

How to Use a Cash Deposit Form

Introduction The following pages explain how to use the “[Cash Deposit Form](#)”. This is a three part, interactive form that is used for depositing monies by University departments or student clubs.

Where You Can Locate This Form The form can be located on the University website under “Cashier’s Office” or, you can access the page by clicking below:
<http://web.pacific.edu/x3031.xml>

Responsibility This form is to be used by all departments and clubs for their deposits. It is the responsibility of each department and club to know their index, fund, and account codes to be used.

If you have any questions regarding these codes, you can contact Financial Reporting for assistance at 209-946-7704. They are located in the Finance Center.

Before You Begin Organize monies to be deposited in the following manner:

- Add up checks on a calculator and band checks together with adding machine tape.
- Add up charge card totals.
- Separate currency by denomination making sure to face bills in same direction.
- Separate coin by type.
- On the calculator, begin adding all monies to arrive at a total dollar amount.

Overview

Objectives

After completing this Lesson, you should be able to

- access the [Cash Deposit Form](#) used for depositing departmental and student club deposits
 - identify each part of the [Cash Deposit Form](#)
 - complete the interactive three part form accurately
 - know when and where to submit your departmental or student club deposit
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In this lesson

This Lesson contains the following topics.

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Cash Deposit Forms Parts and Functions

The table below outlines the parts and functions you should know to complete the Cash Deposit Form.

Part	Function
Deposit Form	This is the front page of the three-part form. It itemizes different parts of the deposit to include cash, charges and checks and also lists the index, account and activity codes. The bottom portion of the form shows the combined totals as well as the contact information of the depositor.
Transmittal	This part of the form is used if the “Deposits to Accounts” area on the Cash Deposit Form exceeds the four spaces provided.
Check Register	This form is to itemize the checks and their information to be deposited.

Entering Information onto the Check Register

Purpose The purpose of this section is to provide direction for completing the Check Register form. The table below provides detailed instructions.

Procedure Follow the steps below to complete the Check Register. **Example can be located on page 4.**

Step	Action
1.	If a deposit includes checks then begin by clicking on the “Check Register” tab. Once the form is open, you will use the “tab” key to navigate around the page. <i>Note:</i> If your deposits DOES NOT include checks to be deposited, skip this section and proceed on to the “ Cash Deposit Form ”.
2.	List each check number, the payer’s name and, the amount of the check. Make sure to use decimals when entering the amount of each check. <i>Note:</i> The amount in the “Total All Checks” area at the bottom of the page will automatically calculate as you enter each check.
3.	Continue until you have entered all checks. <i>Note:</i> If the amount of checks you have exceeds the number of lines allowed, you will need to prepare another deposit.
4.	When you have finished entering all information, print the page. <i>Note:</i> The total of all checks will automatically carry over to the front page of “ Cash Deposit Form ” and will show under the area titled “TOTAL OF ALL CHECKS”

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Entering Information onto the Cash Deposit Form

Purpose The purpose of this section is to provide direction for completing the [Cash Deposit form](#). The table below provides detailed instructions.

Procedure Follow the steps below to complete the Cash Deposit Form. **Example can be located on page 7.**

Step	Action
1.	Click on the “Deposit” tab. This is the front page of the three part form.
2.	<p>Begin entering information on to form starting with “coin type”. Using the “tab” key to navigate between cells, enter “quantity” of each type of coin in their prospective place under the “Number” area for each coin type.</p> <p>Example: \$2.00 in dimes = 20 dimes \$20.00 in fives = 4 fives</p> <p>“TOTAL COIN” amount will increase with every coin type entered.</p>
3.	<p>Continue on to enter “Currency” using same method.</p> <p>Example: \$20.00 in fives = 4 fives \$100.00 in twenties = 5 twenties</p> <p>“TOTAL CURRENCY” amount will increase with every bill type entered. Note: \$2.00 bills are to be added in with the “Ones \$1” and will count as two, \$1.00 bills each.</p>
4.	<p>Continue on to “Check/Visa/MC/ATM” and enter in the charge card amounts if applicable. Enter each category i.e., ATM, AMEX, Discover or M/C and Visa, under their prospective area.</p> <p>Note: “Total ATM” is for Visa/MasterCard ATM charges. “TOTAL DEPOSITED” amount will increase with every charge type entered and will be the total of all coin, currency, charges and checks. This will be your total amount of deposit.</p>
5.	After entering your deposit amounts, tab down to the “Deposit to Accounts” area.

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Entering Information onto the Cash Deposit Form, Continued

Procedure
(continued)

Step	Action
6.	Enter the “Account Name”, “Index Code”, “Account Code”, and “ACTV” (activity code) if applicable. Next, enter the dollar amount in the “Amount” area. If your deposit needs to be divided into more than four accounts, you will then need to use the “Transmittal Sheet” to continue your breakdown of accounts. (See page 7 for use of the Transmittal Sheet) “ TOTAL MUST MATCH TOTAL DEPOSITED ” amount will increase with each entry. The amount in this area should be the total amount of all monies you are depositing.
7.	Next, tab down to the bottom section of form and enter your “Department” name, “Submitted By” name and, “Phone Extension” in case the Cashier’s office needs to contact you regarding your deposit.
8.	After the “ Cash Deposit Form ” is completed, print the page.

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Entering Information onto the Cash Deposit Form, Continued

Example:

To: Cashier	CASH DEPOSIT FORM	Date: 4/29/2011			
COIN					
Coin Type	Number	Amount	Coin Type	Number	Amount
Pennies	1	\$0.01	Quarters	4	\$1.00
Nickels	2	\$0.10	Halves	5	\$2.50
Dimes	3	\$0.30	Dollars	6	\$6.00
			TOTAL COIN:		\$9.91
			<i>CASHIER USE ONLY</i>		<i>\$980.91</i>
Additional Comments Below:		Currency			
		Type	Number	Amount	
Use this area to note any		Ones (\$1)	1	\$1.00	
additional information about		Fives (\$5)	2	\$10.00	
your deposit i.e., DP number		Tens (\$10)	3	\$30.00	
JE attachments, description		Twenties (\$20)	4	\$80.00	
of re-imburement etc...		Fifties (\$50)	5	\$250.00	
		Hundreds (\$100)	6	\$600.00	
			TOTAL CURRENCY:		\$971.00
Check/Visa/MC/ATM					
If you use the Transmittal,		Total ATM:		\$1.00	
type the words		Total AMEX:		\$2.00	
"See Transmittal"		Total Discover:		\$3.00	
in this area		Total M/C and Visa:		\$4.00	
				TOTAL CREDIT CARDS/ATM: \$10.00	
				TOTAL OF ALL CHECKS \$25.45	
			TOTAL DEPOSITED:		\$1,016.36
Deposits to Accounts					
Account Name	Index Code	Account Code	ACTV	Amount	
Name of Deposit Account	GSAT	5570	111		
					\$1,016.36
<i>TOTAL MUST MATCH TOTAL DEPOSITED</i>					
Department:	Name of Department _____				
Submitted By:	Your Name _____		Verified By:	_____	
Phone Extension:	Your Extension _____		Receipt Number	_____	

Entering Information onto the Transmittal Sheet

Purpose The purpose of this section is to provide direction for completing the Transmittal sheet form. The table below provides detailed instructions.

Procedure Follow the steps below to complete the Transmittal Sheet. **Example can be located on page 9.**

Step	Action
1.	<p>The “Transmittal Sheet” is used when the four spaces provided on the “Cash Deposit Form”, are not enough.</p> <p><i>Note:</i></p> <ul style="list-style-type: none">A. If the Cash Deposit Form has enough spaces, there is no need to use the Transmittal.B. The Transmittal is to be used in conjunction with the cash deposit form. The two forms are interactive and calculate automatically. The “TOTAL MUST MATCH TOTAL DEPOSITED” amount on the “Cash Deposit Form” will increase as you enter information onto the Transmittal.
2.	Click on the “Transmittal” tab to open form. Using the “tab” key to navigate around the page begin by entering the ACCOUNT TITLE, INDEX/FUND#, ACCT. CODE, ACTV CODE and then the AMOUNT making sure to use decimals.
3.	After completing the Transmittal Sheet, print the page
4.	Submit your deposit to the Cashier’s Office located in the Finance Center’s lobby. Make sure to include all forms, monies and any other backup documents that pertain to your deposit. If you have any questions, or need assistance, call the Cashier’s Office at 946-2040.

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