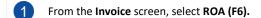
Deposit ROA Checks

Record receipt of payment on account (ROA) and deposit checks as follows.



Enter the Customer number paying on account.





- 3 Enter the check Payment amount.
 - Do not enter invoices under ROA detail.
 - Do not enter **Discount taken**.
- 4 Select Check as the Payment method. Then select Continue.
 - Only one payment method can be selected for each ROA.



- 5 Enter Check number. Include leading zeros.
 - If Payment amount matches check, select Submit.
 - Two copies of the ROA invoice will print with the QR code: one for the customer, and one for the store to use when scanning the checks.
- 7 Stamp Electronically Presented on the back of the check in the endorsement area.



- Scan the ROA documents with the Ricoh multifunction printer in the order shown.
- Front of check
- 2. Back of check
- 3. ROA invoice
- 4. Remittance advice

- Enter Check

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- As you scan, bundle each check with its ROA invoice and remittance.
- When finished scanning, place ROA check bundles in store safe.
- Exclude all ROA checks from your local bank deposit slips.

At the end of the business day, complete the TAMS End of day process. The total ROA payments received that day will be listed under **To GPC for deposit** in the **Cash Received Journal**.

