

General Remittance Form Instructions

- From Accounting Forms, select General Remittance Form link

General Remittance Form (appliTrack Form)

- Enter your User ID and Password

Enter Your UserID And Password To Begin:

User ID [Forgot UserID](#)

Password [Forgot Password](#)

Remember Me

[Click to Sign In](#)

*User ID = Your District User ID / * Password = first login is generic assigned by Applitrack, then you can set a private password. This is not set to update and will stay the same, unless you decide to change.

- Main Menu View

The screenshot shows the AppliTrack main menu dashboard. At the top left is the AppliTrack logo and a 'Main Menu' tab. Below the logo is a search bar. The main content area is divided into several sections. On the left is a sidebar menu with options: My Dashboard, Applicants, Forms, Interviews, Settings (highlighted), and My Account. The main content area has a 'Welcome, Casey Meader' message. Below the welcome message are three icons: Inbox, News, and Search. At the bottom of the dashboard are three sections: My Recent Vacancies, My Recent Files, and Folders and Routings.

*The "Applicants" and "Interviews" tab are HR related and basic to the program. Disregard these tabs. You CAN enter these tabs, but you will not have any access, unless you have permissions/access to these forms as assigned by HR.

- Personalize Your Password

1. From Main Menu, select "My Account"
2. Beneath "My Settings" select "Edit User Information"
3. Delete the current Password. It is masked: Password:
4. Enter your desired Password. Click Save.

A. If you forget your password, click "Forgot Password" from the main login. A new temporary password will be sent to your District email address, then you can update the Password.

General Remittance Form Instructions

- Create A New General Remittance Form
 1. From Main Menu, select “Forms”
 2. Select “Fill Out a New Form”
 3. Click the box preceding “General Remittance Form” then “Continue with Selected Forms”, located on the lower right hand corner of the screen. Do not click [preview](#). This will not start a new form, only gives you a preview of what the form looks like. If you select “preview” simply close the example and continue as instructed above.


Accounting

General Remittance Form - [preview](#)

- A. Click link for Form Instructions.
- B. If interrupted, click “Save as Draft” to save and return later to complete.
 - If your computer times out and “Save as Draft” was not clicked the information previously entered is not saved.
- C. When complete, click “Submit Form”.

General Remittance Form

Organization: Cedar Rapids Community School District
Assigned To: User - cmeader
[Show History](#)



**Cedar Rapids
Community School District**
Excellence for All

To Be Completed by the Submitter Only

Instructions:
[Form Instructions.docx](#)

Facility / Department ▶ Date ▶

▶ Description of bank bag contents

Supporting documentation:

Submitted Amount (Do not include dollar signs \$) Bank Bag # Receipt Number(s) (if applicable)

▶ ▶

Enter Account #, Dollar Amount, and Description as appropriate.

Account #	Amount (No \$)	Description
▶ <input type="text"/>	▶ <input type="text"/>	▶ <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

- D. Click Close Window
- E. You will be directed to your Sent Forms.
- F. Click Print
 - 1. Print ONE copy of the form for your records and file. DO NOT send a copy in the bank bag.
- G. Click Main Menu to start new form, or look up your previous sent forms.
- H. Click Log Out in Upper Right Corner to Exit.

- Continue with a Form you started, but have not completed.

1. Log in
2. Main Menu – Forms
3. Select My Forms Inbox. This area will contain all forms you have started but not completed. Select the Form you want to complete and click Edit.
4. Follow Steps above to Submit and Print Form.

**** You CANNOT delete a form once you have started it. You may completely Edit the form and “start over” as a new form, or contact the Cash Desk to delete the form for you. If you start a form and leave it without doing anything the system will send you a reminder to “complete” the form, after a period of time. ****

- Review your sent Forms

1. Log in
2. Main Menu – Forms
3. Select My Sent Forms
 - A. This section actually contains BOTH forms you have sent AND forms in progress. Forms you have sent do not have the Edit link, they can only be printed.
4. You may add columns to this menu to see other information.
 - A. Click Add/Remove Columns
 - There are a number of pieces of the form you can choose to add.
 - Suggestions:
 1. Assignee – Who currently has the form
 2. Current Workflow Step Name – Also who currently has the form
 3. Bank Bag #
 4. Submitted Amount

- Completion of sent Forms

1. You will get automated emails from Accounting as your General Remittance and Deposits are received by the Accounting Department, deposited at the bank, and entered into the District finance system.

- Questions

For additional help or assistance please contact the accounting department cash desk at extension 1058.