

## Departmental deposit receipting for cashiering services

Departments will be responsible for completing and inputting the following PeopleSoft 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.

Users can navigate to the below screen and click **Add**

Users will be prompted to the following screen where they will be required to complete several fields:

[Favorites](#) > [Main Menu](#) > [ASU Customizations](#) > [ASU Student Financials](#) > [Workday Cash Receipting](#) > [Department Entry](#)

medalmol on ASUCSWKD 04/10/2018

Department Entry

### Departmental Cash Receipt

Document ID: NEW Date Entered: 04/10/2018

Receipt Descr: RECEIPT TEST 1 Date Processed:

Receipt Amt: 500.00 FA Item Type: N

Cash Receipt Detail Find | View All First 1 of 1 Last

SpeedType Key:  Clear All Details

You must press enter to auto-populate the SpeedType values.

If you choose a Cost Center you must also choose either a Program or Fund, Ledger and Campus below.

Cost Center: CC0280

Driver Worktags (Please select at least one)

Program:  Grant:  Project:  Gift:

Additional Worktags

Fund: FD7023 Ledger: 1310 Campus ID: T Spend Cat:  Revenue Cat:

Optional Additional Worktags

Dept Reporting Roll:  Academic Employee:

Dept Reporting:  Tuition & Fee Type:  Audit Report:  Debt:

Required

\*Amount: 500.00 \*Deposit ID: 111111 \*Payment Type: CHECK

Cust/Sponsor Invoice:  Number:  Amount:

IFAS Account Number: 12312312 IFAS Batch Number: 45645645

Save Notify Add Update/Display

### Required fields

- **Receipt Descr:** Departments should use this field to describe the deposit and provide additional deposit information, such as the check number and work order information. The limit is 30 characters.
- **Speed Type Key:** Departments with recurring deposits with consistent cost center or worktag information can establish a four-digit speed type to expedite future deposits. Once set up and input, the cost center and worktag information will auto-populate with the accounting information provided in the speed type setup.
- **If Speed Type is not used** - Departments will be required to select one or more of the following combinations:
  - Cost Center **and** Program **and** Revenue or Spend Category.
  - Grant or Project or Gift **and** Revenue or Spend Category.
  - Cost Center **and** Fund **and** Ledger **and** Campus — used for posting to a ledger account.
- **Amount.**
- **Deposit ID:** This will default to the general university depository 111111. Departments can select an alternate deposit ID, and the default can be overwritten if needed.
- **Payment type.**

**Optional or additional fields**

- Customer sponsor invoice number: This field allows users to receipt deposits and payments to specific customer invoices generated in Workday. No Driver Worktags, Additional Worktags or Optional Worktags can be used. Please [review the Customer Invoice Receipting with FMS procedures](#) for processing details.
- IFAS account and batch number: This is for informational purposes and can be used to correlate deposits with transfers from the ASU Foundation IFAS account.

**Deposits requiring multiple lines due to varying account information**

- For deposits needing to be split into more than one account, multiple lines can be added using the + icon.
- A line will be created where departments can enter different worktag and accounting information. Users can select **View All** to review all lines.
- **Note:** 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 is created for each occasion. Multiple document IDs can be processed with only one check for this purpose.

**Note:** If information needs to be changed or updated, the user must click on the “Clear All Details” icon.

- The user should click on “Save,” and a document ID will be assigned. The user should print a copy of this screen once the document ID has been given, attach it to their check payment and forward it to ASU Cashiering for deposit and processing. To ensure checks are applied accordingly, checks cannot be delivered to Cashiering without a copy of this departmental deposit screen document.
- Departments will receive a **Departmental Receipt** confirmation of their deposit.

The screenshot shows the 'Departmental Cash Receipt' form. At the top, there is a breadcrumb trail: Favorites > Main Menu > ASU Customizations > ASU Student Financials > Workday Cash Receipting > Department Entry. Below this is a header bar with the ASU logo and the text 'medalmol on ASUCSWKD 04/10/2018'. The form itself has a title 'Departmental Cash Receipt' and a 'Document ID' field containing '307', which is highlighted with a red box. Other fields include 'Date Entered' (04/10/2018), 'Receipt Descor' (RECEIPT TEST 1), 'Date Processed', 'Receipt Amt' (500.00), and 'FA Item Type' (N). There is a 'Cash Receipt Detail' section with a 'Clear All Details' button. Below this are sections for 'Driver Worktags' (Program, Grant, Project, Gift) and 'Additional Worktags' (Fund F07023, Ledger 1310, Campus ID, Spend Cat, Revenue Cat). There is also an 'Optional Additional Worktags' section with fields for Dept Reporting Roll, Academic Employee, Dept Reporting, Tuition & Fee Type, Audit Report, and Debt. A 'Required' box contains fields for \*Amount (500.00), \*Deposit ID (111111), and \*Payment Type (CHECK). At the bottom, there are fields for 'Cust Sponsor Invoice' (Number and Amount), 'IFAS Account Number' (22312312), and 'IFAS Batch Number' (4564545). The form has 'Save' and 'Notify' buttons at the bottom left, and 'Add' and 'Update/Display' buttons at the bottom right.



**Security role required in PeopleSoft for Department Cash Receipting**

- To deposit checks, users must first request the “Department Entry” Role in PeopleSoft. This can be done through My ASU by navigating to the “Access Requests” option.