Department Deposit Instructions

This is the process to prepare and submit a Department Deposit in PeopleSoft Financials.

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Step 1: To create a new deposit from the Add a New Value tab, use the Spyglass to look up the Deposit Group.

Step 2: Select the Deposit Group you will be using. This is how the money will show up at the bank. Remember that each deposit group requires a separate receipt.
Step 3: Next, look up the Preparer Group.

![Image of Department Deposits page]

Step 4: You will only see groups for which you have security. In this example, we will use Finance & Administration.

![Image of Look Up Preparer Group page]

Step 5: Now click Add to start your deposit.
This is an empty deposit.

Note that the preparer’s information fills automatically, but the phone number can be updated as needed. When entering a Cash/Check deposit, you do not need to enter a deposit date, and will not be able to do so.
For Credit Card deposits, please enter the original date of the transaction, and for other deposit types enter the current date. Only mark the Out of Period box when prompted to do so by a pop-up message.

Step 6: First, fill out the Deposit Recap box. Use the Spyglass to look up Deposit Type.

Only types that match your Deposit Group will be available. Click the desired type.

Step 7: Next, fill in the amount. You can then hit the + sign and add additional lines if you have more than one deposit type.
Step 8: Use the Preparer Comments box to give a broad description of the entire receipt for your records. You will have a chance to enter short line by line descriptions below.

Step 9: Next, look up the SpeedType for your deposit.

A large list of SpeedTypes will open. You can use the SpeedType Key lookup to narrow your results.

Step 10: Next, type in the Account Code. If you do not know which Account Code to use, contact Administrative Accounting for assistance.
Note that the Department, Class, Fund, and Program fields auto-fill. If you have a ChartField to enter, you may do so.

**Step 11:** Enter the amount. This should be a negative amount for a credit to an account. Then enter a specific description (up to 30 characters) for this line item. If you have more than one line, click the + button and repeat the process. Any rows with empty amounts will drop off the deposit when it is saved.

**Step 12:** In order for a deposit to be submitted, the Total Deposit and the Total Deposit Distribution must add up to zero, as shown below. If you want to save your progress and come back to a deposit, you can click the save button at any time.
Step 13: Once you are finished with your deposit, change the Status dropdown menu to show “Department Submitted.” Remember that once you submit a deposit, you cannot go in and change it. If you notice a mistake on a submitted deposit, contact Payments and Disbursements.

Step 14: Once you submit your receipt, a receipt number will display in the upper left. Please note this number and include it with any deposits you send to P&D. You can also use this number to look the deposit up later.
Step 15: Next, submit your deposit to P&D. Credit Card transactions may be emailed to department-depositupload@boisestate.edu. Please include backup documentation and your receipt number in the email. Cash or check transactions may be sent to P&D by armored car or walked over. Please include the receipt number with your deposit.

Step 16: When your deposit has been approved, you will receive an email confirmation.

To look up a previous receipt:

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Click the Find an Existing Value tab. You can search by many different criteria. Search for your Preparer Group and then add in date, Deposit Reference (receipt number), or other criteria as needed. You can even use OPRID Prepared By to find deposits by UserID.

Additional Notes

Choosing Revenue account codes - the list of frequently used revenue account codes is located on the Administrative Accounting website: http://vpfa.boisestate.edu/administrative-accounting. There are two separate lists of revenue account codes – one for Educational departments and one for Auxiliary departments. Choose accounts from the list specific to your unit.

Taxable and Non-taxable Revenue – Please separate your taxable and nontaxable revenue. The sales tax account is 211016 and the department ID should match the taxable revenue department ID. Auxiliaries may use their balance sheet department (ends in 9999). If you have any questions on what type of revenue is taxable, please contact Tax Reporting.

Refund or Reimbursement of expense – If the payment is a refund or reimbursement for a previous expense, the account code for the deposit should be the same account where the original expense was incurred.

Payroll Accounts - Do not deposit funds into payroll expense account codes. Contact Administrative Accounting for assistance. Do not deposit employee overpayments. If an employee has been overpaid, contact the Payroll Office for instructions on how to handle the overpayment.
NOTE: Deposits are not allowed in Appropriated Department IDs. No Exceptions. Deposit refunds or reimbursements related to appropriated expenses into a Local Department ID. Contact Administrative Accounting to move those deposits into the Appropriated Department after the deposit has been made.

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