

Departmental Cash Deposit Instructions

Effective July 1, 2014, the Colonial Central Processing Unit will no longer be accepting and processing departmental cash deposits. Please note that this new process is for depositing **cash only**. The Colonial Central Processing Unit will continue to accept and process departmental checks unless your department utilizes a remote deposit check scanner.

Please follow the steps below to deposit your departmental cash.

1. Upon receipt of cash, the departmental depositor will fill out a PNC deposit slip which includes a white slip and yellow carbon copy. Write your name and phone number on the bottom left hand corner of the deposit slip. Please see the example of the deposit ticket in Appendix A. These deposit slips are available through your Finance Director's Office or Treasury Management.
2. Please take the dual copy deposit slip and your cash to the PNC branch located at 1919 Pennsylvania Avenue, adjacent to GW's Foggy Bottom campus. This branch is open from 9:00 to 5:00 Monday-Thursday and until 6:00 on Friday.



3. PNC will count your cash deposit and verify the amount against your deposit slip. If everything matches, they will then give you a PNC receipt showing the date and dollar amount of the deposit and the yellow carbon copy of your deposit slip. Please see an example of the PNC receipt in Appendix A.
4. On the same day the cash is deposited at PNC, create a cash deposit journal in EAS/Oracle using this category: **Cash Only Internal Dept.** Please see Appendix B for step-by-step instructions on how to complete the journal entry. Attach a copy of the yellow carbon copy of the deposit slip and the PNC receipt before submitting the journal entry. For more detailed instructions regarding the EAS/Oracle process or to be set up with Oracle access, please contact University Accounting Services at 703-726-4054.

If you have any questions regarding PNC Bank or need additional deposit slips, please contact Treasury Management at 703-726-4216.

As a reminder, University departments are required to deposit all cash on the same day that they are received, in order to maintain good financial management and internal control according to the [Deposit of Checks, Cash and Credit Card Receipts Policy](#).

(<http://my.gwu.edu/files/policies/DepositofChecks,CashandCreditCardReceiptsPolicy%20FINAL.pdf>).

APPENDIX B: EAS/Oracle Steps for Cash Only Internal Dept Journal Entry

1. Enter Journal Description.
2. Select Category – **Cash Only Internal Dept**

The screenshot shows the Oracle Journals interface for George Washington University. The journal is titled "Manual 1016468 01-JUL-2014 10:30:52" with a description of "Cash Test". The ledger is "George Washington", the period is "Jul-14", and the currency is "USD". A "Categories" dialog box is open, displaying a list of categories. The "Cash Only Internal Dept" category is highlighted in blue, and its description is "Cash Only Internal Departments".

Category	Description
Cash Credit Card	GW Credit Card Receipts
Cash Credit Card Return	GW Cash Credit Card Return/Refund
Cash Departmental	GW Departmental Cash Receipts
Cash Foreign Source Inc	GW Cash Foreign Source Inc
Cash Only Internal Dept	Cash Only Internal Departments
Cash Smmry Remote Deposit	GW Cash Summary Remote Deposit
Cash Stdnt Remote Deposit	GW Cash Student Remote Deposit
Cash Student	GW Cash Student
Cash Student Credit Card	GW Cash Student Credit Card
Cash Student Lbx	GW Cash Student Lockbox
Cash Summary	GW Cash Receipts Summary

3. Click on Line 1. In the Account box, click on dots on the right side of the box or use Control +L to bring up the Alias box. Type in "Cash%" and click on Tab. Then, select Alias "**Cash Only**."

The screenshot shows the Oracle Journals interface with the "Alias" dialog box open. The "Find" field contains "Cash%". The "Cash Only" alias is highlighted in blue, and its description is "Cash Only Internal Departments".

Alias	Description
Cash - Summary	Cash Account
Cash Dept	Cash Departmental Deposit
Cash Only	Cash Only Internal Departments
Cash AMEX	DEBIT ACCT FOR AMERICAN EX RESO CREDIT CARD DEP OSING
Cash-Cr Card	DEBIT ACCT FOR VISA/ MASTERCARD CREDIT CARD DEPOSITS

- Line 1 will pre-populate with this Cash Only Internal Dept accounting string:
WC.11117.900001.C100001.G.ADM.FB.000000.000000.

Enter your total amount in the Debit column.

Journal: Manual 1016468 01-JUL-2014 10:30:52

Description: Cash Test

Ledger: George Washington Category: Cash Only Internal Dep

Period: Jul-14 Effective Date: 01-JUL-2014

Balance Type: Actual Budget: Tax: Not Required

Clearing Company: Control Total: []

Conversion: Currency: USD Date: 01-JUL-2014 Type: User Rate: 1

Reverse: Date: Period: Method: Switch Dr/Cr Status: Not Reversed

Line	Account	Debit (USD)	Credit (USD)	Description
1	WC.11117.900001.C100001.G.ADM.FB.	2.00		Cash Test
2	UN.47571.160101.C100001.G.ACS.FB.0		2.00	Cash Test
		2.00	2.00	

Acct Desc: UNIVERSITY.OTHER MISCELLANEOUS REVENUE.GSEHD ADMINISTRATION.CURRENT OPERATIONS.GENERAL UNRESTRICTED..

Buttons: Tax, AutoCopy Batch..., Approve, Line Drilldown..., T Accounts..., Check Funds, Unreserve Funds, View Results, Change Period..., Change Currency...

- Enter your departmental deposit accounting string(s) and the amount in the Credit Column. Please note that your Debits and Credits must be equal.
- Attach the PNC deposit receipt and yellow carbon copy of your PNC deposit slip. Click on the paper clip icon in the Toolbar to attach a PDF image of the receipt and yellow carbon copy. If you have questions about how to attach a document, please visit the [Training page](#) on the GWU Systems, Analytics & Insight Group (SAIG) website.
- Click on Reserve Funds and a note will appear saying your funds are reserved.
- Click on Approve and your journal is submitted for approval.
- Once your journal is approved internally, you will receive an email notification from the EAS/Oracle system.