

Deposits

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Deposits

End of Shift > Edit > Print

Always follow your YMCA's specific procedures.

1. Click **End of Shift**
 2. Set the date range to the days being deposited.
 3. Reconcile each batch
 - Count the cash and checks.
 - Click the edit pencil.
 - Compare the total amount entered for each payment method in the drawer to the amount in front of you.
 - Correct the drawer total amount if needed.
 - Record any variances by clicking **Over/Short** and entering the amount of the shortage or overage.
 - Follow the procedure for **VOID** if any payments are needed.
 - Enter the deposit date.
 - Enter the deposit reference using **123 MM/DD/YYYY**, where 123 is the branch number.
 - Check the **Reconciled** checkbox next to each payment type.
 4. Print the **End of Shift** detail report, if needed, to help with step 3 above.
 - Click **Reporting > Sign In** using your regular SGA credentials.
 - In the SGA Master Reports folder, select the Transactions folder, then the **End of Shift** report.
 - Click **Customize**
 - Select Branch and edit the date range to reflect the days that will be deposited.
 - Click **Display**
 - Click **Reports > Print**
 5. Print **End of Shift by Deposit Reference** report.
 - Follow steps 4a-4f above, but select the **End of Shift by Deposit Reference** report.
 6. Prepare bank deposit.
 7. Take the deposit to the bank.
 8. Please send the Finance Office a copy of the **End of Shift by Deposit Reference** report and the bank deposit ticket.
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