Department Deposit Receipts

RECEIVING FUNDS AT BAYLOR UNIVERSITY ................................................................................. 3
PROCESS FOR ENTERING A DEPARTMENT DEPOSIT RECEIPT .................................................. 3
IMPORTANT BAYLOR UNIVERSITY POLICY CONSIDERATIONS .................................................. 3

ENTERING A DEPARTMENT DEPOSIT RECEIPT ............................................................................. 5
EXAMPLE: RECEIVING FUNDS FOR T-SHIRTS .................................................................................. 5
PREPARE CASH AND CHECKS .......................................................................................................... 6
PREPARE CREDIT CARD INFORMATION .......................................................................................... 7
General Rules .................................................................................................................................... 7
Online Acceptance via CMS & UPAY ............................................................................................... 8
Point of Sale System Records ........................................................................................................... 9
Handwritten Records .......................................................................................................................... 10

ENTER A DEPARTMENT DEPOSIT RECEIPT ON TRAX ................................................................. 11
Header Information: ............................................................................................................................ 13
User Information: (Optional) .............................................................................................................. 13
Deposit Summary: ............................................................................................................................... 14
Applying Deposit to Previous Fiscal Year: .................................................................................. 15
Credit Card Information: .................................................................................................................. 17
User Comments: (Optional) .............................................................................................................. 18
Summarized Detail: .............................................................................................................................. 19
Sales Tax ........................................................................................................................................... 20
(Optional) Enter Deposits for Separate Departments / Accounts: ................................................. 21
Personal Use of Long Distance ......................................................................................................... 22
Return of Group Travel Advance Funds .......................................................................................... 23
Returned Checks ................................................................................................................................. 24
Pre-Calculated Sales Tax Amounts: ................................................................................................. 25
Deposits Using Grant Funds ............................................................................................................ 26
Error Messages: ................................................................................................................................. 31
Print Departmental Deposit Receipt ................................................................................................ 32
SEND DEPOSIT TO CASHIER’S OFFICE .......................................................................................... 33

FINDING A DEPOSIT RECEIPT ......................................................................................................... 35

VOIDING A DEPOSIT RECEIPT ....................................................................................................... 37

USEFUL ACCOUNT NUMBERS: ......................................................................................................... 38
Process for Entering a Regular Department Deposit Receipt

Steps for which the depositing department is responsible:

- **Prepare Deposit:**
  - Cash
  - Checks
  - Credit Card

- **Select:**
  - Cashier’s
  - Departmental Receipts
  - Click Add

- **Select:**
  - Header
  - Summary
  - Click Details

- **Enter:**
  - Cash, Check, and CC amounts
  - Distributions
  - Save

- **Click:**
  - Process tab
  - Submit
  - Send Deposit documents to Cashier’s Office

Cashier’s Office:
- Receive Deposit
- Review Deposit

E-mail Notification

Financial Services Office:
- Budget Checks JV
- Posts JV

Financial Services:
- Compares JV to Dpst
- Adjusts Dpst
- Adjusts JV

Batch Job:
- Create Journal Vouchers

Cashier’s Office:
- Run Receipt Report
- Verify Totals

E-mail Notification of Adjustments

Yes

Rejected (Errors > $50?)

No

Financial Services:
- Adjust Dpst
- Approve Dpst
- Process Dpst

Receipts 01/25/18 Page 2 of 42
Process for Entering an Electronic Department Deposit Receipt

Steps for which the depositing department is responsible:

Select:
- Cashier’s
- Departmental Receipts
- Click Add

Select:
- Header
- Summary
- Click Details

Enter:
- Click EFT
- Expected Amount
- Expected Date

Enter:
- Distrib information
- Save

Click:
- Process tab
- Submit

Controller’s Office:
- Receive Deposit
- Review Deposit
- Wait for receipt of funds

Pushback/E-mail Notification

Yes

Errors?

No

Controller’s Office:
- DDR finalized when funds are received
- Approve Dpst
- Process Dpst

Financial Services Office:
- Budget Checks JV
- Posts JV

Financial Services:
- Compares JV to Dpst
- Adjusts Dpst
- Adjusts JV

Batch Job:
- Create Journal Vouchers
Important Baylor University Policy Considerations

- Gift receipt deposits
  Gift checks should go to the Development - Gift Processing Office with a Gift Transmittal List form.

  - Phone: (254) 710-3510
  - Physical Address
    700 South University Parks Drive, Suite 843
    Waco, TX 76706-1003
  - Fax: (254) 710-8984
  - Campus Location:
    Clifton Robinson Tower, Suite 843
  - Mailing Address
    One Bear Place
    #97050
    Waco, TX
    76798-7050

- Other Cash and Checks should be immediately taken to the Cashier’s Office
  - Phone: (254) 710-2311
  - Physical Address
    (FedEx, etc.)
    700 South University Parks Drive, Suite 100
    Waco, TX 76706
  - Fax: (254) 710-2114
  - Campus Location:
    Clifton Robinson Tower, Suite 100
  - Mailing Address
    One Bear Place
    #97048
    Waco, TX
    76798-7048

- Make deposits in a timely manner.
  University policy requires all cash and checks to be deposited immediately upon receipt. Checks may become void after sixty to ninety days after they are issued. It will take three or four business days before deposit transactions will appear in the TRAX financial system.
Entering a Department Deposit Receipt

Example: Receiving funds for T-Shirts

The Independence Institute is selling t-shirts with the following design:

![T-shirt](image)

The t-shirts cost $9.24 each plus 8.25% sales tax making an even $10. Students may pay with cash, check or credit card.

In the first week, you’ve collected the following funds to deposit to your Department:

<table>
<thead>
<tr>
<th>Payment Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash</td>
<td>$100</td>
</tr>
<tr>
<td>Checks:</td>
<td></td>
</tr>
<tr>
<td>Snow White</td>
<td>$10</td>
</tr>
<tr>
<td>Rose Red</td>
<td>$20</td>
</tr>
<tr>
<td>Credit Card:</td>
<td></td>
</tr>
<tr>
<td>Master Card</td>
<td>Skye Blue</td>
</tr>
<tr>
<td>Visa</td>
<td>Kelley Green</td>
</tr>
</tbody>
</table>

Total       $200
Prepare Cash and Checks

- Determine timing of deposits.
  Depending on the time frame in which the checks, cash and credit card charges are received, the deposit may be broken into several different deposits to avoid having the cash and credit card information in the department office for long periods.

- Count cash
  - Do not leave cash unsecured in a department’s office
  - “Roll” coins when there are enough to make a roll
  - Do not send cash through Campus mail

- Process checks
  - Add up the checks on a printing calculator and include the tape with the deposit. This will ultimately go to the Bank.
  - Endorse checks properly.
    The department should purchase a stamp with the following information:
    
    For Deposit Only
    Baylor University
    Independence Institute (0281180)

*Independence Institute* is an example of a department name. 
*0281180* is an example of a department number. Do not put the department number on the stamp if deposits are made into more than one department. Stamps typically cost between fifteen and thirty dollars.
Prepare Credit Card Information

General Rules

As an entity that accepts credit card transactions, Baylor University is required to comply with the Payment Card Industry Data Security Standards (PCI DSS). All Baylor payment card processing is subject to the review of the Payment Card Oversight Committee. For additional information and procedural requirements, visit www.baylor.edu pci.

The following are key requirements for the acceptance of payment cards:

- **NEVER** leave credit card information unsecured.
- **NEVER** store credit card information electronically on any device.
- **NEVER** send/accept credit card information in an electronic format (e.g., electronic mail, instant messaging).
- **NEVER** send credit card information through campus mail.
- Access to cardholder information must be limited to those individuals whose job requires access.
- Credit card information must be treated as confidential.
- Any paper records containing cardholder information should be retained only until the transaction has been processed. Any paper records containing credit card information must be subsequently shredded. Do not simply discard this sensitive information.

By law, Baylor must disclose any theft of credit card information to the public and to anyone who might have been affected. A credit card theft incident would cause a loss of faith on the part of our customers and would damage the reputations of the department responsible for the security breach and the University as a whole.
Online Acceptance via Content Management System and uPay

The most common way that departments accept credit card payments is via online form. Credit card information entered online is processed through uPay, a secure and encrypted third party system, so that Baylor systems are not required to touch or process cardholder information.

Baylor’s web Content Management System (and selected other systems) work with the university’s uPay Ecommerce system to pass information about each transaction directly to TRAX for posting to the department’s budget, so you do not have to enter a Departmental Receipt.

- Occasionally, a customer may ask you to enter card information on their behalf into an online form. DO NOT process an online transaction for a customer unless you are using a computer terminal approved for such use by the Payment Card Oversight Committee. Approved devices must be used only for approved applications relating to the acceptance of credit cards.

If you have questions about using Baylor’s Content Management System or the processing/recording of online credit card transactions, contact your Electronic Communications Consultant.

For more information about Baylor’s eCommerce capabilities, please see the ITS eCommerce Guidelines.
Point of Sale System

Certain departments have securely encrypted card-swipe terminals which are used to process credit card information in person, or at the “point of sale.” These transactions should be “settled” or “batched” at the end of each day so that the funds are received as quickly as possible. Charges are processed and sent to the bank when the transactions are batched and should appear on the cardholder’s next statement.

In order for the transactions to be reflected in the department’s budget, a Departmental Receipt must be entered into TRAX and must be received and processed by the Cashier’s Office. The Departmental Receipt may be for one or more batches of credit card transactions.

- Departmental records of transactions accepted and processed must be kept and should be used to prepare the Departmental Receipt and allocate amounts to the proper department(s) and account(s).

- Include the Batch ID and description as memo information on the Departmental Receipt. Do not include any cardholder information (e.g., primary account number, expiration date).

- Bring the Departmental Receipt documents to the Cashier’s Office for deposit. Funds will not appear in the department’s budget until the Departmental Receipt has been processed by the Cashier’s Office and posted as a Journal Voucher.

- Each batch should be recorded to a log which will be used to reconcile activity at the end of each month. Each month the department will receive information for reconciling the activity recorded in TRAX to the batches of transactions deposited into the bank account.

**NOTE:** Bringing your Departmental Receipt to the Cashier’s Office for processing as soon as possible after a batch is processed will speed your reconciliation process at the end of the month.

- Any paper records containing cardholder information should be retained only until the transaction has been processed. Any paper records containing credit cardholder information must be subsequently *shredded*. Do not simply discard this sensitive information.
Handwritten Records

If your department does not process its own credit card transactions, handwritten cardholder information must be brought in person to the Cashier’s Office for processing and must be accompanied by a Departmental Receipt.

- Cardholder information must be handwritten and legible. NEVER record or store cardholder information in electronic format.

- Cardholder information must be securely kept in a locked location when not in use.

- Departmental records of transactions must be kept and should be used to prepare the Departmental Receipt and allocate amounts to the proper department(s) and account(s). Do not include any cardholder information (e.g., primary account number, expiration date) on the Departmental Receipt.

- **Hand deliver** the Departmental Receipt documents, including credit card information handwritten on a separate document, to the Cashier’s Office for processing. Do not ask student workers to transport this sensitive information, and do not send through campus mail.

- The Cashier’s Office will process the credit card transaction(s). A charge will not appear on a cardholder’s statement until the transaction has been processed. Funds will not appear in the department’s budget until the Departmental Receipt has been processed by the Cashier’s Office and posted as a Journal Voucher.

- Any paper copies containing cardholder information must be **shredded** after the department receives notification that the credit card information has been successfully posted to TRAX. Do not simply discard this sensitive information.
Enter a Department deposit receipt on TRAX

- Select the following from the Menu
  - Cashiers
  - Departmental Receipts

[Diagram of Department Deposits]

- Click Add a New Value
Header Information:
Click for Deposit Receipt Policy information

You can click *Look up PC Business Unit* (the magnifying glass). This option should only be used for grant related transactions.

You can click *Look up Project* (the magnifying glass) to see a list of available projects or start typing in the ID, and it will auto fill for you. This option should only be used for grant related transactions.

You can click *Look up Department* (the magnifying glass) to see a list of available departments or start typing in the ID, and it will auto fill for you.

Verify the contact *Address*. If the default is incorrect, change the address and E-mail the correct address number to TRAX@BAYLOR.EDU

Verify the contact *Phone* number. If the default is incorrect, change the number and E-mail the correct phone number to TRAX@BAYLOR.EDU

**User Information: (Optional)**

Click *User Information* to see information about the users who have modified this Deposit Receipt
Deposit Summary:

- Click *Details* to view *Amounts* and *Adjustments*.
- Enter the *Description*.
- Enter the source of the funds. This should be meaningful to the department. Use “Various” if there is no common link between the transactions.
- Enter the *Cash* for the deposit.
- Enter the total amount of *Checks* in the deposit.
- Enter the *Credit Card* total for the deposit.
Applying Deposit to the Previous Fiscal Year:

For a very brief period, during the first few weeks of June, a deposit can be credited to the prior fiscal year, if the funds were received by May 31. Once the fiscal year is closed, deposits will not be able to be credited to previous fiscal years.

- Click the Apply to Previous Fiscal Year box to mark the deposit as belonging in the previous fiscal year. Deposits will not be credited to prior months.

- If the user does not complete the deposit process, and opens the deposit again after May has closed, the error below will be displayed when the receipt is saved. (The Apply to Previous Fiscal Year checkbox will be unchecked and the deposit be applied to the current fiscal year.)
Credit Card Information:

- Enter the total amount charged to Visa
- Enter the total amount charged to Master Card
- Enter the total amount charged to Discover
- Enter the total amount charged to American Express
- You can Look Up Credit Card Service Fee Distribution Department (the magnifying glass) to see a list of available departments or start typing in the ID, and it will auto fill for you.
- Enter the appropriate terminal location code for the credit card terminal that was used. See appendix for a complete list of terminal location codes.
- The Fee is the amount that will be charged to Account 9369 for the department entered.

The percentages of the charges will be calculated depending on the amounts entered in the Visa, MasterCard, Discover and American Express fields. The Department Deposit Receipt form will calculate the fee for Master Card, Visa and Discover at 2%. The fee for American Express is 2.7%. This represents approximately what the University is charged for these credit card transactions.
EFT Deposits: (Optional)

- Checking this box indicates this deposit will be received by electronic fund transfer (EFT). Also known as ACH or wire transfers.
- Enter the amount you expect to receive.
- Enter the date the funds are expected to arrive.
- *Note: EFT deposits are received electronically. There is no need to bring anything to the Cashier’s Office when this option is checked.
- When funds are received electronically, please note only one DDR should be entered for per EFT transaction. This will allow for proper reconciliation.
- The DDR form allows for either EFT or regular deposits, not both.
- Recurring, same amount EFT deposits do not require the use of this form.
- The final Journal number created by the Accounting Office will have a prefix of $EBD$ (Electronic Bank Deposit)
Attachments for EFT Deposits:

Use the Attachments link to provide documentation that supports your EFT deposit. Note: Items cannot be attached until you Save the document.

- Click the attachments link. A new window should open and you may be prompted for your BearID and password.

![NoliqWeb Document Upload](image)

- Click Choose File to select the document you wish to upload
- Click Submit File.

Look for the confirmation message that your file uploaded successfully. There is a 3 minute delay between the time you upload and the time you can view the document, but as long as you receive the confirmation message above, you can be assured your document did indeed upload to the database.
Distributions:

➤ Enter the Department

➤ Enter the Fund Code

*Note – See Page 28 for instructions on depositing grant funds.*

➤ Enter the Account. Revenue accounts start with “5”. However, when you are depositing funds which need to be recorded in the next fiscal year, then credit them to 2490. Put the revenue number which should be charged next fiscal year in the Description.

➤ When applicable, enter the Program Code

➤ Enter a Description for the transaction. This will show up on your budget with the Department Deposit Transaction number and this description

➤ End Users will not typically use the Open Item field unless you are entering revenue for the next fiscal year.

➤ When applicable, enter the PO Number. The PO Number is required when you are returning unspent funds from a Group Travel Advance

➤ When applicable, select Check if the amount is taxable. (Optional) Click the Tax Information link for more information about what items are taxable.

Enter the total amount of the deposit. If only one department and account are to be charged with the full value of the deposit, the department may put the entire total on one line. Otherwise, click the + sign to add additional lines.

➤ Click Save (Skip to the Print Deposit Report Section)
Submitting the DDR

- Click the Process tab.

- Click the Submit button when you are ready for the Cashiers Office to process your request.
Sales Tax

- The University must collect sales tax on sales of any goods made in the State of Texas. Sales tax must be collected on some services. Please contact the Office of Tax & Compliance Accounting when selling services.

- The state and local sales tax rate for Waco is 8.25%. Please contact the Office of Tax & Compliance Accounting for any orders Baylor first receives outside of Waco that are placed in person by the purchaser in order to determine the appropriate local tax rate to collect.

- Collect sales tax on the final sales price of the item. Do not back tax out of the sales price. The State of Texas assumes the listed price does not include sales tax. If the listed price does include sales tax, then communicate this information clearly to the customer or note it on the receipt. Maintain records that evidence the fact that sales tax was included in the price.

- Deposit the sales tax collected into account number 2160. (The Department deposit receipt will do this calculation automatically if the user enters the entire purchase price including the sales tax and clicks the Taxable checkbox. This feature should only be used for Waco sales.)

- Do not collect sales tax from an entity exempt from paying sales tax; however, the entity must provide a sales tax exemption certificate in lieu of charging sales tax. Keep the sales tax exemption certificate on file and present to the Financial Services Office when requested.

- The University is registered with the states of Georgia, Illinois, Kentucky, Nebraska, New York, North Carolina, Oklahoma, Pennsylvania, South Carolina, Washington, Washington D.C. and Virginia for the collection of sales or use tax on any items purchased by and delivered to customers in these states. The rate of sales tax varies between these states. Contact the Director of Tax & Compliance Accounting regarding any sales in these locations. The Department deposit receipt form will not be able to calculate these sales tax values automatically.

Please contact the Director of Tax & Compliance Accounting for additional information.
**The following sections are optional steps you may take to make a deposit. If you do not need to do any of these, skip to page 32.**

**(Optional) Enter Deposits for Separate Departments / Accounts:**

Add multiple lines to deposit funds in more than one department and/or account.

- Click *Add a New Row*
- Enter the *Department*
- Enter the *Fund Code*
- Enter the *Account*
- Enter a *Description* for the transaction.
- When applicable, select *Check if the amount is taxable*
- Enter the *amount*
- Click *Save*
Personal Use of Long Distance

- Funds to reimburse the University for Personal Use of long distance should go to an assigned person in the department who should combine all the personal long distance amounts for the department for the month in one deposit.

- Enter the Fund Code

- Enter Account 9376 (Telephone Expense)

- Click OK (This is an informational message only and will not prevent your deposit from being processed.)
Return of Group Travel Advance Funds

- Travel Advances are not normally given for “Individual” travel. “Individual” travel does not involve students.
- “Group” Travel Advances are often necessary when traveling with students.
- A traveler will request a travel advance by entering a Requisition on TRAX with an Origin code of TA.
- Within fifteen days of the completion of the trip, the traveler must submit a paper Travel Expense report with all appropriate documentation.
- Travel Advance funds not accounted for in the Travel Expense Report must be returned to the University. Unaccounted / unreturned funds may be included as taxable income in the traveler’s wages. The employee may be denied future travel advances.

- Enter the Department used on the original Travel Advance Requisition
- Enter the Fund Code
- Typically “Group” travel expenses are charged to Account 938980
Click OK (This is an informational message only and will not prevent your deposit from being processed.)

Enter the Purchase Order Number created from the original Travel Advance Requisition.

Returned Checks

When checks are returned due to insufficient funds, the Cashier's Office asks the person who gave the check to send a money order for the amount plus a service fee.

Enter Department 0201199
(Miscellaneous - Institutional Support)

Users can deposit money to this department regardless of their department security.

Enter the Fund Code
Pre-Calculated Sales Tax Amounts:

If a department has a point-of-sale system that calculates a total sales amount and a sales tax amount and it is not possible to tell what portion of the total sales is taxable and what is not, the user can enter a line for the total sales amount less the sales tax and a line for the sales tax amount.

- Enter the Department
- Enter the Fund Code
- Enter the Account
- Enter a Description (total sales less sales tax)
- Do not select (Sales Tax is being calculated manually)
Enter the Amount -- $92.38 = 100 - (100 * 8.25%)

Click Add a New Row

Enter the Department

Enter the Fund Code

Enter Account 2160 (State Sales Tax Payable)

Enter a Description for the transaction.

Do not select Check if the amount is taxable.

Enter the Amount -- $7.62 = 92.38 * 8.25%
**Entering a Deposit for Grant funds**

**Scenario:** A researcher in my department needs to deposit un-used travel advance funds. The funds were originally taken out of Project XXXXXXX. (See also policy for Return of Group Travel Advance funds on page XXXX).

**Header Information:**

- Click for Deposit Receipt Policy information
- Grant related transactions will always begin with a PC Business Unit of BEARS
- The Deposit Project ID field is always a reflection of who is making the deposit.
- The Deposit DeptID is derived from the Project ID. Click the magnifying glass to select the appropriate option.
- Verify the contact *Phone* number. If the default is incorrect, change the number and E-mail askHR@baylor.edu.
- Verify the contact *Address*. If the default is incorrect, change the address and E-mail the correct address number to askHR@baylor.edu.
Deposit Summary:

- Enter the Description
- Enter the source of the funds. This should be meaningful to the department. Use “Various” if there is no common link between the transactions.
- The Approval Status will be Pending until approved by the Cashier’s Office

Note: For more information on applying a deposit to a previous fiscal year, credit card charges, and/or the user comments section, see previous pages.

- When the Summary tab is complete, click the Details tab.
Details Tab:

- Grant related expenses and revenue will always begin with a **PC Business Unit** of BEARS.
- The **Deposit Project ID** field should reflect where the funds should post.
- **Activity** is derived from Project ID.
- The **Department** is derived from the Project ID and Activity. Click the magnifying glass to select the appropriate option.
- The **Fund** is derived from the Department. Click the magnifying glass to select the appropriate option.
- Enter the **Account**. Revenue accounts start with “5”. However, in this case, because we are returning group travel advance funds, we must return those funds to the same place where the charge originally occurred. In most cases, group travel would be charged to 9389.
- When applicable, enter the Program Code.

- Enter a Description for the transaction. This will show up on your budget with the Department Deposit Transaction number and this description.

- When applicable, enter the PO Number. The PO Number is required when you are returning unspent funds from a Group Travel Advance.

- When applicable, select Check if the amount is taxable. (Optional) Click the Tax Information link for more information about what items are taxable.

- Enter the total amount of the deposit.

- Click Save (Skip to the Print Deposit Report Section)

**Submitting the DDR**

- Click the Process tab.

- Click the Submit button when you are ready for the Cashiers Office to process your request.

---

**Business Unit**: BEARS  
**Report ID**: 118685  
**Journal Line Ref**:  
**Deposit Policies**:  
**Document Status**: Open  
**Approval Status**:  
**Trans Date**: 10/04/2017  
**Acctg Date**:  

**View User Information**  
**Received**  
**Process**  
**Submit**  
**Approve**  
**Pushback**  
**Void**
**Error Messages:**

Since a number of lines may have the same error, you may receive the same message a number of different times.

<table>
<thead>
<tr>
<th>Error Message</th>
<th>Meaning</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>The account entered in Line #1 (2490) is not a Revenue Account. Please ensure the Account entered is correct.</td>
<td>Deposits should almost always be made to revenue accounts (start with a “5”).</td>
<td>Review account number and change if it is incorrect. If using account 2490 to charge next fiscal year, ignore this message.</td>
</tr>
<tr>
<td>A budget does not exist for the account 2490 for the department 0281180 on line # 1</td>
<td>Revenue accounts should already exist in the budget.</td>
<td>Review account number and change if it is incorrect. If using account 2490 to charge next fiscal year ignore this message. If using new revenue account, contact the budget office to add the revenue account line to your budget.</td>
</tr>
<tr>
<td>The Sum of the Allocated amounts ($210.00) must equal the total deposit ($200.00).</td>
<td>The Total Deposit amount and the total of the Line Details do not agree.</td>
<td>Review the two totals against the deposit total. Either change the Total Deposit or change the amounts in the Line Details.</td>
</tr>
</tbody>
</table>
Print Departmental Deposit Receipt

The Department should print two copies of the Deposit Receipt report: A copy for Cashier’s office and a Copy for the user. In order for the Cashier’s Office to give a receipt, the user will need to bring them this copy of the report so they can stamp the funds as received. The Cashiers Office will not make copies.

- Click **View Printable Version** to see the Deposit Receipt Report. The Deposit Receipt cannot be printed until it has been saved.

- Click **Print** to send to the printer
- Click **Exit** to Close the window
Send Deposit to Cashier’s Office

The Receipt will not show up on the Department’s budget until it has been processed through the Cashier’s office and posted as a Journal Voucher.

Include the following:
- All cash
- All checks (*properly endorsed*)
  - Include calculator tape of check detail for the bank
- All credit card information for cashier processing (*must be handwritten*)
- Copy of Departmental Receipt for Cashier’s Office
- *(Optional)* Copy of Departmental Receipt for Cashier’s Office to mark as a receipt for the department.

Deposits should be delivered to the Cashier’s Office on the first floor of Robinson Tower.

- Mailing deposits with cash or credit card charges is not allowed. Mailing deposits with checks is not recommended.
- Cash and hand-written credit card information for cashier processing must be delivered in-person.
- Hand-delivered deposits must be given directly to a teller at the counter. Do not leave deposits on the desk of a teller or receptionist.
- Receipts must be turned in by 3:00 p.m. in order process that day. Deposits made after 3:00 on the last working day of the month will be included in the next month’s processing. This becomes more important close to the end of fiscal year in May.

*Note: Do NOT bring EFT deposits to the Cashier’s Office. After clicking the Process button, those transactions are routed directly to the Accounting Office.
• Declined Deposits  
  Reasons a deposit might be declined include:
  
  o Deposit contains checks without the proper endorsement
  o Deposit does not contain calculator tape listing checks
  o Inaccurate recording of amounts

• Revised Deposits  
  o Hand delivered deposits will be revised at the time of deposit
  
  o If the total amount to be corrected is less than fifty dollars, deposits will be revised and deposited by the Cashier’s Office. The department will receive an email with the details of the revision.
  
  o If the total amount to be corrected is more than fifty dollars, the deposit will be “pushed back”. An e-mail notification will be sent to the department so the department can correct the problem and resubmit the corrected deposit.
Finding a Deposit Receipt

- Cashiers
- Departmental Receipts
- Find An Existing Value

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value  Add a New Value

Search Criteria

- Business Unit
- Report ID
- Transaction Date
- Deposit Project ID
- Deposit Department ID
- Item Definition Approved
- Total Amount
- Entered by
- Modified By
- Date of Approval
- Status
- Close Status Indicator
- Receipts Received Flag

- Enter the Report ID

- (Optional) If the Transaction ID is not available, enter the Transaction Date

- (Optional) Enter the Deposit Department ID
- (Optional) Enter the *Total Amount*

- (Optional) Enter the TRAX user ID of the person who initiated the deposit in the *Entered By* field

- Click *Search* to display Deposits that meet the search criteria

- Click on any column in the row to select the desired Deposit

- The *Journal Line Ref Number* is the Journal Voucher created from the deposit receipt. If it's blank, no JV has been created.

- The Doc Status indicates whether the Deposit Receipt has been Processed
  - "Posted" is Process
  - "Voided" is Deleted
  - "Open" is Not Processed

- Click *View User Information* to see who approved the deposit and when.
Page Navigation Buttons after a Search:

- **Return to Search** – Go back to the search page
- **Next in List** – Displays the next row of data
- **Previous in List** – Displays the previous row of data
Voiding a Deposit Receipt

➢ To void a Deposit Receipt, pull it up using the steps described in the previous section. The deposit will not be physically deleted from the system, but no one will be able to edit it and it will not be processed.

➢ Click Void

➢ You will need to enter a reason for Voiding your DDR.

➢ Click Save

➢ The page will be grayed out.
➢ Click OK

➢ The page will be grayed out.
## Useful Account Numbers:

<table>
<thead>
<tr>
<th>Account</th>
<th>Description</th>
<th>Use When....</th>
</tr>
</thead>
<tbody>
<tr>
<td>1529</td>
<td>Prepaid Expense/Other</td>
<td>Recording Expenses which actually occur after the beginning of next fiscal year. (Not often used on Deposit Receipts)</td>
</tr>
<tr>
<td>2160</td>
<td>State Sales Tax Payable</td>
<td>Calculating Sales Tax manually</td>
</tr>
<tr>
<td>2490</td>
<td>Other Deferred Income</td>
<td>Recording income received in one fiscal year that really belongs in the next Fiscal Year</td>
</tr>
<tr>
<td>5829</td>
<td>Investment Income – Service Charges</td>
<td>Manually calculating amount to credit to department 0201129 when recording credit card service fees (System should do this automatically)</td>
</tr>
<tr>
<td>5880</td>
<td>Miscellaneous Revenue</td>
<td>Recording Revenue that doesn’t fit anywhere else</td>
</tr>
<tr>
<td>588085</td>
<td>Handling Fees</td>
<td>Fees for Returned checks (Use Department 0201199.)</td>
</tr>
<tr>
<td>9369</td>
<td>Service Charges- MasterCard / Visa</td>
<td>Manually calculating amount to debit from your department when recording credit card service fees (System should do this automatically)</td>
</tr>
<tr>
<td>9376</td>
<td>Telephone Expense</td>
<td>Account to use when recording deposit of personal long distance charges</td>
</tr>
<tr>
<td>9389</td>
<td>Travel – Group</td>
<td>Account to use when recording deposit of a returned Travel Advance</td>
</tr>
</tbody>
</table>
Notes: