

Finance: CHECK AND CASH DEPOSITS

HOW TO SUBMIT A CHECK OR CASH DEPOSIT

When you've received a check or cash that you'd like deposited and credited to a specific series of worktags, the first thing you need to do is create a Journal Entry (see the Create Journal Entry tutorial for more details).

The specific details for the deposit journal entry are as follows:

HEADER DETAILS

1. If the **Ledger** field does not automatically populate, type "Brandeis University: Actuals" This General Ledger is the formal ledger that contains all of the University's financial statement accounts.
2. Enter the **Accounting Date** by typing it in or selecting it from the calendar.
3. In the **Journal Source** field, select Deposits.
4. In the **Memo** field, located in the column to the right, type "Check Deposit" if you're doing a check deposit or "Cash Deposit" if you're doing a cash deposit.

The screenshot shows the 'Create Journal' form with the following fields and values:

Field	Value	Callout
Ledger	× Brandeis University : Actuals	1
Accounting Date	06 / 11 / 2019	2
Period	June-FY19 Actuals (Brandeis University)	
Currency	USD	
Journal Source	× Deposits	3
Display Account Set	(empty)	
Balancing Fund		
Currency Rate Type	(empty)	
Book Code		
Memo	Check Deposit	4
External Reference ID		
Record Quantity	<input type="checkbox"/>	
Enable Multicurrency	<input type="checkbox"/>	
Include Tax Lines	<input type="checkbox"/>	
Adjustment Journal	<input type="checkbox"/>	
Create Reversal	<input type="checkbox"/>	
Reversal Date		
Control Total Amount	0.00	

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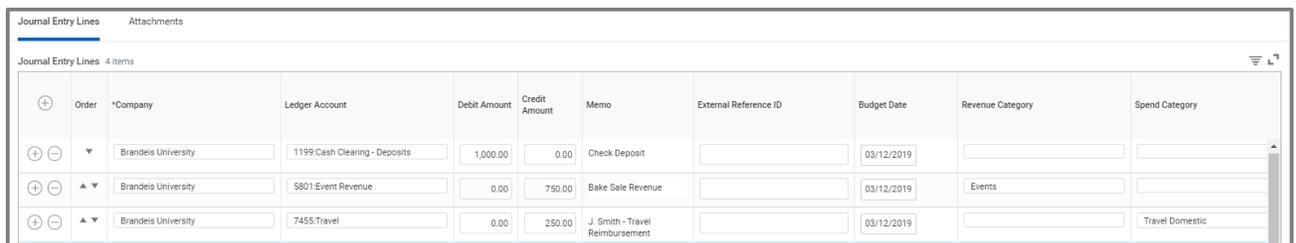
LINE DETAILS

The first line of the journal entry will always be the same. It represents the total amount you're depositing and posting to the cash clearing account.

5. Enter the following:

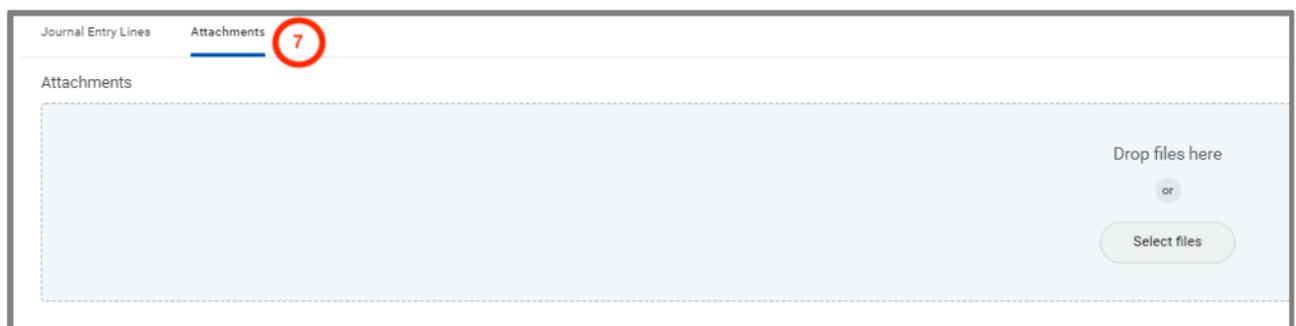
- **Company:** Brandeis University (this will automatically default in)
- **Ledger Account:** 1199 (Cash Clearing – Deposits)
- **Debit Amount:** Amount you're depositing
- **Memo:** "Check Deposit" or "Cash Deposit"
- **Cost Center:** CC72400
- **Program:** PG05 (This will default when the cost center is entered)
- **Fund:** FN11 (This will default when the cost center is entered)

6. All the other journal lines represent where you want the funds credited to. Choose the appropriate Ledger Accounts and corresponding Revenue or Spend Categories. Identify the appropriate Credit Amounts and utilize the line Memo fields for a brief description of the journal lines. Select the Cost Centers, which will populate the Programs and Funds, and any Grant, Gift, Project, etc. worktag as appropriate.



Order	*Company	Ledger Account	Debit Amount	Credit Amount	Memo	External Reference ID	Budget Date	Revenue Category	Spend Category
	Brandeis University	1199:Cash Clearing - Deposits	1,000.00	0.00	Check Deposit		03/12/2019		
	Brandeis University	5801:Event Revenue	0.00	750.00	Bake Sale Revenue		03/12/2019	Events	
	Brandeis University	7455:Travel	0.00	250.00	J. Smith - Travel Reimbursement		03/12/2019		Travel Domestic

7. Click the Attachments tab and attach the relevant support/backup for the deposit. i.e. documentation supporting the worktags the deposit is going to.



Journal Entry Lines Attachments **7**

Attachments

Drop files here

or

Select files

8. After completing the Journal click Submit.

9. The next screen will give you the Journal ID number.

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Business Process Record
Journal: JE-100000137 on 06/11/2019 for \$1,000.00 by Michael DiPalma [Actions](#)

Up Next

Michael DiPalma
Review Journal
Due Date 06/13/2019

[Review](#)

[Details and Process](#)

Do Another
[Create Journal](#)

Identify this Journal ID on the checks or cash bag you're dropping off at the Cashier's Office. You can exclude the preceding one and zeros, i.e. for JE-100000137, you can note JE-137. This will allow the Cashier to match the deposit with the Journal Entry.

Please submit the journal entry as soon as possible after the checks/cash has been received. Cash and checks must be sent to the Cashier's Office within 48 hours of submitting the deposit journal entry. If a deposit journal entry has been submitted and the Cashier's Office has not received the corresponding check/cash by the end of the month then the journal entry will be unposted during the closing process which will require you to resubmit the deposit journal entry again.

Your Journal Entry will flow through the required approval chain prior to posting. You will be notified through your Workday inbox if there are any issues.

10. Click **Review**.

You have two choices when advancing the journal entry down the approval chain. Selecting **Approve** will send the entry onto the next approver in the defined business process, based on the worktags selected. Selecting **Add Approvers** will allow you to insert multiple approvers of your choosing (that have security access to the cost centers within the entry) into the next step of the defined business process. This functionality can be useful when you need to make a unique individual aware of the entry.

You can see who needs to approve the entry by clicking the Process History tab on the entry.