Departmental Deposit

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Departmental Deposit

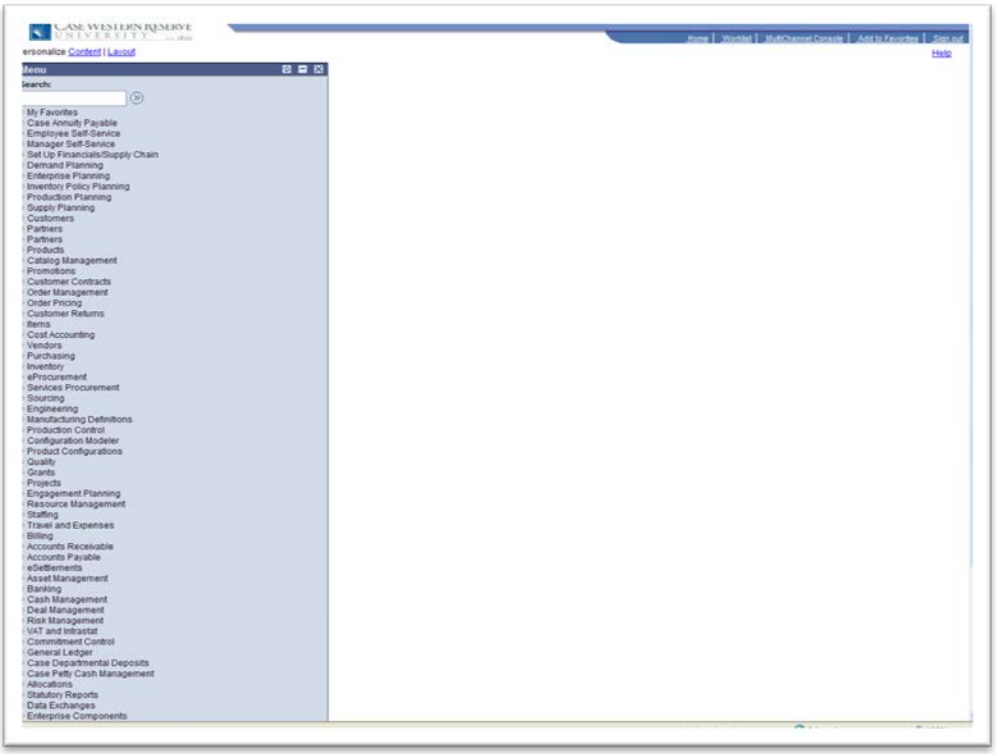
This business process demonstrates how to enter a departmental deposit, add backup documentation and print a receipt.

All checks for deposit should be actual checks and NOT non-negotiable advices.

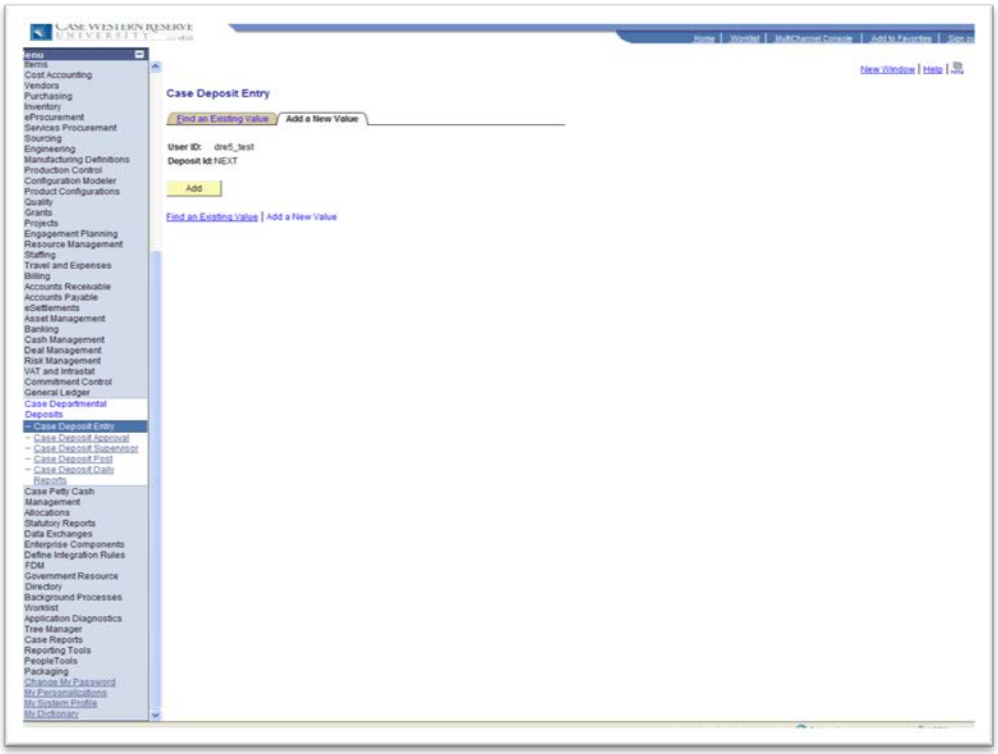
All non-sponsored project and non-charitable contribution checks of $500 or more received by departments should be processed by the next business day. Checks less than $500 should be processed within 5 business days.

Departmental Deposit Entry

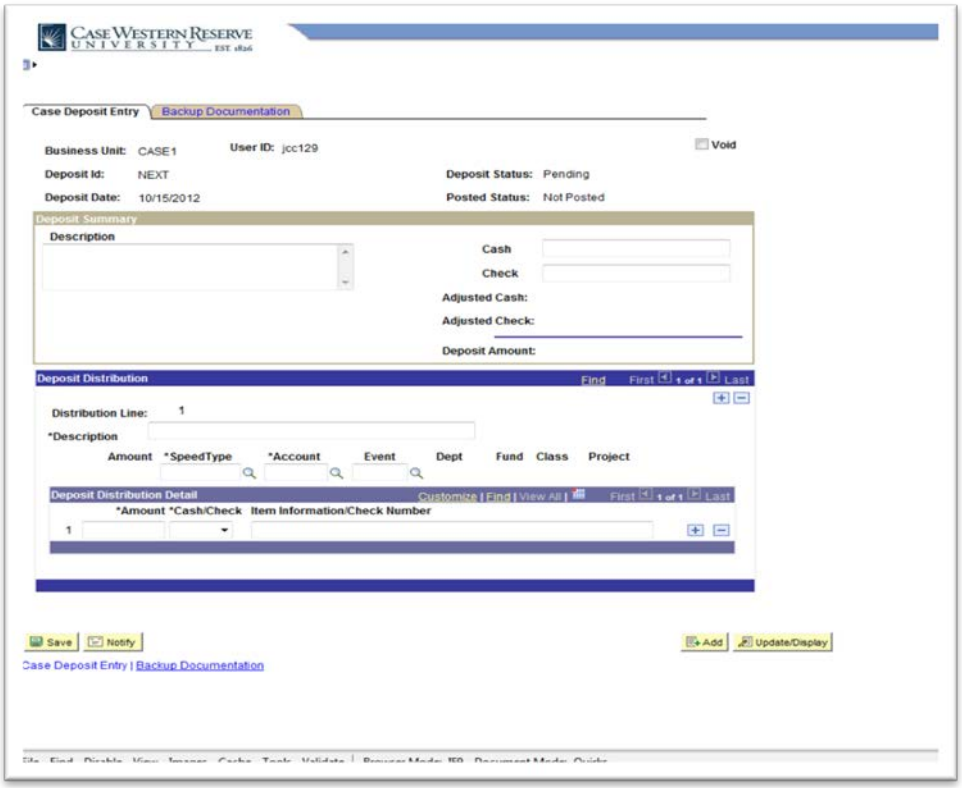
Procedure



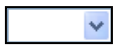
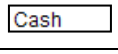
Step	Action
1.	Click the **Case Departmental Deposits** link. ▷ Case Departmental Deposits
2.	Click the **Case Deposit Entry** link. Case Deposit Entry

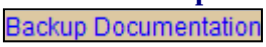


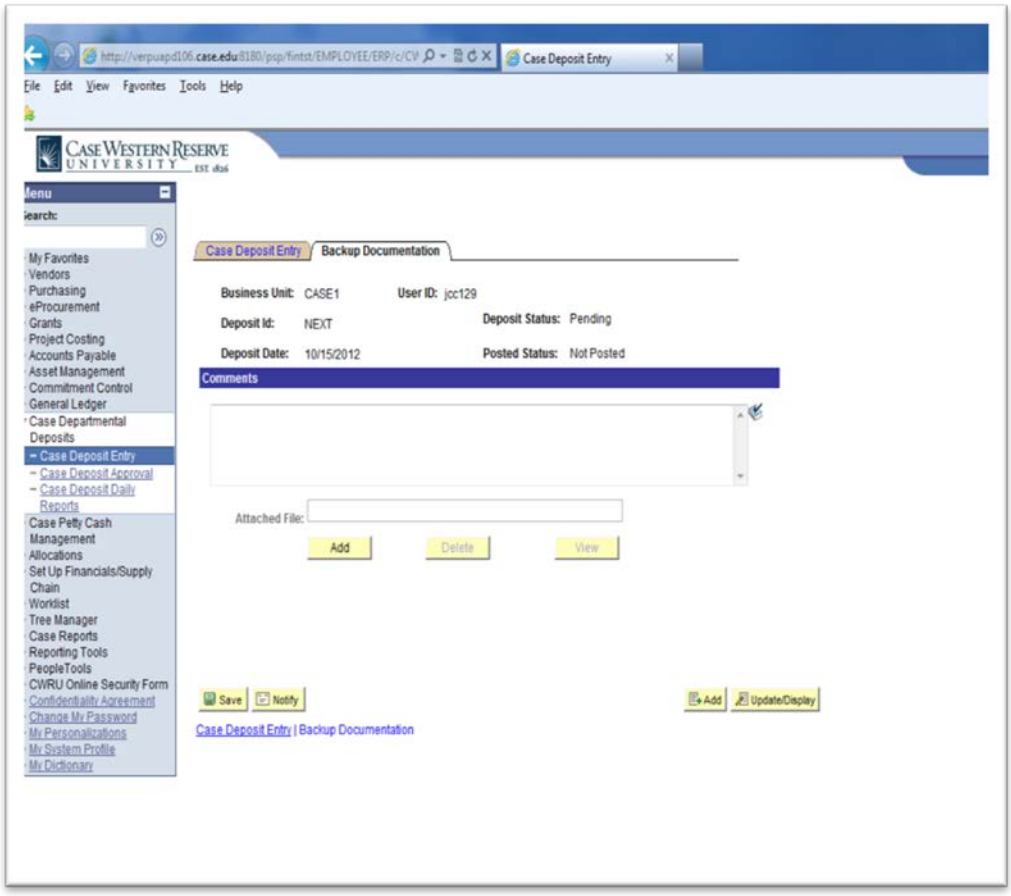
Step	Action
3.	Click the **Add** button. Add



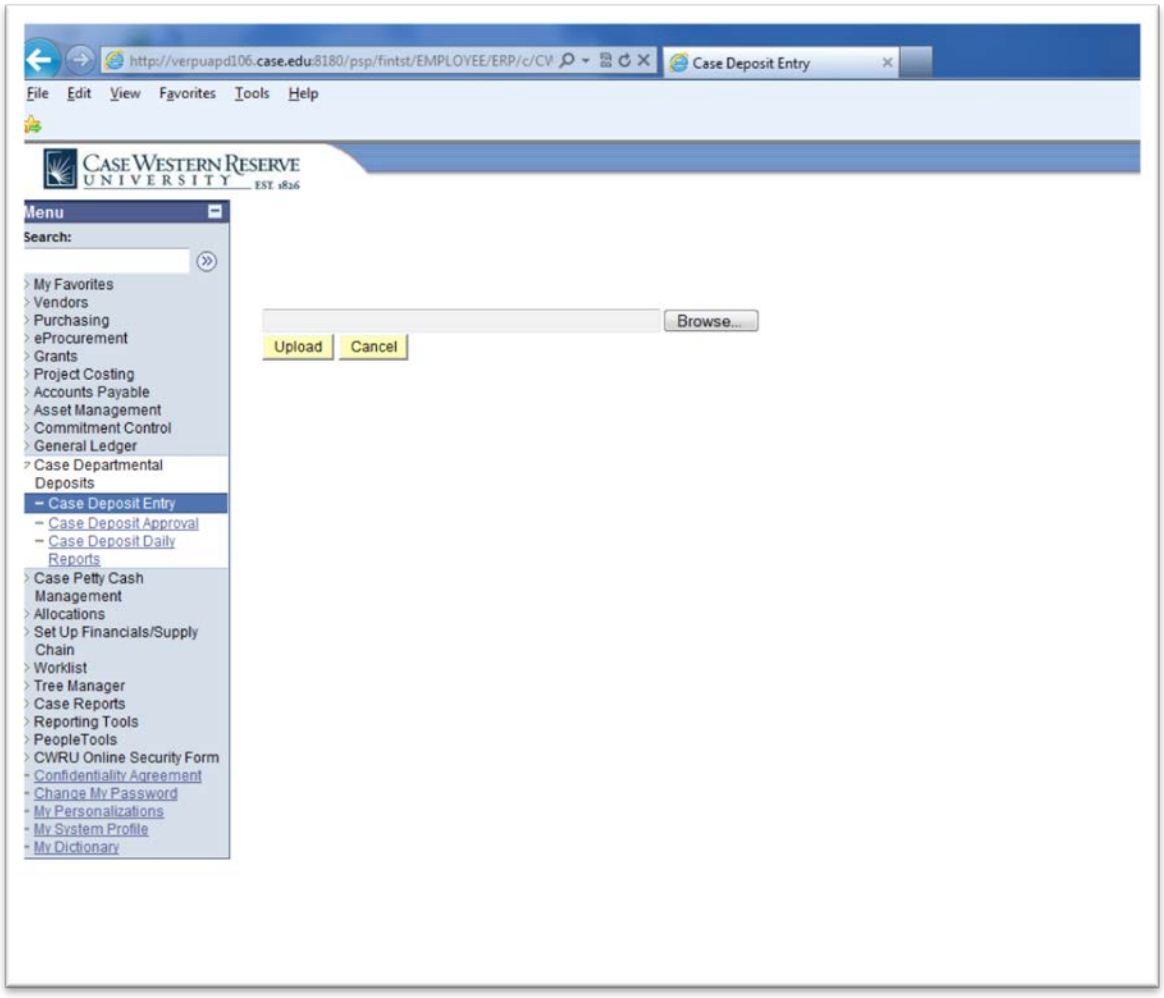
Step	Action
4.	Enter the reason for the deposit into the **Description** field under the summary section. This summarizes the entire deposit. Enter a valid value e.g. "**Money from t-shirt and mug sales**".
5.	Enter the total amount of cash into the **Cash** field, if applicable. Enter a valid value e.g. "**100.00**".
6.	Enter the total amount of checks into the **Check** field, if applicable. Enter a valid value e.g. "**100.00**".
7.	Enter the desired information into the **Description** field under the distribution section. This summarizes the distribution line of the deposit. Enter a valid value e.g. "**Money from t-shirt sales**".
8.	Enter the desired information into the **Speedtype** field. Enter a valid speedtype e.g. "**OPR261221**".

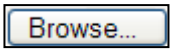
Step	Action
9.	Enter the desired information into the **Account** field. Enter a valid value e.g. "**406080**". • OPR speedtypes should be used in combination with Account #4xxxxx (NOT including #410010) unless the deposit is for a cost reimbursement or a refund in which the Account # should be a 5xxxxx account (the account in which the expense was initially incurred). • LON speedtypes should be used in combination with Account #1xxxxx. • RECV speedtypes should be used in combination with Account #1xxxxx. • PYBL speedtypes should be used in combination with Account #2xxxxx. • PTY speedtypes should be used in combination with Account #101020. • AGY speedtypes should be used in combination with Account #203290. • DEPS speedtypes should be used in combination with Account #203260. • DINC speedtypes should be used in combination with Account #203270. • INC speedtypes should be used in combination with Account #4xxxxx. • BEN speedtypes should be used in combination with Account #5xxxxx. • END, INS and SERV speedtypes should be used in combination with Account #5xxxxx for a cost reimbursement or a refund in which the Account # should be a 5xxxxx account (the account in which the expense was initially incurred). • OSA speedtypes should be used in combination with Account #410010 unless the deposit is for a cost reimbursement or a refund in which the Account # should be a 5xxxxx account (the account in which the expense was initially incurred). *Note:* • GIFT – Gifts should be deposited through Development. • ADV – Travel advances should be deposited through Travel Services. All other ADV deposits should be deposited through the Office of Sponsored Projects Accounting. • RES/TRN/SPC – Sponsored project deposits should be deposited through the Office of Sponsored Projects Accounting. • PTY – Deposits to return excess petty cash in order to close out a Petty Cash account, should always be deposited in the PTY speedtype to be closed. If you have more than one Speedtype in a deposit, add a new Speedtype by clicking on the **Add a New Row** button in the top right of the Deposit Distribution box.
10.	Enter the desired information into the **Amount** field. Enter a valid value e.g. "**100.00**".
11.	Click the **Cash/Check** dropdown list. 
12.	Click the **Cash** list item. 

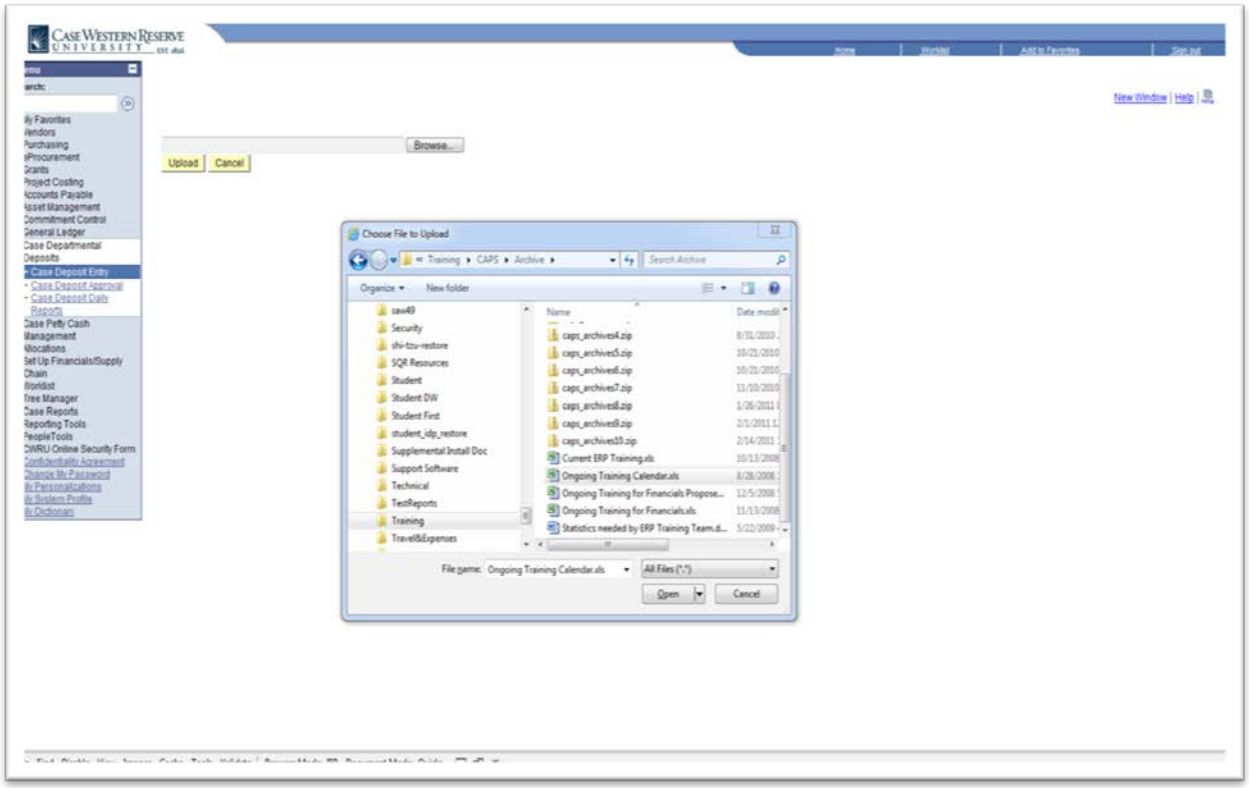
Step	Action
13.	Enter the description into the **Item Information/Check Number** field. For cash entries enter break down of cash. For checks enter the check author and check number. Enter a valid value e.g. "**mug sales**" for cash or "John Smith, Check #111" for a check. *Note:* If a deposit is either a cost reimbursement or refund, this should be noted within the **Item Information/Check Number** field.
14.	If you have additional tender to deposit, add a new row to include them. Click the **Add a new row** button. Please use one form for all items to be included in that day's deposit.
15.	Enter additional deposit information in the same way as the line above. Continue adding new rows until the deposit is complete and matches the deposit amount in the Deposit Summary area.
16.	Click the **Save** button.
17.	Backup documentation can now be attached to the Departmental Deposit. Backup documentation should include copies of all checks, check stubs and/or respective non-negotiable advices. The backup documentation should support the purpose and source of the deposit being made. Click the **Backup Documentation** tab. 



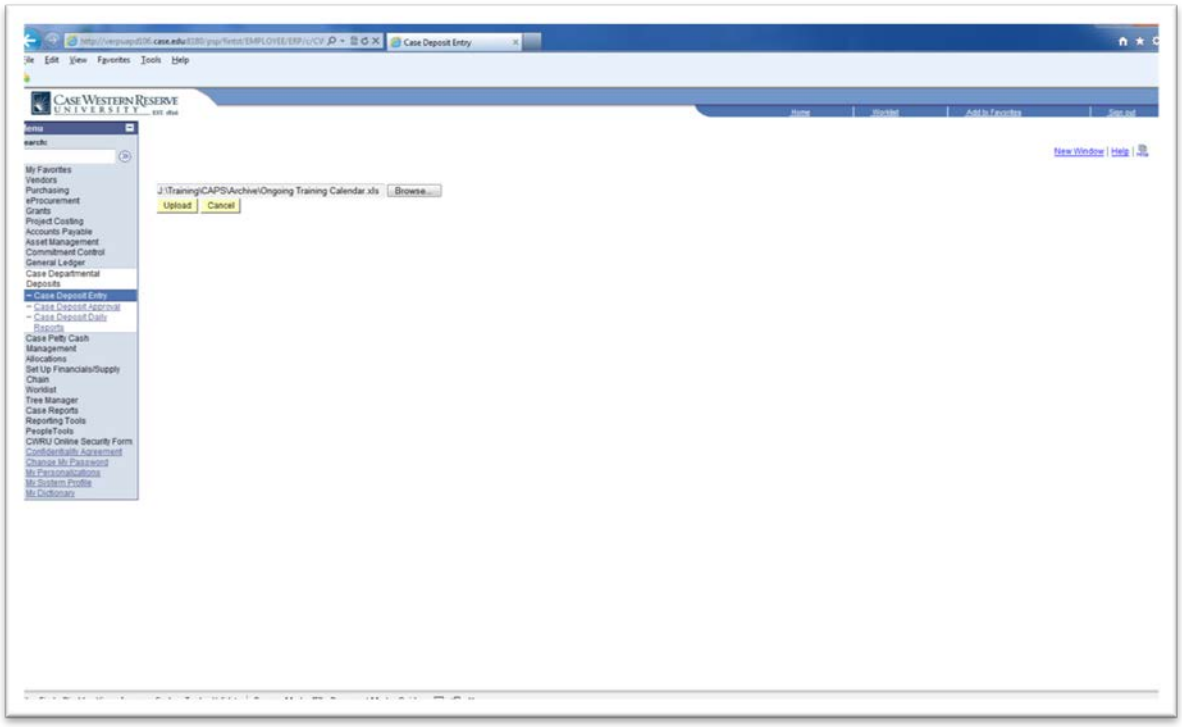
Step	Action
18.	Enter Comments relating to your attachment into the **Comments** field.
19.	To add an attachment, click the **Add** button. *NOTE: Only 1 attachment may be added per journal. It is best to consolidate your attachments into one file.* Add



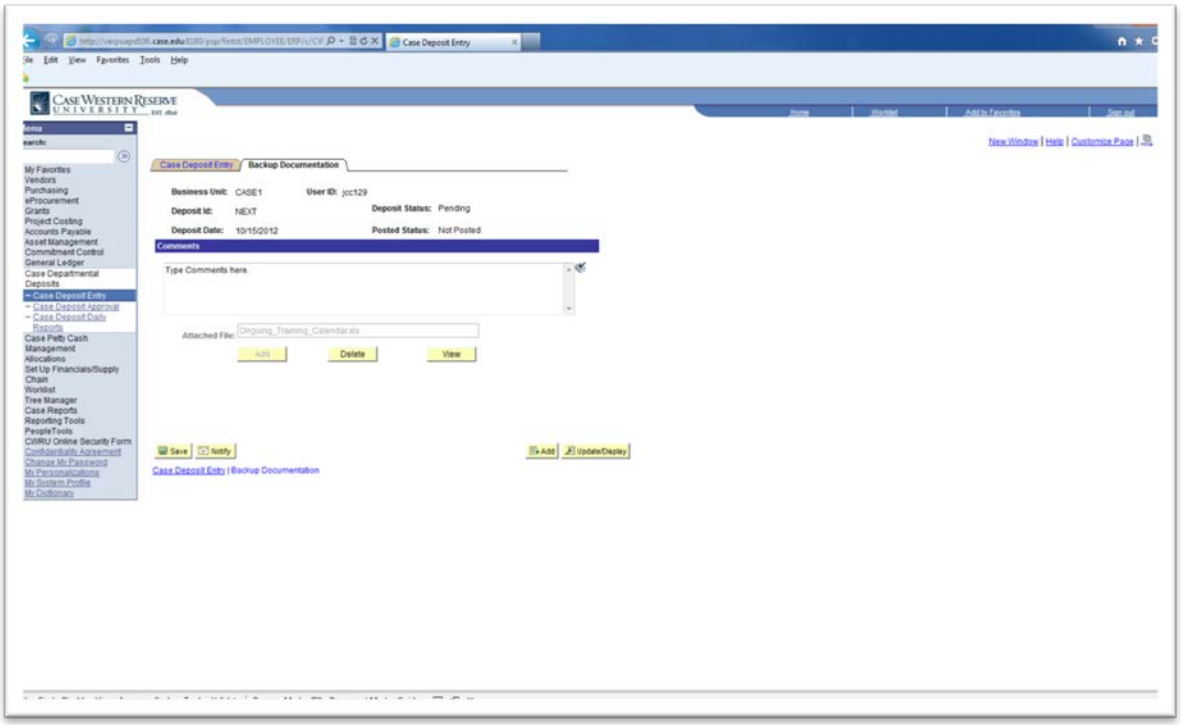
Step	Action
20.	The Upload window will open. Click the **Browse...** button. 



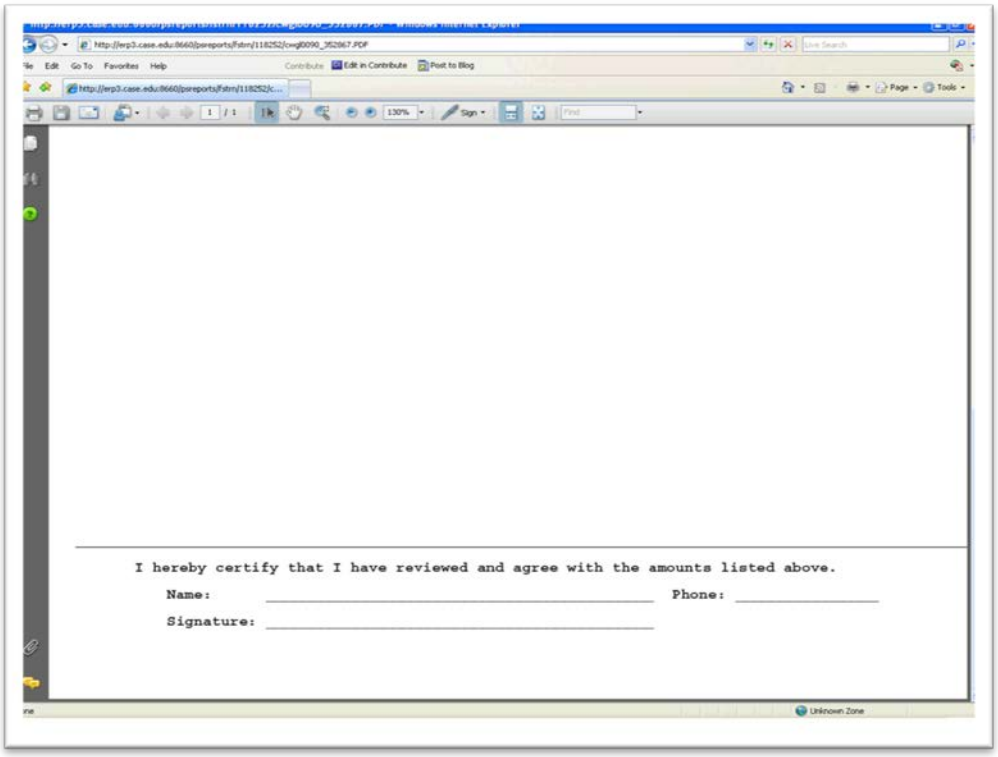
Step	Action
21.	The dialog box will open. Choose the file from your list and click the **Open** button.



Step	Action
22.	The file path populates in the field. Proceed to click the **Upload** button. Upload



Step	Action
23.	Notice the **Add** button is greyed out and you cannot add more attachments. To View your attachment, click the **View** button. *NOTE: Internet Explorer users - hold Ctrl key and click View button.* To delete your attachment, click the **Delete** button. Delete View
24.	To print your receipt, click the Printer Friendly Deposit link. Printer Friendly Deposit
25.	After clicking the printer friendly link a new page will pop up a screen while the file is being generated. Make sure that your pop up blocker is turned off.
26.	The receipt will appear after a few minutes. Print this receipt to take to the Cashier's Office. Remember to save the form or make a copy for your file. Click on the second icon to the left (next to the printer) to Save a PDF.



Step	Action
27.	Don't forget to fill out and sign the receipt for submission to the Cashier's Office.
28.	**End of Procedure.**