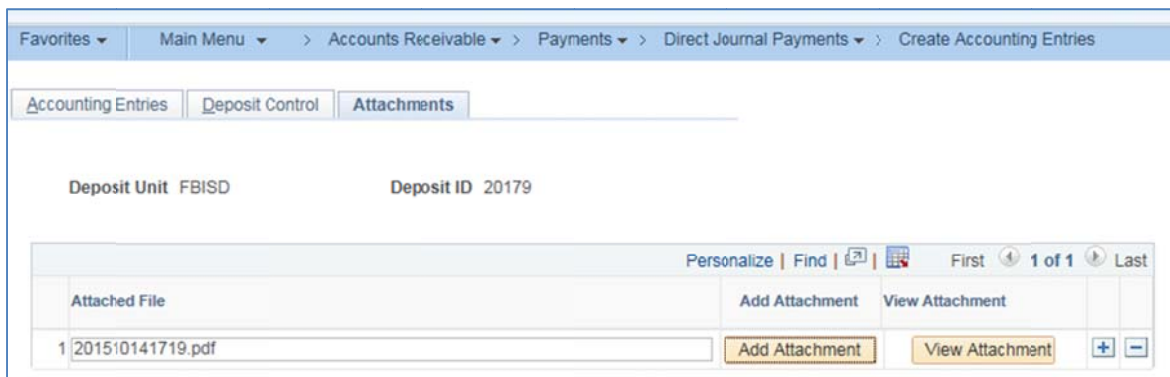
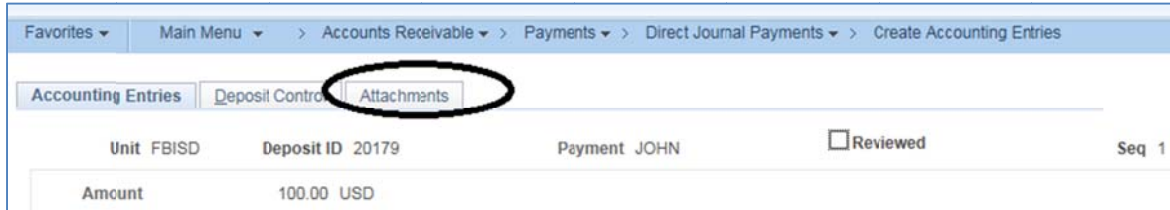


**Fort Bend ISD Activity Funds
November 2015**

Peoplesoft Enhancement: scanned bank deposit attachments

Instead of photocopying and using pony mail to send in your bank deposit paperwork, you will scan and attach those pages. Your items will be archived with your bank deposit entries to be viewed while looking at the deposit accounting entries online.

Notice the new tab at the bank deposits Create Accounting Entries page. The tab is available at any of the “item” pages for your deposit. You will make one attachment for your whole deposit. In other words, use the Attachment tab only once from any place in your bank deposit that you see it.



What you attach: One pdf

The same information as before, and in this sequence:

1. Cash Receipts Recap (with deposit ticket showing)
 - a. please write Deposit ID number on your deposit ticket
 - b. updated Cash Receipts Recap form (minor revisions)
 - c. keep the originals to file at campus. (Be sure carbons are clear.)
2. Currency/Coin Count (AF2) if you have filled one out for the bank.
3. Deposit Edit List. Be sure all items show “Valid.”
4. All Tabulations of Money Collected (AF1) in sequence
 - a. if an AF1 has “see attached” of one or a few pages, please scan that too
 - b. one set (not individual attachments for each AF1)
 - c. verify your sequence and orientation (none upside down!)

Attach the full set at one location – don’t attach each single Tabulation of Money Collected to its separate “item” or “seq” screen.

You can access the tab from any of the Seq numbers.

A few notes about attachments in general:

Always open your attachment from the link after you've attached it. Is it the correct item? Check the page orientation of all pages.

Etiquette: if your document is all landscape, please scan landscape. (Note, this does not apply to bank deposit scans, which are completely or primarily portrait).

Attaching an invoice to your requisition may add informational value to your requisition, but it will not be accessible by Accounts Payable for reviewing and paying the invoice. For that, email it to accountspayable.invoices@fortbendisd.com

Questions and additional notes:

Deposit ID: AF/
(Deposit ID from PeopleSoft)

Fort Bend Independent School District
Activity Funds
(Funds 461 and 865)
Cash Receipt Recap

(Campus Name)

Date: _____

Total Amount of Deposit: _____

Item Count in Deposit: _____

Deposit Bag Number:

Attach yellow copy of deposit ticket below.

Attach tab from deposit bag here beneath deposit ticket

When complete, scan all backup and attach to the deposit in PeopleSoft.

- Recap sheet with deposit ticket and number from deposit bag (attach original to campus copy of backup);
- Currency/Coin Count, if used
- Deposit Edit List (People Soft); and
- Copies of all primary backup support (AF-1 or alternate)