Departmental Check Deposits

**Note:** The **DEPOSIT OF CHECKS, CASH, AND CREDIT CARD RECEIPTS** policy states that all revenue must be deposited on the same day it is received. Holding onto checks until an event is over or until you have several checks to deposit is not in compliance with this policy. There is increased risk of loss and potential for checks to be stale dated and not suitable for deposit.

The Student Accounts Office (SAO) is responsible for receiving departmental check deposits for the University.

Foggy Bottom departments are required to use our secure drop box using a Departmental Deposit envelope located at the Student Services Hub (SSH) on the ground floor of the Marvin Center. Envelopes are available at the SSH for your convenience; if they are not readily accessible please request an envelope from a Hub staff member. Should you need to drop off after hours, please place the deposit and journal entry in a sealed interdepartmental envelope addressed to SAO and deposit in the secure drop box. The contents of the drop box are sent securely on a daily basis to the VSTC campus for processing.

Please note that the following cannot be performed via a Cash Departmental journal:

- All gifts must be delivered to the Advancement Office for deposit
- All deposits reimbursing a research grant must be delivered to Grants & Contracts Account Services (GCAS) for deposit.
Preparing the Deposit

1. Select a GW GL Entry Responsibility
   a) Click on the “Top Hat” in the blue tool bar
   b) Select GW GL Entry 0-All from the drop down menu
   c) Click “OK”

2. Double click: Enter Journals
Preparing the Deposit

3. Click: New Journal

4. Enter Description information
   a) The description line should contain your department name and a brief description of the entry.
   b) Do not overwrite or enter any information on the Journal line, this will populate with the batch information for accounting purposes.
   c) Click in the Category field
5. Type the word “Cash” in the Category field and press the Tab key
   a) A list of Cash categories will populate
   b) Click on “Cash Departmental”
   c) Click on “OK”

6. The journal header is complete. You may enter the line information for your check deposit.
   a) The first line Enter 1, press Tab
   b) Click on the 3 dots to bring up the alias box, type in “Cash” and “OK”
   c) Highlight “Cash Dept” and click on “OK”
Preparing the Deposit

7. The full accounting string for the cash account (Departmental checks) will auto populate.
   
a) Enter the total amount of the deposit in the Debit column
b) Tab over, your Description line will auto populate for your header
c) Tab to the last column the following will pop up, “Enter Journal: Captured Information”
   
i. Enter the Total of the checks
ii. Cash amount is $0.00 (These steps are for check entry only)
iii. Change return is $0.00
iv. Click “OK”
Preparing the Deposit

8. You are ready to enter your revenue stream on the subsequent lines for your check deposits. This may be done as a single line or multiple lines referencing each check individually.

   a) Enter 2 on the next line, Tab over
   b) Click on the 3 dots to bring up the alias box.
   c) Select your departmental alias
   d) Click on “OK”

9. Select the Natural Account from the drop down menu or enter the 5 digit account number for your intended revenue stream, then click “OK” and insert verbiage.
Preparing the Deposit

10. Enter the monetary figure in the Credit Column

   a) The journal description will auto populate, you may amend the information to be more specific
   b) Tab to the flex Field the “Captured Information” box will pop up
   c) Enter “US” Click on “OK” (If the checks are in foreign currency or written against a non-US bank, the check must be forwarded to the Student Account Office for Processing. No journal entry is required at this time.)
Preparing the Deposit

11. To add attachments to your journal entry
   
a)  Click on the “Other Information Tab”

The following screen will populate
Preparing the Deposit

12. Click on the “Paper Clip” in the blue tool bar.
   a) The following screen will populate.
   b) Sequence will auto populate for the First Line and continue in increments of 10 as more lines of attachments are entered.

13. For Category type in J or Journal
14. Tab to Description – enter a brief description of the attachment such as “Backup” or the file name of your back up previously saved to your computer.
15. Date type – “File”
16. Tab
Preparing the Deposit

18. Select Browse
19. Search to the appropriate directory on your computer, highlight your file and click on “Open”

20. The Upload File browser will indicate the file path you input as the path to your saved document
   a) If this is the correct path and file, click on “Submit”
21. You will receive a confirmation, Click on “Close Window”
   a) Click on “OK”

22. You will be asked to confirm the closing of the window, select “Yes”.
23. Has the file been uploaded successfully? Click on “Yes”

24. Your file color will change from the grey background to black lettering on yellow background.
25. You may click on “Open document” at this time to review your attachment for accuracy.
a) Click on “Open”

26. To complete your journal entry:
   a) Click on the X at the top right corner of your View Download page
   b) Click on the X at the top right corner of your Attachment page
   c) Click on the Lines tab to bring you back to your journal for finalization of your journal.
27. Click on the “Check Funds”, if your debit column = credit column Click on “Yes”

28. Click on “OK” for the following:

29. Click on “OK” for the following:

30. Click on “Reserve Funds”, click on “OK”
31. Final Step, Click on the Approve tab
   
a) Click on “OK”, your journal entry will be forwarded to an approver in the Student Accounts Office