POLICY IS EFFECTIVE: 07/01/2012

FIN 305 Deposits at University Cashiering Services

BEST PRACTICE PROCEDURE

These Best Practice Procedures guide departments in processing deposits at cashiering services.

Receipts and funds of $500.00 or more in cash and/or $2,500.00 or more in checks are to be deposited daily. Unless specifically exempted from this requirement in writing by Financial Services, deposit all receipts at the ASU Tempe, West, Downtown, or Polytechnic Campus Cashiering Services Office or to the university’s bank account via armored transport service.

Collected university receipts may be deposited at Cashiering Services by two methods:

1. **Departmental Input Receipt Form**
   This is the preferred form to be used by university departments to make deposits through Cashiering Services, and any coding combination authorized by Advantage can be used.

   To access a Departmental Input Receipt, visit [http://cfo.asu.edu/fs-forms](http://cfo.asu.edu/fs-forms) under the section “Departmental Cash Receipting,” and select the appropriate form depending on the type of funds being deposited:

   - Departmental Input Receipt – Cash/Checks
   - Departmental Input Receipt – Credit Card (only to be used with prior approval from Treasury Services)

2. **Advantage Online Cash Receipt Form (C1 document)**
   This form is to only be used when a university department has multiple accounting lines with different description fields. Any coding combination authorized by Advantage can be used. Online cash receipts must be approved via an online approval process in Cashiering Services. This approval will not be applied until the originating department has delivered two copies of the receipt that it entered online and the funds to be deposited to Cashiering Services.

   Departments that desire to obtain access to the Advantage online cash receipt process should contact the Advantage Helpline at 480/965-2334.

Certain procedures need to be performed to assure that deposited monies are credited to the proper university agency/org. All monies deposited must be accompanied by a properly completed Departmental Input Receipt or Advantage Cash Receipt Form. Departments that deposit large amounts of cash and checks are encouraged to obtain a locked depository bag.
Upon receipt of funds departments should:

- Verify the cash and/or check amounts
- Restrictively endorse all checks
- Separate cash deposits by denomination and stack all bills so they face the same direction
- Complete the appropriate university receipt form
- Deliver the funds to be deposited, along with the completed university receipt form to Cashiering Services.
- Verify the validated information on the receipt copy returned to the department, especially if the deposit was delivered in a locked depository bag or by courier.
- Review monthly Advantage reports to verify proper posting of deposit amounts

Cashiering Services will:

- Verify that the receipt is complete and free of obvious errors.
- Verify that the total cash deposited agrees with the receipt total. (All cash received is counted before the receipt is validated.)
- Verify that the adding machine tape totals attached to the checks agree with each other and with the receipt total.
- Verify that the credit card batch report agrees with the receipt total.
- Process the receipt in the cashiering system and provide a copy to the department.

Please follow these procedures when preparing your deposit:

- For cash deposits:
  - All bills must face the same direction with funds separated by denomination. Currency straps should be used for large deposits.

- Coin deposits must be rolled if the totals exceed the following amounts:
  - Pennies: $0.50
  - Nickels: $2.00
  - Dimes: $5.00
  - Quarters: $10.00

- Currency straps and coin rolls are available through Cashiering Services.

- For deposits of three or more checks - Attach two adding machine tapes showing equal totals. Cashiering Services will not accept the deposit if there are not two adding machine tapes showing equal amounts. Photocopies are not acceptable.

- For deposits of a foreign check - Foreign checks are checks that are not drawn on U.S. banks or checks drawn in foreign denominations. Foreign checks must be listed on a separate Departmental Input Receipt Cash/Check form. Foreign checks are sent in for collections with a validation process completed only when the funds are actually collected. The validated amount may be less than the face value of the check due to conversion and collection charges imposed by the banking system.
Below are examples of the two Departmental Input Receipt forms and coding instructions.

For **Cash/Checks**:

<table>
<thead>
<tr>
<th>Arizona State University</th>
<th>Departmental Input Receipt</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cashiering Office Copy</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Department Copy**

<table>
<thead>
<tr>
<th>Department Name:</th>
<th>Date:</th>
<th>Amount $</th>
</tr>
</thead>
</table>

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
</table>

**Fund**  
**Agency/Org/SubOrg**  
**Rev/Exp Code**  
**Function (optional)**  
**Balance Sheet Code**

**Speed Type (assigned by cashiering services) * **

<table>
<thead>
<tr>
<th>Method of Payment:</th>
<th>Deposit ID</th>
<th>TOTAL:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Check</td>
<td></td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**TOTAL:** $0.00

Prepared By / Date:  
* Enter Speed Type and do not complete the Accounting Information.

To be completed by **Cashier Office**

Register:  
Receipt #:  

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**Arizona State University**

<table>
<thead>
<tr>
<th><strong>Department Copy</strong></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Department Name:</th>
<th>Date:</th>
<th>Amount $</th>
</tr>
</thead>
</table>

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
</table>

**Fund**  
**Agency/Org/SubOrg**  
**Rev/Exp Code**  
**Function (optional)**  
**Balance Sheet Code**

**Speed Type (assigned by cashiering services) * **

<table>
<thead>
<tr>
<th>Method of Payment:</th>
<th>Deposit ID</th>
<th>TOTAL:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Check</td>
<td></td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**TOTAL:** $0.00

Prepared By / Date:  
* Enter Speed Type and do not complete the Accounting Information.
For **Credit Cards** (only to be used with prior approval from Treasury Services):

**Arizona State University**

<table>
<thead>
<tr>
<th>Department Name:</th>
<th>Date:</th>
</tr>
</thead>
</table>

|------|-------------------|-------------|---------------------|--------------------|

|------|-------------------|-------------|---------------------|--------------------|

* Enter Speed Type and do not complete the Accounting Information.

**Departmental Input Receipt**

**Cashiering Office Copy**

<table>
<thead>
<tr>
<th>Speed Type (assigned by cashiering services) *</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Method of Payment:</th>
<th>Deposit ID</th>
<th>TOTAL: $0.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit Card</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL:** $0.00

**Prepared By / Date:**

* Enter Speed Type and do not complete the Accounting Information.

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**Arizona State University**

<table>
<thead>
<tr>
<th>Department Name:</th>
<th>Date:</th>
</tr>
</thead>
</table>

|------|-------------------|-------------|---------------------|--------------------|

|------|-------------------|-------------|---------------------|--------------------|

* Enter Speed Type and do not complete the Accounting Information.
Departmental Input Receipt Coding Instructions:

- **Department Name** – Enter your department name.
- **Date** – Enter the date that you want to associate with these transactions, usually the current date, in MMDDYY format.
- **Fund** – (not applicable if using speed type.) Required when a deposit is being made to a Balance Sheet Code, otherwise leave blank. If you do not know the fund, please consult your accountant.
- **Agency/Org** – (not applicable if using speed type.) Enter the agency/org into which you would like to deposit funds.
- **SubOrg** – Optional. (not applicable if using speed type.) This is used for departmental reporting purposes only. Enter the sub-organization receiving the revenue or expense reimbursement.
- **Rev/Exp Code** – (not applicable if using speed type.) Required when a deposit is being made to an agency/org, please include the applicable sub-revenue or sub-expense source code.
- **Function** – Optional. (not applicable if using speed type.) To further distinguishing revenue/sub-revenue and object/sub-object codes, you may enter your pre-established function codes.
- **Balance Sheet Code** – (not applicable if using speed type.) Required when a deposit is being made to a balance sheet account.
- **Amount** – Enter the dollar amount of the item(s) described on this line.
- **Speed Type** – If using a speed type in lieu of inputting specific accounting information, enter the speed type. Do not enter Fund, Agency/Org/SubOrg, Rev/Exp Code, Function, or Balance Sheet Code.
- **Method of Payment (for Departmental Input Receipt Cash/Check):**
  - Method of Payment – Cash – Enter the amount of cash being deposited.
  - Method of Payment – Check – Enter the amount in checks being deposited.
- **Method of Payment (for Departmental Input Receipt Credit Card):**
  - Method of Payment – Credit Card – Enter the amount that is being deposited which must match the Merchant Batch Settlement receipt.
- **Total** – The four Total fields are formulas that will sum the appropriate Amount cells. These four Total amounts must be equal.
- **Deposit ID**: (for Departmental Input Receipt Cash/Check) - Completed by Cashiering Services.
- **Deposit ID**: (for Departmental Input Receipt Credit Card) – Enter the last 4 digits of your merchant number, please contact Treasury Services with any questions.
- **Prepared By / Date**: Enter your name and the date.
Below is example of the Advantage Receipt form and coding instructions.

When you wish to receive revenue into an account as a cash receipt, you will need to enter an on-line Simplified Cash Receipt (C1) document into Advantage.

To access a Cash Receipt (C1) document, click on the GO TO Button. Ensure that the CODE button is marked. Type C1 in the WINDOWS field. Click on the GO TO Button.

The Document Entry Window for Cash Receipts will appear.

- Click in the Document ID field.
- Type your 3-character agency code in the first box after Document ID (e.g., aj2).
- Type your 3-character agency code and a # in the second box after Document ID (e.g., aj2#).
- Ensure that New is marked.
- Click on:
Completing a C1 Document

The C1 document will appear.

- Complete the screen per the following instructions.
- If necessary, insert additional lines according to the directions on pages 3 and 4.
- Perform the Edit process when all lines have been entered. See page 7 for directions on the Edit process.

Enter data in the following fields only:

- **Bank Account**: Type 01.
- **Cash Account**: Type 1100.
- **Comments**: Optional.
- **Document Total**: Type the total dollar amount of the cash receipt document.
- **Vend/Prov**: Type EXPRECEIPT, if the amount is to be received as an expenditure reimbursement. Otherwise, leave blank.
- **Agency**: Type the agency code of the account that is receiving the revenue.
- **Org**: Type the org code of the account receiving the revenue.
- **Rev Srce/Sub**: Type the appropriate revenue and sub-revenue codes for this transaction, if the amount is to be recorded under revenue. Otherwise, leave blank and proceed to the object/subobject fields.
- **Object/Sub**: Type the appropriate object and sub-object codes for this transaction, if the amount is to be received as an expenditure reimbursement. Otherwise, leave blank and enter revenue/sub-revenue codes.
- **Amount**: Type the dollar amount you wish to record on this line.
- **Description**: Type an appropriate description of the revenue or expense reimbursement recorded on this line.
Inserting Additional Lines on a C1

To insert an additional line on this document:

- Verify that your cursor is on the line you want to insert the new line after.
- Click on: Toolbar Key Menubar
  - Ctrl + F
  - Edit: Insert Line After
An additional blank line will appear.

- Complete the necessary fields on this line for the additional transactions you wish to record.
- Repeat the insert line process for additional lines as needed.
- Perform the Edit process when all lines have been completed (see page 12 for directions on the Edit Process).
Deleting Lines on a C1

To remove a line from the document you are working on:

- Click on the line you want to delete.
- Click on: Toolbar     Key   Menubar

Ctrl + R              Edit: Remove Line
The screen will refresh and a dialogue message box will appear.

- Confirm the message “Do you really want to delete the selected lines?”.
- Click on Yes.
- Perform the Edit Process according to the directions on page 12.

*It is important to perform the Edit process after each line has been deleted. Failure to Edit the document after a line has been deleted may result in the line not being removed, as well as cause additional error messages.*
Edit Process

To edit a C1 document:

- Click on: Toolbar, Key, Menubar
  - Process: Edit

- The screen will refresh with any error messages displayed at the bottom of the screen.
- Correct any errors and Re-Edit the document.
When all errors have been corrected, the document will appear with messages related to pending approvals.

<table>
<thead>
<tr>
<th>Batch:</th>
<th>Document: C1</th>
<th>AJ2</th>
<th>AJ202000004</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Record</td>
<td>/</td>
<td>Acctg Period</td>
<td>/</td>
</tr>
<tr>
<td>New</td>
<td>Modification</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bank Account</td>
<td>01</td>
<td>Cash Account</td>
<td>1100</td>
</tr>
<tr>
<td>Document Total</td>
<td>100.00</td>
<td>Calculated Doc Total</td>
<td>100.00</td>
</tr>
</tbody>
</table>

- Verify the message “READY FOR APPROVAL 1”.
- Close the document window for later approval.

OR

- Approve and close the document according to the directions on the next page.
Approving a C1 Document

Your document will return to the screen with messages relating to the approval.

- Confirm the message "APPROVAL 1 APPLIED".
- Confirm the status PEND4.**
- Close the document by double clicking on the hyphenated box at the top of the active window.

Note: C1 documents require Level 4 approval by Cashiering Services before they can be Run and Accepted into Advantage.
Closing a C1 Document

Do not attempt to Run Process the document. The error message "Bat/Doc Requires Approvals" will appear.

- Close the window according to the directions on the previous page.
- Forward appropriate documentation to Cashiering Services for final approval.