Departments will be responsible for completing/inputting the following PS screen when making a departmental deposit. Once completed and a document ID is assigned, departments will provide cashiering staff a printed copy of the Departmental Cash Receipt screen to complete the departmental receipt process.
Departmental Deposit Receipting for Cashiering Services

*IF INFORMATION NEEDS TO BE CHANGED OR UPDATED, USER MUST CLICK ON “Clear All Details” ICON/OPTION.

Required Fields:

- Receipt Descr: Departments should utilize this field to describe deposit and provide additional information about deposit (i.e. check number, work order information) Field limit is 30 characters.
- Speed Type: Departments with routine deposits where consistent cost center and/or work tag information is used, a four-digit speed type can be established to expedite future deposits. Once set up and input, the cost center and/or work tag information will auto-populate with the accounting information provided in the speed type setup.
- If the above Speed Type is not input, departments will be required to select one of the following combinations:
  - Cost Center and Program AND Revenue-Spend Category OR
  - Grant/Project/Gift AND Revenue-Spend Category OR
  - Cost Center, Fund, Ledger & Campus (This reflects a receipt posting directly to a ledger account.)

- Amount
Departmental Deposit Receipting for Cashiering Services

- Deposit ID: This will default to the general university depository of 111111. However, departments can select an alternate Deposit ID and the default can be overwritten if needed.
- Payment Type

Optional/Additional Fields:

- Customer Sponsor Invoice Number: This field allows user to receipt deposit/payment to specific customer invoice generated in Workday. User should note that payment/deposit cannot exceed total invoice amount.

- IFAS Account & Batch Number: This is for informational purposes and this field can be used to correlate deposit with transfer from ASU Foundation IFAS Account.

For Deposits Requiring Multiple Lines Due to Varying Accounting Information:

- For deposits that need to be “split” into more than one account, multiple lines can be added by using the “+” icon.
- An additional line will be created where departments can enter different worktag/accounting information. To review all lines, users can select the “View All” option.
- Please note that only one “Receipt Description” is available for each Departmental Cash Receipt even if multiple lines exist. If varying receipt descriptions are necessary, it is suggested that a separate Departmental Cash Receipt be created for each occasion where this is needed. Multiple Document IDs can be processed with only one check for this purpose.
Once the department “Saves” the department entry, a document ID will be assigned. Only one copy of the below document should be attached to the check and provided to the cashiering office at the respective campus. Departments will receive a “Departmental Receipt” confirmation of their deposit and the account where the deposit was directed.