ALL Parks: Bank Deposits should be made DAILY if possible (see Statutory Guidelines below)

1) ALL monies received shall be deposited daily with the State Treasurer pursuant to G.S. 147-77 and G.S. 147-69.1

2) G.S. 147.77 requires state agencies to deposit cash & check received within 24 hours of receipt

3) State Treasurer Approved Exceptions to the Daily Deposit and Reporting Act:

   a) Exception to "daily deposit" is granted to divisions and offices with "daily receipts less than $250.00"

   b) However, Funds must be deposited at bank once "total funds held" exceed $250.00

   c) Funds MUST be deposited at bank at least weekly even if "total funds held" is less than $250

IMPORTANT: Whenever total funds "held at Park" exceeds $250, a Bank Deposit must be made. This Deposit can be made the next business day (in the AM). A Deposit must be made at least once per week even if if total funds "held at Park" is less than $250

PARKS Using ORMS

Parks using ORMS should enter ALL Receipt Transactions into ORMS

Parks using ORMS should create an ORMS Cash Receipts Report via Budget Database for each ORMS Deposit

Instructions for Creating ORMS Cash Receipts Report-Effective 9/19/13:

A) Create ORMS "Transaction Detail Revenue Report" as follows:

1) Go to ORMS Launchpad, Click on ResourceManager, Click on Reports (top right corner)

2) Select "Transaction Detail Revenue Report" & Click: OK

3) Go to "Report By" Drop-down box and Select: Transaction Location

4) Go to Display Columns Section and Choose ALL Columns to show up on your Report as follows:

   a) Click on First Item (Account ID)
   b) Hold down Shift & Ctrl keys and then click on Last Item (Transaction Location Name)
      NOTE: You will need to use scroll bar to scroll down to last Item named: Transaction Location Name
   c) Click button named: Add
   d) All columns should now show up in the RIGHT Box

5) Choose a Start Date & End Date as follows:

   Start Date: This is the earliest date associated with your ORMS Deposit

End Date: This is the latest date associated with your ORMS Deposit

Example: Your ORMS Deposit included "transactions & adjustments" entered from 9/14/13 thru 9/16/13
Your Start Date would be 9/14/13 and your End Date would be 9/16/13

NOTE: Be sure to check both the 1)Transactions & 2)Adjustments associated with an ORMS Deposit
Follow these Steps to determine the Start Date & End Date for an ORMS Deposit

1) Go into ORMS-Field Manager
2) Click on Financials (top right area)
3) Click on Deposits (top right area)
4) In first column, click on Deposit ID number
5) Click on Transactions (Middle of Page) to see the earliest date & latest date Transactions associated with Deposit
6) Click on Adjustments (Middle of Page) to see the earliest date & latest Adjustments associated with Deposit

NOTE: The earliest Date associated with ALL Transactions & Adjustments is your START DATE
The latest Date associated with ALL Transactions & Adjustments is your END DATE

6) Choose Payment Group as follows:

a) Click on: Cash
b) Hold down Ctrl key and click on: Non Cash Depositable

7) Report Format: CSV

8) Delivery Method: Email

9) Click: OK

10) Check your Email for Report (report will show as an Attachment)

11) Right Click on Attachment and Save to your Desktop (you should now have a CSV File on your Computer)

12) Go to Budget Database (CID Main Menu) & Select: "Cash Receipts Report-ORMS"

13) Click on LINK named: Select (Select LINK in far right corner)

14) Click: Browse button & select the CSV File from your Desktop (this is the CSV File saved in Step 11 above)

15) Click: Upload CSV File

16) Find the ORMS Deposit ID you created & click on Deposit ID LINK

17) Print off "ORMS Cash Receipts Report" from Budget Database & compare to "ORMS Deposit Summary Report"