

Balancing Deposit in the Zortec Utility Billing System

This process should be done daily to insure a quality Utility Billing system.

- Step 1. Process all deposit packets.
- Step 2. In Cash Receipts, process the Cash Recap file.
- Step 3. In Cash Receipts, print a Daily Transaction Report for the current date.
- Step 4. In Miscellaneous Reports, print a Deposit Report for the current date.
- Step 5. Deduct the Deposit Report grand total for the current date from the Deposit Report grand total for the last day of the previous month.
- Step 6. This total should match the month-to-date Net Change in Deposits on the Daily Transaction Report.
- Step 7. If these totals do not match:
 - A. make sure all packets have been processed
 - B. make sure the cash recap has been processed
 - C. make sure you are using the month-to-date Net Change in Deposits and not the
 - D. Daily Bank Deposit total
 - E. call the Zortec Support Center for assistance

UB Deposit Balance Worksheet

Deposit Report
as of _____ \$ _____

Deposit Report
Today _____: \$ _____

Difference: \$ _____

Net Change in Deposits: \$ _____

Difference:) \$ _____ (should be zero