HOW TO SUBMIT A CHECK OR CASH DEPOSIT

When you’ve received a check or cash that you would like to deposit and credit to a specific series of worktags, the first thing you need to do is create a Journal Entry.

A Journal Entry is a mechanism to record or adjust the accounting on a financial transaction. The total dollar amount of debits for the journal must equal the total dollar amount of credits.

Journal entries are not posted to the General Ledger until all appropriate approvals have been completed within Workday.

From the home screen of your Workday profile, click on the search bar at the top of the page. Type in “Create Journal” and select the task from your search results.

If the “Create Journal” task does not appear in your search bar that indicates that you do not have the appropriate access within Workday to create a journal entry. In order to create a journal entry, you need to have the cost center accountant role. To be granted access to that role, please submit a ticket to workday-help@brandeis.edu and cc your manager requesting access to the cost center accountant role. The ticket will be routed to the finance and ITS security teams for approval. You will be notified once your access has been granted and the ticket will be closed. Once access to the role has been granted, you will be able to find the “Create Journal” task from the search bar on your Workday homepage.
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. The date that is selected will populate the period that the entry will post to.

3. In the **Journal Source** field, select Deposits. Please note that the period that the entry will be posted to will populate based on the date selected.

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.
Finance: CHECK AND CASH DEPOSITS

Line Details

The debit 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 on the first line:

- **Company**: Brandeis University (this will automatically default in)
- **Ledger Account**: 1199 (Cash Clearing – Deposits)
- **Debit Amount**: Total 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)
- **Revenue Category**: Needs to be left blank
- **Spend Category**: Needs to be left blank

Please note that the revenue category and spend category fields should be left blank for the debit side of the entry when using account 1199 (Cash Clearing – Deposits).

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.

There is a PeopleSoft to Workday mapping available which also includes the Workday ledger account mapping to the revenue and spend categories. (https://www.brandeis.edu/business-finance/financial-accounting/accounts/index.html)

Example #1 - if you are depositing a check for parking fines of $100, you would enter the following information related to the credit line of the entry:

- **Company**: Brandeis University (this will automatically default in)
- **Ledger Account**: 5804 (Parking)
- **Credit Amount**: $100
- **Memo**: Parking tickets for the month of September (this will represent a clear description of what the line represents)
- **Cost Center**: CC83100 (Public Safety Campus Police) (this would represent the cost center the credit will be posted to)
- **Program**: PG05 (This will default when the cost center is entered)
- **Fund**: FN11 (This will default when the cost center is entered)
- **Revenue Category**: Parking
- **Spend Category**: Needs to be left blank because parking is a revenue account and not an expense account
Example #2 – if you are depositing a $100 check as a reimbursement of an expense that was already charged to the student life cost center and a gift pertaining to a conference

- **Company**: Brandeis University (this will automatically default in)
- **Ledger Account**: 7410 (Conferences and workshops)
- **Credit Amount**: $100
- **Memo**: Reimbursement for student conference attended on 7/1/9 (this will represent a clear description of what the line represents)
- **External Reference ID**: Optional field to include a journal entry number, supplier invoice number or other relevant reference to tie back to a transaction previously posted
- **Cost Center**: CC51200 (Student Life) (This would represent the cost center the credit will be posted to)
- **Program**: PG04 (This will default when the cost center is entered)
- **Fund**: FN11 (This will default when the cost center is entered)
- **Gift**: GF23024 (There is no cost center default on gifts to the cost center must still be entered into the cost center column)
- **Revenue Category**: Needs to be left blank because conferences and workshops is an expense account
- **Spend Category**: Conferences and workshops
Finance: CHECK AND CASH DEPOSITS

7. Click the Attachments tab and attach the relevant support/backup for the deposit. Please do not attach checks unless the banking information and personal information has been redacted. In lieu of attaching a check, you can enter a description of what you are depositing in Step #9 below.

8. After completing the Journal click Submit.

The next screen will give you the Journal ID number.

Write 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.
9. Click Review.

Enter text in the Comment Text Box to describe why the entry is being requested. This narrative should include details that explain the relevant who, what, where, when, why of the entry and give the approver the necessary information to fully understand the intent of the issuer and can replace having to attach a copy of the check as we do not want to include PII (personally identifiable information) on a journal entry.

Once the entry description is complete, you have two choices to advance 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 (the approver that you are selecting would have to be a cost center financial analyst or a cost center manager with the security access to one 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.