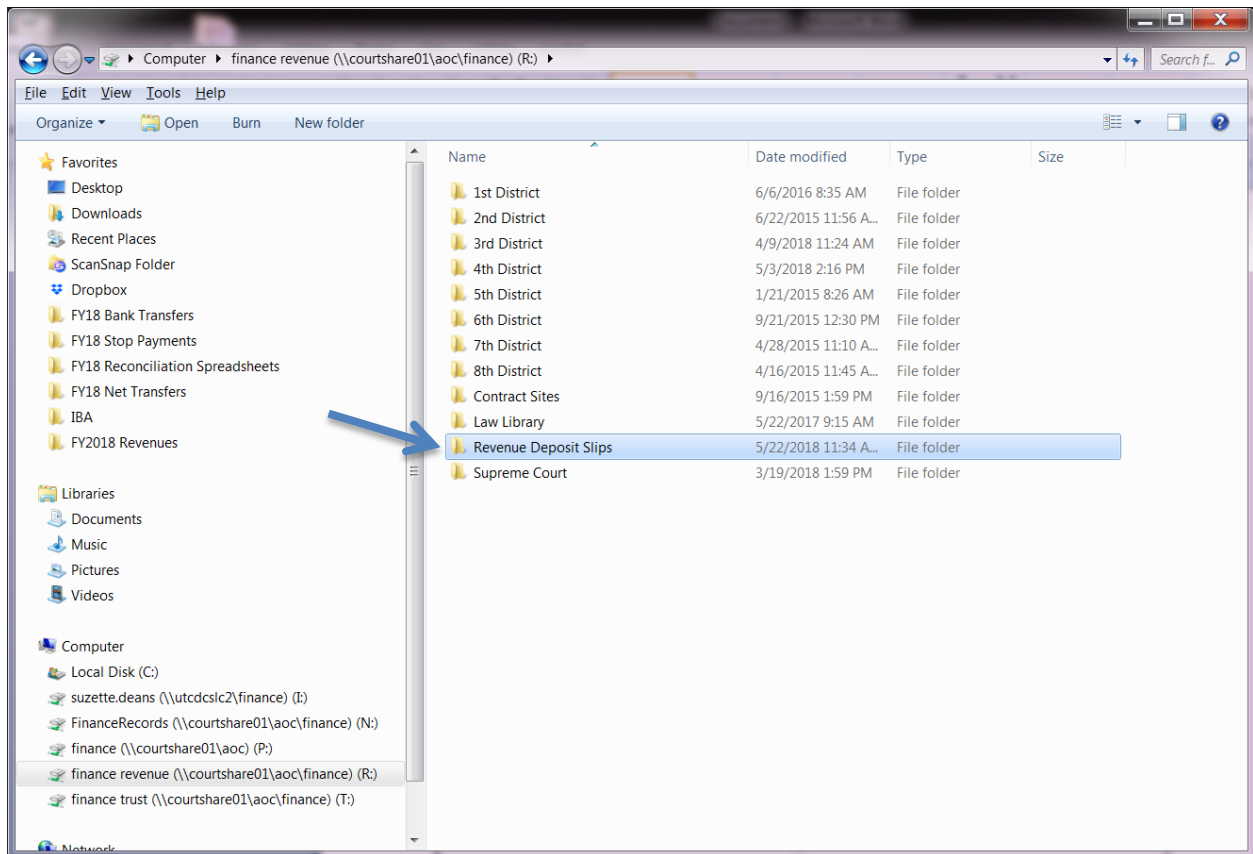


Validated Revenue Deposit Slips (6/2018)

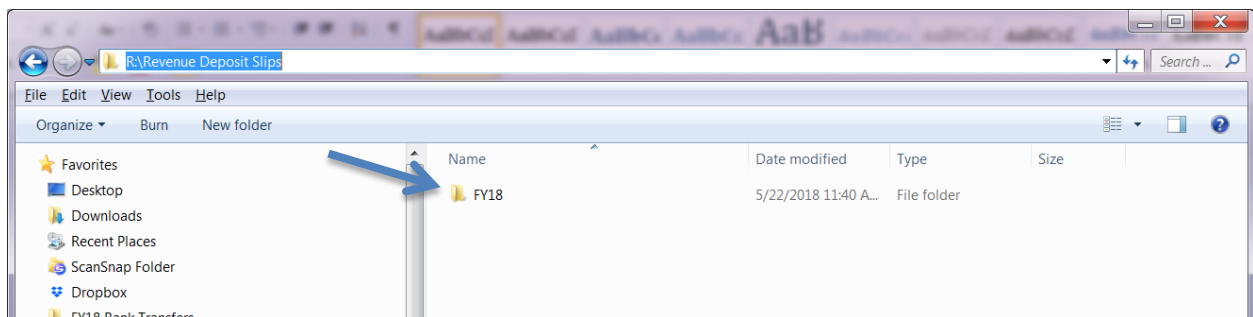
This method is intended for viewing deposit slips only. It is not necessary to print and keep a copy unless an individual slip is needed for further research. Use the Deposit Review form to document reviews.

For specific policy and procedures, refer to the Court's Accounting Manual, Section 03-02.04 Validation of Revenue Deposit Slips. Permission must be granted to view contents in the "R" drive.

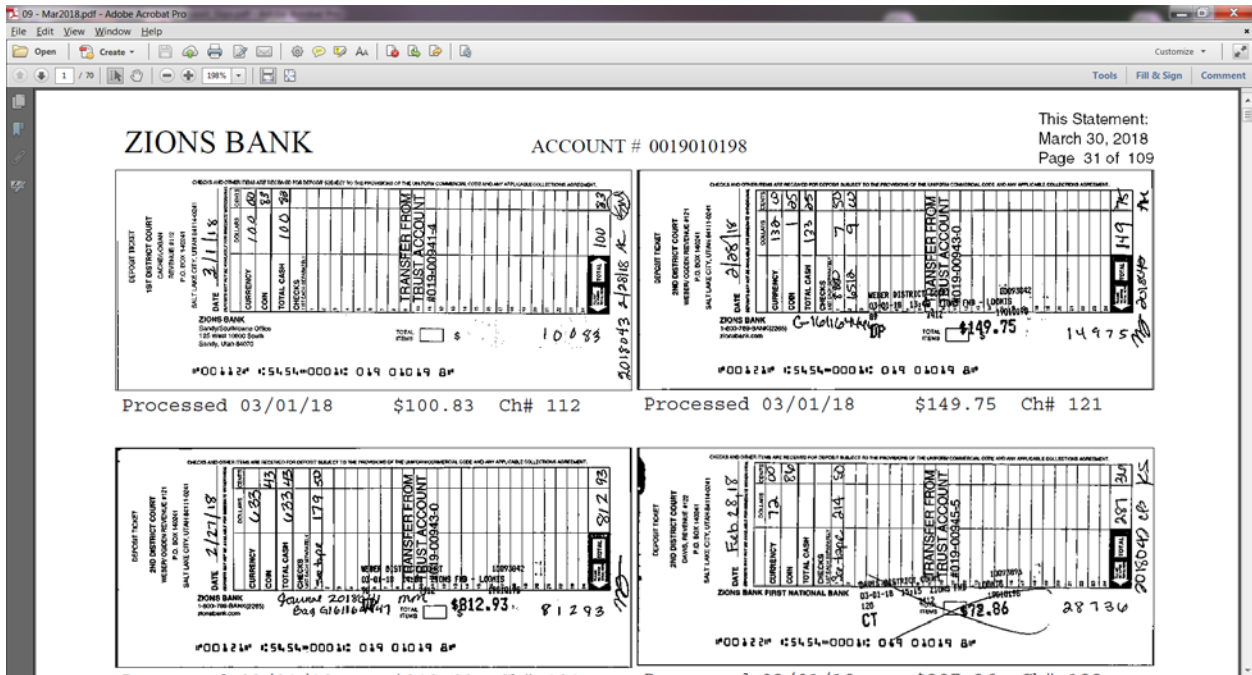
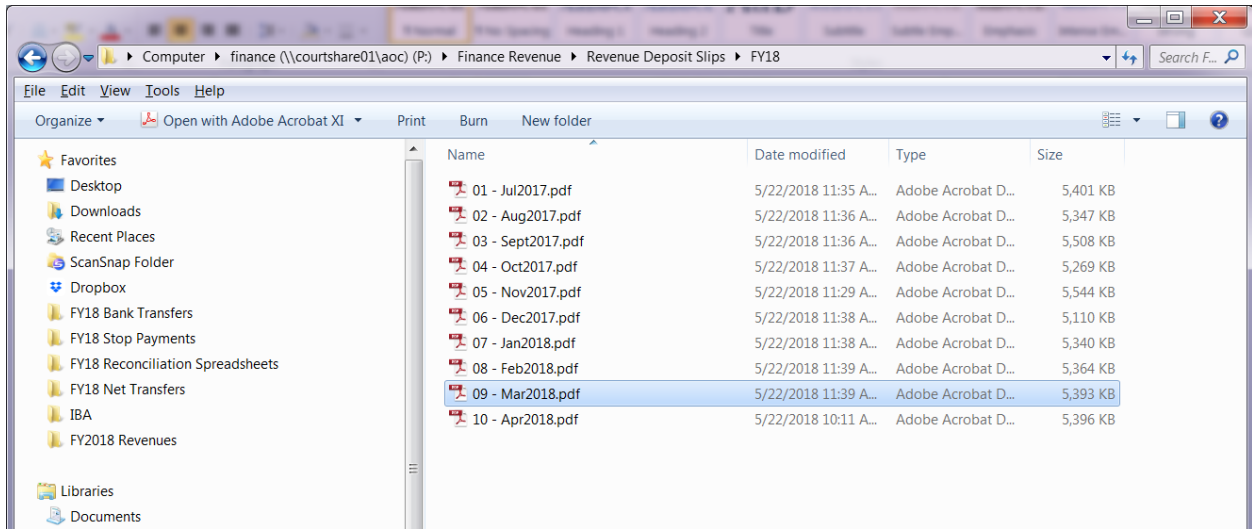
Go to finance revenue (<\\\\courtshare01\\aoc\\finance>)



Select the current FYXX folder.



Double click on the month to open the .pdf file.



Select Ctrl+F and enter the court's 3 digit location code and select "Next."

The screenshot displays four Zions Bank deposit tickets arranged in a 2x2 grid. Each ticket contains a table with columns for currency, coin, and checks, along with a 'TOTAL CASH' field. The tickets are for various courts and dates in March 2018. A blue arrow points to the 'Find' search bar in the top right corner of the Adobe Acrobat window, which is open to the 'Tools' menu. The search bar contains the text 'This State' and 'March 30, 2018'. Below the search bar, the text 'Page 31 of 109' is visible.

Currency	Coin	Checks	Total Cash
100.00	0.00	0.00	100.00
100.83	0.00	0.00	100.83

Processed 03/01/18 \$100.83 Ch# 112

Currency	Coin	Checks	Total Cash
149.75	0.00	0.00	149.75
149.75	0.00	0.00	149.75

Processed 03/01/18 \$149.75 Ch# 121

Currency	Coin	Checks	Total Cash
150.00	0.00	0.00	150.00
150.00	0.00	0.00	150.00

Processed 03/02/18 \$150.00 Ch# 342

Currency	Coin	Checks	Total Cash
235.00	0.00	0.00	235.00
235.00	0.00	0.00	235.00

Processed 03/02/18 \$235.00 Ch# 346

This will take you to the first hit on that 3 digit code.

The screenshot displays four Zions Bank deposit tickets arranged in a 2x2 grid. Each ticket contains a table with columns for currency, coin, and checks, along with a 'TOTAL CASH' field. The tickets are for various courts and dates in March 2018. A blue arrow points to the 'Find' search bar in the top right corner of the Adobe Acrobat window, which is open to the 'Tools' menu. The search bar contains the text 'This State' and 'March 30, 2018'. Below the search bar, the text 'Page 31 of 109' is visible.

Currency	Coin	Checks	Total Cash
106.50	0.00	0.00	106.50
106.50	0.00	0.00	106.50

Processed 03/02/18 \$106.50 Ch# 351

Currency	Coin	Checks	Total Cash
100.00	0.00	0.00	100.00
100.00	0.00	0.00	100.00

Processed 03/02/18 \$100.00 Ch# 352

Currency	Coin	Checks	Total Cash
100.00	0.00	0.00	100.00
100.00	0.00	0.00	100.00

Processed 03/02/18 \$100.00 Ch# 374

Currency	Coin	Checks	Total Cash
392.00	0.00	0.00	392.00
392.00	0.00	0.00	392.00

Processed 03/02/18 \$392.00 Ch# 381

Continue to hit “Next” to advance to the next deposit slip for that court location. (Occasionally the 3 digits might be included in an amount, if that happens, hit “Next” to proceed.)

Processed 04/27/18 \$1346.00 Ch# 131

Processed 04/27/18 \$1.00 Ch# 142

Processed 04/27/18 \$31.00 Ch# 142

Processed 04/27/18 \$13.00 Ch# 151

Continue to search document to find the applicable court site slips.

Processed 04/02/18 \$538.25 Ch# 345

Processed 04/02/18 \$75.00 Ch# 346

Processed 04/02/18 \$15.00 Ch# 361

Processed 04/02/18 \$365.00 Ch# 371

Note: Bank corrections may or may not appear in file. If further assistance is needed contact AOC Finance.