

VERIFICATION OF COUNTER'S REPORT

Financial Secretaries will verify Counter's Report.

Retrieve Counter's documents from safe.

Open Servant Keeper and select appropriate batch

Verify each entry by matching each entry with the paper evidence.

Check for deposits not fully explained

Call the Lead Counter if you are unable to resolve problems encountered.

Verify counter totals with the bank deposit total.

Post the batch with correct date.

Open Report Manager

Select Account Totals,

Choose the day of batch

Preview to view desired result

Print a copy of report.

Indicate name and amount for specific accounts;

altar flowers, books, special classes, trips,
any other pertinent information

Make 3 copies of the report and bank deposit slip.

distribute to: Pastor, Treasurer, Finance Chair.

Give feedback to counter coordinator both positive and need for correction.

Open New Batch

Download Vanco contributions

Post new batch and repeat from Print a copy of report.

Backup posting and sign out of Servant Keeper.