Creating a Deposit

Process to Create a Deposit

From the Admin WorkCenter home page, choose **WorkCenter > AR/Billing > Regular Deposit**

- Click the Add a New Value tab.
- Select the Correct Deposit Unit and then click the Add button. *CHSTR*
- Enter you Department #, Phone #, and Campus Box #.

Note: Checks, Cash/Coin, and Electronic Deposits cannot be combined.   *Rubber stamp back of check*

- If your deposit is Cash/Coin: Enter your cash total in the Cash Total Amount box on the left side of the page.
- If your deposit is Checks: Enter your checks total in the Non-Cash Total Amount Box on the left side of the page.
- If your deposit is electronic: Enter your deposit total in the Total Amount box on the right side of the page.
- Click the Calculate Totals Button.
- If and electronic deposit, enter the Settlement Date.
- Click the Payments tab at the top of the page.

Payment Tab

- Enter the Payment/Merchant ID. If a cash/check payment, you can enter a description. If an electronic payment, enter the last 6 digits of the Merchant ID.
- In the Amount box, enter the total amount of the deposit calculated on the previous page.
- Check the Journal Directly check mark box.
- Click the Refresh button.
- Check that the status of the deposit is "Balanced" at the top right corner of the screen.
- Click the Save button.
- Click the Accounting Entries hyperlink.

Accounting Entries Tab

- Enter the Line Amount (w/negative sign), Fund, Source, Account, Dept and Line Description.
- If you need additional distribution lines, scroll to the right and click the Plus Sign button.
- Click the Lightening Bolt button to create off setting accounting entries.
- Click View All to see the additional Lines
- Check the Complete check mark box.
- Click the Apply Button.
- Click the OK button.   *Attach support if needed*
- Click the Submit button.
- Click the Print Daily Cash Transmittal button. *Print 2 copies: Dept records and Cashier's office*

Notes

- A submitted deposit can only be changed if the Cashier's Office rejects the deposit.
- On the Accounting Entries page, you can re-order and hide the chartfields by clicking the Personalize link.
- Multiple small deposits should be combined into one deposit with multiple chartfield strings.
- Review checks for signature, matching written and numeric amounts, and the department or UNC as the payee.
- Do not include copies of cash or checks with the deposit.
- Securely transmit the deposit to the Cashier's Office. A drop box is available 24/7, and secure locked bags can be purchased.