

## Before you begin.....

Attached are the instructions for manually entering the receipt numbers on the spreadsheet.

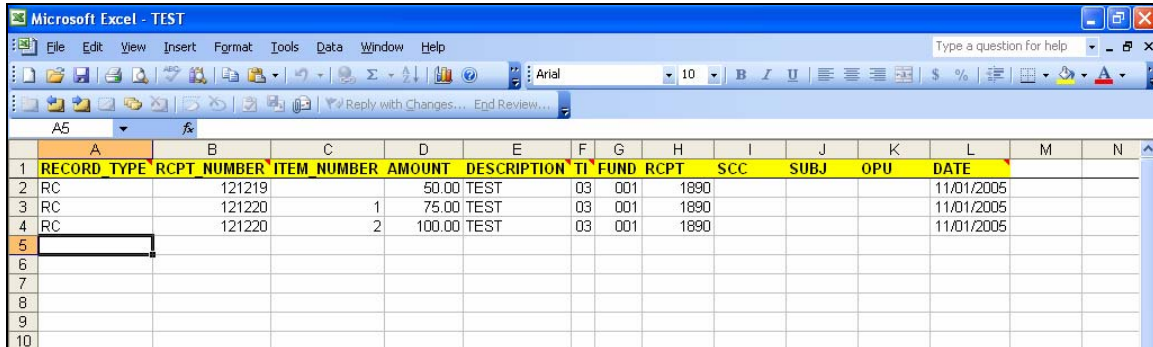
**The instructions on the following two pages may be given to your staff. You may customize steps 2 and 3 for your district (how to name the file, where to save the file and who to email the file to).**

If a date is not entered on the spreadsheet, the date entered in the **Posting Date** field in AUTOPOST will be the assigned date.

If a date is entered on the spreadsheet, it will override the date entered in the **Posting Date** field in AUTOPOST.

## Using Excel to Load Receipts (Manually Assigning Receipt Numbers)

If you are going to manually assign receipt numbers, the fields in the Excel template must be filled in as follows:



	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	RECORD_TYPE	RCPT_NUMBER	ITEM_NUMBER	AMOUNT	DESCRIPTION	TI	FUND	RCPT	SCC	SUBJ	OPU	DATE		
1	RC	121219		50.00	TEST	03	001	1890				11/01/2005		
2	RC	121220	1	75.00	TEST	03	001	1890				11/01/2005		
3	RC	121220	2	100.00	TEST	03	001	1890				11/01/2005		
4														
5														
6														
7														
8														
9														
10														

**RECORD\_TYPE:** Enter RC. Must be uppercase.

**RCPT\_NUMBER:** Enter in the beginning receipt number. If you are entering in multiple items for the same receipt, you must fill in the **ITEM\_NUMBER** field with the corresponding number (1, 2, etc.). The receipt number must be filled in each time (see example for receipt number 121220).

**ITEM\_NUMBER:** If entering more than one item for a receipt, this must be filled in accordingly. This may be left blank if there is only one item per receipt number.

**AMOUNT:** Enter in the item amount of the receipt item.

**DESCRIPTION:** Enter in the receipt description.

**TI:** Enter 03. Make sure the leading zero appears.

**FUND:** Enter in the corresponding fund code. Make sure the leading zeroes appear.

**RCPT:** Enter in the corresponding receipt code. It must be 4 characters in length.

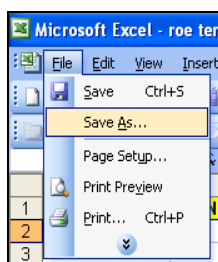
**SCC:** Fill in if applicable. If data is entered, it must be 4 characters in length.

**SUBJECT:** Fill in if applicable. If data is entered, it must be 6 characters in length.

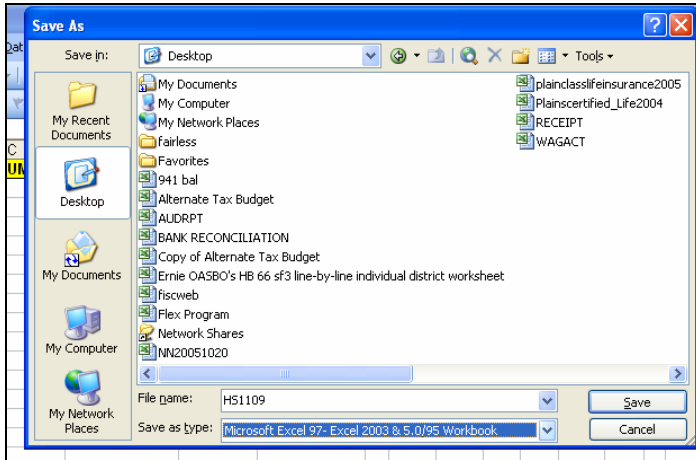
**OPU:** Fill in if applicable. If data is entered, it must be 3 characters in length.

**DATE:** Fill in if applicable. Must be entered as MM/DD/YYYY (slashes must be entered).

1. Once you have entered all of the data in to the spreadsheet, you must do a **File, Save As:**



2. Name the file accordingly (HS11052005) and save as an Excel file (note where you are saving it to – Desktop, server, etc).



3. Send the file to the Treasurer's office.