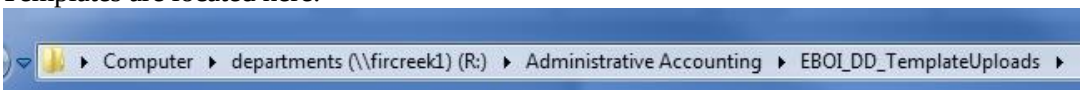
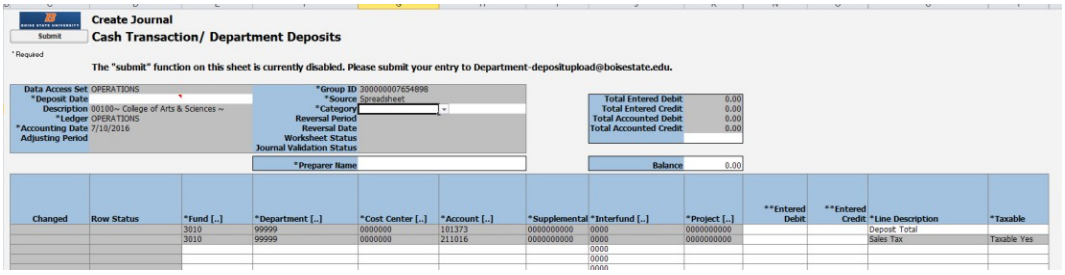
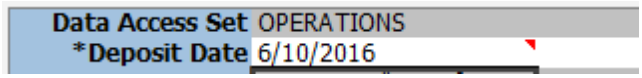
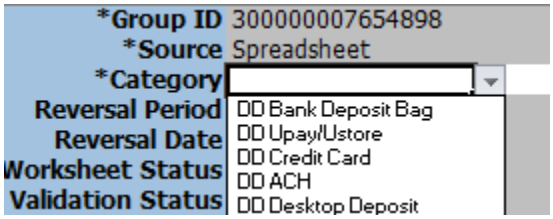
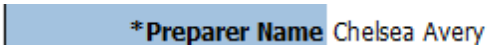
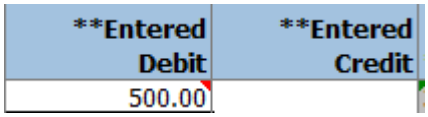
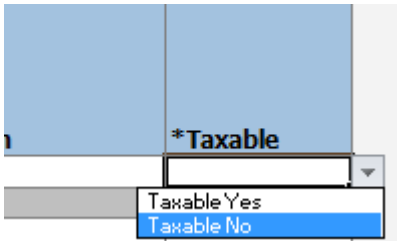
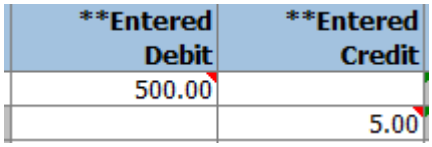
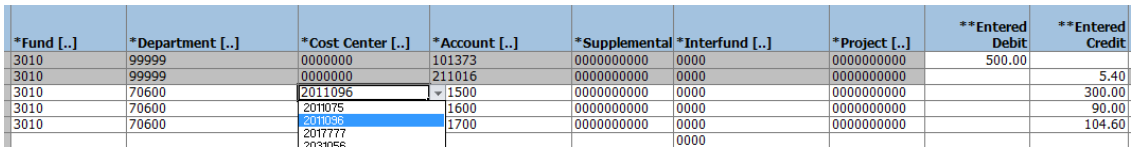
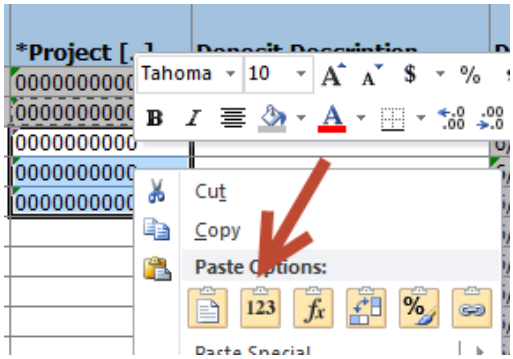
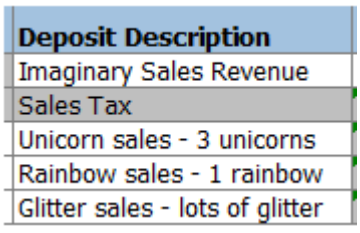
Processing a Departmental Deposit

Step	Action
1.	Prepare Deposit Slip: 2-part carbon with yellow paper. • Write date, currency, coin and checks or provide tape total. • Write total at the bottom and on the side of slip. • Write the bank bag number next to the printed Boise State University. Contact Payment and Disbursement for instruction on the use of bank bags and bank deposit slips at 426-1212 or department-depositupload@boisestate.edu.
2.	Prepare Bank Bag. • On top of the bag write date and amount, customer name is BSU, leave both locations blank, enter the current date, total amount, and check appropriate boxes. • Pull tab off the top and staple it to the yellow copy of the deposit slip-your copy to keep. • Bring to cashiers for processing. Contact Payment and Disbursement for instruction on the use of bank bags and bank deposit slips at 426-1212 or department-depositupload@boisestate.edu.
3.	Open the deposit template named for your preparer group. Templates are located here:  *Always access your template from this location. Do not save a copy to a local location and reuse. This form is subject to continual updates and you are required to use the most current version. Using an out of date version may result in your submission being sent back to you to be re-submitted on the correct form.*  *Note*: Cells that are greyed out indicate a non-enterable field. If you are unable to access this folder please e-mail department-depositupload@boisestate.edu
4.	Click “File” then “Save As”. Save your file with a meaningful name and location. The template in the file is read only. Do not change the details in this template for future departmental deposits. Always access the most recent template available in Step 3.

Step	Action
5.	Enter the deposit date for the deposit (Cell D9).  *Note*: This is the day the money was sent to the bank or the date referenced in a credit card transmittal report or UPay/UStore merchant revenue report. *Note*: For DD Bank Deposit Bag deposits list the bag number in this field. Ex: ***Deposit Date** 6/10/2016 Bag # 325528
6.	Select a category from the dropdown list in the deposit header (Cell G10). 
7.	Enter your name as the preparer name (Cell G16). 
8.	Enter the transaction total on the first input line of the template. • If entering a deposit, enter the total amount in the "Entered Debit" field (Cell N19). • If entering a refund or chargeback, enter the total amount in the "Entered Credit" field (Cell O19). 
9.	Select whether the deposit contains sales tax charged using the dropdown (Cell Y19). If any portion of the deposit was sales tax, enter "Taxable Yes". 
10.	Enter total sales tax amount on the second input line of the template as a credit (Cell Y20). • Enter as a debit if recording a refund or chargeback (Cell Y20). • Leave blank if no portion of the deposit is taxable. 

Step	Action
11.	Enter deposit details on template input lines beginning **below the sales tax line**. • Select the fund, department, cost center, and supplemental value you wish to record your deposit to from the dropdown menus for each segment. • Positive amounts (money in) will be entered in the "Entered Credit" column (column O). • Negative amounts (money out) will be entered in the "Entered Debit" column (column N). 
12.	Enter values for the account and project segments (no dropdown menus).  *Note*: If you are not posting to a project enter the value 0000000000, ten zeros, for this segment. You can copy this value from the tax or total line and use paste values so you don't have to type it.
13.	Enter a description for each deposit detail line and select if the line is taxable. • If you are entering a taxable line, be sure that your description indicates what was sold. • If you are entering lines for proceeds from a sale of University property, be sure to enter the item(s) tag or serial number in the description line or a description of the item sold. 
14.	Save your work.

Step	Action
15.	Email your file and supporting documentation for your deposit (see acceptable supporting documentation portion of process overview for clarification) to: department-depositupload@boisestate.edu Your supporting documentation may be provided in the "support" tab of your template or as separate documents that are attached to the e-mail. Your deposit will be uploaded into the system with the supporting documentation attached and you will receive a confirmation e-mail with a journal ID number for your reference. *Note*: For Bank Bag Deposits in the "Subject" line please make sure to include your bag number. Ex: Subject: 12/20/2017 Deposit Bag # 325528
16.	**End of Procedure.**