Submitting receipts for banking

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 (budget unit) leave the User field blank.

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 preliminary deposit listing report

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).

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 report will display in a new browser screen.

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.
Example of preliminary deposit listing

<table>
<thead>
<tr>
<th>Date: 10-NOV-2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Deposit Slip</td>
</tr>
<tr>
<td>Time: 10:33 AM</td>
</tr>
<tr>
<td>Drawer Location Prelim</td>
</tr>
<tr>
<td>Page: 1</td>
</tr>
</tbody>
</table>

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Bank: National Australia Bank  
BSB: 083170  
Account Number: 015603730  
Batch Number:  
Deposit Number:  
Currency: Australian Dollar

Bankable Transactions

1 CASH PAYMENTS transactions totaling: $65.00

<table>
<thead>
<tr>
<th>Number</th>
<th>$100</th>
<th>$50</th>
<th>$20</th>
<th>$10</th>
<th>$5</th>
<th>Coins</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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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.

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.

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 (budget unit) leave the User field blank.

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**.

6. Select **View > Requests** from the menu bar to retrieve your requests.
   The Requests screen will display the progress of your requests (Phase).

7. When the Phase indicates that the report has completed, click on the **View Output** button.
   The cover page of the report will display.

8. Click on the **Next** button to progress through to the report pages and review the details.

For information on banking your income please refer to Receipting Guidelines on the Accounting Operations web site:  
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.

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.