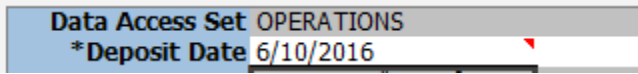
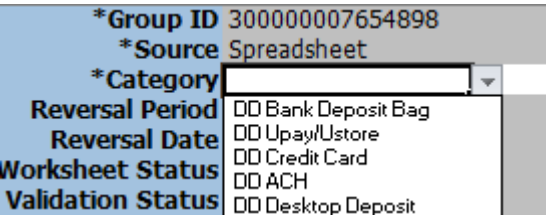
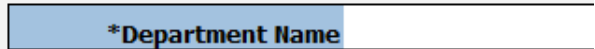
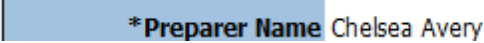
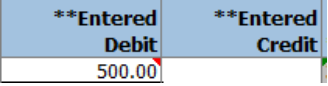
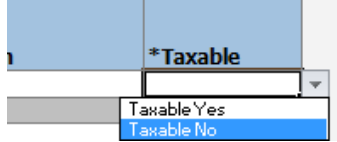
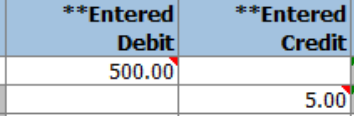
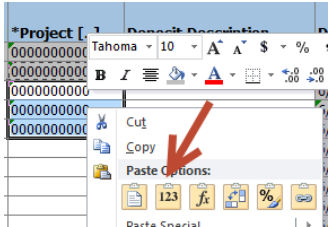




Creating and Submitting a Departmental Deposit

Please Note: For additional instructions and materials related to making a Departmental Deposit, contact Payment and Disbursement at 426-1212 or department-depositupload@boisestate.edu.

Step	Action
1.	<p>Prepare Deposit Slip: 2-part carbon with yellow paper.</p> <ul style="list-style-type: none"> • 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 “Boise State University”.
2.	<p>Prepare Bank Bag.</p> <ul style="list-style-type: none"> • 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 the strip with the bag number off and staple it to the yellow copy of the deposit slip-your copy to keep. • Take the bag to the Payment and Disbursement Center in the Administration Building for processing
3.	Download the Departmental Deposit Template from the University Forms and Documents.
4.	Click “ File ” then “ Save As ”. Save your file with a meaningful name and location.
5.	<p>Enter the Deposit Date (Cell D9).</p>  <p><i>Cash Deposit:</i> The date the money is sent to the bank <i>Credit Card:</i> The date referenced on the transmittal report <i>UPay/UStore:</i> The date on the merchant revenue report</p> <p>Note: For DD Bank Deposit Bag deposits list the bag number in this field. Ex: *Deposit Date: 6/10/2018 Bag # 325528</p>
6.	<p>Select the deposit Category from the dropdown list in the header (Cell G10).</p> 
7.	<p>Enter your Department Name (Cell D16)</p>  <p>Note: to help with the Bank Reconciliation process, enter the specific Department you are submitting a deposit for, i.e. English Department.</p>

<p>8.</p>	<p>Enter the First and Last Name of the Preparer for the Departmental Deposit (Cell G16).</p> 
<p>9.</p>	<p>Enter the transaction total on the first input line of the template.</p> <ul style="list-style-type: none"> • 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). 
<p>10.</p>	<p>Select whether the deposit contains sales tax charged using the Taxable dropdown (Cell Q19). If any portion of the deposit was sales tax, select “Taxable Yes”.</p> 
<p>11.</p>	<p>Enter total sales tax amount on the second input line of the template as a Credit (Cell O20).</p> <ul style="list-style-type: none"> • Enter as a Debit if recording a refund or chargeback (Cell N20). • Leave blank if no portion of the deposit is taxable. 
<p>12.</p>	<p>Enter deposit details on template input lines beginning <u>below the sales tax line</u>.</p> <p>Enter the Funding Source values you wish to record your deposit to</p> <ul style="list-style-type: none"> • Enter Positive amounts (money in) in the “Entered Credit” column (column O). • Enter Negative amounts (money out) in the “Entered Debit” column (column N).  <p>Note: Do not add rows to the worksheet. If you need more deposit rows than currently provided (257), please contact department-depositupload@boisestate.edu.</p> <p>ProTip! If you are not using a Project or Supplemental value, use the Copy and Paste Values functionality to use the 10 zeros from the Deposit Total or Sales Tax row.</p>



13.	<p>Enter a Description for each deposit detail line and select if the line is taxable.</p> <table border="1" data-bbox="415 310 764 531"> <tr><td>Deposit Description</td></tr> <tr><td>Imaginary Sales Revenue</td></tr> <tr><td>Sales Tax</td></tr> <tr><td>Unicorn sales - 3 unicorns</td></tr> <tr><td>Rainbow sales - 1 rainbow</td></tr> <tr><td>Glitter sales - lots of glitter</td></tr> </table> <p>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, enter the item(s) tag or serial number in the description line or a description of the item sold.</p>	Deposit Description	Imaginary Sales Revenue	Sales Tax	Unicorn sales - 3 unicorns	Rainbow sales - 1 rainbow	Glitter sales - lots of glitter		
Deposit Description									
Imaginary Sales Revenue									
Sales Tax									
Unicorn sales - 3 unicorns									
Rainbow sales - 1 rainbow									
Glitter sales - lots of glitter									
14.	<p>Make sure your Total Entered Debit and Total Entered Credit balance to zero.</p> <table border="1" data-bbox="378 779 862 1024"> <tr><td>Total Entered Debit</td><td>500.00</td></tr> <tr><td>Total Entered Credit</td><td>500.00</td></tr> <tr><td colspan="2"> </td></tr> <tr><td>Balance</td><td>0.00</td></tr> </table>	Total Entered Debit	500.00	Total Entered Credit	500.00			Balance	0.00
Total Entered Debit	500.00								
Total Entered Credit	500.00								
Balance	0.00								
15.	<p>Save your work.</p>								
16.	<p>Email your file and supporting documentation for your deposit to: department-depositupload@boisestate.edu</p> <p>Provide supporting documentation in the “support” tab of your template or as separate document(s) attached to the e- mail.</p> <ul style="list-style-type: none"> a) DD Bank Deposit Bag - Please attach a copy of the completed bank deposit slip. b) DD Upay/Ustore - Please attach a copy of the report from u.Commerce Central. c) DD ACH & DD Desktop Deposit - Please attach a copy of your report from your software system. <p>You will receive a confirmation e-mail with a journal ID number for your reference once your deposit is uploaded into the system.</p> <p>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</p>								
17.	<p>End of Procedure.</p>								