

Departments will prepare their deposit in SAP before bringing the funds to the Treasury.

Set Editing Options (first time setup per user)

Use Transaction ZDP

Click on "Editing Options" button

Select the following:

- Documents only in local currency
- Amount fields only for document currency
- No special G/L transactions
- Documents not cross-company code
- Document date equals pstg date

By "Doc. Type Option" from drop down list select "Document type ready for input"

Note: Default document currency should already have "Local Currency" as default

Click on the save icon which will "Change user master"

Click on green arrow icon (back)

Prepare Deposit Permit Template (for recurring deposits)

Use Transaction ZDP

Note: Basic Data information can not be saved in a template.

To use a preset template for deposits consisting of checks and/or currency and/or coin, do the following:

1. Turn Tree On
2. Click on arrow at left of "Account assignment templates for items"
3. Select TR_DP_CASH_&_CHECKS (double click)
4. Turn Tree Off
5. From top menu, select "Edit", Account Assignment Templates", Save Account Assignment Template"
6. Give the template a name with the main department's initials, depositing entity, and description of deposit, eg. SC_AS_DP_License_Fees
7. Click on Continue
8. Turn Tree Off
9. Enter the appropriate General Ledger revenues or the customer clearing account (generally as credits).
10. Repeat steps 5 through 7 above to save template

Prepare Deposit Permit from Template

Use Transaction ZDP

1. Turn Tree On
2. Click on arrow at left of "Account assignment templates for items"
3. Select appropriate deposit permit template (double click)
4. Turn Tree Off
5. On Basic Data Tab, fill in the following:
Posting date: if bringing deposit to Treasury after 12 noon, change to next business day
Reference: Type name of depositing entity, eg. Animal Services

Deposit Permit Information

- Doc. Header Text: Description of deposit, eg. Animal License Fees
6. On Details Tab, select the Trading Partner BA, eg. Sheriff-Coroner. – drop down list to main department (if you type the first letter of your department, it will take you quickly to your listing)
 7. Complete line items
Department Accounts:
 Enter amounts in appropriate General Ledger accounts
Treasury Funds:
Important – in the “Value Date” column for each Treasury Fund line used, enter in the Posting date selected in Step 5 above
 Enter total amount of checks in G/L account #1000003 TRSY Cks In Transit
 Enter amount of currency in G/L account #1000005 TRSY Currency
 Enter amount of coin in G/L account #1000006 TRSY Coins
 8. Click on Simulate button to generate the Document Overview screen.
 9. If no error messages, click on Save as Complete button. Click on the Save Parked Document button if the deposit needs additional department review or if the deposit is not complete.