

# UND Departmental Deposit Procedures

Link to Departmental Deposit form

<https://campus.und.edu/finance/index.html>

The screenshot shows the top navigation bar of the UND Campus Services website. On the left is the UND logo with the text 'UNIVERSITY OF NORTH DAKOTA' and 'Campus Services' below it. On the right are links for 'LOGINS', 'CALENDAR', 'DIRECTORY', and 'SEARCH'. Below these are four main service categories: 'EMPLOYEE RESOURCES', 'FINANCIAL SERVICES', 'OPERATIONS', and 'COMMUNICATION SERVICES', each with a dropdown arrow.

## Finance

The screenshot shows a grid of six menu items under the 'Finance' section. The 'DEPARTMENTAL DEPOSIT FORM' link is highlighted with a red rectangular border. The other links are: 'E-PROCUREMENT/JAGGAER', 'TRAINING / RESOURCES', 'POLICIES', 'WHISTLEBLOWER / FRAUD HOTLINE', and 'FORMS'.

The Departmental Deposit Form link will take you to Perceptive Content,  
Log in with your IDM credentials (first.lastname and then password).

The screenshot shows an 'Authentication Required' dialog box. It contains the following text: 'This form requires that you provide a valid username and password before you can view it. Please enter your username and password below.' Below the text are two input fields: 'Username:' with the value 'emily.goodoiem' and 'Password:' with a masked password '\*\*\*\*\*'. At the bottom are 'Submit' and 'Cancel' buttons.

Please refer to Departmental Deposit procedures located [here](#)

This deposit is subject to verification. Any errors, involving the completion of this form or the amount of the deposit, will be charged back to your department.

Issuance of a receipt does not prevent a later charge-back

Deposit Prepared By:  Email:

3 Description:

4 Department Number:  Department Name:

5 Stop Number:  Phone:  Date:

**8 CHARTFIELD:**

	Amount	Account	Department	Project	Fund	Program
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						

Chartfield Subtotal:

9 Will this deposit have a Cash Short?  Yes  No If yes, what is the amount of short and complete chartfield below

Revenue Account	Department	Project	Fund	Program

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<b>CASH</b>	<b>CHECKS</b>	<b>CREDIT CARDS</b>
\$100 <input type="text"/>	Checks <input type="text"/>	MasterCard/Visa/Discover/ JCB/Diners/AMEX <input type="text"/>
\$50 <input type="text"/>	Checks Subtotal: <input type="text"/>	Credit Card Subtotal: <input type="text"/>
\$20 <input type="text"/>	<b>WIRE/ACH</b>	<b>OFF SITE COIN</b>
\$10 <input type="text"/>	Wire/ACH <input type="text"/>	Off Site Coin <input type="text"/>
\$5 <input type="text"/>	Wire/ACH Subtotal: <input type="text"/>	Off Site Coin Subtotal: <input type="text"/>
\$2 <input type="text"/>		<b>DEPOSIT TOTAL:</b> <input type="text"/>
\$1 <input type="text"/>		
Coin <input type="text"/>		
Cash Subtotal: <input type="text"/>		

If depositing to gift account 478005 or 478010, complete the following information. Gifts to funds that begin with 8xxxx are excluded. Attach any supporting documentation, such as a letter that came with the donation:

11 Purpose of Gift:  Donor Name:   
 Street Address:   
 City:  State:  Zip Code:

Fields to complete on the Departmental Deposit Form:

Please note: Use the Tab key to move from one field to the next or place your cursor in the field you need to enter into.

**1. DEPOSIT PREPARED BY**

- a. This field will automatically populate when accessing the deposit form

**2. EMAIL**

- a. This field will automatically populate when accessing the deposit form

**3. DESCRIPTION**

- a. Description can be up to 30 characters/spaces long.
- b. Be sure to use something descriptive
  - i. Example
    - 1. For daily business deposit: Incorporate business date into the description, such as "Deposit 05.22.2020" for "Service Desk 05.20.2020"
    - 2. For daily credit card transaction deposit: "Student Health CC 05.20.2020"
    - 3. For a specific event: "Denim Day-Jan 15, 2020"
    - 4. For specific type of deposit:
      - a. "Refund-V12345", where V12345 would be the voucher number of the original payment that the refund is associated with.
      - b. "Insurance Claim-hail damage"
- c. Deposits for Gifts or Capital Gifts from Related Foundations (account code 478007 or 478015)
  - i. Start the description with the name of the Foundation, then any additional information, up to 30 characters total:
    - 1. ALUMNI – Alumni Foundation
    - 2. AERO FOUND – Aerospace Foundation
    - 3. FELLOWS – Fellows of UND
    - 4. CIF – Center for Innovation Foundation
    - 5. EXAMPLE of description: "ALUMNI-chair salary"

**4. DEPARTMENT NUMBER AND DEPARTMENT NAME**

- a. Enter department number and the Department Name will automatically populate.

**5. STOP NUMBER**

- a. Enter departmental Stop Number

**6. PHONE NUMBER**

- a. Enter phone number of the person completing the form
- b. Enter phone number with no spaces or dashes and include area code
  - i. Example: Enter as 7017772961; it will display as (701) 777-2961

**7. DATE**

- a. This field will automatically populate with the date that the deposit form is completed.

**8. CHARTFIELD**

- a. Amount for each chartfield line
  - i. Do not input a comma when inputting the amount(s)
  - ii. Do not input a "\$" when inputting the amount(s)
  - iii. All subtotals and totals are formulas and will automatically populate
- b. Account code should be a Revenue account code
  - i. Revenue account codes start with a "4xxxxx"

- ii. Refer to [commonly used Revenue Accounts](#); a full account code list is located on the Finance website: <https://campus.und.edu/finance/training.html#generalfinance>
  - iii. Budgetary account codes (account codes ending in “000”), as indicated on the Revenue account code listing, should not be used on a deposit form (highlighted in yellow)
  - iv. The deposit form verifies that the correct number of characters in each Chartfield box has been entered, but does not verify if the fund, department, project, or program is valid.
- c. The Chartfield Subtotal is automatically calculated, based on the amounts that have been entered in the AMOUNT column.

## 9. CASH SHORT

- a. If there is a cash short associated with the deposit, check “YES”. If not, check “NO”.
- b. If cash short, enter chartfield that is associated with the cash short
  - i. This would be the revenue account code, department, project (if one), fund, program (if one) that the dollars would have posted to had there not been a cash short.
- c. Treasury will post an entry to record the cash short via journal entry
  - i. Example:       Debit – 621300 – fund – dept (project or program, if one)  
                          Credit- Revenue account code – fund – dept (as provided on the deposit form in the cash short section).

## 10. TENDER TYPE

- a. Complete the amounts for each type of tender:
  - i. Cash (currency and coin)
  - ii. Checks
  - iii. Credit Cards
  - iv. Off-Site Coin (most departments will not use this field)
  - v. Wire/ACH (for use by UND Treasury only)
- b. The Deposit Total will be automatically calculated, based on the information input in the various payment tender fields.
  - i. This total must equal the Chartfield Subtotal in the Chartfield section.

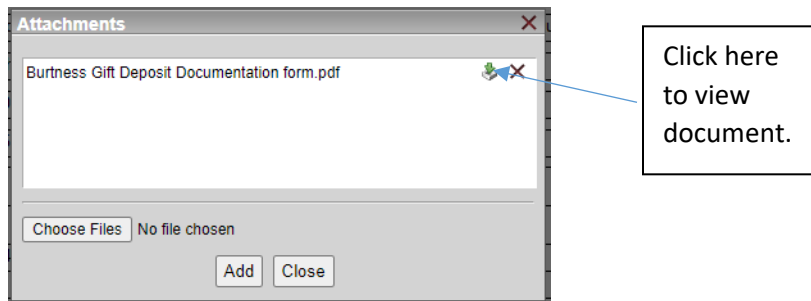
## 11. GIFT DEPOSIT INFORMATION

- a. The policy related to Gifts & Donations is located at: [Gifts and Donations Policy](#)
- b. This section must be completed for gift/donation deposits
  - i. Deposits to account code 478005 – Gifts or 478010 – Capital Gifts
  - ii. Gift deposits to funds starting with an “8xxxx” are exempt
  - iii. Provide purpose of gift
    - 1. A purpose or restriction may be stated in documentation provided by the donor or included with the check when received.
    - 2. Select the purpose that applies (research, scholarship, or other)
      - a. If Other, type in the purpose.
  - iv. Donor Name
    - 1. Provide donor’s name
  - v. Address
    - 1. Provide donor’s street address, city, state, and zip code

- vi. Attach a copy of the letter or other supporting documentation that was received from the donor at the time the gift/donation was received.
- c. NOTE: Only one gift can be included on a deposit form.
  - i. If there are multiple gifts, complete a separate deposit form for each, as the Gift Deposit section can only reflect information for a single gift.
  - ii. The Gift Documentation Form is no longer required.

## 12. ATTACHMENTS

- a. To attach supporting documentation
  - i. Save the document(s) to the computer
  - ii. Select Attachments
  - iii. Choose File
  - iv. Select “Add”
  - v. View the document prior to selecting “Close” to ensure document is legible.
  - vi. Select “Close”



- b. Credit Card Deposits must include the following:
  - i. A copy of the Credit Card Batch Summary Report
  - ii. A copy of the Settlement Report
- c. Off-Site Coin deposits must include:
  - i. A copy of the Alerus Financial Deposit Slip

## 13. SUBMITTING THE DEPOSIT FORM

- a. If you have only one deposit form to complete, select “Submit Completed Form”
- b. If you have additional deposit forms to complete, select “Submit Form and Complete Another”

## 14. SUBMISSION EMAIL

- a. Once the deposit form has been submitted, a submission email will be emailed to the email address that was entered on the deposit form.
- b. The submission email will include the submission number and amount.
- c. Follow the instructions on the submission email for submitting the cash and checks to the secure departmental deposit drop box.
- d. The submission email should be attached to the cash/check(s) when submitting to the Departmental Deposit Drop Box.
  - i. Do not attach any other documentation to the cash/checks.
  - ii. Do not print and attach a copy of the electronic deposit form, as this has already been electronically submitted to UND Treasury.
  - iii. Do not staple the submission email to the cash/checks

## **15. SUBMITTING THE CASH/CHECKS FOR DEPOSIT**

- a. Follow the instructions within the submission email received after the deposit has been submitted.
- b. Include the submission email with the cash/checks
  - i. Do not staple the cash/checks to the submission email
- c. Place cash, checks, and submission email in a locked bank bag or sealed envelope.
- d. Checks should be made payable to UND or University of North Dakota
- e. All checks should be endorsed on the back of the check with a departmental endorsement stamp.
- f. If multiple checks are submitted, include a calculator tape or excel spreadsheet totaling the batch of checks.
  - i. This total should equal the Checks Subtotal on the deposit form.
- g. Submit deposit to the secure Departmental Drop Box, located in Twamley Hall, Room 107.

## PeopleSoft Account #'s

### *Revenue Accounts*

Revenue Accounts are used to categorize money received. Fees, Tuition, Gifts, and etc. are all examples of revenue. Revenue accounts are used primarily on Departmental Deposit Forms, Gift Deposit Forms, Journal Entries/Imports, etc.

Account	Account Descr	Comment
400000	REVENUE	Budget Account # Budget Journals Only
462000	Charges for Services/Sales	Budget Account # Budget Journals Only
462005	Advertising	For Use With Funds Beginning with 2XXXXX
462030	Conferences and Education	For Use With Funds Beginning with 2XXXXX
462035	Consignment Sales	For Use With Funds Beginning with 2XXXXX
462040	Contract Services	For Use With Funds Beginning with 2XXXXX
462045	Dues and Memberships	For Use With Funds Beginning with 2XXXXX
462110	Other Services	For Use With Funds Beginning with 2XXXXX
462125	Refunds	For Use With Funds Beginning with 2XXXXX
462130	Registration Fees	For Use With Funds Beginning with 2XXXXX
462140	Sponsorships	For Use With Funds Beginning with 2XXXXX
470000	Auxiliary Services	Budget Account # Budget Journals Only
470010	Apartment Rent	For Use With Funds Beginning with 1XXXXX
470015	Apartment Transfer Fee	For Use With Funds Beginning with 1XXXXX
470025	Banquet Sales	For Use With Funds Beginning with 1XXXXX
470035	Board Contracts	For Use With Funds Beginning with 1XXXXX
470056	Camp Food Sales	For Use With Funds Beginning with 1XXXXX
470105	Daily Green Fees	For Use With Funds Beginning with 1XXXXX
470137	Fines-Auxiliary	For Use With Funds Beginning with 1XXXXX
470138	Parking Permits - Aux	For Use With Funds Beginning with 1XXXXX
470140	Daycare Fees1	For Use With Funds Beginning with 1XXXXX
470165	Daycare Food Program	For Use With Funds Beginning with 1XXXXX
470195	Food Sales	For Use With Funds Beginning with 1XXXXX
470210	Gift Certificate Sales	For Use With Funds Beginning with 1XXXXX
470220	Golf Car Rental	For Use With Funds Beginning with 1XXXXX
470230	Guest Housing	For Use With Funds Beginning with 1XXXXX
470250	Key Replacement Fee	For Use With Funds Beginning with 1XXXXX

470270	Monthly Telephone Line Sales	For Use With Funds Beginning with 1XXXXX
470295	Other Services	For Use With Funds Beginning with 1XXXXX
470345	Residence Hall Double/Single	For Use With Funds Beginning with 1XXXXX
470360	Residence Hall Revenue	For Use With Funds Beginning with 1XXXXX
470370	Residence Hall Transfer	For Use With Funds Beginning with 1XXXXX
470375	Resident Forfeit Fee	For Use With Funds Beginning with 1XXXXX
470380	Restaurant Sales	For Use With Funds Beginning with 1XXXXX
470395	Season Tickets	For Use With Funds Beginning with 1XXXXX
470420	Snack Bar Sales	For Use With Funds Beginning with 1XXXXX
470430	Sponsorships	For Use With Funds Beginning with 1XXXXX
470440	Staff ID Replacements	For Use With Funds Beginning with 1XXXXX
470465	Student ID Cards	For Use With Funds Beginning with 1XXXXX
470470	Student ID Replacement	For Use With Funds Beginning with 1XXXXX
470495	Supply Sales	For Use With Funds Beginning with 1XXXXX
470520	Vending Sales	For Use With Funds Beginning with 1XXXXX
470550	Cash Long - Auxiliaries	For Use With Funds Beginning with 1XXXXX
478000	Contributions & Donations	Budget Account # Budget Journals Only
478005	Gifts	
478007	Gifts from Related Foundations	
478010	Capital Gifts	
478015	Capital Gifts from Related Fdn	
479000	Interdepartmental Revenue	Budget Account # Budget Journals Only
479005	Interdepartmental Revenue1	
479010	Interdepartmental Revenue2	
479015	Interdepartmental Revenue3	
479020	Interdepartmental Revenue4	
480000	Other Misc Rev	Budget Account # Budget Journals Only
480005	Cash Long	
490000	Transfers In	Budget Account # Budget Journals Only
490004	Intrafund Transfers	