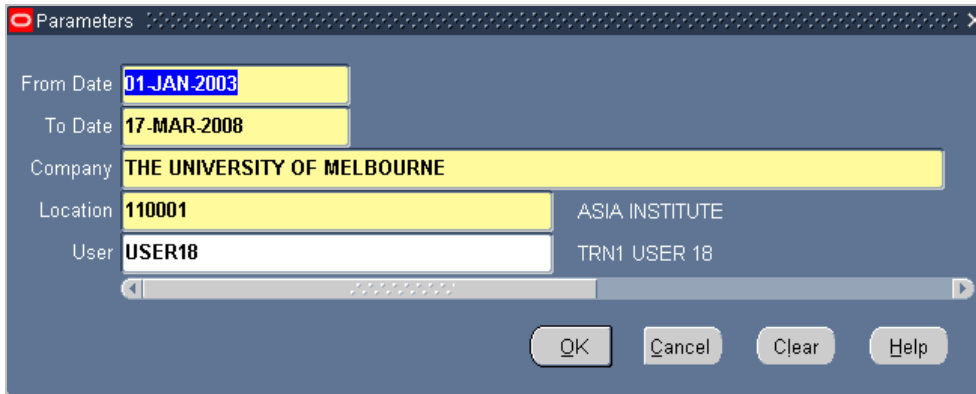


The banking process should be completed at the end of each day that you have received money and receipted it in Themis. Submission of receipts for banking involves a two-step process: generation of the preliminary deposit listing; and (after any identified errors have been corrected) generation of the final deposit listing.

## Running a preliminary deposit listing report

- 1 Navigate to **Cash Receipting > CR Reports** and specify a single request.  
The Submit Request screen will display.
- 2 In the Name field, select *Cashier Preliminary Deposit Listing* from the List of Values (LOV).  
The Parameters screen will display. **Note:** the User field will default to your username. This means that the Deposit Listing will only retrieve receipts that you have entered. To submit banking for your entire location (department) leave the User field blank.



The Parameters dialog box contains the following fields and values:

From Date	01 JAN 2003
To Date	17 MAR 2008
Company	THE UNIVERSITY OF MELBOURNE
Location	110001 ASIA INSTITUTE
User	USER18 TRN1 USER 18

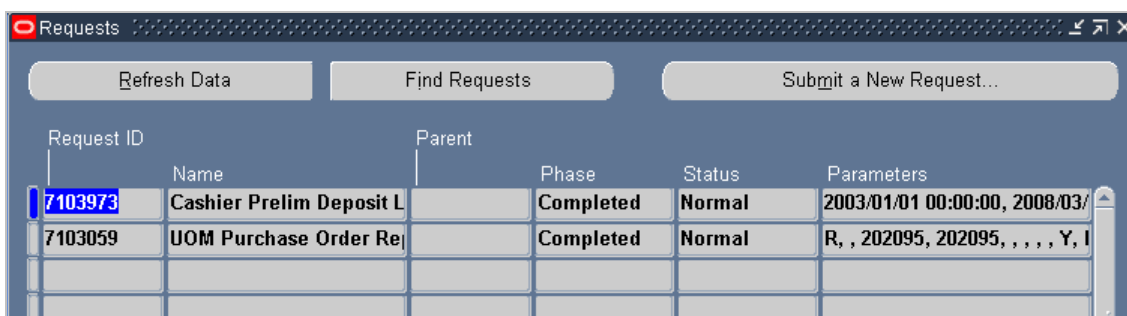
Buttons: OK, Cancel, Clear, Help

- 3 Click **OK** to accept the default parameters and close the Parameters screen.  
**Note:** do not change the From Date and To Date fields.
- 4 Specify your printing and notification options, if required.
- 5 Click on the **Submit** button to run the report.  
If prompted to run another request, select *No*.

## Viewing the status of your request

You may view the progress of your request.

- 1 Select **View > Requests** from the Menu bar.  
The Find Requests screen will display.
- 2 Click the **Find** button to retrieve all your requests.  
The Requests screen will display the progress of your request (Phase).



The Requests screen displays a table of requests with the following data:

Request ID	Name	Parent	Phase	Status	Parameters
7103973	Cashier Prelim Deposit L		Completed	Normal	2003/01/01 00:00:00, 2008/03/
7103059	UOM Purchase Order Re		Completed	Normal	R, , 202095, 202095, , , , Y, I

Buttons: Refresh Data, Find Requests, Submit a New Request...

Your most recent request will display at the top of the listed reports.  
If the Phase field indicates that the report is pending or running, click on the **Refresh Data** button until the report is completed.

- 3 When the Phase field indicates that the report has completed, click on the **View Output** button.  
The cover page of the report will display.
- 4 Click on the **Next** button to progress to the report pages and review the details.  
Receipts will be separated by payment type to allow for balancing of cash and cheques. **Note:** credit card transactions will not display if they were receipted on previous days (as credit card transactions are “banked” at the time of processing, they do not need to be included in the report).

If the balances displayed in the preliminary report are correct, you may generate and print a *Cashier Final Deposit Listing*. If the balances are incorrect you should correct any errors (i.e.: cancel and reissue the receipt) prior to running the Final Deposit Listing.

## Running a final deposit listing

**Important:** before running this report, ensure that you have run the preliminary report and corrected any errors, as adjustments cannot be made once the final deposit listing has been generated.

- 1 Navigate to **Cash Receipting > CR Reports** and specify a single request.

The Submit Request screen will display.

- 2 In the Name field, select *Cashier Final Deposit Listing* from the List of Values (LOV).

The Parameters screen will display. **Note:** the User field will default to your username. This means that the Deposit Listing will only retrieve receipts that you have entered. To submit banking for your entire location (department) leave the User field blank.



The Parameters dialog box contains the following fields:

- From Date: 01-JAN-2003
- To Date: 17-MAR-2008
- Company: THE UNIVERSITY OF MELBOURNE
- Location: 110001 (with ASIA INSTITUTE selected in a dropdown)
- User: USER18 (with TRN1 USER 18 selected in a dropdown)

Buttons at the bottom: OK, Cancel, Clear, Help.

- 3 Click **OK** to accept the default parameters and close the Parameters screen.

**Note:** do not change the From Date and To Date fields.

- 4 Specify your printing and notification options, if required.

**Important:** please ensure that when running the Cashier Final Deposit Listing that you remember to print one copy of the report (click on the **Options** button to check your printing details before submitting the report).

- 5 Click on the **Submit** button to run the report.

If prompted to run another request, select *No*.

**Note:** the Final Deposit Listing report should only be generated once, if you run the final report a second time it will contain no output. If you require a second copy of the report you will need to reprint the original.

Centrally-located departments should take their income and the Final Deposit Listing to the cashier (Ground floor, Melbourne Credit Union, Old Geology South building, Parkville campus).

Non-centrally located staff should deposit income via the National Australia Bank and fax the Final Deposit Listing to the Bank Reconciliation Officer.

## Reprinting the cashier final deposit listing

- 1 Select **View > Requests** from the Menu bar.

The Find Requests screen will display.

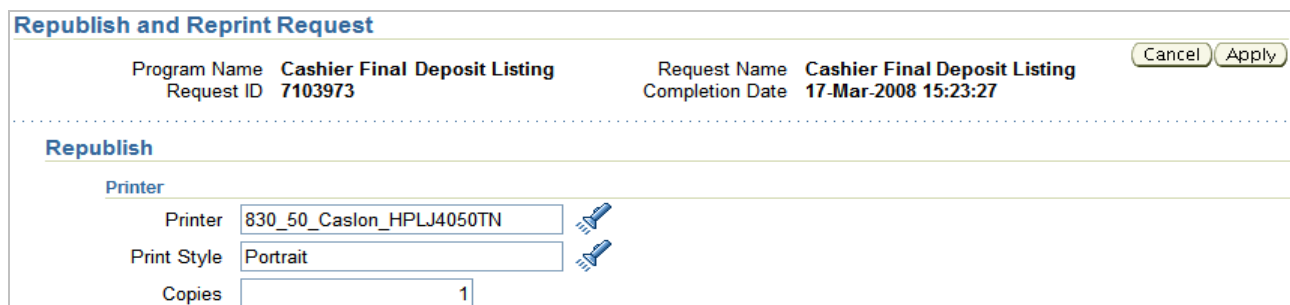
- 2 Click the **Find** button to retrieve all your requests.

The Requests screen will display the requests you have run.

- 3 Highlight the *Final Deposit Listing* report in the Requests table.

- 4 Select **Tools > Reprint/Republish** from the Menu bar.

The Republish and Reprint Request screen will display.



The Republish and Reprint Request dialog box contains the following information:

- Program Name: Cashier Final Deposit Listing
- Request ID: 7103973
- Request Name: Cashier Final Deposit Listing
- Completion Date: 17-Mar-2008 15:23:27

Buttons: Cancel, Apply

---

**Republish**

Printer: 830\_50\_Caslon\_HPLJ4050TN

Print Style: Portrait

Copies: 1

- 5 Check the printer preferences and number of copies required, then click the **Apply** button.

A message confirming the report has reprinted will display. Close this screen to return to your Requests screen.