

Early Childhood Center

- The childcare program is available at Moreno Valley and Riverside colleges only.
- Moreno Valley now uses ProCare. They will post their own payments on the system. The district office just needs to deposit them.
- Moreno Valley may sometimes submit a check that needs to be processed on Office Center (the old ECS program).
- The bag comes in with a list of families and their checks for payment.
- Run a tape of the checks and reconcile it.
- Log on to the ECS program
- Click on Ledger for each family.
- Change date, select the payment type.
- Search for the account and press Enter.
- Put in the check # in the comments box, enter the amount and post the payment.
- After all the postings have been completed, click on Print, then Accounting Report, Deposit Reports and Current Deposit Report.
- Make 2 copies of this report.
- Write a **District** receipt
 - Moreno Valley ECS
 - Fund 33
 - Budget Code:
 - Parent Fees
 - Dates: 10/16-10/27 and amount.
- Receipt Distribution:
 - White copy- Send to the department with copy of the report.
 - Yellow copy- attach to daily yellow deposit slip.
 - Pink copy- to be filed in the office.
- Then write the receipt number on the other report, add the check tape and paperwork and file in the office.
- Remember to record this on your balance sheet and also on the brown district envelope after you put the checks into it.

