



## InTouch Terminal Operations: EOP Tab

General note: You cannot use the InTouch Terminal while you are processing an EOP. Once you start any incoming transactions must either wait or be processed on a separate terminal.

### Beginning Steps:

- Gather clear bank bag, deposit book and check endorsement stamp
- Run a tape of your checks and stamp with endorsement
- Log into **InTouch Terminal**
- Click on the **More...** tab on the main terminal screen
- Click on the **EOP** button to go to the first screen
- Click on the **OK** button to move forward to the next screen.

**Screen #1 – Non-reconciled Receipts** – Select **OK** to continue

### Screen #2 –Check Receipts

- Note: the tape of checks should match the total on the check screen
- Click on the **Print** button twice to print out two copies of a complete check listing for the bank deposit
  - *(If the checks do not match, **do not** continue – you will need to find your error.)*
- Select **OK** to continue

**Screen #3 – Credit Cards Receipts:** lists all debit/credit transactions. – Select **OK** to continue

**Screen #4 – Other Tender Receipts**– Select **OK** to continue

**Screen #5 – On-Account Receipts:** lists all “on account” transactions. Select **OK** to continue.

### Screen #6 – Reconcile Cash

- Count out your starting cash and set it aside. This will be put back into your starting till.
- Count the number of bills/coins remaining and record the quantity in the appropriate fields.
- Click on the **Print** button for the bank deposit.
- Hit **OK**

### Screen #7 – Total Reconciliation

- Check for any Over/Short amounts
  - IF you are over/short, click on the **Cancel** button and re-count your cash. IF your checks are correct and match, it generally is an error in cash counting or change given. Contact accounting services for help.
  - IF you are at \$0, proceed!
- Click on the **Commit** button to finalize the EOP
- Enter the Deposit Reference, which is the 7 digit deposit slip number and select **OK**

### Final Screen:

POS Tender Report: Total Cash/Checks for your bank deposit:

- Print using the printer icon at the top of the screen. Select Done when printed



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### Prepare Deposit Slip:

- Deposit date = date of EOP
- Currency = quantity and total of each denomination
- Total Currency = total paper currency to be deposited
- Coin = total coin to be deposited
- Total Cash = sum of total currency and coin added together
- Checks = write "SEE RPT" and total of checks from Check Receipts printed from Screen #2.
- Signature of Preparer = print name legibly on front of deposit slip
- Total = add all lines and write deposit total
- Deposit \$00,000,000.00 = fill in with deposit total
- Bag number (#) = write number from clear bank bag

### Prepare Clear Bank Bag:

- Fill out sections on the outside of the bag:
  - Name = name of your school
  - Said to Contain = total of deposit
  - Date = date of deposit and EOP
- Place inside bag: currency, coin, stamped checks, white and yellow copies of completed deposit slip, and copy of Check Receipt report printed from Screen #2.
- DO NOT use paperclips or paper straps on currency.
- Coins should be placed loosely in bottom of bag.
- Seal clear bank bag.
- Staple pink copy of the completed deposit slip along with "InTouch Manager Reports" (*listed below*) to the top left-hand side of the clear bank bag.
- Send completed bank deposit bag to the Cashier's office via inter-school mail route.

### InTouch Manager Reports

- Revenue Summary by Account: set **Range** to Reconciled Date
- Tender Summary Report: set **Range** to Reconciled Date
- EOP Cash Denominations: set **Date** to Reconciled Date