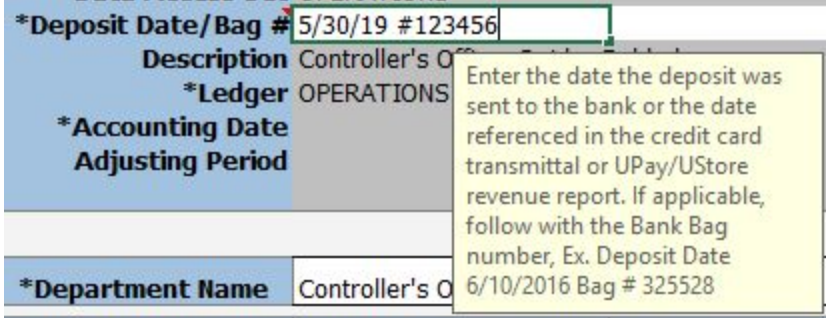
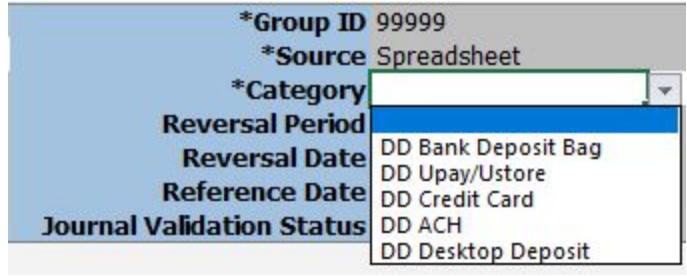


## Creating and Submitting a Departmental Deposit

The purpose of this template is to record any money received by the department from sales or services including cash, checks, coins, the department’s UPay/Ustore, credit card or ACH.

**Please Note:** For additional instructions and materials related to making a Departmental Deposit, contact Payment and Disbursement at 426-1212 or [department-depositupload@boisestate.edu](mailto:department-depositupload@boisestate.edu).

Step	Action
1.	Download the <b>Departmental Deposit Template</b> from the University Forms and Documents webpage.
2.	Click “ <b>File</b> ” then “ <b>Save As</b> ”. Save your file with a meaningful name and location.
3.	<p>Enter the <b>Deposit Date</b> (Cell D8).</p>  <ul style="list-style-type: none"> <li>• <i>Bank Deposit Bag (cash/check/coin):</i> The date the money is sent to the bank; match to deposit slip.</li> <li>• <i>UPay/UStore:</i> The date on the merchant revenue report from Touchnet/Marketplace.</li> <li>• <i>Credit Card:</i> The date referenced on the credit card machine batch slip or department’s external report verifying deposit total.</li> <li>• <i>ACH:</i> The date the money is received at the bank.</li> <li>• <i>Desktop Deposit:</i> The date on the desktop deposit confirmation report from the bank.</li> </ul>
4.	<p>Select the deposit <b>Category</b> from the dropdown list in the header (Cell G9).</p> 
5.	<p><b>Only for Category DD Bank Deposit Bag (cash &amp; checks):</b>  <b>Prepare Deposit Slip:</b> 2-part carbon with yellow paper.</p> <ul style="list-style-type: none"> <li>• Write the date, currency, coin and checks or provide tape total.</li> <li>• Write the total at the bottom and on the side of the slip.</li> <li>• Write the bank bag number next to “Boise State University”.</li> <li>• As of June 2019, your deposit slip should include a mail stop for identification purposes only. Please contact Treasury at <a href="mailto:treasury@boisestate.edu">treasury@boisestate.edu</a> to order more deposit slips.</li> </ul>



6. **Only for Category DD Bank Deposit Bag (cash & checks):**  
**Prepare Bank Bag.**

- On top of the bag write date and amount, the customer name is *Your Department Name*, leave both locations blank, enter the current date, total amount, and check the appropriate boxes.
- Pull the strip with the bag number off and staple it to the yellow copy of the deposit slip-your copy to keep.
- Take the bag to the Payment and Disbursement Center in the Administration Building for processing.
- Bags are not opened by Payment and Disbursement; please make sure to label your bag completely.
- Additional bank bags can be picked up at Payment and Disbursement, Administration building Room 101.

7. Enter your **Department Name** (Cell D16)

<b>*Department Name</b>	Controller's Office
<b>Changed</b>	<b>Row Status</b>
	Enter the Name of the Department submitting the deposit, Ex. English Dept. [..]

8. Enter the First and Last Name of the **Preparer** for the Departmental Deposit (Cell G16).

<b>*Preparer Name</b>	Deidra Robledo
<b>*Department [..]</b>	<b>*Cost Cen</b>
	Enter the First and Last Name of the Preparer for the Departmental Deposit Template.

9. Enter the transaction total on the first input line of the template.

- Enter the total amount of your deposit in the “**Entered Debit**” field (Cell N19).
- Enter as a **Credit** if recording a refund or chargeback (Cell N19).

<b>**Entered Debit</b>	<b>**Entered Credit</b>	<b>Line Description</b>	<b>*Taxable</b>
500.00		Conference Registrations	Taxable No
		Sales Tax	Taxable Yes



10. Select whether the deposit contains sales tax charged using the **Taxable** dropdown (Cell Q19). If any portion of the deposit was sales tax, select “Taxable Yes”.

**Entered Debit	**Entered Credit	Line Description	*Taxable
500.00		T-Shirt Sales	Taxable Yes

11. Enter the total sales tax amount on the second input line of the template as a **Credit** (Cell O20).  

- Enter as a **Debit** if recording a refund or chargeback (Cell N20).
- Leave blank if no portion of the deposit is taxable.

**Entered Debit	**Entered Credit	Line Description	*Taxable
500.00		T-Shirt Sales	Taxable Yes
	28.30	Sales Tax	Taxable Yes
	471.70	T-Shirt Sales	Taxable Yes

12. Enter deposit details on template input lines beginning **below the sales tax line**.  

- Enter the Funding Source values (FDCC) you wish to record your deposit to. All fields for each line must be filled out even if they are zeros. **Do not change cells that are gray.**

*Fund [..]	*Department [..]	*Cost Center [..]	*Account [..]	*Supplemental [..]	*Inter fund [..]	*Project [..]	*Future1 [..]	*Currency
3010	99999	0000000	101373	00000000000	0000	00000000000	00000000000	USD
3010	99999	0000000	211016	00000000000	0000	00000000000	00000000000	USD
3010	90341	5442019	391600	00000000000	0000	00000000000	00000000000	USD

- Enter “money in” in the “Entered Credit” column (column O).
- Enter “money out” in the “Entered Debit” column (column N).

**Entered Debit	**Entered Credit	Line Description	*Taxable
500.00		T-Shirt Sales	Taxable Yes
	28.30	Sales Tax	Taxable Yes
	471.70	T-Shirt Sales	Taxable Yes

**Note:** Do not add rows to the worksheet. If you need more deposit rows than currently provided (257), please contact department-depositupload@boisestate.edu.



13.	<p>Enter a <b>Description</b> for each deposit detail line and select if the line is taxable.</p> <ul style="list-style-type: none"> <li>If you are entering a taxable line, be sure that your description indicates what was sold.</li> <li>If you are entering lines for proceeds from a sale of Boise State University property, enter a description of the item sold and the item(s) tag or serial number.</li> </ul> <table border="1" data-bbox="370 415 1247 709"> <thead> <tr> <th>**Entered Debit</th> <th>**Entered Credit</th> <th>Line Description</th> <th>*Taxable</th> </tr> </thead> <tbody> <tr> <td>2,000.00</td> <td></td> <td>Deposit Total</td> <td>Taxable Yes</td> </tr> <tr> <td></td> <td>84.90</td> <td>Sales Tax</td> <td>Taxable Yes</td> </tr> <tr> <td></td> <td>471.70</td> <td>T-Shirt Sales</td> <td>Taxable Yes</td> </tr> <tr> <td></td> <td>600.00</td> <td>Conference Registration</td> <td>Taxable No</td> </tr> <tr> <td>100.00</td> <td></td> <td>Conference Reg Refunds</td> <td>Taxable No</td> </tr> <tr> <td></td> <td>943.40</td> <td>2007 Ford Expedition #123456</td> <td>Taxable Yes</td> </tr> </tbody> </table>	**Entered Debit	**Entered Credit	Line Description	*Taxable	2,000.00		Deposit Total	Taxable Yes		84.90	Sales Tax	Taxable Yes		471.70	T-Shirt Sales	Taxable Yes		600.00	Conference Registration	Taxable No	100.00		Conference Reg Refunds	Taxable No		943.40	2007 Ford Expedition #123456	Taxable Yes
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14.	<p>Make sure your <b>Total Entered Debit</b> and <b>Total Entered Credit</b> balance to zero.</p> <div data-bbox="375 810 1037 1121" style="border: 1px solid gray; padding: 10px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #e6f2ff; padding: 5px;"><b>Total Entered Debit</b></td> <td style="padding: 5px;">2,100.00</td> </tr> <tr> <td style="background-color: #e6f2ff; padding: 5px;"><b>Total Entered Credit</b></td> <td style="padding: 5px;">2,100.00</td> </tr> </table>   <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #e6f2ff; padding: 5px;"><b>Balance</b></td> <td style="padding: 5px;">0.00</td> </tr> </table> </div>	<b>Total Entered Debit</b>	2,100.00	<b>Total Entered Credit</b>	2,100.00	<b>Balance</b>	0.00																						
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15.	<b>Save</b> your work.																												
16.	<p><b>Email your file and supporting documentation for your deposit to <a href="mailto:department-depositupload@boisestate.edu">department-depositupload@boisestate.edu</a></b></p> <p>Provide supporting documentation in the “support” tab of your template or as a separate document(s) attached to the email.</p> <ol style="list-style-type: none"> <li><i>Bank Deposit Bag</i>: Include a copy of the deposit slip and bag number. Ensure dates and totals are visible.</li> <li><i>UPay/UStore</i>: Include a copy of the Touchnet (Marketplace) report verifying the deposit total. Ensure dates and totals are visible.</li> <li><i>Credit Card</i>: Include a copy of the credit card machine batch slip or a copy of the department's third party system report verifying the deposit total. Ensure dates and totals are visible.</li> <li><i>ACH</i>: include a copy of the bank statement information from the Treasury Department verifying the deposit total. Ensure dates and totals are visible.</li> <li><i>Desktop Deposit</i>: Include a copy of the desktop deposit confirmation report from the bank verifying the deposit total. Ensure dates and totals are visible.</li> </ol> <p>You will receive a confirmation email with a journal entry (JE) number for your reference once your deposit is uploaded into the system.</p>																												
	<b>End of Procedure.</b>																												