

Journal Entry for Cash Deposits

Steps for creating a standard cash deposit entry:

- 1) Click Park G/L Account Document tile
- 2) Populate header entry fields
 - a. Document Date = Date of Deposit
 - b. Posting Date = Date of Deposit
 - c. Reference = Business Area + today's date + user initials + sequential number
 - i. Ex: 386010152020bmg1
 - ii. This is important information requested by the bank reconciliation team
 - d. Doc. Header Text = Cash Deposit (can include any other specific information)
 - e. Document Type = YC
 - i. To make this field available for input:
 1. Click Editing options
 2. Under Doc.Type Option select Document type ready for input
 3. Click Change user master to save
 4. Click back arrow to return to the entry document
 - ii. You will need to remember to change the Doc Type to YC when doing your cash deposits. The Doc. Type will determine which workflow approvals are required.
- 3) Populate line item entry fields
 - a. Line 1
 - i. G/L Acct = Select appropriate revenue GL
 - ii. D/C = Credit
 - iii. Amount
 - iv. Text = Include any details explaining why the revenue was collected
 - v. Cost Center, Internal Order, or WBS
 - b. Line 2
 - i. G/L Acct = Select appropriate bank clearing GL that corresponds to your depository bank and payment method
 1. Ex: 11002106 = M-T-CLR-IN-Chec
 - a. Cash and check payments can be posted in batch and both use the check clearing GL
 - b. Consult with your Financial Officer if you are unsure of which bank clearing GL that you should be using.
 - ii. D/C = Debit
 - iii. Amount
 - iv. Business Area = Your unit's BA
 - v. Fund = 1850000001
 1. Can be defaulted for all Cash Deposits regardless of payment type
 - vi. Grant = NOTRELEVANT or Valid Grant #
- 4) Click Save parked document
- 5) Record document number

- 6) Click More > Document > Display. System should automatically Display the document that was just created.
 - a. You can also back out to the home screen and search for Change Parked Document.
 - 7) Attach a copy of the bank deposit slip. Make sure the amount of the deposit equals the amount recorded to the bank clearing GL.
 - a. Attach the prepared deposit slip. You should not wait until the validated slip comes back from the bank.
- Services for Object > Create > Create Attachment
- 8) Put document into Change mode
More > Document > Change
 - 9) Click Save as Complete to start the workflow.

Workflow approvals for Cash Deposits (Doc. Type YC):

Cash Deposit Journal Initiator	Prepares deposit slip and then enters form. If ACH or wire, enter information from bank data.	
FN18 Financial Assistant	Approves document based on review of prepared deposit slip.	
FN18 Financial Officer	Approves document if cash over/short is \$20 or more (debit or credit).	Conditional
Endowment Approver	Approves document if Endowment cost objects are used. Approve or Reject	Conditional

*** FN18 Approvers should be validating that a copy of the bank deposit slip is attached to the document and that it matches with the amounts in the document.

Reversal steps:

- 1) Click Reverse Journal Entries tile
- 2) Enter Document Number and Fiscal Year
- 3) Enter Reversal Reason and Posting Date
 - a. 01 = Reversal in current period
 - i. Posting Date must match the original document
 - b. 02 = Reversal in closed period
 - i. Posting Date must be in the current (open) period
- 4) Click Post

Screenshots

The screenshot displays the SIMBA software interface. At the top, there is a navigation bar with the SIMBA logo and a 'Home' dropdown. Below this is a breadcrumb trail: < iroup > Central JE Processes > Dept JE Processes > JE Reversal > Recurring JE Creation > Central Budget Approver > Central Grant Maintainer - Billing > > >. The main content area is titled 'Dept JE Processes' and contains three cards: 'ZFI_JVUPLOAD', 'Park GL Account Document' (highlighted with a red box), and 'Change Parked Document'. Below these are sections for 'JE Reversal' (Reverse Journal Entries) and 'Recurring JE Creation'. The bottom part of the screenshot shows a detailed view of a 'Park G/L Account Document: Company Code 1855'. The document date is 10/15/2020, and the currency is USD. The reference is 386010152020BMG1. The document type is YC (Cash Deposit JE). The company code is 1855, Penn State University University Park. Below the details is a table with 2 items:

St...	GL acct	Short Text	D/C	Amount in doc.curr.	Loc.curr.amount	Text	Lo...	Co...	Cost center	Order	WBS Element	Business ...	Fund	Grant
<input checked="" type="checkbox"/>	47003900	Sales Edu Mat	Credit	400.00	400.00	Book sale on 10	1855	3861210001				3860	1100000001	NOTRELEVANT
<input checked="" type="checkbox"/>	11001106	CTZ-Trans-Clr-IN	Debit	400.00	400.00		1855					3860	1850000001	NOTRELEVANT
<input type="checkbox"/>				0.00	0.00		1855							
<input type="checkbox"/>				0.00	0.00		1855							
<input type="checkbox"/>				0.00	0.00		1855							

At the bottom right of the screen, there are buttons for 'Save parked document' and 'Cancel'.