

Preparation of Direct Bank Deposits



Finance Area:

[Vice President for Finance](#)

Responsible or Contact Office/Role:

[Financial Reporting & Operations \(Accounting Services\)](#)

Purpose:

This procedure covers the preparation of a Bank Deposit by persons designated as having the authority to make deposits directly to a local branch of the University's bank.

This procedure does not cover preparation of a deposit for processing by the University Cashier's Office.

Prerequisites:

[Bank Deposit Ticket Order](#)

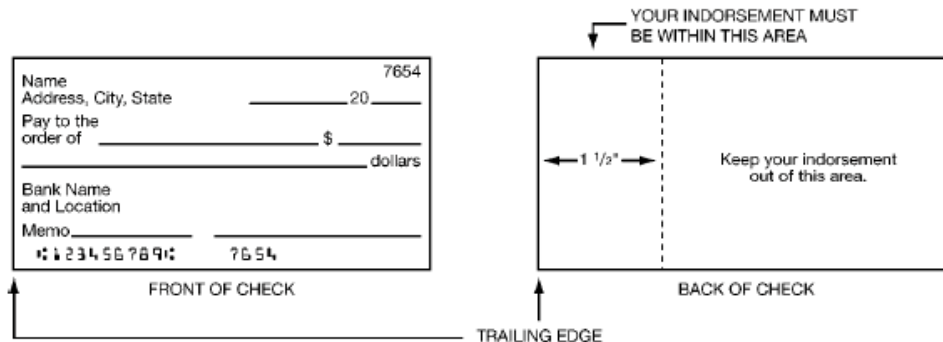
Documentation:

Refer to the University's Policy [IRM-017: Records Management](#) for information related to maintaining proper documentation.

Procedures:

Department/Unit Cashier or Depositor:

- Per University Policy [FIN-016: Receiving and Depositing Cash & Other Monetary Instruments](#), all funds received must be recorded immediately and deposited in a timely manner.
 - Deposit journal entries should be recorded in the GL Module of the Integrated System the same day that the deposit is taken to the bank.
- All University depositors must restrict the placement of all endorsements (either written or stamped) to within 1 ½ inches of the trailing edge of the back of the check (see diagram below).



- All checks deposited must be restrictively endorsed as follows and include the department/unit's Integrated System Organization and Project numbers:

For deposit only to within named payee/fund of
The Rector and Visitors of the University of Virginia
Department of _____
Org #: _____ Project #: _____

4. Complete the multi-part Bank Deposit Slip.
5. Distribution of Bank Deposit Slip copies after validation by the bank:
 - a. White – maintained by the bank.
 - b. Yellow – returned to depositor and filed with related source documents.
6. Determine the General Ledger account segment values for the items to be deposited (Entity, Project, Fund Source, Object Code, and Organization).
 - a. **Entity:** Determine the award to which the funds will be allocated and utilize the A-P-T tab in the UBI GA Reference module. The Award Purpose Code column will provide the Entity as the last two digits.
 - b. **Project:** Enter the Revenue Project as the project number.
 - c. **Fund Source:** Determine the award to which the funds will be allocated and utilize the A-P-T tab in the UBI GA Reference module. The Award Purpose Code column will provide the Fund Source as the first four digits.
 - d. **Object Code:** In the majority of cases, the correct object code for recording departmental revenue will be one of the following:

4705	Sales & Svcs – Edu Activities
4710	Conference Income- Non Aux
4820	Other Income

A complete listing of Object Codes can be found in the UBI GL Reference module. Revenue object codes are in the 4xxx series of values.
 - e. **Organization:** Enter your five digit organization number.
7. Login to the [Integrated System](#) with the responsibility of GL Specialist and create a New Journal Entry for the deposit.
 - a. Refer to the [GL Training Guide](#) for additional information on completing the deposit journal entry.
8. File the Yellow copy of the Bank Deposit Slip with all original documentation supporting the deposit.
 - a. Original documentation may include:
 - i. A record of cash and checks received;
 - ii. Copies of checks or check stubs;
 - iii. Adding machine tapes; or
 - iv. Any other departmental/unit records sufficient to satisfy an audit.

Foreign Checks/Foreign Currency:

1. Deposit these funds separately. Enter the amount into the Integrated System for the ‘probably’ amount based on the currency exchange rates quoted by the University’s bank.
2. The collections process (see below) can take as long as six to eight weeks to clear the bank and may include fees not associated with the exchange rate:
 - a. Foreign Bank/Foreign Funds with No Hold – if a scan of the check at the bank does NOT ask for a hold, then the check amount is converted on the spot and the funds are deposited.
 - b. Foreign Bank/Foreign Funds with Requested Hold – if the scan of the check at the bank ‘asks for a hold’, then a \$40.00 minimum fee applies and the collection will take a minimum of six to eight weeks.
 - c. Foreign Bank/U.S. Funds – there is ALWAYS a ‘hold for collection’. The \$40.00 minimum fee will apply and collections will take a minimum of six to eight weeks.
3. Reverse the original Integrated System entry and create a new entry for the correct deposit amount.

Resources:

[FIN-016: Receiving and Depositing Cash & Other Monetary Instruments](#)

Revision History:

May 2018