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Journal Entry for Cash Deposits

Last Updated: 10/20/2020

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: 11001106 = Citizens-Transfer-Clr-IN-Chec-1682
                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