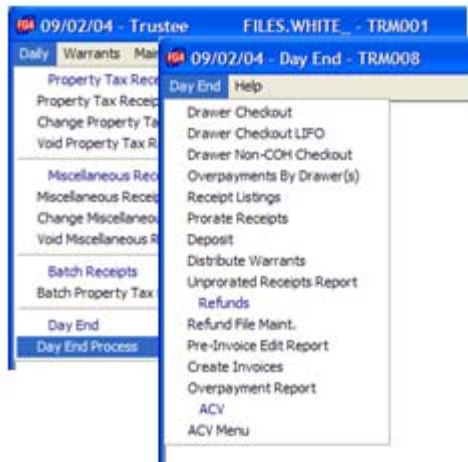




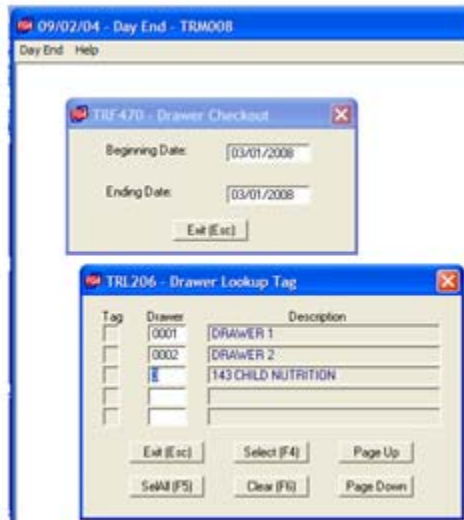
Local Government Corporation Trustee Day End Process

DRAWER CHECKOUT-The Drawer Checkout Report is used to verify the money on hand to the amount received in the system. The report is listed by drawer and contains summary totals.

Main Menu > Daily > Day End Process



Enter the Beginning Date, Ending Date, and select drawer(s)



Review the Drawer Checkout Report and balance cash drawer to the report totals



Local Government Corporation Trustee Day End Process

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Drawer Checkout Report

DRAWER: 0001 DRAWER 1
RECEIPT TYPE: 01 MISCELLANEOUS

YEAR	RECEIPT	TRANS	RCPT DATE	GROUP	RECEIVED OF	TYPE	PAYMENT NUMBER	AMOUNT TENDERED
2006	0007249	0001	03/03/2008		YR-2006; RCPT NO-0007249	CHECK	1099	61.00
2006	0007250	0001	03/03/2008		YR-2006; RCPT NO-0007250	CHECK	1099	61.00
2006	0007251	0001	03/03/2008		YR-2006; RCPT NO-0007251	CHECK	1099	578.00
2006	0010640	0001	03/03/2008		YR-2006; RCPT NO-0010640	CASH		246.00
2007	0000280	0001	03/03/2008		YR-2007; RCPT NO-0000280	CASH		100.00
2007	0000283	0001	03/03/2008		YR-2007; RCPT NO-0000283	CASH		177.00
2007	0002750	0001	03/03/2008		YR-2007; RCPT NO-0002750	CHECK	5183	44.00
2007	0002751	0001	03/03/2008		YR-2007; RCPT NO-0002751	CHECK	5183	24.00
2007	0004447	0001	03/03/2008		YR-2007; RCPT NO-0004447	CHECK	4682	401.00

Final page of the Drawer Checkout Report contains a summary of the daily receipts

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Drawer Checkout Report

DRAWER 1

CASH	
BEGINNING BALANCE:	200.00
RECEIVED:	1,061.00
ENDING BALANCE:	1,261.00
CHECK TOTAL:	171,861.00
*** SUB TOTAL:	178,132.00
ACTY TOTAL:	249.00
*** DRAWER TOTAL:	178,380.00
REVENUE 40110 TOTAL:	5,079.00
REVENUE 40120 TOTAL:	792.00
REVENUE 40140 TOTAL:	219.00
REVENUE 40114 TOTAL:	89,900.00
REVENUE 40130 TOTAL:	77,130.00
REVENUE 44146 TOTAL:	40.00
REVENUE 47181 TOTAL:	7,866.70
REVENUE 47141 TOTAL:	68,000.00
REVENUE 47143 TOTAL:	61,900.00
REVENUE 47189 TOTAL:	23,469.66
2006 01 PROP	792.00
2006 99 SMITY	154.00
2007 00	324,226.26
2007 01 PROP	5,079.00
2007 99 SMITY	49.00

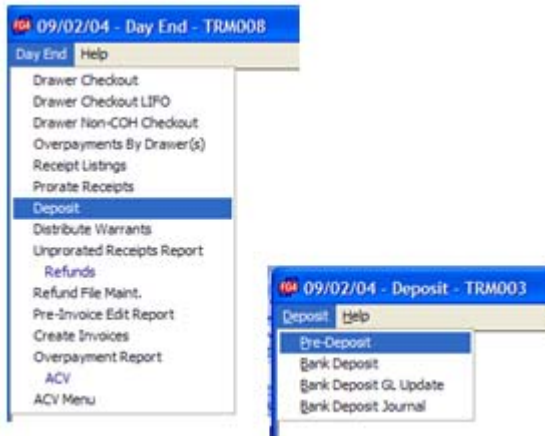
* End of Report: Local Government Data Demo *

PRE DEPOSIT REPORT-This report list the checks and cash to be included in the daily deposit. Depending on bank requirements, some offices attach this report to the pre-printed deposit slip for presentation with the deposit.

Main Menu > Daily > Day End Process > Deposits > Pre-Deposit

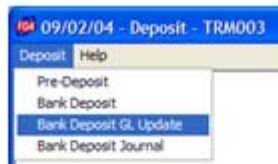


Local Government Corporation Trustee Day End Process



BANK DEPOSIT GL UPDATE-This process will create and post entries to the GL for the daily deposits. After posting the entries, the details of the daily deposit are deleted from the system. Most offices prefer to retain the detail information and therefore will make the deposit entries through Manual Transactions.

Main Menu > Daily > Day End Process > Deposit > Bank Deposit GL Update.



09/02/04 14:00:00 SAMPLE GL TRM003 Standard 0.00 Page

Drawer Checkout Report

CHARGE	CHG NUMBER	CHG DATE	AMOUNT	DEBITED BY	TYPE	ACCOUNT NUMBER	AMOUNT TRANSFER	
0000	0001249	09/02/2008	99-0000	RCPT	NO-0001249	08000	1000	41.00
0000	0001250	09/02/2008	99-0000	RCPT	NO-0001250	08000	1000	61.00
0000	0001251	09/02/2008	99-0000	RCPT	NO-0001251	08000	1000	876.00
0000	0001260	09/02/2008	99-0000	RCPT	NO-0001260	08000	1000	240.00
0007	0000000	09/02/2008	99-0007	RCPT	NO-0000000	08000	1000	500.00
0007	0000000	09/02/2008	99-0007	RCPT	NO-0000000	08000	1000	177.00
0007	0000700	09/02/2008	99-0007	RCPT	NO-0000700	08000	4000	64.00
0007	0000700	09/02/2008	99-0007	RCPT	NO-0000700	08000	4000	64.00
0007	0000000	09/02/2008	99-0007	RCPT	NO-0000000	08000	1000	351.00



Local Government Corporation Trustee Day End Process

PRORATING RECEIPTS

- Prorating creates accounting entries
- Revenue is allocated to each department
- Commission is charged to each department

dr

11120-Cash on Hand
11410-Accounts Receivable*

Journal entry is in SUMMARY for each day

cr

40110-dept#-Curr Prop Tax

dr

58900-510-dept#-Comm Exp

cr

29900-Trustee Commission

01/15/2008	10000123	Prorate Property Receipts					
	10000123	CASH ON HAND	999-11120	19229.00			
	10000123	ACCOUNTS RECEIVABLE	999-11410	227.00			
	10000123	CURRENT PROPERTY TAX			999-40110-	-101	10213.33
	10000123	TRUSTEE'S COLLECTIONS -			999-40120-	-101	125.25
	10000123	INTEREST AND PENALTY			999-40140-	-101	20.70
	10000123	CURRENT PROPERTY TAX			999-40110-	-141	8189.90
	10000123	TRUSTEE'S COLLECTIONS -			999-40120-	-141	106.14
	10000123	INTEREST AND PENALTY			999-40140-	-141	17.54
	10000123	CURRENT PROPERTY TAX			999-40110-	-151	770.77
	10000123	TRUSTEE'S COLLECTIONS -			999-40120-	-151	10.61
	10000123	INTEREST AND PENALTY			999-40140-	-151	1.76
01/15/2008	10000123	Prorate Property Receipts					
	10000123	FEE/COMMISSION ACCOUNT			999-29900		389.12
	10000123	OTHER CHARGES	999-58400-510-101	207.19			
	10000123	BOARD OF EDUCATION	999-72310-510-141	166.25			
	10000123	THIS ACCOUNT IS NO LONGE	999-81100-510-151	15.68			



DISTRIBUTE WARRANTS/CHECKS

Menu > Daily > Day End Process > Distribute Warrants

- No accounting effect until the warrants/checks are distributed
- Department balance is reduced

TRF 125 - Warrant Inquiry

Department: 101 GENERAL FUND << >>
Type: 02 VENDOR
Document Number: 1000 Seq 1
Document Date: 07/24/2001
Amount: 225.00
Description: PRO-WINDOW TINTING

Trustee Bank Number: 001 BANK NUMBER: 000000001
Trustee Check Number: 00002295
Trustee Check Date: 07/27/2001
Effective Date: 07/27/2001
Void Date:

Reconciled: 01 YES

Exit (Esc) LookUp (F2)