DPST

(Deposit Screen)

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1 - DHS.HEP (DHRMF)                                             _ |B| X
File  Edit  Transfer  Fonts  Options  Macro  View  Window  Help

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SJFS011C   DPST  - JF      SDSD Client Pay-in System        07/19/2005  10:45:54
Fast Path: _____ - JF                  Deposit               Trans Type: I

                Bank Dep: _____        Amt Ctrl: _____
          Deposit (Date): _____     Dsc Dpst          0.00
                 Dep Br                  Amt Dpst          0.00
     Rcpt
 Act Dep    Prim Id       Amt Rcpt       Rcpt Nmbr      Br   Wkr ID  RACF User
   _
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Mark all receipts for branch? N (Y/N) -- or -- Type 'S' in Act column
Msg
                                                                  Ans: _
F2=Menu F3=Exit
4A          1 Sess-1     170.104.128.11          HTCP2337          4/25
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Purpose: This screen allows you to display and update receipt deposits in the Client Pay-In system.

Access: Accessed through the Main Menu Screen via the Deposit (DPST).

Once you are at DPST you may enter any deposit number and press <Enter>. If you leave it blank, the system will bring back the last deposit that was made in your branch.

The screen displays up to 11 receipt records at a time. You can display additional records with one of the function keys shown at the bottom of the screen.

Reminder:

- Per ORS rules, the payments must be deposited the same day as received, or the next business day.
- Deposits must ABSOLUTELY be entered into SFMU on the same day that the receipts are entered.
- If the workday ends before a bank deposit can physically be made, the delivery may be made the following day.
- Under NO circumstances should a deposit be delivered before all entries have been made into SFMU and it has been verified that the receipts balance to the deposit.

Function Keys:

F2 = MENU   Returns you to the Main Menu screen without a prime number.

F3 = EXIT   Returns you to the previous screen you were using, bringing the data along from the current screen.

F7 =Back   Allows you to view the next set of records. This key is only functional when it is shown at the bottom of the screen.

F8 = Forw   Allows you to view the previous set of records. This key is only functional when it is shown at the bottom of the screen.

F9 = Prev Dep   Displays the previous (older) deposits, if they exist.

F10= Next Dep   Displays the next deposit if one exists.

To Enter Deposits

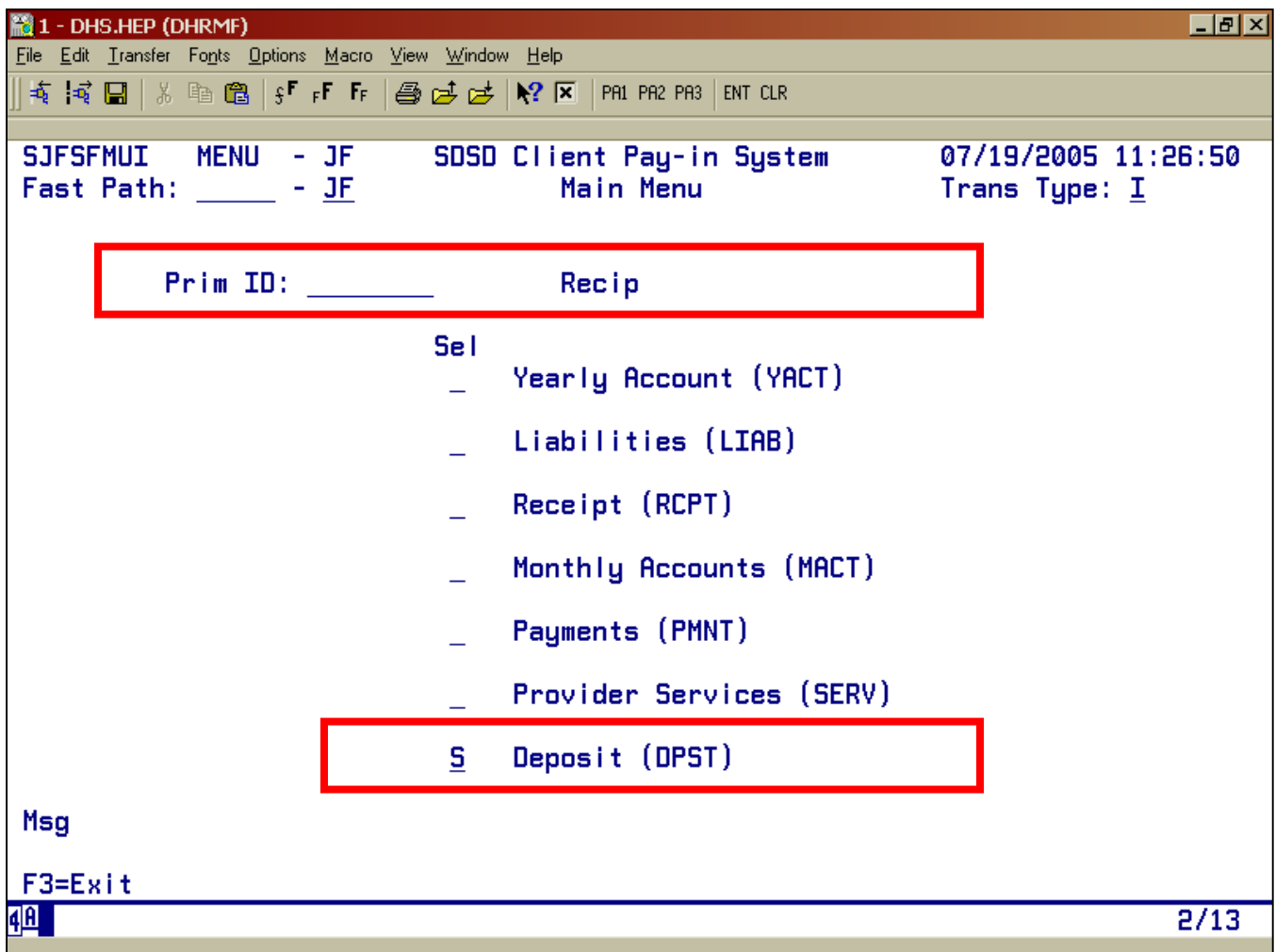**Procedure:**

1. Type SFMU (Example A)
   - Press <Enter>

2. Tab to Deposit (DPST) (Example A)
   - Type **S**
   - Press <Enter>

3. Press Shift+Tab (back tab) to move to the Trans Type
   - Type A
   - Press <Enter>

4. Type the deposit number
   - Use the following letters for the appropriate bank for your branch:
        o US Bank - U+Number
        o Bank of America - A+Number
        o Klamath First Federal - K+Number
        o Community Bank - W+Number
   - Press <Enter>

5. Message reads: Mark all receipts for this branch?
   - Tab to N at the bottom half of the screen
   - Type Y
   - Press <Enter>

To reconcile out-of balance batch
- Match checks to tape
- Match tape to deposit screen
- Match checks to deposit screen

6. Compare the dollar amount in the Amt Dpst on the screen, with the dollar amount on your tape. Make sure the amounts match.

7. Back tab to the Amt
   - Type the dollar amount (with decimal) from the tape.
   - Press <Enter>

8. Message reads: Add this deposit?
    - Type Y
    - Press <Enter>

9. Print the deposit screen

10. Make the deposit

11. Send the following to the Pay-In Technician, Financial Management Unit:
    - Pink copy of deposit slip after it has been taken to the bank
    - The deposit print screens showing the deposit total, and that all the entries have been updated.
    - A separate deposit slip for all non SFMU receipts
    - Yellow copy of the DHS 029

Example A (Steps 1 -3)

Filling out the Deposit Slip

Procedure:

Deposit slips should always be completed before going to the bank. Include the following information:

- Field office name (may be pre-printed)

- Date

- Account number (should be pre-printed)

- Coin and currency listed separately in area provided

- Checks listed by amount and ABA number (if listing checks on tape, attach tape to deposit slip and stamp tape with endorsement stamp)

- Total of deposit on deposit slip

Things to do

- Place all cash in front of checks. The cash should be faced and in order by denomination

- Have all copies of the deposit slip validated by the bank

- Send controller's (pink) copy of all deposit slips for the bank to:

Client Pay-In Technician
DHS Receipting and Trust Unit
2575 Bittern St NE
Salem, OR 97301-4521

Remember that the validation of the deposit slip of a receipt does nothing more than confirm that the deposit was made, and when. It does not confirm the accuracy of the information presented on the deposit slip.

That confirmation is done by the bank's proof department later the same day, and by the agency upon notification of Treasury of credit for the deposit.

Agency verification is the only way to detect that the amount credited from Treasury is the same as the amount that was validated on the receipt.

Things NOT to do

- Do Not list coin or currency in check area of deposit slip

- Do Not include Traveler's Checks with cash; list as checks

- Do Not send copies of voided deposit slips to Treasury

- Do Not cash personal checks out of cash receipts

Endorsements

All checks must be properly and clearly endorsed, preferably with a rubber endorsement stamp. The approved format for endorsement stamps is:

FOR DEPOSIT ONLY
Treasurer, State of Oregon
(Agency Name) – (Agency Account No.)
(Bank Name)
(Bank Account No.)

Important points

- All you will send in is a print screen of DPST, and the deposit slip after you have been to the bank. The bank stamp should be on the deposit slip and the dollars will match to SFMU and your deposit.

- Do not send the payment receipt in with the deposit.

- Do not mix the deposits for the client pay-in and reimbursement of past assistance.

- Do one deposit for the Client Pay-In.

- Do one deposit for reimbursement of past assistance or other receipt code.

- Do one deposit for Trust & Agency.

DPST ERROR MESSAGES

Error #	Error Message	Data Items
DP001	**BANK DEPOSIT NOT FOUND** Deposit record does not exist for number entered.	**BANK DEP**
DP002	**ADD DEPOSIT?** Y to add the new deposit, N to go back into input mode.	**ANS**
DP003	**SAVE CHANGES TO THIS DEPOSIT?** Y to save the changes to this deposit, N to go back to input mode.	**ANS**
DP004	**NO DEPOSIT FOUND FOR BRANCH** You pressed enter with the Bank Dep number blank, the screen searches for the most recent deposit. None were found for your branch.	**DEP BR**
DP005	**MUST ENTER DEPOSIT NUMBER** Deposit number is blank, must be filled to add a new deposit.	**BANK DEP**
DP006	**DEPOSIT ALREADY EXISTS** A deposit already exists with the same Bank Dep number you are trying to add. The Bank Dep number must be unique statewide.	**BANK DEP**
DP007	**MARK/UNMARK RECEIPTS FOR DEPOSIT** Place any character in the Act column to change the Rcpt Dep flag (Y=deposit, N=do not include in deposit)	**ACT RCPT DEP**
DP008	**DEPOSIT CURRENTLY BEING DONE IN BRANCH** Only one deposit per branch can be updated at a time.	**DEP BR**
DP009	**DEPOSIT DATE GREATER THAN CURRENT DATE** Deposit date must be less than or equal to the current date.	**DEPOSIT (DATE)**
DP010	**DEPOSIT UPDATED SUCESSFULLY** Deposit record was added/changed successfully.	

Error #	Error Message	Data Items
EN022	**UPDATE ACTION CANCELLED** You changed the Trans Type back to an I which cancelled the update action.	**TRANS TYPE**
JF014	**KEY PRESSED INACTIVE FOR THIS SCREEN** Key pressed currently does nothing.	
JF023	**INVALID ANS- MUST BE Y OR N** Must be a Y or an N.	**ANS**
JF024	**END OF RECORDS** No more records exist in the requested direction of browse.	
JF025	**SYS ID INVALID FOR THE FASTPATH ENTERED** The second group of two characters in the Fastpath must be a valid System ID.	**FAST PATH**
JF040	**USER NOT AUTHORIZED FOR UPDATE ACTION REQUESTED** An update action (i.e. Trans Type + A or C) has been entered for which you have not been authorized. Change the Trans Type to I and press enter to return to inquire mode. Contact your RACF Sub Administrator for questions on authorization.	
JF041	**USER NOT IN SAME DISTRICT AS CLIENT. UPDATE NOT AUTHORIZED** Your branch must be in the same district as the deposit you wish to update.	
JF044	**INVALID TRANS TYPE 0 MUST BE I, A OR C** The transaction type must be: I= inquire existing deposit records A= add new deposit C= change existing deposit	**TRANS TYPE**