

## **FY 2012 Deposit Procedures Effective 09/01/2011**

In order to ease the bank reconciliation process, Bank Reconciliations asks that effective September 1, 2011, departments use a standardized format when preparing the Cash Deposit Summary Form, bank deposit slip, and journal entry for cash/check deposits and recording ACH receipts.

### **Cash/Check Deposits**

The "Journal Line Description" for the BANK LINE should state the following and be in the following order:

1. Last 4 digits of bank account from deposit slip
2. Date of deposit
3. Department ID

Attached are:

1. Sample Cash Deposit Summary Form
2. Sample Deposit Slip
3. Sample Journal - Data Entry screen
4. Sample Journal – Detail screen

### **ACH Receipts**

The "Journal Line Description" for the BANK LINE should state the following and be in the following order:

1. "ACH"
2. Date ACH posted to bank
3. Department ID

This information can be found at [http://www.uh.edu/finance/pages/GA\\_Bank\\_Recon.htm](http://www.uh.edu/finance/pages/GA_Bank_Recon.htm).

# SAMPLE CASH DEPOSIT FORM

## University of Houston Cash Deposit Summary Form

DeptID:     H0157     Dept Name:     Butterflies R Us    

Bag #:     01234567     Journal ID:     0002104046    

### CASH

<i>Currency:</i>	Extended Total		
<u>    1    </u> x \$100 Bills	<u>    100.00    </u>		
<u>    2    </u> x \$50 Bills	<u>    100.00    </u>		
<u>        </u> x \$20 Bills	<u>        0.00    </u>		
<u>    1    </u> x \$10 Bills	<u>    10.00    </u>		
<u>        </u> x \$5 Bills	<u>        0.00    </u>		
<u>        </u> x \$2 Bills	<u>        0.00    </u>		
<u>    20    </u> x \$1 Bills	<u>    20.00    </u>	Currency Total	<u>    \$230.00    </u>

<i>Rolled Coins:</i>			
<u>    1    </u> Quarters (\$10)	<u>    10.00    </u>		
<u>        </u> Dimes (\$5)	<u>        0.00    </u>		
<u>        </u> Nickels (\$2)	<u>        0.00    </u>		
<u>        </u> Pennies (\$0.50)	<u>        0.00    </u>	Rolled Coins Total	<u>    \$10.00    </u>

<i>Loose Coins:</i>			
<u>        </u> Dollars (\$1)	<u>        0.00    </u>		
<u>        </u> Halves (\$0.50)	<u>        0.00    </u>		
<u>        </u> Quarters (\$0.25)	<u>        0.00    </u>		
<u>        </u> Dimes (\$0.10)	<u>        0.00    </u>		
<u>        </u> Nickels (\$0.05)	<u>        0.00    </u>		
<u>        </u> Pennies (\$0.01)	<u>        0.00    </u>	Loose Coins Total	<u>    \$0.00    </u>

**Total Cash**     \$240.00



# SAMPLE DEPOSIT SLIP

Date of deposit should tie to date on journal line

From UH Cash Deposit Summary Form

From UH Cash Deposit Summary Form

© 2011 Bank of America

## DEPOSIT TICKET

DT7

DATE: 6/6/2011

		DOLLARS	CENTS
CURRENCY		230	00
COINS		10	00
CHECKS LIST EACH SEPARATELY			
1	10203	120	00
2	456	20	00
3	9876	30	00
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
TOTAL BACKSIDE OR ATTACHED LIST			
PLEASE RE-ENTER TOTAL HERE		410	00

USE OTHER SIDE FOR ADDITIONAL LISTING.  
PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED

UNIVERSITY OF HOUSTON SYSTEM  
UNIVERSITY OF HOUSTON  
P. O. BOX 989  
HOUSTON, TX 77001-0988

Bank of America  
ACH RPT 111000025

\$

410.00

⑆030⑆ ⑆5407⑆⑆0105⑆ ⑆88015⑆5615⑆⑆

CHECKS AND OTHER ITEMS ARE RECEIVED FOR DEPOSIT SUBJECT TO THE ORIGINAL COMMERCIAL CODE AND ANY APPLICABLE COLLECTION AGREEMENT.

Will be used in Deposit Journal

TOTAL ITEMS

CHECKS AND OTHER ITEMS ARE RECEIVED FOR DEPOSIT SUBJECT TO THE ORIGINAL COMMERCIAL CODE ON ANY APPLICABLE COLLECTION AGREEMENT. DEPOSITS MAY NOT BE MADE FROM IMMEDIATE WITH-DRAWAL.

32-2/1110 TX  
2552

# SAMPLE JOURNAL ENTRY DETAIL



**Header BU:** 00730  
**Fiscal Year:** 2011  
**Acctg Period:** 10

University of Houston System  
**JOURNAL ENTRY DETAIL**

**Run Date:** 06/06/2011  
**Run Time:** 06:26:18

**Journal ID:** 0002104046

**Reversal:** None **Ledger:** ACTUALS

**Date:** 06/06/2011

**Reversal Date:** **Group:**  
**Created By:** 1098347  
 Ragusa, Regina M

**Source:** ACC

**Budget Adjust Type:** Actuals **Post Date:**

**Header Ref:**

**Edit / Hdr Status:** Valid **BCM Status:** Valid

**Description:** To post deposit of cash and checks for butterfly seeds and cocoon sales

**BCM Status:** N  
**Bypass:**

Line #	Account	Line BU	Fund	DeptId	Prog	Bdgt Ref.	Project	Line Ref	Chart.1	Line Description	Amount
1	43600	00730	2064	H0156	F0885	BP2011	NA			Plants and cocoon sales	-410.00
2	10510	00730	BANK			BP2011				6164-6/6/11-H0157	410.00
3	10100	00730	2064			BP2011				CLAIM ON CASH	410.00
4	10100	00730	BANK			BP2011				CLAIM ON CASH	-410.00

**Totals for Journal:** 0002104046

**Total Lines:** 4

**Total Base Debits:** 820.00

**Total Base Credits:** 820.00

**Signatures** \_\_\_\_\_

**Date** \_\_\_\_\_

**PS Approval:** \_\_\_\_\_

**Created By:** 1098347 Ragusa, Regina M

**Date Printed:** 06/06/2011

**Jrnl. Dt.:** 06/06/2011

### Approval History

Step	Status	Date Timestamp	User ID	Name
------	--------	----------------	---------	------

**Comments**

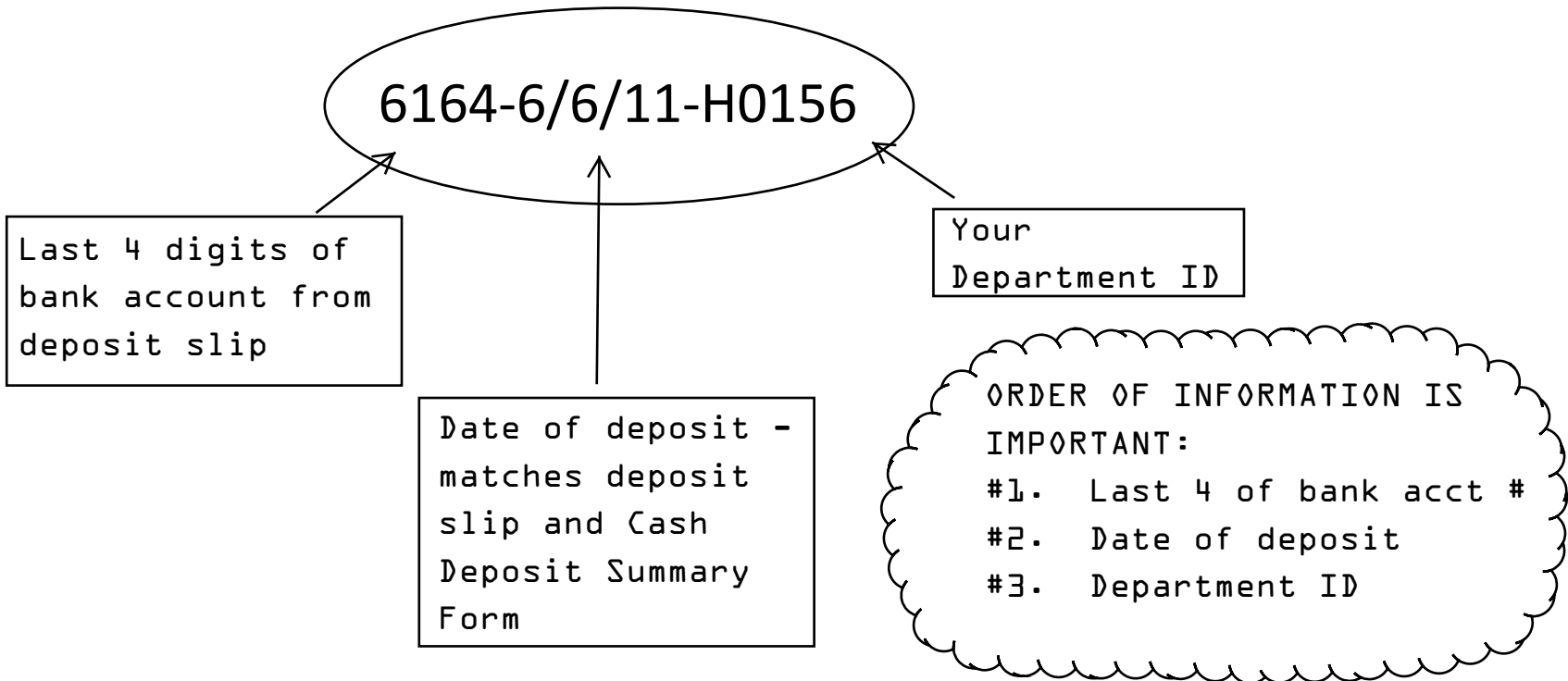
SAMPLE: The account and cost center information used are strictly for demonstration purposes only. Please use the account and cost center information that you would typically use when making a deposit for your department.

# SAMPLE JOURNAL - DATA ENTRY

Journal ID #0002104046

Amount should equal  
deposit slip and Cash  
Deposit Summary Form

Line	*Unit	*Ledger	SpeedType	Account	Fund	DeptID	Program	Project	Bud Ref	Chartfield 1	Chartfield1 Value	Amount	Reference	Journal Line Description
1	730	ACTUALS		43600	2064	H0156	F0885	NA	BP2011			-410		Plants and cocoon sales
2	730	ACTUALS		10510	BANK				BP2011			410		6164-6/6/11-H0157
3	730	ACTUALS		10100	2064				BP2011			410		CLAIM ON CASH
4	730	ACTUALS		10100	BANK				BP2011			-410		CLAIM ON CASH



SAMPLE: The account and cost center information used are strictly for demonstration purposes only. Please use the account and cost center information that you would typically use when making a deposit for your department.