

# PeopleSoft - Departmental Deposit

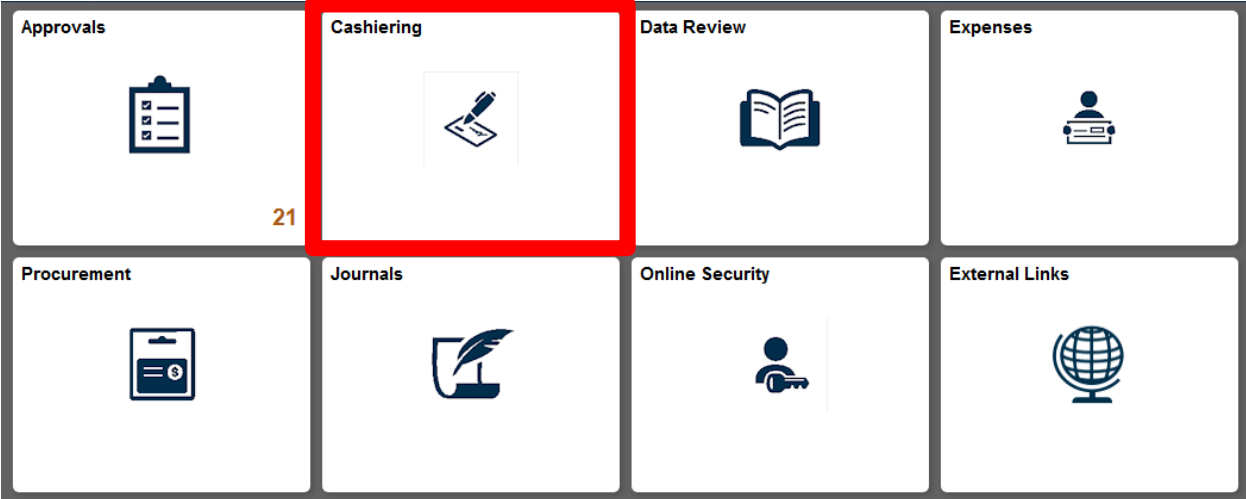
PEOPLESOFT FINANCIALS RESOURCES

## Departmental Deposit

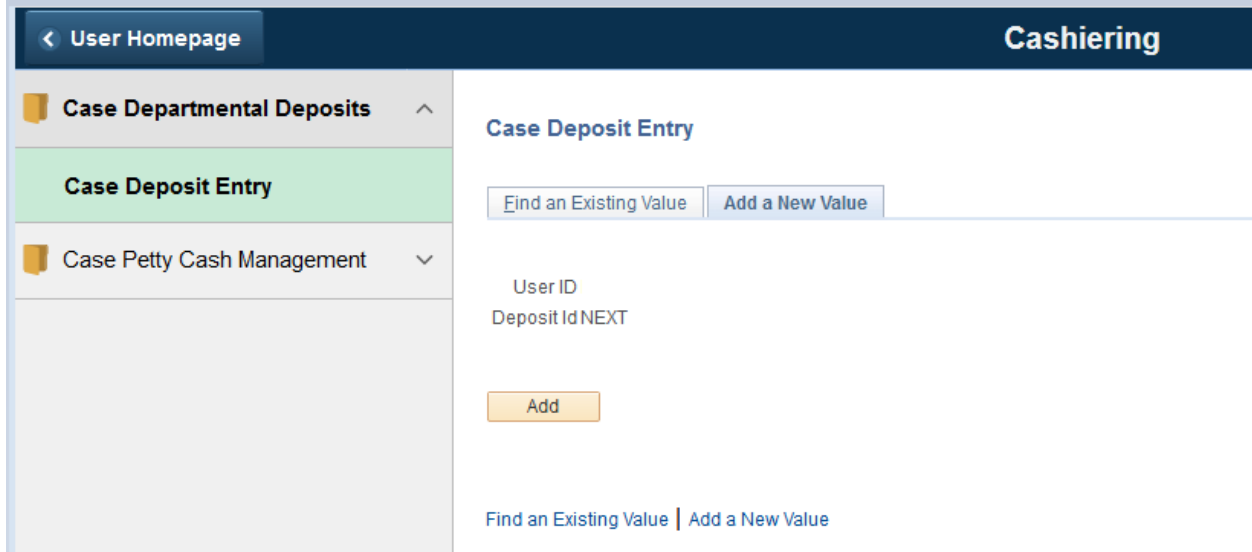
This business process demonstrates how to enter a departmental deposit, add backup documentation and print a receipt. All checks for deposit should be actual checks and NOT non-negotiable advices. All non-sponsored project and non-charitable contribution checks of \$500 or more received by departments should be processed by the next business day. Checks less than \$500 should be processed within 5 business days.

## Departmental Deposit Entry

This module explains the procedure for entering and recording departmental deposits.



1. Select the **Cashiering** tile.



2. The deposit Add is displayed.

3. Click **Add** button.

Case Deposit Entry    Backup Documentation

Business Unit: CASE1      User ID: kks51       Void

Deposit Id: NEXT      Deposit Status: Pending

Deposit Date: 06/03/2015      Posted Status: Not Posted

**Deposit Summary**

Description

Cash

Check

Adjusted Cash: \_\_\_\_\_

Adjusted Check: \_\_\_\_\_

Deposit Amount: \_\_\_\_\_

**Deposit Distribution**      Find    First 1 of 1 Last

Distribution Line: 1

\*Description

Amount \*SpeedType \*Account Event Dept Fund Class Project

**Deposit Distribution Detail**      Personalize | Find | View All | First 1 of 1 Last

	*Amount	*Cash/Check	Item Information/Check Number
1	<input type="text"/>	<input type="text"/>	<input type="text"/>

Save    Notify      Add    Update/Display

4. Enter the reason for the deposit in 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 in the **Cash** field, if applicable. Enter a valid value (e.g. "**100.00**").
6. Enter the total amount of checks in the **Check** field, if applicable. Enter a valid value (e.g. "**100.00**").
7. Enter the desired information in 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**").
9. Enter the desired information in the **Account** field. Enter a valid value (e.g. "**406080**").

- **OPR** and **CASE** 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, PTL, VSN, BGT** and **INS** 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).
- **SERV** speedtypes should be used in combination with Accounts 406055 -payment received up to and equal to Federal rate, 406056 - IDC from the federal rate portion, 406057- excess of the federal billing rate
- **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: Cashiers' office will deny departmental Deposits if you use the following speedtypes**

- **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 (Account 588100 could be used if with a billing code 7 since department is responsible for invoicing)
- **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 in the **Amount** field. Enter a valid value (e.g. "100.00").

11. Click the **Cash/Check** dropdown list.

12. Click the **Cash** list item.

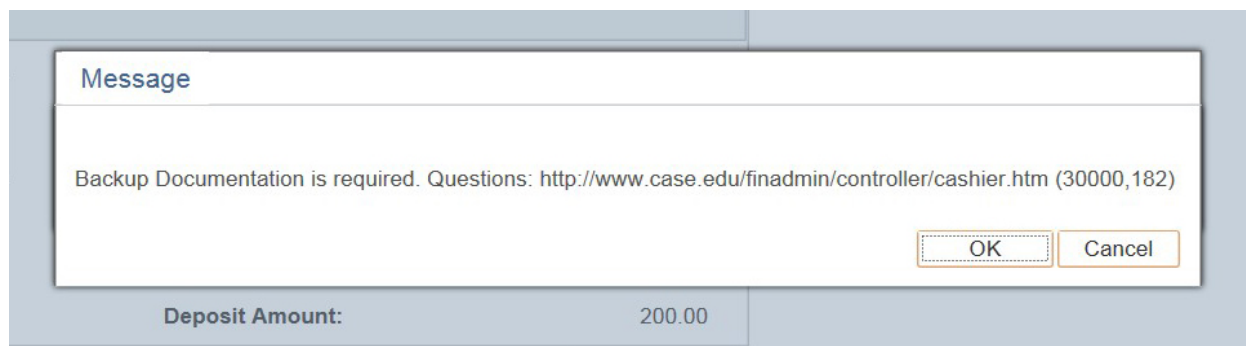
13. Enter the description into the **Item Information/Check Number** field. For cash entries, enter break down of cash. For checks, enter the check author and check number. Enter a valid value (e.g. "mug sales" for cash or "John Smith, Check #111") for a check.

\*\*\* Please 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 **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** link.

18. Enter Comments relating to your attachment into the **Comments field**.

19. To add an attachment, click the **Add button**.

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Case Deposit Entry	<b>Backup Documentation</b>
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**Business Unit:** CASE1      **User ID:** kks51

**Deposit Id:** 0000056263      **Deposit Status:** Pending

**Deposit Date:** 06/03/2015      **Posted Status:** Not Posted

**Comments**

**Attached File:**

Note: File name length must be 20 characters or less, including the file extension.

[Case Deposit Entry | Backup Documentation](#)

\*\*\* Please Note \*\*\* Only 1 attachment may be added per Case Deposit Entry. It is best to consolidate your attachments into one file.

20. The **Upload** window opens. Click the **Browse** button.

21. The **Dialog** box opens. Choose the file from your list and click the **Open** button.

22. The **File Path** populates in the field. Click the **Upload** button.

Case Deposit Entry	<b>Backup Documentation</b>
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**Business Unit:** CASE1      **User ID:** kks51  
**Deposit Id:** 0000056263      **Deposit Status:** Pending  
**Deposit Date:** 06/03/2015      **Posted Status:** Not Posted

**Comments**

Backup documentation for deposit.

**Attached File:** Cisco\_Doc.docx

Note: File name length must be 20 characters or less, including the file extension.

[Case Deposit Entry | Backup Documentation](#)

23. Notice that the **Add** button is greyed out. This means you cannot add anymore attachments to this particular journal. To View your attachment, click the **View** button.

*\*\*\* Please Note \*\*\* Internet Explorer users; hold Ctrl key and click View button. To delete your attachment, click the **Delete** button.*

24. To print your receipt, click the **Printer Friendly Deposit** link.

25. 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.

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**I hereby certify that I have reviewed and agree with the amounts listed above.**

**Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
**Signature:** \_\_\_\_\_

27. Fill out and sign the receipt for submission to the Cashier's Office. Please make sure to include the phone number.