entered in the system).

Cross Reference Check History - Section 10

Field	Size	Description
Check No.	7	Unprotected. Required. The check number issued manually.
Check Date	6	Unprotected. Required. Date check issued. Date format is MM/DD/YY.
Type	1	Unprotected. Required. Indicates type of check (must use M = manual). Field is case-sensitive, must use capital letter.
Amount	8	Unprotected. Required. Amount of check.
Bank Acct	7	Unprotected. Required. Bank account the check was issued against.
Region	2	Unprotected. Lists region value stored on employee record. The screen will not store any modification to this field.

Field	Size	Description
SSN	9	Unprotected. Required. SSN/FEIN of check payee. Must be a valid entry in the employee file.
Voucher/TA#	6	Unprotected. Optional. Voucher or TA number associated with this check.
Recon Status	1	Unprotected. Optional. Valid values for add are: *O = Outstanding* or *S = Stale Check*.
Reissue Check No.	7	Unprotected. Optional. Not an entry field on an "ADD."
Reissue Date	6	Unprotected. Optional. Not an entry field on an "ADD."
Unclaimed Report Code	4	Unprotected. Optional. Required field if Recon Status = *S*. Must be a valid value in the reference files.
Cleared Bank	6	Protected. Displays date check cleared the bank. Will display only if "reading" or "changing" the record.

How To:

➜ *Create a Manual Check*

From Travel Management System Main Menu

1. Enter Menu Selection ***3 - Manual Check/Deposit Processing*** and press ***Enter***.
2. Enter Menu Selection ***1 - Manual Check Entry*** and press ***Enter.***
3. Enter ***Check No.***
4. Enter ***Check Date - mm/dd/yy.***
5. Enter ***Type = M.***
6. Enter ***Amount*** (optional).
7. Enter ***Bank Acct.***
8. Enter ***SSN*** (or FEIN).
9. Enter ***Recon Status*** (optional).
10. Press ***F5=Add/Change.***
11. Verify message ***Add: Successful*** (Once the Manual Check has been added, TMS will reduce the bank account balance by the amount of the check).

Helpful Hints

✔ If any changes are to be made, you must access this screen through Check History - Section 10.

✔ The DELETE function is restricted to MASTER authorization. ***Great care must be taken in deleting any record from the audit detail.***

✔ If reissuing, voiding or canceling a check, the record must be accessed through one of the Check History lists (see Check History - Section 10).

8.2 Manual Deposit Entry

```
MASTER     Office of Statewide Information Systems          Tuesday   00/00/0000
+-------------------------------------------------------------------------------+
|                      Manual Deposit/Adjustment Entry                          |
+-------------------------------------------------------------------------------|
|                                                                               |
|                                                                               |
|   Bank Acct: 22/25100 OFFICE OF THE SECRETARY         Dep/Adj Amt:    125.00 |
|                                                                               |
|   Trans Type:  D   Description: STATE GROUP BENEFITS                          |
|              (D=Deposit)                                                      |
|              (B=Adjustment)                                                   |
|              (F=ISIS Deposit - Post to Recon file only)                       |
|                                                                               |
|   PIV Number:      222   Date:  01/01/00                                      |
|                                                                               |
|   Cleared Date 000000                                                         |
|                                                                               |
|                                                                               |
|                                                                               |
|                                                                               |
+-------------------------------------------------------------------------------+
Esc=Return F2=Clear F3=Read             F5=Add           F7=Delete
Read     :   0/0    Successful
```

Purpose This screen is used to enter manual deposits for posting in TMS. (All deposits made manually to the bank account must be entered in the system). Deposits entered may include unused travel advances, payroll payables, etc. (Payroll payables would usually be entered in Payroll Payable Maintenance, see Section 12 - Special Processing).

Cross Reference Check History - Section 10

Field	Size	Description
Bank Account	7	Unprotected. Required. Must be a valid value in the reference files.
Dep/Adj Amt	7	Unprotected. Optional. Amount of deposit/adjustment.
Trans Type	1	Unprotected. Required. Transaction type, valid values are *D=Deposit*, *B= Adjustment* and *F = ISIS Deposit* (Posts to check history for reconciliation purposes only).
Description	30	Unprotected. Required. Allows an explanation of transaction to be input on record.
PIV Number	7	Unprotected. Optional. Deposit Pay-In-Voucher number.

Field	Size	Description
Date	6	Unprotected. Required. Format is MM/DD/YY, default is current date.
Cleared Date	6	Protected. Displays date transaction cleared bank. Shows only on "read" or "change."

How To:

➜ *Create Manual Deposit/Adjustment Entry*

From Travel Management System Main Menu

1. Enter Menu Selection ***3 - Manual Check/Deposit Processing*** and press ***Enter.***
2. Enter Menu Selection ***2 - Manual Deposit/Adjustment Entry*** and press ***Enter.***
3. Enter ***Bank Acct*** number.
4. Enter ***Dep/Adj Amt*** (Optional - amount of deposit or adjustment).
5. Enter ***Trans Type.***
6. Enter ***Description.***
7. Enter ***PIV Number*** (optional).
8. Enter ***Date - mm/dd/yy*** (of deposit or PIV).
9. Press ***F5-Add.***
10. Verify message ***Add: Successful***.

Helpful Hints

✔ If ***Trans Type*** = F is used (ISIS deposit), it is posted to check history for reconciliation purposes only. ISIS checks requested directly through AFS for reimbursement are posted as "D" deposits to the appropriate account.

✔ If any changes are to be made, you *must* access this screen through Check History - Section 10.

✔ The DELETE function is restricted to MASTER authorization. ***Great care must be taken in deleting any records from the audit detail.***

✔ If voiding or canceling a deposit or adjustment, the record must be accessed through one of the Check History lists (see Check History - Section 10).

✔ Adjustments to reduce the account balance are entered as negative amounts.

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