

How to make a deposit:

- Log on to Charms
- Click on the Calculator at the top (finances)
- Scroll over to "Fixed Payments" select "Global Collect Payments"
- New Screen: Go to "Select Fixed Payment" choose the name of what you are depositing
- New Screen: Go to "Book Money To" -For Repairs choose number that begins with RE, for all others choose the number
- Now go to Deposit Group Number-after the number that is there space then name the deposit. Ex: 0824 instrument fee
- Now go to the names, to enter a payment click the button next to their name, type the check number for a check, leave blank for cash
- After all money is entered click the green "Enter Payments" button

- Click on the Calculator at the top (finances)
- Scroll over to "Acct. Ledgers" select "deposit summaries"
- New Screen: Find your deposit on the list and click/select it
- New Screen: On top of the list there is an excel icon, click it
- Sort the spreadsheet by "Paid By" (to sort go to data then sort)
- Save this on your drive (I made a folder called deposits) and Print (make sure to print gridlines)

- Go to the district "Share" drive, Fine Arts, Orchestra
- You will find some excel files at the bottom
- 461 Orchestra 2018-19 is for most things
- 461 Orchestra Repair 2018-19 is for Instrument Maintenance Fee
- Open the excel file, fill it out for this deposit, save and close

- Now find the excel file called "Deposit List Form 2018-19 Orchestra" or "Deposit List Form 2018-19 Orchestra Repair" depending on which one you need.
- Open file and fill out-copy and paste info for checks from the charms deposit
- print after you have filled it out-DO NOT SAVE

- Check that Charms Totals and Deposit forms equal each other
- Get the other teacher to recount the deposit and sign the Deposit List Form
- Turn in to Secretary: Charms Deposit Slip, Deposit List Form, and Money

*Pro Tip: Sort Checks and Cash before entering, enter all of one kind, then the other to avoid missing a check number (then charms thinks it is cash).