

RECEIPTING & DEPOSITING TRAINING
Treasury Office
Campus Center Classroom 307-308
April 19-20, 2004

New Pre-numbered Bank Deposit Tickets

1. Procedures / Implementation
 - a. Discard old deposit slips.
 - b. No pre-printed duplicate deposit tickets. If you need a copy, Xerox it. Otherwise, write the deposit number on the tear-off stub of the disposable moneybag. An alternative method is to log on to BoH Business Connections to confirm that a deposit was processed by the bank.
 - c. Instructions for non-Banner:
 1. Use the pre-assigned 6-digit number on the bottom left of the deposit ticket as your U doc number.
 2. Record in eDeposits at the same time the bank deposit slip is prepared.
 3. Review APM A8.701 for proper depositing procedures.
 - d. Instructions for Banner
 1. Write the following information on the deposit ticket:
 1. The word "Banner"
 2. Banner User ID
 3. Session #
 4. Banner U doc number "Uxxxxnnn" [FO code (xxx) + 3 digits (nnn)]
 2. Note that multiple Banner cashier sessions must be combined into a single bank deposit.
2. Changes to eDeposits screen
 - a. The type of payment field is moved to the top of the page.
 - b. For cash/check deposits, the U doc number no longer defaults to the FO number.
3. For more deposit slips, DO NOT call Bank of Hawaii for deposit slips. Contact Treasury at 956-8526 or treasury@hawaii.edu for more deposit slips.

Receipting & Depositing Funds

- 1. Cash/Check deposits – Detailed instructions can be found in APM A8.701.
- 2. Credit Card receipts
 - a. For non-Banner transactions, only one eDeposits U doc should be created for each credit card merchant number.
 - i. For example, Athletics has 2 merchant numbers that are assigned location codes 670 – Athletics Ticket Office & 671 – Tickets Online. Two U docs are posted through eDeposits, one for each merchant number.
 - b. Continue to provide detail information for credit card batches that include both Banner & non-Banner transactions. This information should be e-mailed to treasury@hawaii.edu.

Udoc number
Credit card batch total ####.##
Less Banner ###.##
= Udoc total ####.##

- 3. Wires and Electronic Funds Transfers (EFT)
 - a. Procedures have not changed.
 - b. Treasury Office will fax the ACH/EDI remittance advice to the appropriate business offices.
 - c. Departments are to record the wire/EFT through eDeposits on the same day.
- 4. Review eDeposits Procedures
 - a. Correcting Wrong Payment Type Prior to Posting
 - i. If you clicked on the wrong payment type, copy the Udoc and select the correct payment type.
 - ii. Save the revised Udoc with the correct payment type.
 - iii. Delete the Udoc with the wrong payment type.
 - b. What to do if you posted a Udoc with the wrong payment type.
 - i. If you posted a Udoc with the wrong payment type, notify Treasury Office via e-mail to treasury@hawaii.edu.
 - ii. This deposit must be manually reconciled.
- 5. Reconcile bank deposits to FMIS reports on a monthly basis to ensure that deposits have been properly recorded.

Other Issues

1. Banner Impact
 - a. Close & finalize all Banner sessions daily.
 - b. Be sure that the total of all sessions finalized must equal to the cash, credit card, and wire deposits.
 - c. The same U doc number is assigned to all cashiers that day.
 - d. Inform the Treasury Office on any adjustments made in Banner.
 - e. Always assign a U doc number for each session even though the transaction is for an adjustment. This will allow the Treasury Office to identify the applicable department.

2. Money Bag order instructions
 - a. E-mail Joy at treasury@hawaii.edu to get instructions.

3. FY2004 cut off dates & times
 - a. Receipts to reimburse expenditures (REX) charged to appropriated General fund accts (G 011-199 F)
06/18/04 3:30 p.m.
(REX receipts received after 06/18/04 shall be deposited into G-000 acct.)
 - b. Other receipts
06/30/04 3:30 p.m.
 - c. Receipts for unrecorded direct bank deposits
07/01/04 12:00 p.m.