

Making a Deposit

1. Fill out the Cash Receipts Transmittal (**S**) form. This will record the deposit on the University's financial records (www.brandeis.edu/financialaffairs/forms/Cash_Receipt.xls).
 - a. Enter the amount of the deposit in the Debit column of the first row. The chart string is always 1101-11-72400-11000.
 - b. Enter the detail of the deposit in the following rows. Fill in the chart strings, the amount in the Credit column and a description. These details are what you (or your budget manager) will see in the periodical financial reports. Make sure that the description is meaningful to you to identify the transaction. You may, but do not have to, list individual checks. Remember, the details you are writing here are for you to follow up on. Check should normally be deposited to Revenue (5xxx) or Balance Sheet accounts (1xxx-3xxx) accounts. Only in rare cases would a deposit be made to an expense account (6xxx-8xxx). See an example below. Contact [General Accounting](#) if you have any questions.
 - c. Verify that the total of credits equal the amount of the deposit (the Debit column)
 - d. In the comments box put bag serial #, along with optional comment. The information in this box will not appear on the periodical financial reports and is for reference only.
 - e. Have the CRT approved. It is the prerogative of your budget manager to decide if the same person can both prepare and approve the CRT. If the Controller's office has a question about the deposit, we will call the person who prepared the CRT, so please write legibly.
2. Fill in a deposit slip.
 - a. On the deposit slip you need to put the total amount in cash, if any, on the very top line that says currency, and then list each check. (A spreadsheet attachment with all checks listed can be used in place of listing each on the deposit slip.) Make sure you put the total at the very bottom and lower left hand corner, numbers should be the same; and fill in the date up at the top
 - b. The amount of the deposit slip must equal to the total of the CRT.
 - c. Staple a copy of the deposit slip to the back of the CRT
3. Put cash and checks in the deposit bag.
 - a. Insert cash (bills and coins) to the top pouch and seal it.
 - b. Insert checks, travelers' checks, money orders etc. to the bottom pouch.
 - c. After you fill the Deposit slip out, put the white copy in the bottom pouch of the deposit bag. Fill out the back of the deposit bag; write the amount of cash and the amount of checks, and the total deposit. The total deposit amount in the bag should match the amount at the bottom of the deposit slip.
 - d. Remember to note the serial number of the bag in the comments section of the CRT.
4. Send the bag and CRT to the Cashier at MS 110, or walk it to the Cashier's window at Bernstein-Marcus (open 9:00-4:30).