

Volume

1

CONTRA COSTA COUNTY TREASURER/TAX COLLECTOR
Electronic Deposit Permit Users Guide

System User's Guide

ELECTRONIC DEPOSIT PERMIT
System User's Guide

Contra Costa County Treasurer/Tax Collector
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Electronic Deposit Permit User Guide

Introduction

“All cash received shall be delivered in a timely manner to the County Treasurer or the validated bank deposit slip for cash deposited to a bank account maintained by the County Treasurer with a corresponding deposit permit to the Treasury, unless otherwise authorized by law.”

- Administrative Bulletin 205.1, March 30, 2007

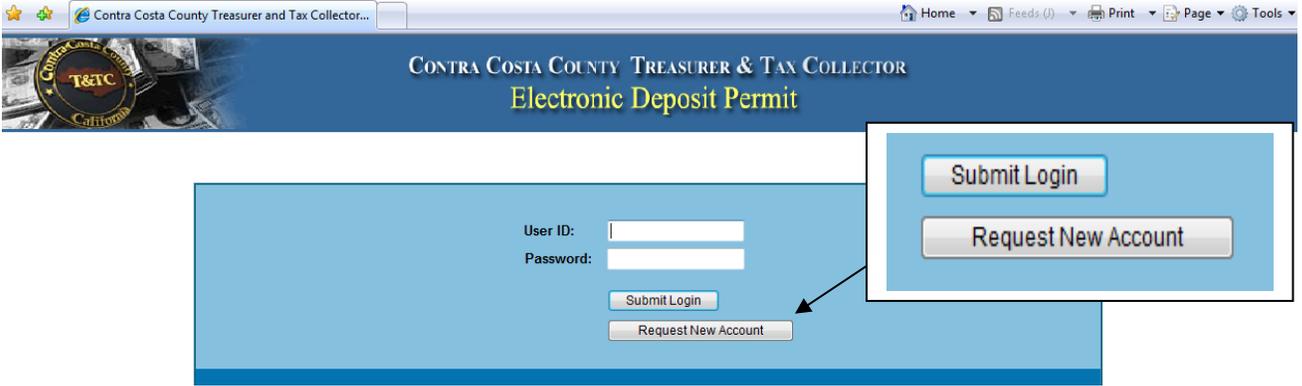
The term “cash” as used in the following outline refers specifically to currency, coin, checks and electronic transfers - and any other payment type.

When any County department receives cash for services, fee’s, etc., they are required to deposit such cash at either the County Treasury or a bank branch that has an account maintained by the County Treasurer. Each cash deposit must have a corresponding deposit permit (DP), which will apply the cash deposited to the respective depositing departments general ledger fund number. The following will summarize the current steps or procedures required to create, process and post a DP. This will be followed by the steps and/or procedures required to create, process and post the proposed Electronic Deposit Permit (EDP).

TTC USER GUIDE

Request a User Account

The “REQUEST NEW ACCOUNT” link can be found on the Login screen of the EDPs application.



Selecting on the “REQUEST NEW ACCOUNT” button will open the request account online form (See Fig. 1.1).

Fig 1.1

When requesting a new account, the user account will not be automatically created. First the account information you entered goes to the Treasurer/Tax Collectors office to be reviewed. After the review of the account information, an E-mail will be sent back to your supervisor requesting authorization of your new account. In order to request a new account there are eight fields that must be filled out (See Fig 1.1). They are:

- a. **User Id** (The ID that will be used to login by the user)
- b. **Real Name** (The users real name)

- c. **Email** (The users E-mail address)
- d. **Assigned Department** (The department the user will be authorized to submit deposit permit).
- e. **Password** (Password)
- f. **Confirm Password** (Same password)
- g. **Phone Number:** (The users office phone number & ext)
- h. **Supervisor's Email:** (Name of immediate supervisor)

Once the information is completed, select the "Submit Request" button. Within 24 hours you should receive an e-mail stating if the new account has been authorized and created. If the password which has been submitted is not valid, the Treasurer's department will assign the temporary password of "**password**" and the first time the user logs into the EDP application, they will be directed to their profile and required to change the password.

Note: If you do not receive an email within 24 hours, contact the Treasurer office at (925) 957-2850.

TTC USER GUIDE

Edit a User Account

The “Edit User Account” link can be found on the Administration page of the EDP’s application (See Fig 1.1).

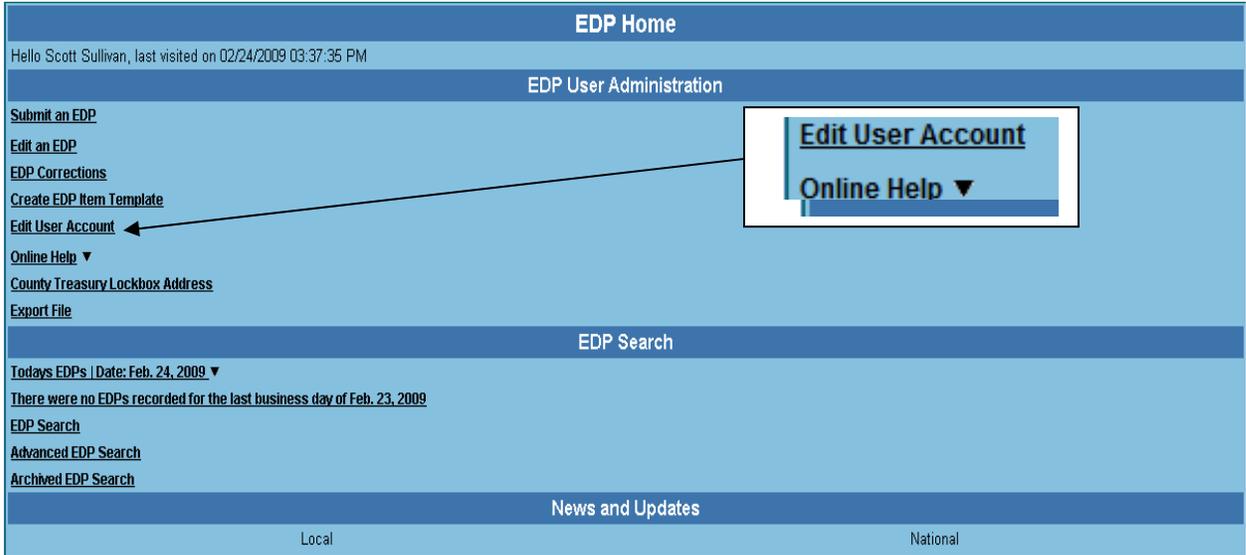


Fig 1.1

Clicking on “Edit User Account” will open the page displaying your current user account information (See Fig 1.2 on next page).

Editing your personal information is an option that the Treasurer have created for the users ease of use. The “Edit User Account” page will only allow for the current person logged in to change his/her personal information.

TTC USER GUIDE

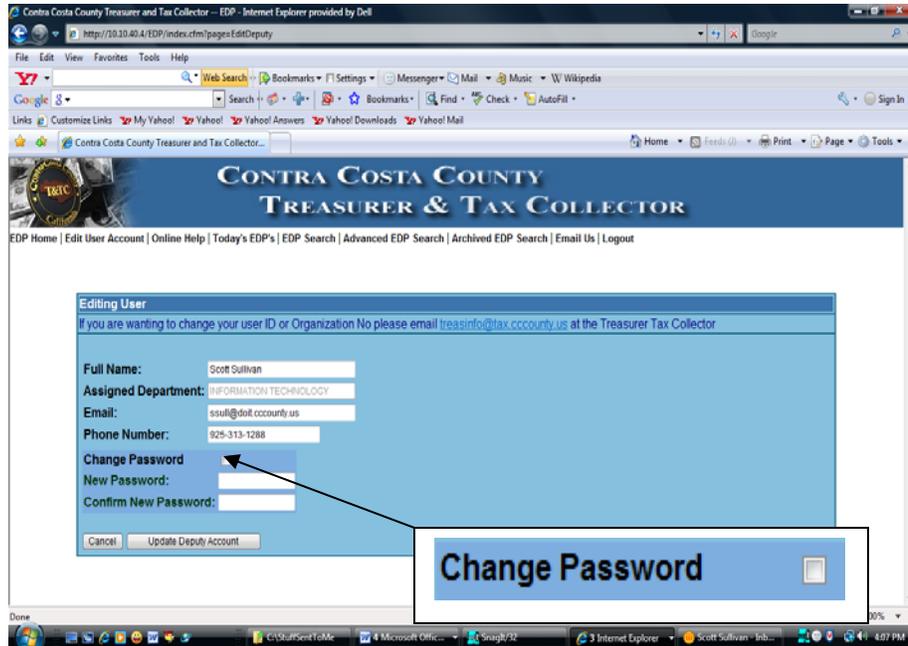


Fig. 1.2

Note: (To Change information on another account, you must call the Treasurer office in addition to being the EDP's representative for that office).

In order to change the current user password it is important that the "Change Password" check box is selected (See Fig. 1.2). This feature was added in the case that the password was not being changed but rather one of the other personal information text boxes.

EDP User Administration

Submitting an EDP

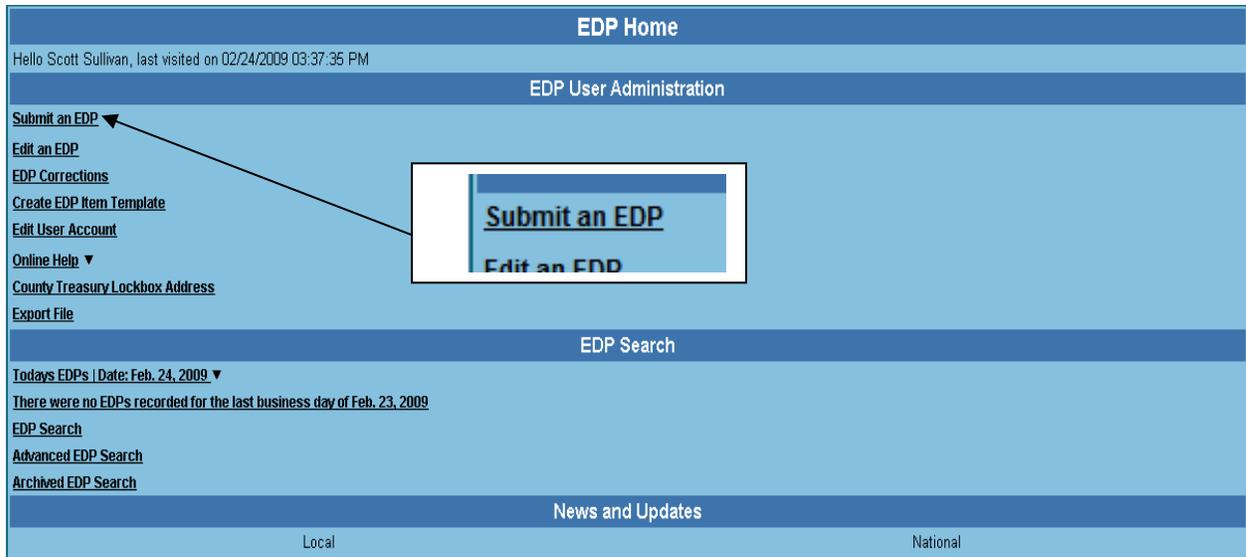


Fig 1.1

Submitting EDP's is a simple three step process: Start by clicking the "Submit an EDP" link on the administration page. (See Fig 1.1 above)

- Step 1 – Deposit Information
- Step 2 – Submission
- Step 3 – Receipting

Step 1 – Deposit Information

The submit page consist of nine areas. They are:

- a. **Fiscal Year** (During the month of July, this field will allow the user to set which fiscal year the deposit should be recorded in).
- b. **Organization No** (Fund or Organization Unit Number that is to be credited or charged with the Deposit Permit entry)
- c. **Fund/Org** (Fund or Organization Unit Number that is to be credited or charged with the Deposit Permit entry)
- d. **Sub Acct** (General Ledger Account, Revenue Account, or expenditure Sub-Object Number)

EDP USER ADMINISTRATION

Note: Task, Option and Activity/Work Authorization fields are used for Revenue items only if the Revenue Organization is on Program/Cost Accounting)

- **Task** (Task Number from the Systems's Index – this should be furnished by the Collection Org)
- **Option** (Option Number from the System's Index – this should be furnished by the Collecting Org)
- **Activity** (Activity or Work Authorization Number from the System's index – this should be furnished by the Collecting Org)
- **Amount** (The amount that was deposited)
- **Description** (Special note related to the deposit – 25 character limit)

Start by entering the required information into the fields. Once one line is completed click on the “Add EDP Line Item” button (See Fig 1.2)

The screenshot displays the web interface for the Contra Costa County Treasurer and Tax Collector. The browser window title is "Contra Costa County Treasurer and Tax Collector - EDP - Internet Explorer provided by Dell". The URL is "http://20.10.40.4/EDP/index.cfm/page=deposit". The page header includes the logo and name "CONTRA COSTA COUNTY TREASURER & TAX COLLECTOR" and navigation links: "EDP Home | Edit User Account | Online Help | Today's EDP's | EDP Search | Advanced EDP Search | Archived EDP Search | Email Us | Logout".

The main form is titled "Add EDP Item - Step 1 of 3". It contains the following fields and controls:

- Fiscal year:** 2008-2009 (dropdown menu)
- Organization No:** 1050 (dropdown menu)
- Fund/Org:** []
- Sub Acct:** []
- Task:** []
- Option:** []
- Activity:** []
- Amount:** []
- Description:** []
- Add EDP Line Item** (button)

Two arrows point from a larger, magnified version of the form below to the corresponding fields in the screenshot above.

Fig 1.2

EDP USER ADMINISTRATION

The data that was entered is now dynamically displayed in the list box below (See Fig. 1.3)

The screenshot shows the 'Add EDP Item - Step 1 of 3' form. At the top, it displays 'Fiscal year: 2008-2009' and 'Organization No: 1060'. Below this are input fields for 'Fund/Org', 'Sub Acct', 'Task', 'Option', 'Activity', and 'Amount'. A 'Description' field is also present. A 'Total: \$100.00' is shown on the right. Below the form is a table with the following data:

Org No	Fund/Org	Sub Acct	Task	Option	Activity	Amount
1060	005891	9895	y9m	adm	2424a6	\$100.00

Below the table, the 'Line Item Desc' is 'KB - 263' and the 'Acct Code Desc' is 'ccs therapy program misc current services'. A callout box points to the 'Acct Code Desc' field with the text: 'A description is automatically displayed from the Auditor-Controller's "Chart of Organization Units"'.

Fig. 1.3

EDP USER ADMINISTRATION

To enter another EDP item repeat the process in paragraph 3 of this document. You may enter as many item lines as needed to complete an EDP. EDP line items may be removed by clicking the “remove” button next to each line item (See Fig. 1.4). When you have completed entering all of the EDP items, click the “Continue to Step 2 of 3” button to move to the second step (See Fig. 1.4).

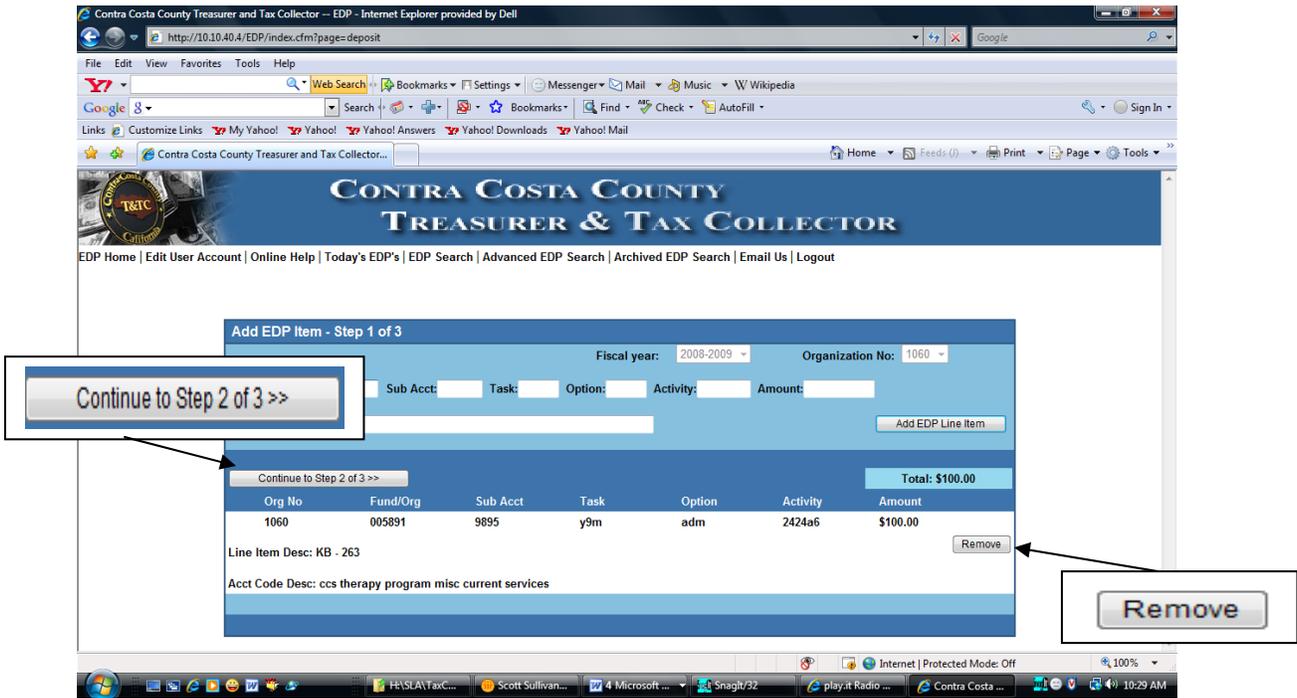


Fig. 1.4

Step 2 – Submission (Banking Information)

Before an EDP can be submitted the following data must be supplied. In Fig 1.5 we define:

- Account: (The account the monies are deposited)
- Deposit Site: (Where/How the monies were deposited)
- EDP Explanation: (Additional notes for the EDP)
- Total: (The Total Amount to be deposited – See Fig. 1.5)

EDP USER ADMINISTRATION

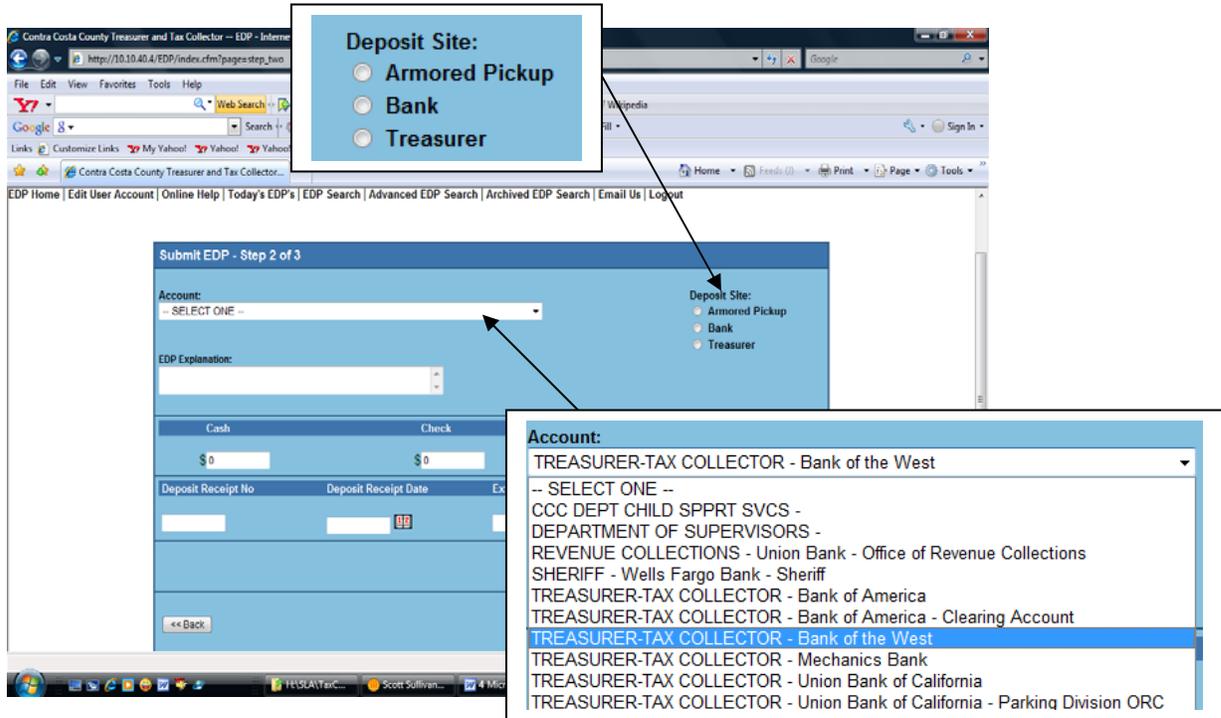


Fig. 1.5

Account: As seen at the top of fig. 1.5, titled “Account”, is a drop down menu shall indicate the account where money has have been deposited. The drop down menu should include all of the accounts your department deposits to. NOTE: (If your departments account is not in the drop down list, please contact the Treasurer office at (925) 957-2850). Choose the account by clicking on the appropriate name; for example, if the account to be deposited into is the “Treasurer-Tax Collector – Bank of the West” account, click on the specific name in the drop down menu. The department account is now selected.

Deposit Site: In the top right corner of Fig. 1.5 there are three radio button selections. These three selections inform the Treasurer and Auditor how the monies were deposited. The three selections are:

- Armored pick-up
 - i. Select “Armored Pickup” only if a courier service (ie, Loomis, Garda, Wells Fargo) picks up your deposit from your office.
- Bank
 - i. Select “Bank” if you have deposited monies at a bank branch OR if you have received confirmation from the Treasurer’s office of a pending Electronic Funds Transfer.
- Treasurer
 - i. Select “Treasurer” only if you are physically delivering monies to the County Treasurer at 625 Court Street.

EDP USER ADMINISTRATION

EDP Explanation: The notes field allows for users to include a description of the total deposit or add additional comments (See Fig. 1.6 below).

The screenshot shows the 'Submit EDP - Step 2 of 3' interface. Key elements include:

- EDP Explanation:** A text area for user notes.
- Account:** TREASURER-TAX COLLECTOR - Bank of the West
- Deposit Site:** Radio buttons for Armored Pickup, Bank, and Treasurer.
- Input Fields:** Cash (\$0), Check (\$0), Bank Deposit (\$0).
- Table:**

Deposit Receipt No	Deposit Receipt Date	External Reference No	External Reference Date
- Summary:**

EDP Total:	\$100.00
Amount Entered:	\$0.00
Amount Remaining:	\$100.00

The callout box at the bottom shows a detailed view of the 'Cash', 'Check', and 'Bank Deposit' input fields, each with a '\$0' value and a corresponding 'Deposit Receipt No' and 'External Reference No' field.

Fig. 1.6

Cash, Check, Bank Deposit: The total amount to be deposited is a collection of all the EDP items. Based upon the type of “Deposit Site” that was selected, only those monies fields will be available for input. Example, if the user was to select “Bank”, then only the “Bank Deposit” would be available for the user to input their bank deposit amount. (See Fig. 1.6 above).

Deposit Receipt No/Date: These two are **MANDATORY** fields, when the user is preparing a deposit for Armored Pickup or Bank. **Important:** The Deposit Receipt Number will consist of one of the following

- Location coding on your deposit slip.
- Receipt number assigned by the bank when depositing directly at a bank branch.
- Bank Reference number provided to you by the Treasurer’s office or banking report.
- The Deposit Receipt Date shall correspond to the actual date the bank records your deposit.

EDP USER ADMINISTRATION

When the user has selected “Treasurer” as their depositor, they will be issued a Temporary Receipt number. Once the Treasurer has received the deposit and verified the monies an EDP number will be assigned. Deposit Permits shall only be created after the deposit has been made.

External Reference No/Date: When a deposit permits originates from another electronic application (ie, Cashier System), this gives the user the ability to link this deposit to reference number from the external application. This is a very important feature for Internal Audit. However, these two fields are optional.

Submit EDP button: Once the account information for the EDP is entered and “Amount Remaining” equals zero, click on the “EDP Submit” button to take the EDP to “Step 3 of 3”. If any of the information, in step 2, is incorrect – an error message will be displayed, indicating the type of error which has occurred. All errors will need to be corrected before the application will allow the deposit permit to move into “Step 3”.

Step 3: - Receipting

In step 3 of submitting the EDP you are allowed to view, print, save or submit another EDP (See Fig. 1.7)

Submit Edp - Step 3 of 3
[Submit another EDP](#) | [Print Receipt](#)

Receipt of Deposit
 Your information has been submitted and a receipt was generated.
Your EDP Number is DP101608.

If any information is incorrect please contact the financial services division at the Treasurer/Tax Collector's office at treasinfo@tax.cccounty.us

Name: Scott Sullivan **Date:** 03/02/2009
Dept: INFORMATION TECHNOLOGY **Org No:** 1060
Account: TREASURER-TAX COLLECTOR Bank of the West

Fund/Org	Sub Acct	Task	Option	Activity	Amount
005891	9895	y9m	adm	242a6	\$100.00
Line Item Desc: KB - 263					
Acct Code Desc: ccs therapy program misc current services					
Total:					\$100.00

Submit Edp - Step 3 of 3
[Submit another EDP](#) | [Print Receipt](#)

Receipt of Deposit
 Your information has been submitted and a receipt was generated.
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Fund/Org	Sub Acct	Task	Option	Activity	Amount
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Line Item Desc: KB - 263					
Acct Code Desc: ccs therapy program misc current services					
Total:					\$100.00

Contra Costa County Treasurer/Tax Collector
 625 Court Street
 Martinez, CA 94553
 (925) 957-5280

EDP USER ADMINISTRATION

Printing An EDP

Printing an EDP is a simple process. First we need the EDP that we want printed to be open.



Acrobat Reader must be loaded to your PC in order to print an EDP. The reader is free and can be downloaded at :
<http://www.adobe.com/products/acrobat/readstep.html>

Selecting an EDP: There are a few ways to open an EDP for printing first, choose an EDP from the Administration page by selecting “Today’s EDP’s”.

Note: (If the users department has not submitted any EDPs, the header title will state “There are no EDPs recorded for the day of ‘today’s date’”).

Selecting the link “Today’s EDPs” will display a list of EDPs that were created for the user’s particular department. Selecting one of the EDPs will display that EDP in a new browser window.

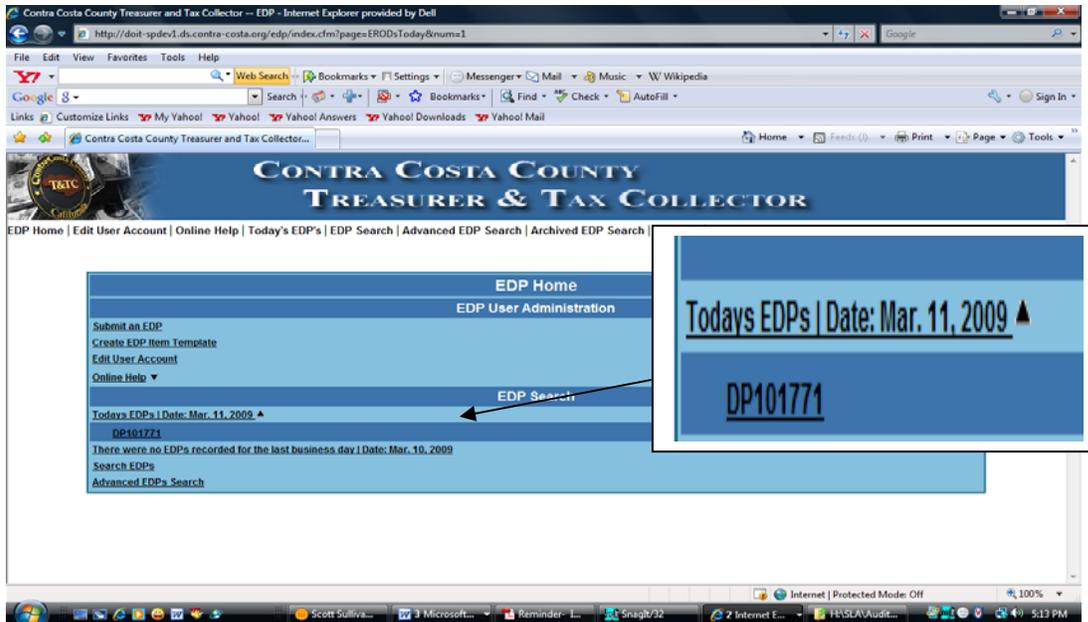


Fig. 1.1

EDP USER ADMINISTRATION

Save a PDF to a PC: To save the PDF to your PC, click on the icon that resembles a 3.5 floppy disk. After clicking on the icon, a “Windows Save” dialog box will pop up on to the screen. The saved name will be the EDP number. In the “Save in” you choose the folder for the PDF document to be saved in and then save the documents (See Fig 1.4).

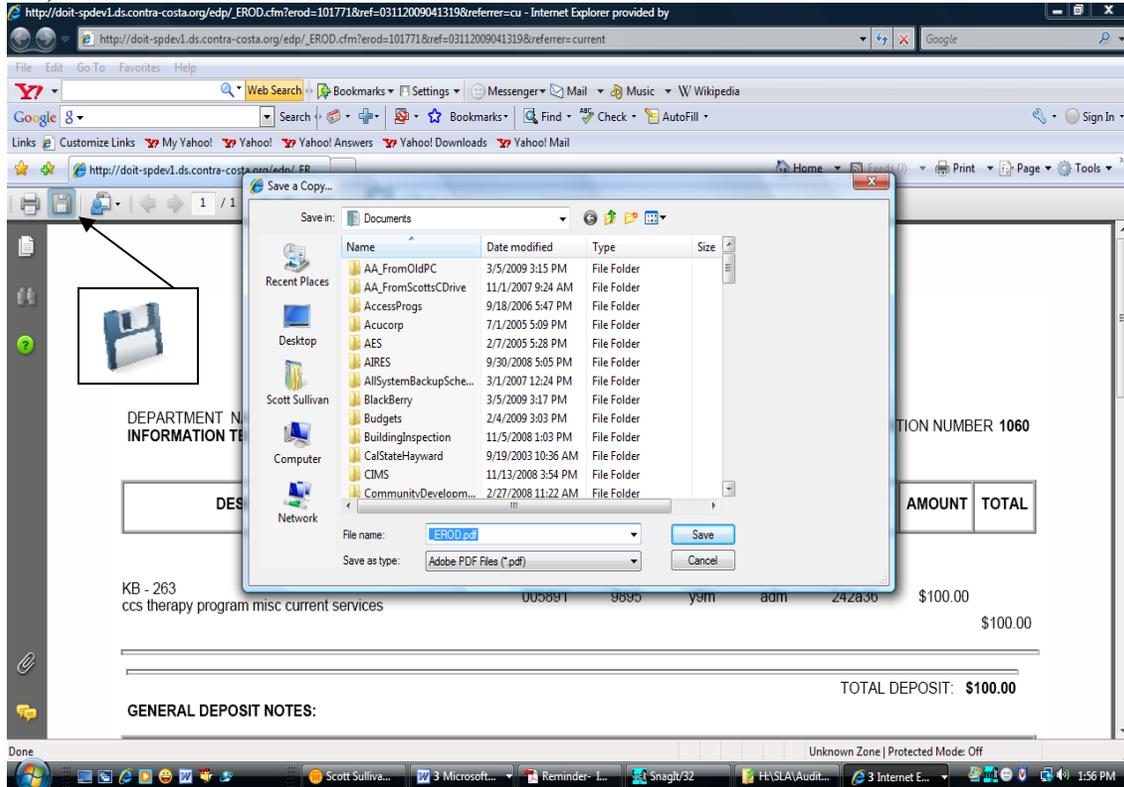
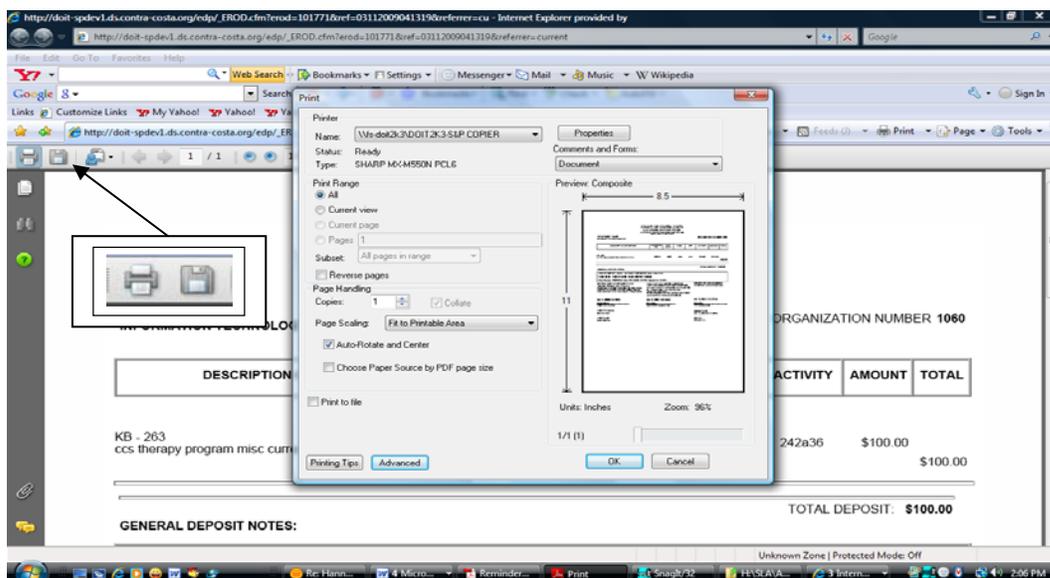


Fig. 1.4

Print a PDF: To print a PDF click on the print icon as seen in Fig 1.4. When the icon is selected the Windows print dialog box will appear on the screen. If the print settings are correct select OK.



EDP USER ADMINISTRATION

Edit An EDP

A change/edit can be made to an EDP at any time PRIOR to the Treasurer accepting the EDP. To make a change/edit to an EDP, you start by selecting “Edit an EDP”. (See Fig 1.1).

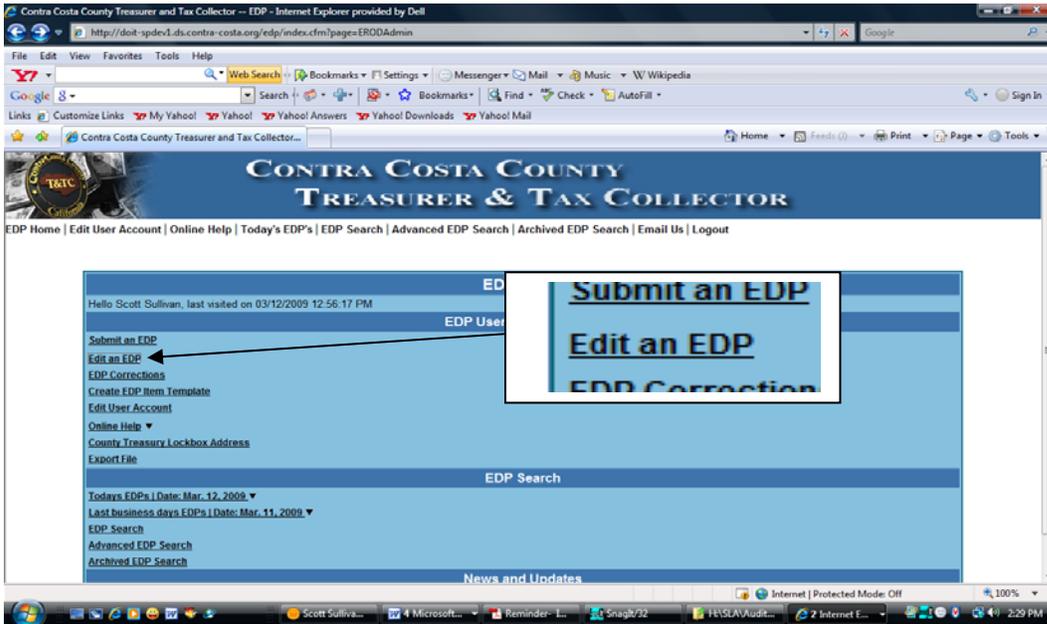


Fig 1.1

After the user selects “Edit an EDP”, all EDP’s that the user has created but have not been accepted by the Treasurer will be displayed. (See Fig. 1.2). The user then selects the EDP to change/edit.

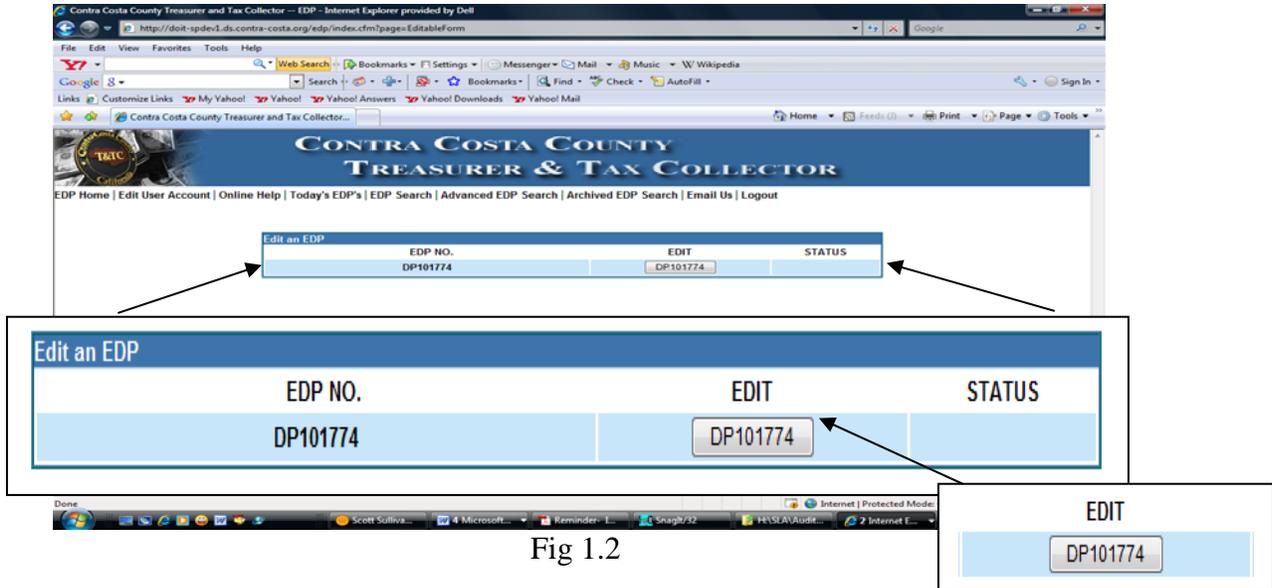


Fig 1.2

EDP USER ADMINISTRATION

After the user selects the EDP change/edit button, the screen in Fig 1.3 will appear.

Note: The process to change/edit an EDP requires the re-input of all related information; add it to the EDP, then “Remove” the EDP line item which is not correct.

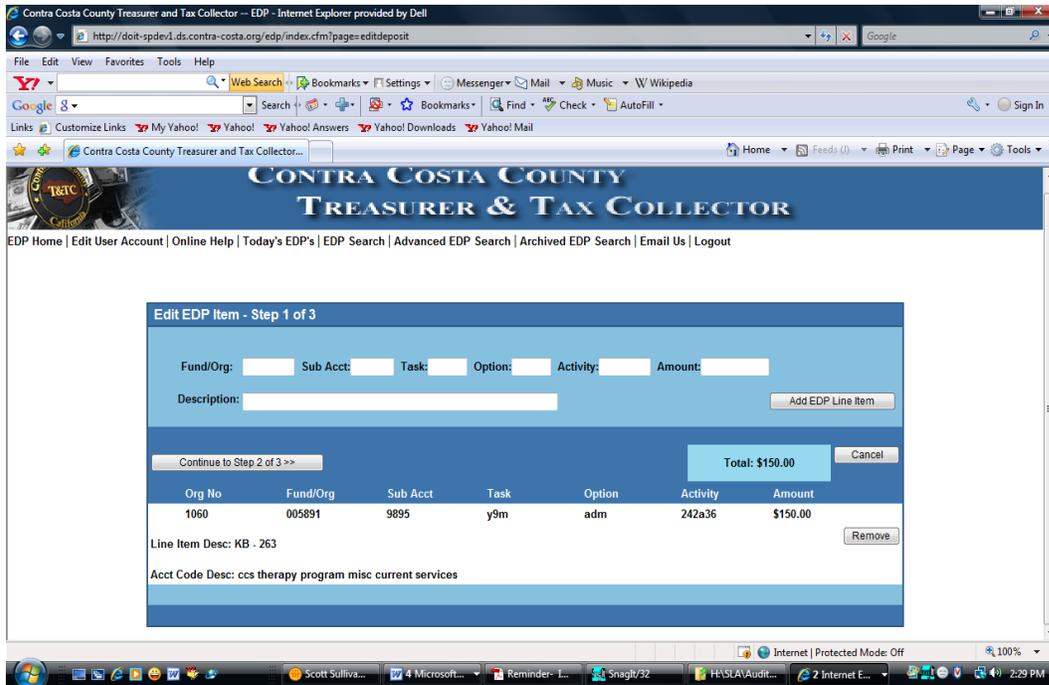


Fig. 1.3

The user will now input the new EDP line item information. When the user has completed entering all the line item information, they will select the “Add EDP Line Item” button. See Fig. 1.4.

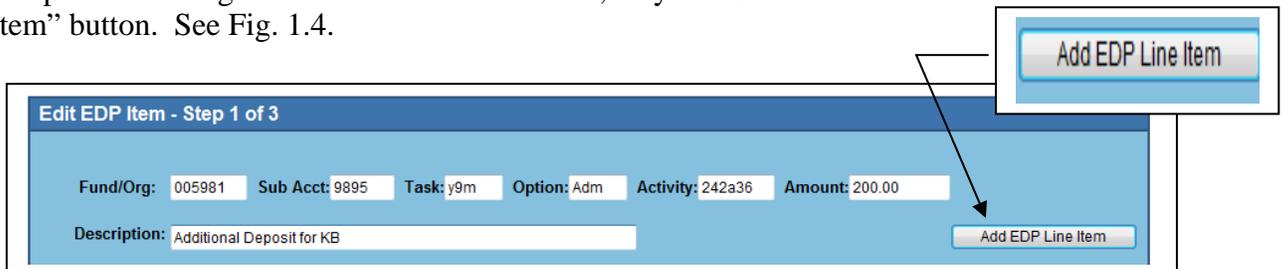


Fig. 1.4

EDP USER ADMINISTRATION

Once the “Add EDP Line Item” has been selected, the new EDP line item will be added to the bottom of the form. Note, the dollar amount in the “Total” box has increased by the dollar amount entered for the new line item. See Fig. 1.5.

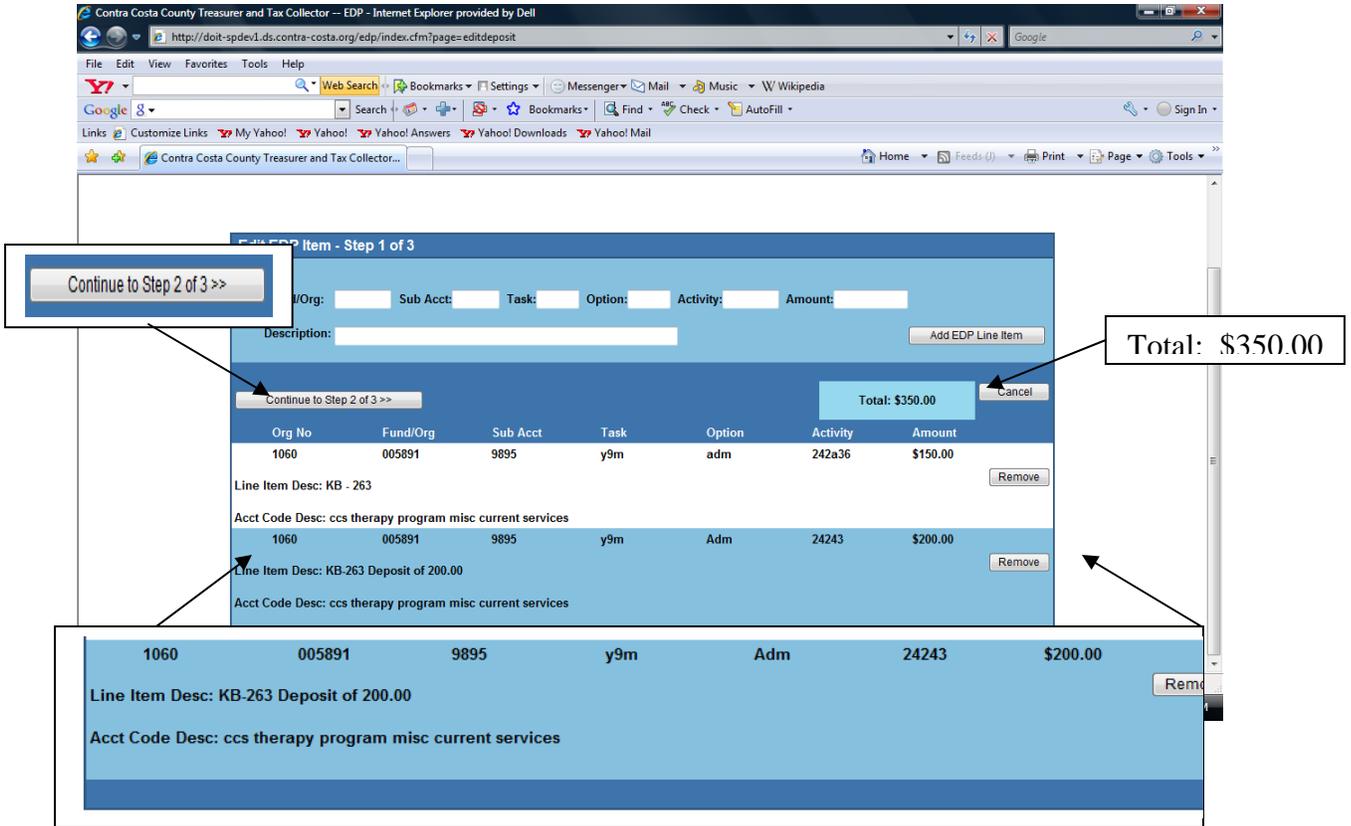


Fig. 1.5.

The user can now continue to add line items to the EDP or remove line items they no longer want on the EDP by selecting the “Remove” button that is on the same line item they would like to delete.

Once the user has completed the edits, they must now select the “Continue to Step 2 of 3” button to update the deposit information for the deposit. See Fig 1.5.

EDP USER ADMINISTRATION

The user will now be on Step 2 of 3 of the EDP process. Here the user will update the deposit amount to reflect the changes in dollar amounts made to the line items on the prior screen, if any. The user will not be allowed to move to Step 3 of 3 until the “Amount Remaining:” equal zero. Note, the deposit information from the original input will be displayed and available to be edited. See (Fig. 1.6).

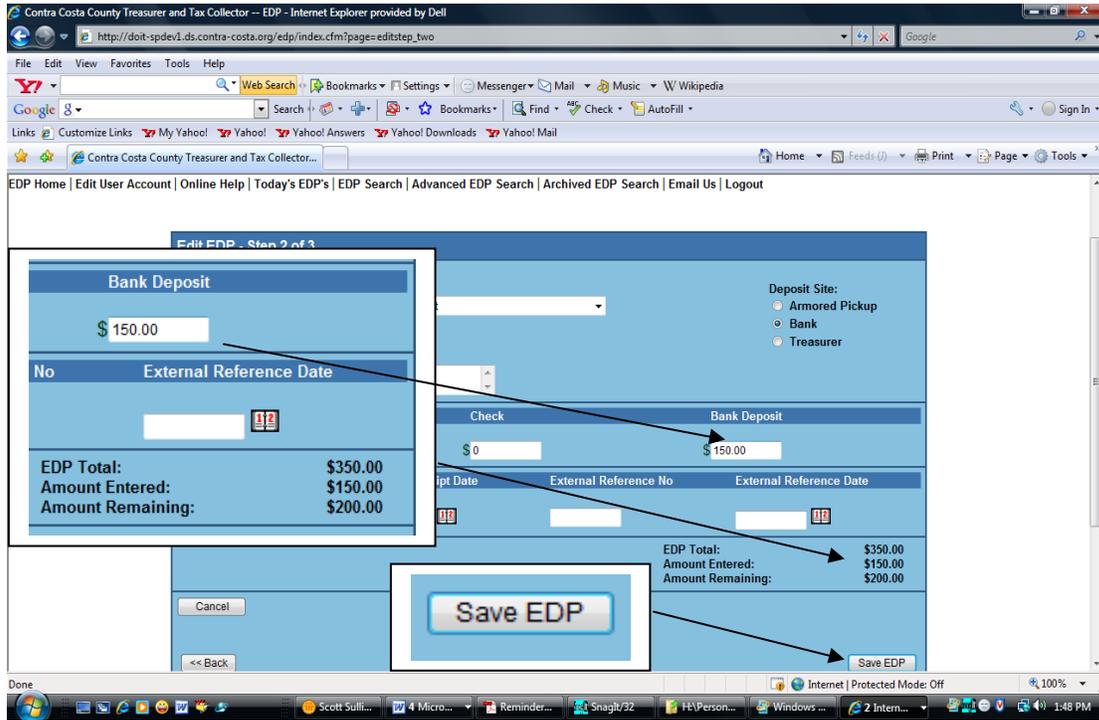
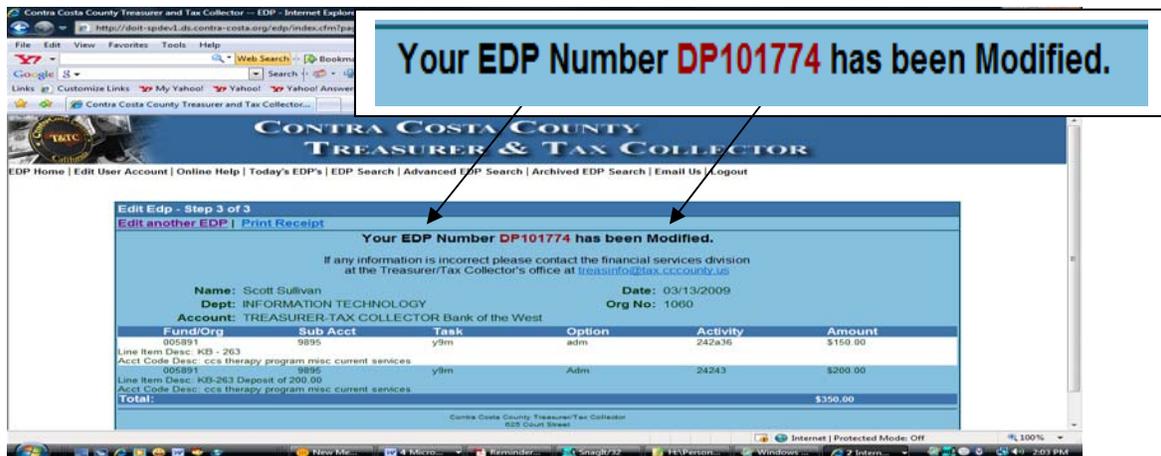


Fig 1.6

Once the user has updated the deposit information they may select the “Save EDP” button. The user is now advanced to “Step 3 of 3” of the EDP process.

All changes/edits have now been updated to the EDP database. The message at the top of “Step 3 of 3” indicates that this deposit permit has been modified. The EDP number assigned to the original deposit permit is not changed.



EDP USER ADMINISTRATION

Corrections To An EDP

To make a correction to an EDP, select the “EDP Corrections” from the EDP menu. NOTE: Users may only correct EDP’s which they have prepared and a correction can only be made to an EDP that has been processed through a Finance run by the Auditor Controller. (See Fig 1.1).

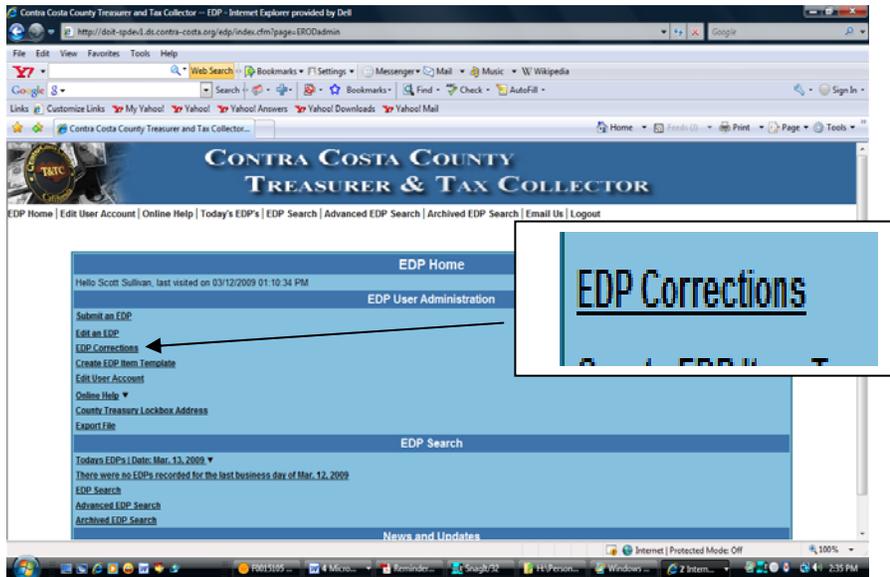


Fig 1.1

The user will need the EDP number they are going to correct to get started. Once they click into the “Enter the EDP Number:” the letters “DP” will automatically appear. Input the EDP number. (See Fig. 1.2).

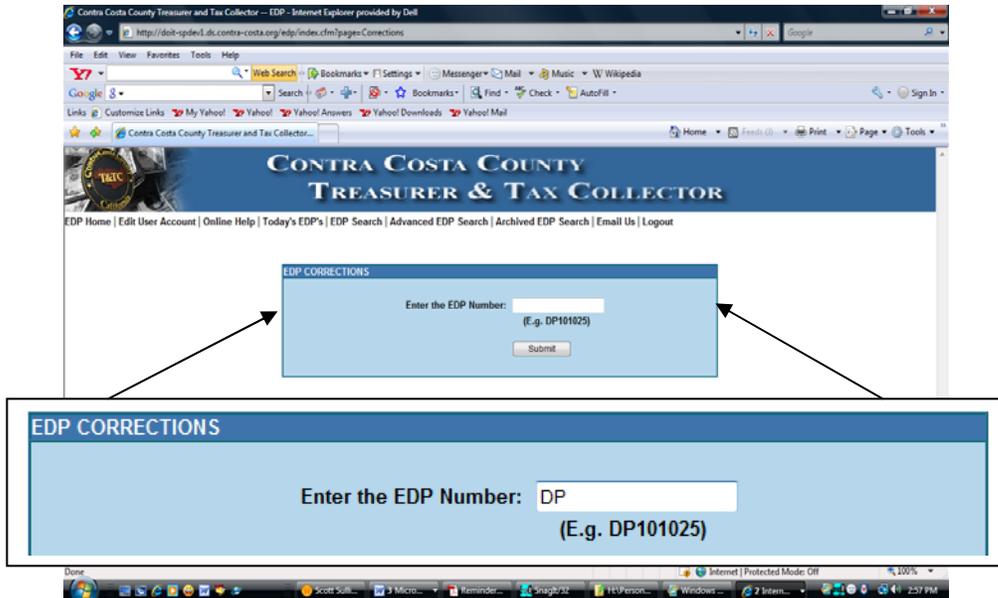


Fig. 1.2

EDP USER ADMINISTRATION

After the user selects the EDP submit button, the screen in Fig 1.3 will appear. The user will locate the line item they want to correct then select the “Correct” button.

Note: All corrections made to the deposit permit must have a net dollar amount difference of zero. Which means, that funds can be moved to another Fund/Org, Sub Account or reallocated among other Fund/Ord, Sub accounts, but no new funds (dollars) may be added or subtracted from the original deposit permit.

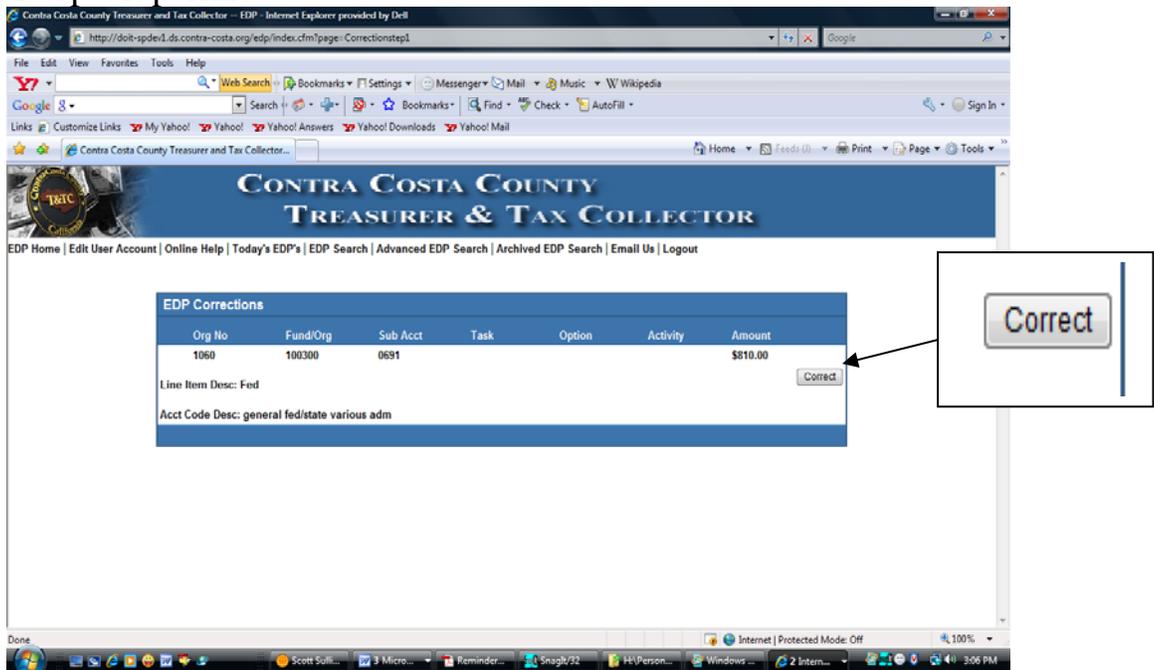


Fig. 1.3

EDP USER ADMINISTRATION

The EDP application will now automatically create the transaction to reverse the original line item entry by creating a negative transaction to reverse the original amount from the line item entry. See Fig. 1.4

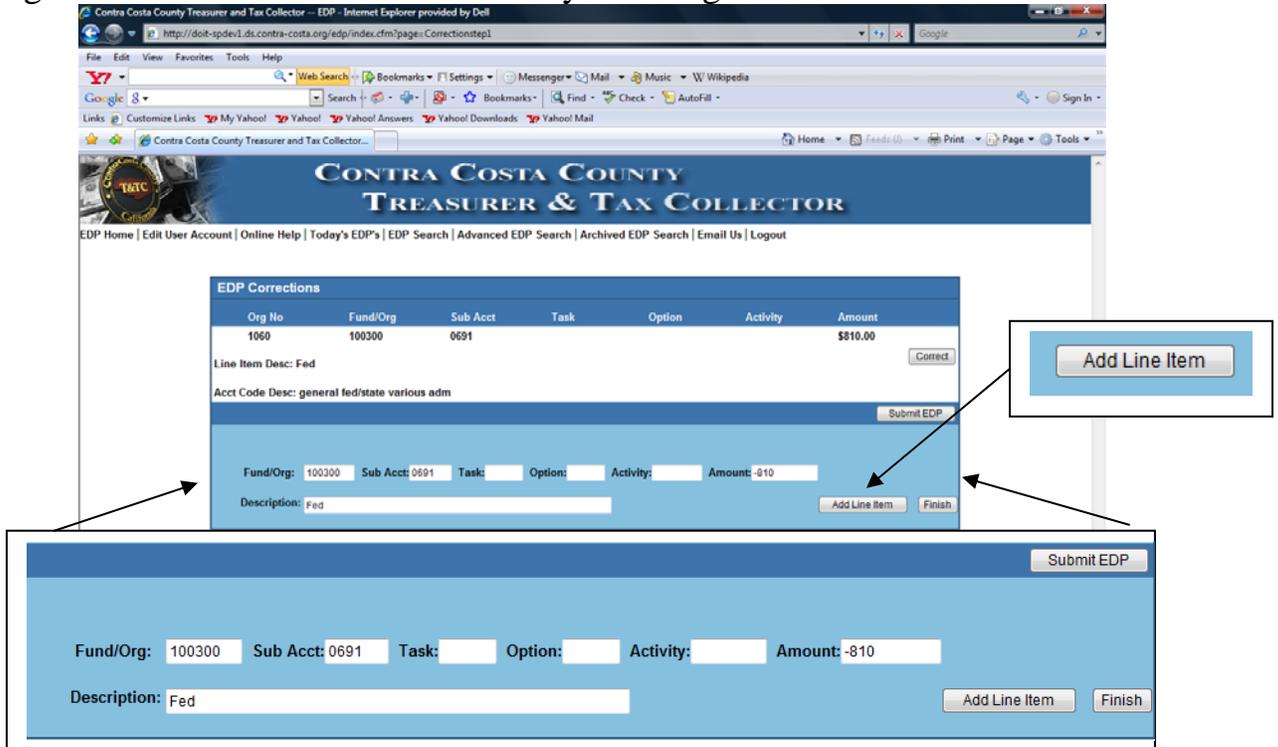


Fig. 1.4

EDP USER ADMINISTRATION

Once the user reviews that the transaction reversal is correct, they will select the “Add Line Item” to begin adding the correct line items to the EDP. A new line entry data entry area will be opened for up for the user to input their correction. See Fig. 1.5.

Note: This example only demonstrates a ‘one for one’ correction. This screen has the ability to record multiple entry line items for redistribution of funds. Reminder, the net difference between the corrections must equal zero.

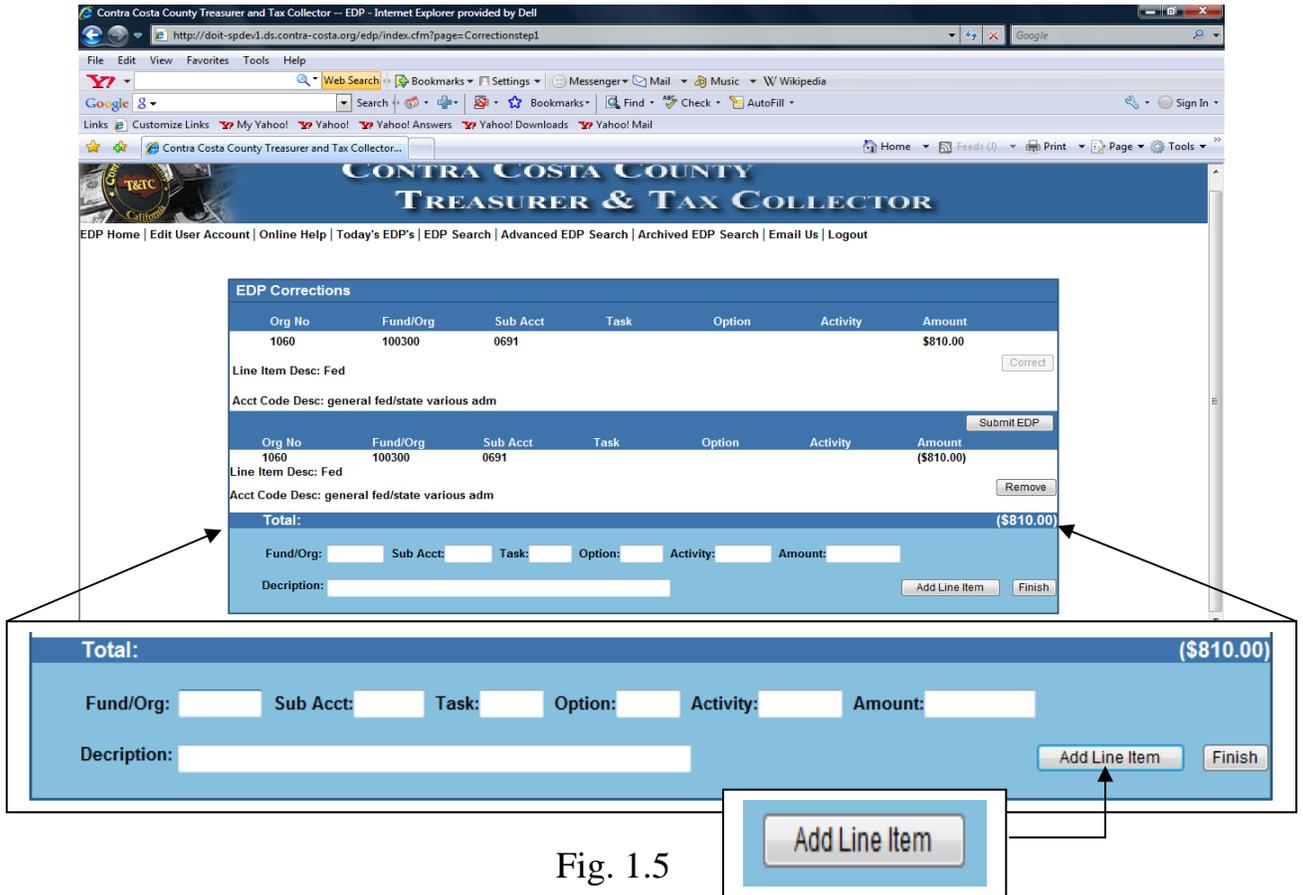


Fig. 1.5

EDP USER ADMINISTRATION

Once all the data is entered the user will click on the “Add Line Item” button. The line item will be added to the deposit permit and a new data line will be available so the user can continue to add corrections, if needed. See Fig. 1.5.

Note: The “Total” is now equal to zero. This means that the net difference to the deposit permit is now zero and the user can now continue with correction process.

The screenshot shows the 'EDP Corrections' interface in an Internet Explorer browser. The main table displays the following data:

Org No	Fund/Org	Sub Acct	Task	Option	Activity	Amount
1060	100300	0691				\$810.00
Total:						\$0.00

Below the table, a detailed view of the correction items is shown:

- Line Item Desc: Fed
Acct Code Desc: general fed/state various adm
Amount: (\$810.00)
- Line Item Desc: Fed -- New Account
Acct Code Desc: general investment in fixed asset
Amount: \$810.00

The 'Total' is \$0.00. Below this, there are input fields for Fund/Org, Sub Acct, Task, Option, Activity, and Amount, along with a 'Description' field and 'Add Line Item' and 'Finish' buttons.

A 'Submit EDP' button is located at the top right of the detailed view. The detailed view also includes a table with the following data:

Org No	Fund/Org	Sub Acct	Task	Option	Activity	Amount
1060	100300	0691				(\$810.00)
1060	100300	0690				\$810.00

Fig. 1.5.

Once the user had completed the corrections to the deposit permit, they may select the “Finish” button. See Fig. 1.6 on the next page.

EDP USER ADMINISTRATION

This screen now displays the line items with the corrections applied. Once a correction has been made to a line item, the “Correct” button for that line item is now disabled.

The ‘grey’ area of the screen, now shows the prior line item with a negative amount, which reverses these funds from the original entry. The next line item, shows the new line item entry and the allocation of the funds.

Once the user has verified the correction to the deposit permit is valid, they may select the “Submit EDP” button.

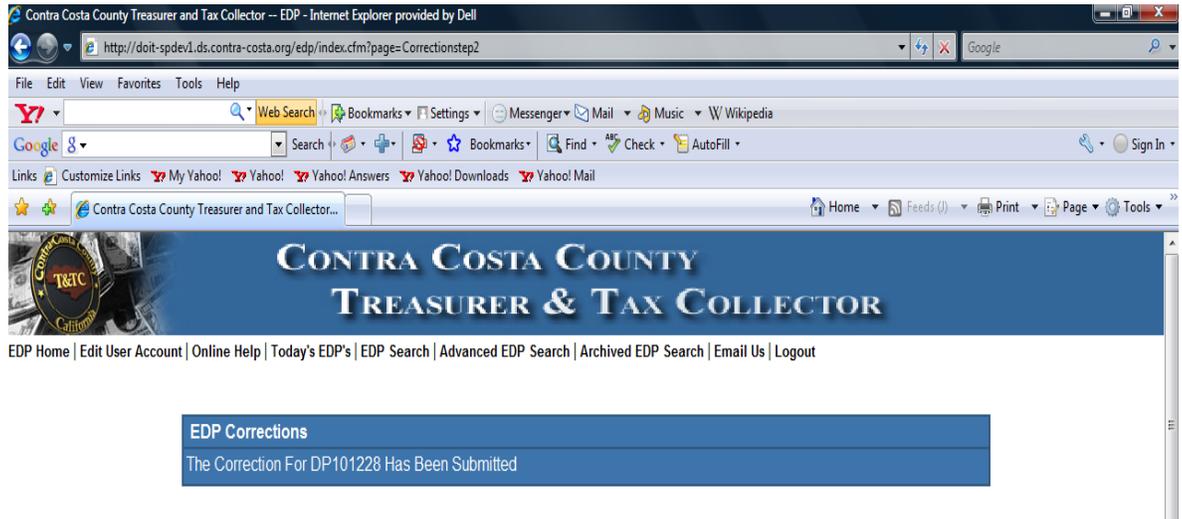
The screenshot shows the 'EDP Corrections' page in Internet Explorer. The page header includes the Contra Costa County Treasurer & Tax Collector logo and navigation links. The main content area displays a table of corrections. A 'Submit EDP' button is highlighted with a box and an arrow. A 'Delete' button is visible next to a line item. A callout box provides a detailed view of a line item with a negative amount.

Org No	Fund/Org	Sub Acct	Task	Option	Activity	Amount
1060	100300	0691				\$810.00
Line Item Desc: Fed						
Acct Code Desc: general fed/state various adm						
1060	100300	0691				(\$810.00)
Line Item Desc: Fed						
Acct Code Desc: general fed/state various adm						
1060	100300	0690				\$810.00
Line Item Desc: Fed -- New Account						
Acct Code Desc: general investment in fixed asset						

Fig 1.6

EDP USER ADMINISTRATION

After selecting the “Submit EDP” button, the message below will be displayed. However, the correction process is not complete. The Auditor-Control must now review this correction. The Auditor-Control may accept or reject the corrections. Either way, the user will be notified via email of the action taken by the Auditor-Controller.



EDP USER ADMINISTRATION

Today's EDPs's

The "Today's EDP" link is helpful to a user by finding any EDP that the user has submitted today. To find the "Today's EDPs" link. Go to the EDP Administration page (See Fig. 1.1).

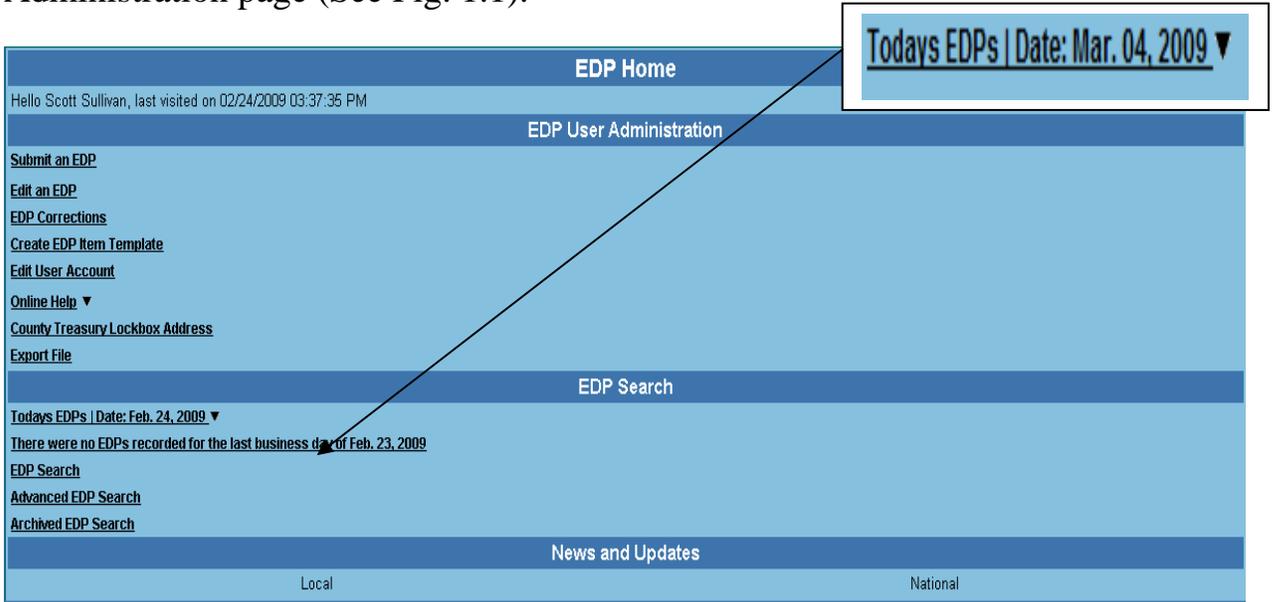


Fig 1.1

Select the link "Today's EDPs" shown in Fig 1.1 will drop down a list of all the EDPs that have been created for today (See Fig1.2). These new links displayed on the page will now allow for the user to view any EDPs that may have been created for today.

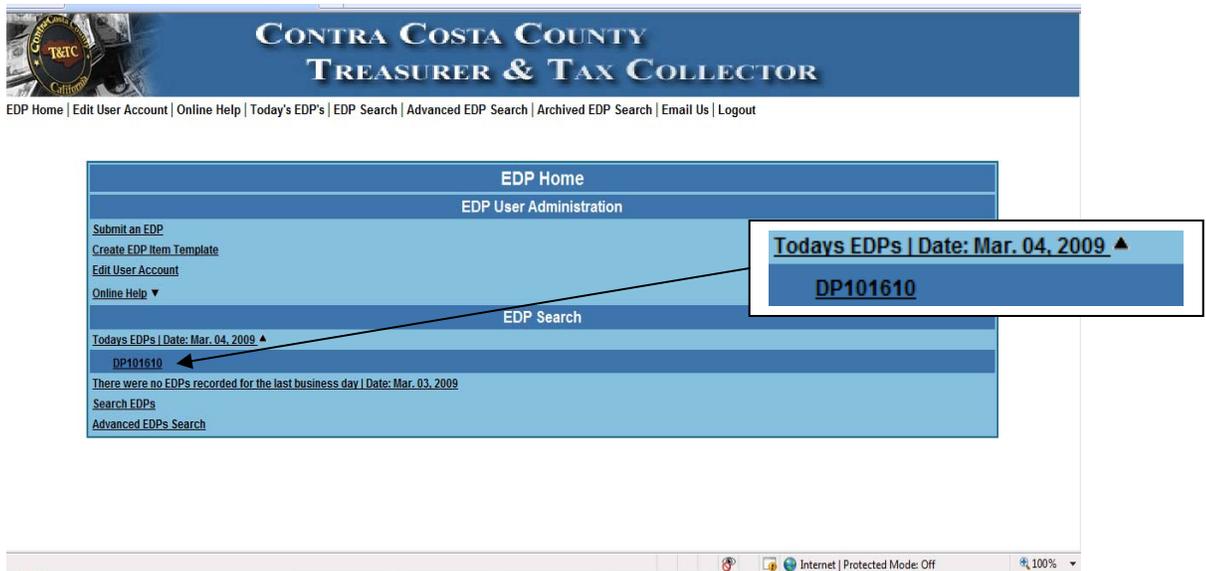


Fig 1.2

EDP USER ADMINISTRATION

Last Business Days EDP's

The “Last business day EDPs” link is helpful to a user by finding all EDPs that the user has submitted during the last business day. For example, if on Friday there were EDPs that were created, on Monday these would be displayed. To find the “Last business days EDPs” link, go to the EDP Administration page (See Fig. 1.1).

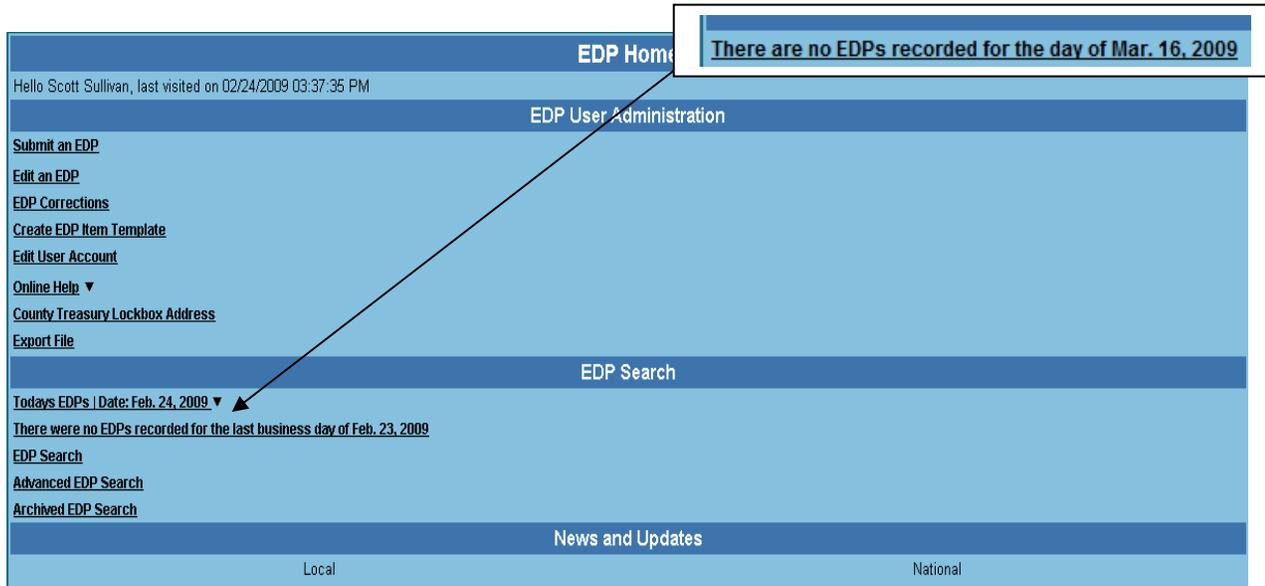


Fig 1.1

Clicking on the link “Last business days EDPs” link, shown in Fig 1.1 will drop down a list of all the EDPs that have been created for that last business day (See Fig1.2). The drop down of links displayed on the page will now allow the user to view any EDPs that may have been submitted on the last business day.

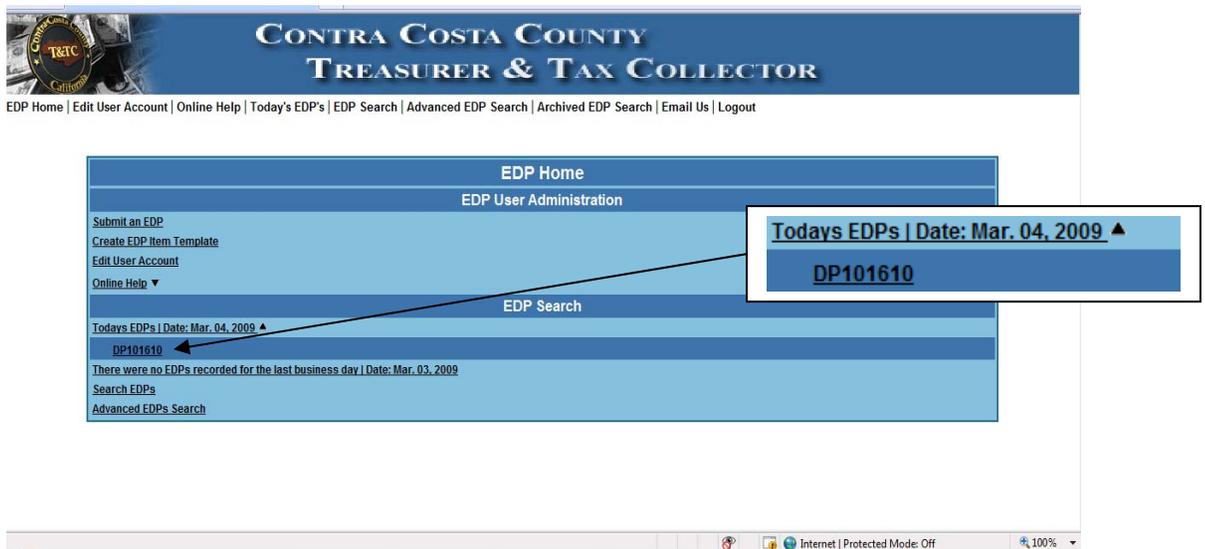


Fig 1.2

EDP USER ADMINISTRATION

By selecting the DP number under “Today’s EDPs”, the user will be able to view and/or print the actual deposit permit.

COUNTY OF CONTRA COSTA
ELECTRONIC DEPOSIT PERMIT
 OFFICE OF COUNTY AUDITOR-CONTROLLER
 MARTINEZ, CALIFORNIA

DEPARTMENT NAME: INFORMATION TECHNOLOGY ORGANIZATION NUMBER: 1060

DESCRIPTION OF DEPOSIT	FUND/ORG NO.	SUB ACCT	TASK	OPT	ACTIVITY	AMOUNT	TOTAL
KB - 263 ocs therapy program misc current services	006891	0696	yam	AD	242aa6	\$100.00	\$100.00
TOTAL DEPOSIT: \$100.00							

GENERAL DEPOSIT NOTES:

SITE OF DEPOSIT: BANK **ACCOUNT DEPOSITED: Bank of the West** **CASH: \$0.00** **CHECKS: \$0.00** **BANK DEPOSIT: \$100.00**
 Bank Receipt: laksfoDasd9 Date: 03/04/2009 NOTES: Testing the EDP

SECTION 26901 GOVERNMENT CODE I HEREBY SWEAR THAT THIS IS A TRUE AND CORRECT RECORD OF THE TOTAL AMOUNT OF MONEY AS DESCRIBED ABOVE FOR DEPOSIT INTO THE COUNTY TREASUREY	THE A-C OF CCC, HEREBY CERTIFIES THAT THE AMOUNT DUE THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY TREASURER-TAX COLLECTOR -BANK OF THE WEST IN SETTLEMENT OF THE ABOVE DESCRIBED ACCOUNTS IS THE SUM OF \$100.00	RECEIPT OF ABOVE AMOUNT IS HERE BY ACKNOWLEDGED.
--	--	--

Mar 04, 2009 09:23:37AM Scott Sullivan USER VALIDATION	NOT PROCESSED NOT SIGNED AUDITOR'S VALIDATION	NOT PROCESSED NOT SIGNED TTC VALIDATION
--	---	---

USER PHONE NO. 925-313-1288	SUBMIT DATE Mar 04, 2009 09:23:37AM
USER NAME Scott Sullivan	EDP NO DP101610

EDP SEARCH

EDP Search

The “EDP Search” link is helpful in finding most EDPs that have been submitted. From the EDP Administration page, select “EDP Search” (See Fig. 1.1).

Chapter

3

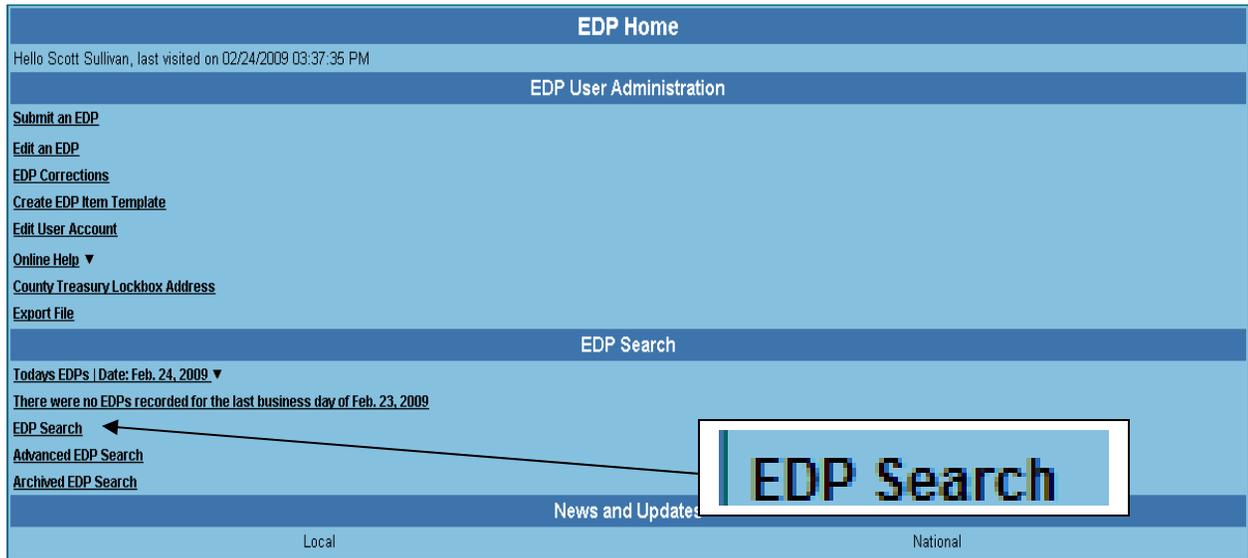


Fig 1.1

A new page will open with five search criteria areas.

Note: (It is not necessary to fill in all of the fields in order to perform a search).

EDP SEARCH

Below are defined the specifics of each of the fields listed in Fig 1.2:

- **Date From** (The start date in a search criteria for an EDP).
- **Date To** (The end date in a search criteria for an EDP).
- **User Name** (The users name who submitted the EDP).
- **EDP Number** (The number returned after submitting an EDP).
- **Notes** (Any notes that may have been placed in an EDP).

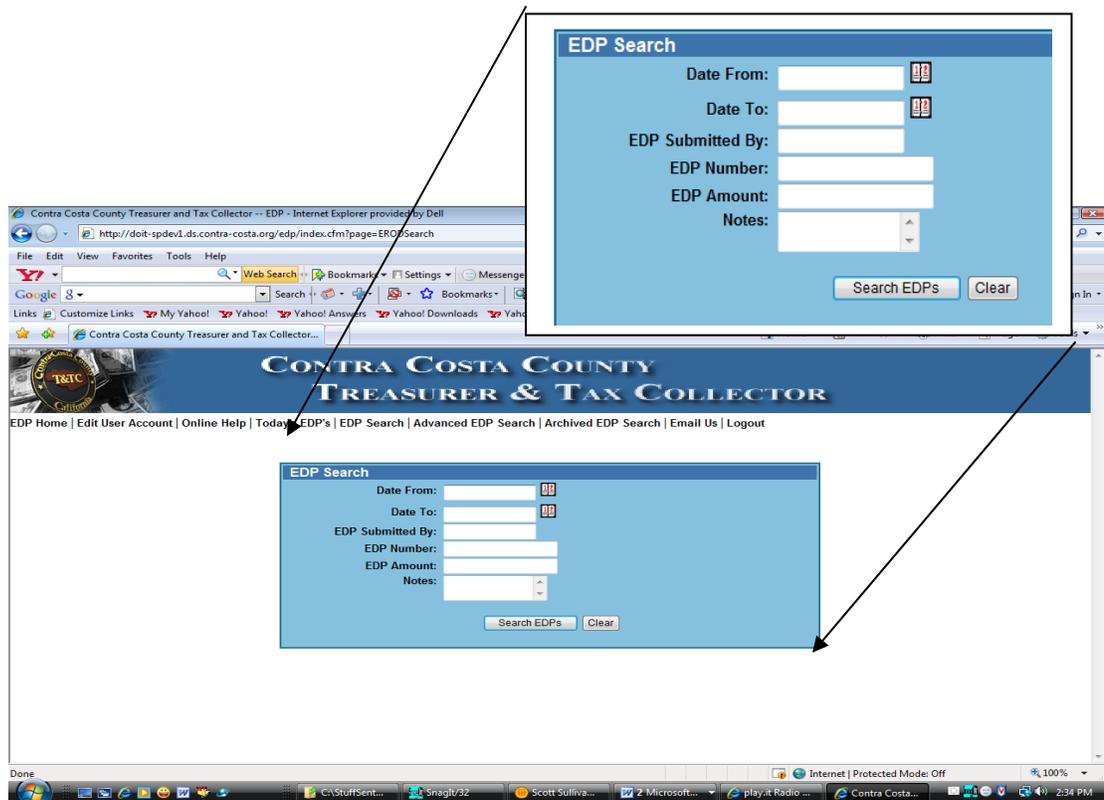


Fig. 1.2

Begin by filing in one of the search text areas and selecting the “Search EDPs” button. A list of all the EDPs specified in your search criteria will appear on the page (See Fig 1.3)

EDP SEARCH

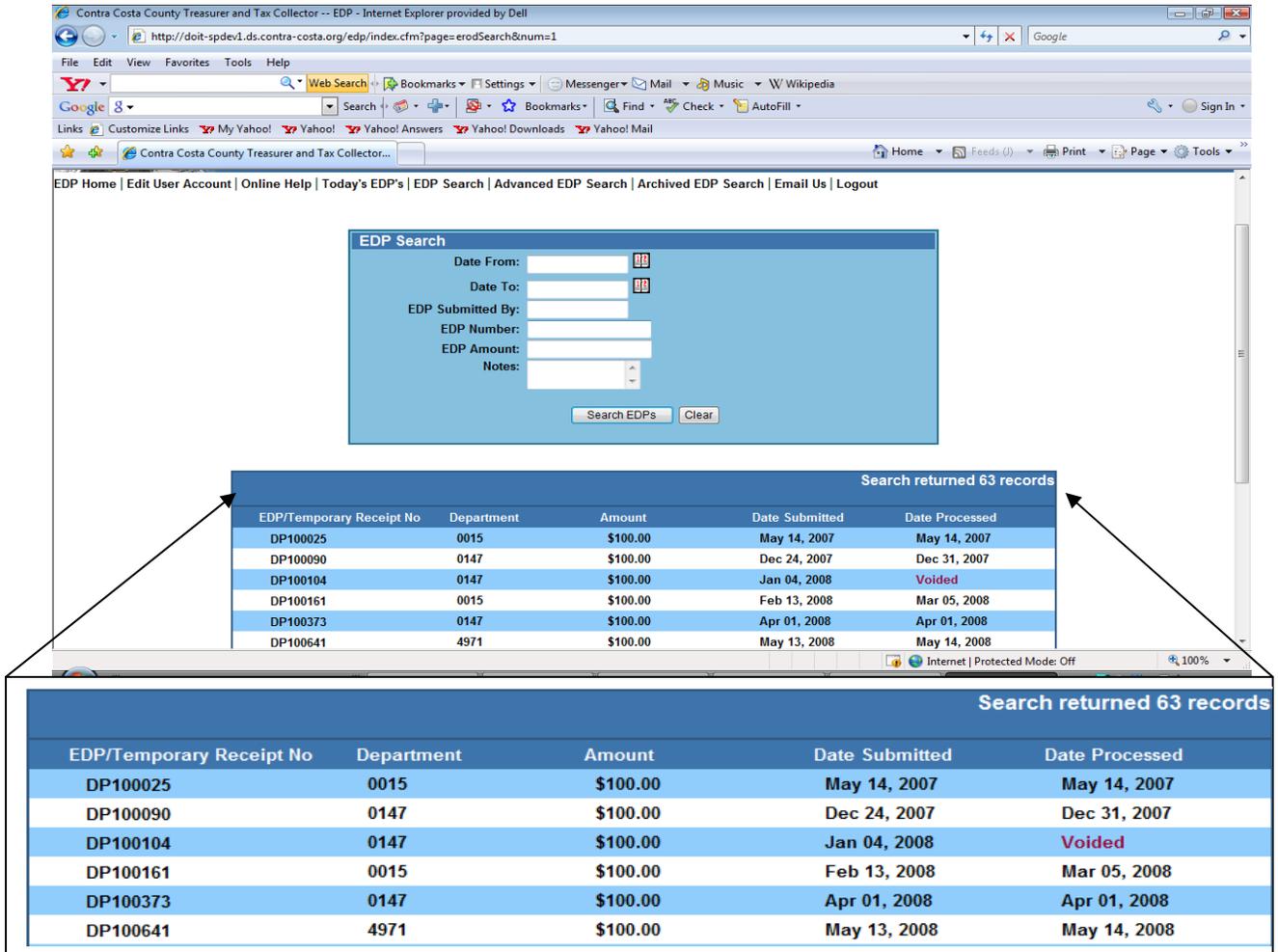


Fig. 1.3

In Fig. 1.3 we see that the search has returned the DP/Receipt Number, Department, Amount, Date Submitted, Date Processed. By selecting the EDP number in the first column, a new browser window will open with the EDP information. (See Fig 1.4 below).

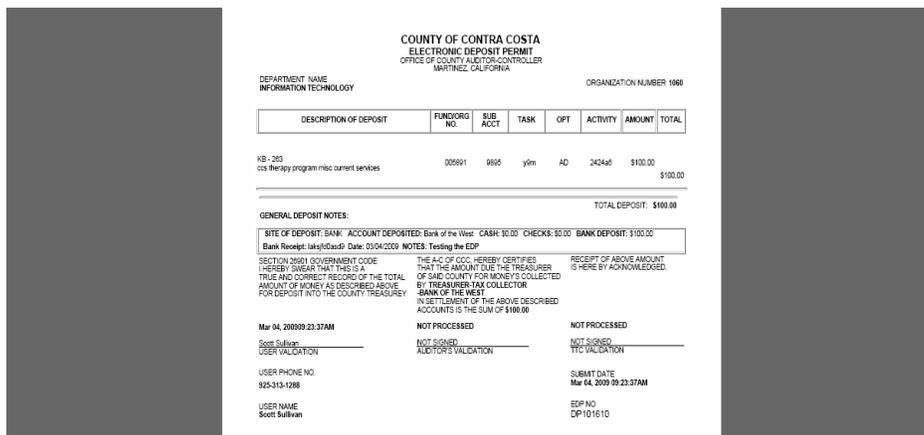


Fig. 1.4

EDP SEARCH

The search will display a total of 15 EDPs per page. If there are more than 15 EDPs the bottom of the page will display a button to scroll to the next 15 EDPs . If there are more than 30EDPs another button will appear allowing for the user to scroll to the last EDP in the search criteria entered (See Fig 1.5).

Search returned 63 records				
EDP/Temporary Receipt No	Department	Amount	Date Submitted	Date Processed
DP100025	0015	\$100.00	May 14, 2007	May 14, 2007
DP100090	0147	\$100.00	Dec 24, 2007	Dec 31, 2007
DP100104	0147	\$100.00	Jan 04, 2008	Voided
DP100161	0015	\$100.00	Feb 13, 2008	Mar 05, 2008
DP100373	0147	\$100.00	Apr 01, 2008	Apr 01, 2008
DP100641	4971	\$100.00	May 13, 2008	May 14, 2008
DP100700	0015	\$100.00	May 21, 2008	May 21, 2008
DP100709	0015	\$100.00	May 30, 2008	Jun 02, 2008
DP100725	0015	\$100.00	Jun 03, 2008	Jun 03, 2008
DP100739	0015	\$100.00	Jun 05, 2008	Jun 05, 2008
DP100791	0015	\$100.00	Jun 25, 2008	Jun 25, 2008
DP100796	0015	\$100.00	Jul 01, 2008	Jul 01, 2008
DP100810	0015	\$100.00	Jul 09, 2008	Jul 09, 2008
DP100870	0147	\$100.00	Aug 05, 2008	Aug 05, 2008
DP100875	0147	\$100.00	Aug 06, 2008	Aug 06, 2008

Next 15 > >> |

From 1 to 15 of 63 records

Fig 1.5

EDP SEARCH

Advanced EDP's Search

The “Advanced EDP Search” link is helpful in finding EDPs that may have been submitted by any department or user when a basic “EDP Search” was unsuccessful. The “Advanced EDP Search “ screen allows a user to search by nearly all fields that are used in crating an EDP. (See Fig. 1.1).

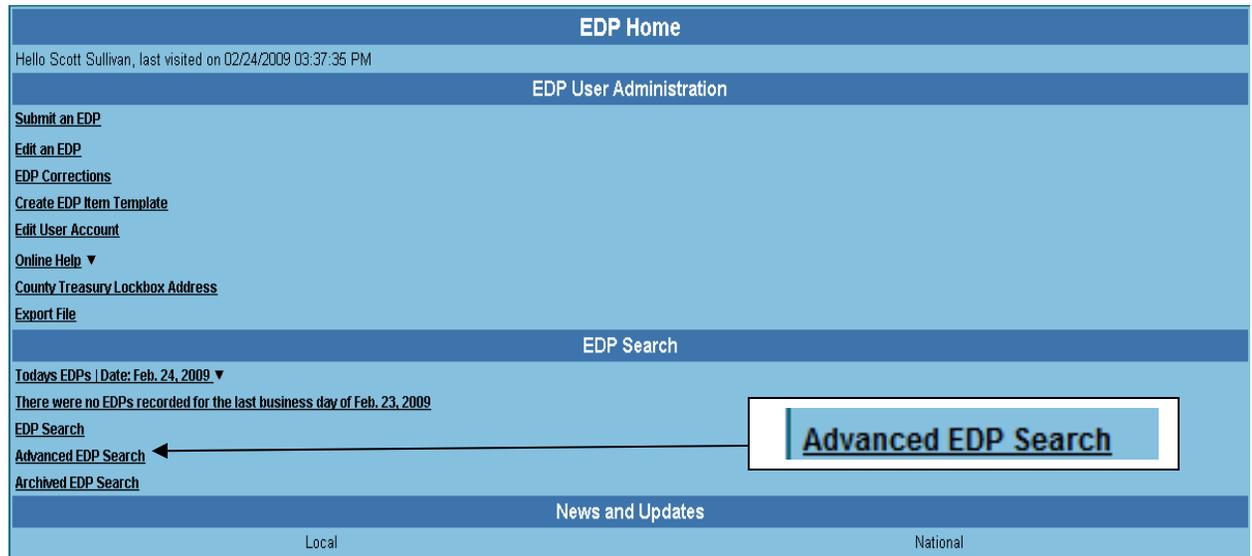


Fig 1.1

Select the link “Advanced EDPs Search”. A new page will open with eight search criteria areas.

Note: (It is not necessary to fill in all of the fields in order to perform a search. The only time that fields are required are during date range searches, which are based on a “from date” and a “to date”).

EDP SEARCH

Below are defined the specifics of each of the fields listed in Fig 1.2:

- **Date From** (The start date in a search criteria for an EDP).
- **Date To** (The end date in a search criteria for an EDP).
- **User Name** (The users name who submitted the EDP).
- **Task** (Task Number from the Systems's Index – this should be furnished by the Collection Org)
- **Activity** (Activity or Work Authorization Number from the System's index – this should be furnished by the Collecting Org)
- **Deposit Receipt No** (Deposit slip number, Bank Reference Number, etc.).
- **External Ref No** (This is an identification number/code from an outside system which originated the monies for this DP).
- **Batch Number** (Assigned by the Treasurer when the batch has been authorized and sent to the Auditors for approval)
- **Bank Account** (The bank account number the user used to make their deposit).
- **EDP Submitted By:** (The user who created the original EDP).
- **Notes** (Any notes that may have been placed in an EDP).
- **Fund Number** (The Fund/Org number that may have been used for a specific EDP item line).
- **Sub Acct** (General Ledger Account, Revenue Account, or expenditure Sub-Object Number)
- **Option** (Option Number from the System's Index – this should be furnished by the Collecting Org)
- **Deposit Site** (This refers to the type of deposit – Armored Pickup, Bank, Treasurer, or EFT).

- **Deposit Receipt Date** (The date the deposit was made at the bank or Treasurer’s Office. This is a mandatory field).
- **External Ref Date** (The date the external reference number corresponds to).
- **Temporary Receipt Number** (The number assigned to an EDP when the deposit will be made at the Treasurer’s Office).
- **Department Number** (The department number of the department the EDP was submitted).
- **Amount** (A specific amount that may have been submitted on an EDP item line).

The screenshot shows the 'Advanced EDP Search' interface. It features a grid of search criteria fields. The left column includes 'Date From', 'Date To', 'Task', 'Activity', 'Deposit Receipt No.', 'External Ref No.', 'Batch Number', 'Bank Account', 'EDP Submitted By', and 'Notes'. The right column includes 'Fund Number' (pre-filled with '005891'), 'Sub Acct', 'Option', 'Deposit Site', 'Deposit Receipt Date', 'External Ref Date', 'Temporary Receipt Number', 'Department Number', and 'Amount'. At the bottom center, there are 'Search EDPs' and 'Clear' buttons.

Fig. 1.2

EDP SEARCH

Begin by filing in one of the search text areas and selecting the “Search EDPs” button. A list of all the EDPs specified in your search criteria will appear on the page (See Fig 1.3)

Advanced EDP Search

Date From:

Date To:

Task:

Activity:

Deposit Receipt No:

External Ref No:

Batch Number:

Bank Account:

EDP Submitted By:

Notes:

Fund Number: 005891

Sub Acct:

Option:

Deposit Site:

Deposit Receipt Date:

External Ref Date:

Temporary Receipt Number:

Department Number:

Amount:

Search EDPs Clear

Search returned 36 records

Status	Fund/Org	Sub Acct	Amount	Notes	User	EDP/Temporary Receipt No	Date Submitted	Date Processed
VOIDED	005891	9895	\$1.00	Test	gokila	DP100938 - TR100001	Aug 20, 2008	Voided
Dept: INFORMATION TECHNOLOGY								
PROCESSED	005891	9895	\$1.00	Test	gokila	DP100939 - TR100002	Aug 20, 2008	Aug 20, 2008
Dept: INFORMATION TECHNOLOGY								
PROCESSED	005891	9895	\$1.00	Test	gokila	DP100944	Aug 21, 2008	Aug 22, 2008
Dept: INFORMATION TECHNOLOGY								
PROCESSED	005891	9895	\$1.00	Test	gokila	DP100946 - TR100007	Aug 21, 2008	Aug 21, 2008

Search returned 36 records

Fig. 1.3

EDP SEARCH

In Fig. 1.3 the search has returned the Status, Fund/Org, Sub Acct, Amount, Notes, User, EDP/Temporary Receipt No, Date Submitted and Date Processed. By selecting any of the data fields for the Deposit Permit, you will have the most current Deposit Permit receipt displayed. (See Fig. 1.4).

Fig. 1.4

The search will bring back a total of 15 EDPs per page. If there are more than 15 EDPs the bottom of the page will display a button to scroll to the next 15 EDPs . If there are more than 30EDPs another button will appear allowing for the user to scroll to the last EDP in the search criteria entered (See Fig 1.5).

PROCESSED	005891	9895	\$1.00	Test	gokila	DP100946 - TR100007	Aug 21, 2008	Aug 21, 2008
	Dept: INFORMATION TECHNOLOGY							
PROCESSED	005891	9895	\$1.00	Test	gokila	DP100948	Aug 22, 2008	Aug 22, 2008
	Dept: INFORMATION TECHNOLOGY							
PROCESSED	005891	9895	\$1.00	Test	gokila	DP100949	Aug 22, 2008	Aug 22, 2008
	Dept: INFORMATION TECHNOLOGY							
VOIDED	005891	9895	\$10.00	Test	gokila	DP101026 - TR100052	Aug 27, 2008	Voided
	Dept: INFORMATION TECHNOLOGY							
PROCESSED	005891	9895	\$10.00	Test	gokila	DP101042	Sep 10, 2008	Sep 10, 2008
	Dept: INFORMATION TECHNOLOGY							
PROCESSED	005891	9895	\$10.23	Test	gokila	DP101153	Sep 15, 2008	Sep 22, 2008
	Dept: INFORMATION TECHNOLOGY							
PROCESSED	005891	9895	\$1.00	Test	gokila	DP101155	Sep 15, 2008	Sep 28, 2008
	Dept: INFORMATION TECHNOLOGY							
PROCESSED	005891	9895	\$1.00	Test	gokila	DP101156	Sep 18, 2008	Sep 28, 2008
	Dept: INFORMATION TECHNOLOGY							
PROCESSED	005891	9895	\$20.00	Test	gokila	DP101158 - TR100114	Sep 22, 2008	Oct 01, 2008
	Dept: INFORMATION TECHNOLOGY							
PROCESSED	005891	9895	\$15.00	Test	rs	DP101166	Sep 23, 2008	Sep 25, 2008
	Dept: INFORMATION TECHNOLOGY							
PROCESSED	005891	9895	\$27.00	Test	rs	DP101168	Sep 23, 2008	Sep 25, 2008
	Dept: INFORMATION TECHNOLOGY							
PROCESSED	005891	9895	\$1.00	Test	gokila	DP101171	Sep 24, 2008	Oct 01, 2008
	Dept: INFORMATION TECHNOLOGY							
							From 1 to 15 of 36 records	

Fig 1.5

EDP SEARCH

Extra features that were added in the “Advanced EDPs Search” page are the ability to sort the columns in ascending order. The top of the returned search column displays links that allow for ascending order selections of the EDP items. Sorts can be done in any of the categories but only by the specific column in each category. The links in the search criteria to sort columns can be found on the next page (See Fig 1.5).

Advanced EDP Search

Search returned 39 records

Status	Fund/Org	Sub Acct	Amount	Notes	User	EDP/Temporary Receipt No	Date Submitted	Date Processed
VOIDED	005891	9895	\$1.00	Test	gokila	DP100938 - TR100001	Aug 20, 2008	Voided
PROCESSED	005891	9895	\$1.00	Test	gokila	DP100939 - TR100002	Aug 20, 2008	Aug 20, 2008

Fig. 1.6.