

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.

SAMPLE CASH DEPOSIT FORM

University of Houston Cash Deposit Summary Form

DeptID: H0157 Dept Name: Butterflies R Us

Bag #: 01234567 Journal ID: 0002104046

CHECKS

	<i>Check #</i>	<i>Check Date</i>	<i>Date Check Received</i>	<i>Name</i>	<i>Description</i>	<i>Amount</i>
1	10203	6/1/2011	6/6/2011	Susie Monarch	Purchase of 6 cocoons	\$120.00
2	456	5/26/2011	6/5/2011	Joe Thistle	Purchase of 2 host plants	\$20.00
3	9876	6/2/2011	6/6/2011	Troy Viceroy	Purch of 3 pkgs nectar plant seeds	\$30.00
4						
5						
6						
7						
8						
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12						
13						
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16						
17						
18						
19						
20						

Total Checks \$170.00

Total Deposit Amount \$410.00

I certify that I independently verified that the amount of the currency and checks placed in the deposit bag matches the amount above.

Victoria Swallowtail Victoria Swallowtail 6/6/11
Name of 1st Authorized Person Signature Date

Jeffrey Crescentspot Jeffrey Crescentspot 6/6/11
Name of 2nd Authorized Person Signature Date

SAMPLE DEPOSIT SLIP

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

⑆030⑆ ⑆540740105⑆ 488015456164⑆

Will be used in Deposit Journal

410.00

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UNIVERSITY OF HOUSTON SYSTEM
UNIVERSITY OF HOUSTON
P. O. BOX 988
HOUSTON, TX 77001-0988

Bank of America
ACH RPT 111000025

\$

DEPOSIT TICKET

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		
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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.

CHECKS AND OTHER ITEMS ARE RECEIVED FOR DEPOSIT SUBJECT TO THE UNIFORM COMMERCIAL CODE ON ANY APPLICABLE COLLECTION AGREEMENT. DEPOSIT MAY NOT BE CASHED FOR IMMEDIATE WITHDRAWAL.

TOTAL ITEMS

32-2/1110 TX 2552

Date of deposit should tie to date on journal line

From UH Cash Deposit Summary Form

From UH Cash Deposit Summary Form

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:** 1098347
 Ragusa, Regina M

Source: ACC

Budget Adjust Actuals **Post Date:**

Header Ref:

Edit / Hdr Valid **BCM** Valid

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

Status: **BCM** 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
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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

6164-6/6/11-H0156

Last 4 digits of
bank account from
deposit slip

Your
Department ID

Date of deposit -
matches deposit
slip and Cash
Deposit Summary
Form

ORDER OF INFORMATION IS
IMPORTANT:

- #1. Last 4 of bank acct #
- #2. Date of deposit
- #3. Department ID

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.