

Checkbook Database: Data Entry Instructions for Check Log

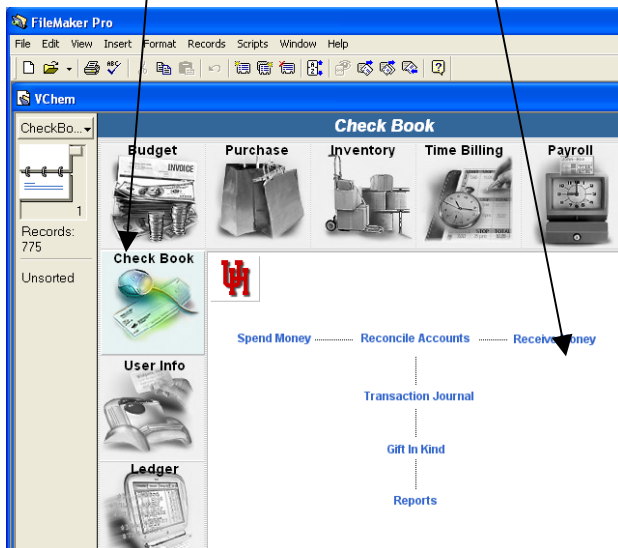
This is a 3-step process involving 3 different individuals:

Step	Responsible Person*
I. Recording the Receipt of the Check	person who collects checks
II. Recording the Deposit	person who prepares deposits
III. Reconciling the Deposit.....	person who reconciles deposits

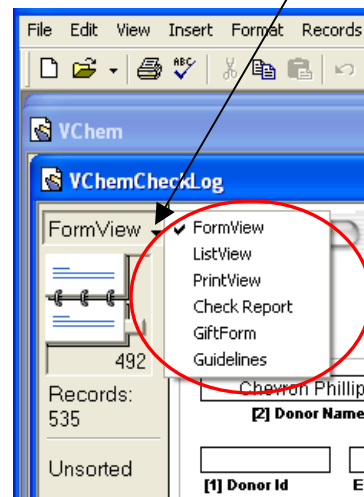
*These individuals are identified in the document “[Individuals Involved in Cash Handling](#).”

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

FY	Name of Individual / Business	Account Number	PS Acct Cd	Amount	Date Received	Receipt Number	Date Deposited	PS Journal#	Ref Number	Reconc. Date	Entered By	Date
2005	Polyorganix Inc.	229519	50053	126.00	10/6/2004	5160	10/7/2004	000102333	H0107708	12/13/2004	Kim Fletcher	10/6/2004
2005	Bedkman Research Institute	229517	50053	230.00	10/6/2004	5161	10/7/2004	000102331	H0107707	12/13/2004	Kim Fletcher	10/6/2004
2005	University Of California,	229517	50053	758.25	10/8/2004	5162	10/8/2004	000102429	H0107709	12/13/2004	Kim Fletcher	10/8/2004

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)

FY	Transaction Type	Name of Individual / Business	Account Number	PS Acct Cd	Amount	Date Received	Receipt Number	Date Deposited	PS Journal#	Ref Number	Reconc. Date	Entered By
2005	Recovery	Bedkman Research Institute	229517	50053	230.00	10/6/2004	5161	10/7/2004	000102331	H0107707	12/13/2004	Kim Fletcher
2005	Recovery	University Of California,	229517	50053	758.25	10/8/2004	5162	10/8/2004	000102429	H0107709	12/13/2004	Kim Fletcher
2005	Recovery	Washington University In	229519	50053	75.00	10/11/2004	5163	10/11/2004	000102708	H0107710	12/13/2004	Kim Fletcher
2005	Recovery	Shiv Halasyamani	225336	56118	43.90	10/11/2004	5164	10/11/2004	000102709	H0107711	12/13/2004	Kim Fletcher
2005	Gift	Chiang Mai University	441117	50050	16,400.00	10/12/2004	5165	10/12/2004		GIFT	1/27/2005	Kim Fletcher
2005	Recovery	Texas A & M Research	229517	50053	1590.75	10/15/2004	5166	10/15/2004	000102895	H0107712	12/13/2004	Kim Fletcher

Individual / Business	Account Number	PS Acct Cd	Amount	Date Received	Receipt Number	Date Deposited	PS Journal#	Ref Number	Reconc. Date	Entered By	Date	Date Deposited By	Date
Bedkman Research Institute	229517	50053	230.00	10/6/2004	5161	10/7/2004	000102331	H0107707	12/13/2004	Kim Fletcher	10/6/2004	La Ruth Davis	10/6/2004

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.

FY	Transaction Type	Name of Individual / Business	Account Number	PS Acct Cd	Amount	Date Received	Receipt Number	Date Deposited	PS Journal#	Ref Number	Reconc. Date	Entered By
2005	Recovery	Beckman Research Institute	229517	50053	230.00	10/8/2004	5161	10/7/2004	000102331	H0107707	12/13/2004	Kim Fletcher
2005	Recovery	University Of California,	229517	50053	758.25	10/8/2004	5162	10/8/2004	000102429	H0107709	12/13/2004	Kim Fletcher
2005	Recovery	Washington University In	229519	50053	75.00	10/11/2004	5163	10/11/2004	000102708	H0107710	12/13/2004	Kim Fletcher
2005	Recovery	Shiv Halasyamani	225336	56118	43.90	10/11/2004	5164	10/11/2004	000102709	H0107711	12/13/2004	Kim Fletcher
2005	Gift	Chiang Mai University	441117	50050	16,400.00	10/12/2004	5165	10/12/2004		GIFT	1/27/2005	Kim Fletcher
2005	Recovery	Texas A & M Research	229517	50053	1590.75	10/15/2004	5166	10/15/2004	000102895	H0107712	12/13/2004	Kim Fletcher

- 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.