Overview of Deposit Process

Enter all checks and cash payments into the Online Receipting database (OLR)

- Stamp checks received with endorsement on back of check

Deposit the receipts entered into the Online Receipting database

- All payments received must be deposited within three business days.
- Accounts and G/L fields will be present, but if the choice you need is not found, you may enter it. Only commonly used choices were entered into the system.

Bring to FIO the following:

- Completed bag and deposit slip
  - Bag should be left open for IRIS department number added by FIO
- Copy of check(s)
- Deposit Slip with Receipt Number (report from OLR)
  - Print 2 copies; 1 for FIO and 1 for Department Files
- 3 Copies of a log of checks (report from OLR called Checks for Deposit)
- ZK document (report from OLR)
  - Print 1 copy for FIO

Online Receipting Reminders:

- Be sure and allow Pop-ups from the OIT site
- **NEVER USE** the back arrow in your browser screen