**Department Deposit Form (PDF) Instructions**

Updated 3/2023

Cash-handling units can use this form to prepare a department deposit for processing at their campus University Bursar Cashier Operations office. Contact your campus [Cashier Operations](http://www.obfs.uillinois.edu/cash-handling) office with questions or to discuss your unit’s options.

**Please Note:** The Department Deposit Form contains interactive fields and functions best when downloaded for offline use with Adobe Reader/Acrobat. MAC users should install Adobe Reader for Macintosh, and then download the form.

**Section 1: Department and Preparer Information**

**Location:** Select the radio button identifying your location.

**Form Reference:** A custom form reference number can be manually entered in the Form Reference field or, you can leave the field blank and when the form is submitted an automatically generated number (using the date, time, and first characters of your e-mail address) will be generated when the form is submitted. Unless otherwise directed, it is referred to on your receipt.

**Date Form Completed:** Enter Date or use the drop-down calendar.

**Date Payment(s) Received by Unit**: Enter the date that the money was physically received from the payor.  For example, if you received a check in the mail on a particular date, or if you received a payment directly from your customer on a particular date, then enter that date into this field.  This is a very important date, as UAFR relies on this information to determine if any deposit-in-transit entries need recorded to Banner.

**Provide the 'Earliest Start Date' and 'Latest End Date' of the period covered by the payment(s)**:

* If the period covered by the payment is only one day, then enter the same date into both the “Earliest Start Date” and “Latest End Date” fields.
* If multiple payments are being deposited on one form, then find: (1) the payment with the earliest start date, and (2) the payment with the latest end date. Then, enter those two dates into the “Earliest Start Date” and “Latest End Date” fields.

	+ Entering these date fields are required, and your deposit will not be able to be processed unless these fields are completed.

		- If you are uncertain how to complete these date fields, please contact your unit’s business office for assistance. If needed, UAFR can provide further insight as well if the unit’s business manager has additional questions. If UAFR assistance is needed, refer to the [Accrual & Deferral Tracking](http://links.illinois.edu/f/a/YRt39jGX-USQXWkoC76NFw~~/AAMFlAA~/RgRl9xBRP0RqaHR0cHM6Ly93d3cub2Jmcy51aWxsaW5vaXMuZWR1L2FjY291bnRpbmctZmluYW5jaWFsLXJlcG9ydGluZy93aG8tdG8tYXNrL3R5cGVzLXF1ZXN0aW9ucy8jYWNjcnVhbC1kZWZlcnJhbFcDc3BjQgpkCVGLFGT-1YOzUiBidXJzYXJjYXNoaWVyc3VpdWNAdWlsbGlub2lzLmVkdVgEAAAABA~~) section of UAFR’s [Who to Ask](http://links.illinois.edu/f/a/gr9QyrQiJ9Dbq4wFuE2XIQ~~/AAMFlAA~/RgRl9xBRP0RJaHR0cHM6Ly93d3cub2Jmcy51aWxsaW5vaXMuZWR1L2FjY291bnRpbmctZmluYW5jaWFsLXJlcG9ydGluZy93aG8tdG8tYXNrL1cDc3BjQgpkCVGLFGT-1YOzUiBidXJzYXJjYXNoaWVyc3VpdWNAdWlsbGlub2lzLmVkdVgEAAAABA~~) list.
	+ Capturing this data will help enable UAFR to properly identify any accruals (such as accounts receivable) or deferrals (such as unearned revenue) which need to be accounted for within the UI System’s audited financial statements.

**Department Name:** Enter the unit's department name.

**Prepared By:** Enter the department deposit preparers name.

**Department Address:** Enter the department's address.

**Mail Code:** Enter the department's campus mail code.

**Phone Number:** Enter your 10-digit phone number, such as “(nnn) nnn-nnnn.”

**Email:** Enter your e-mail address in full, such as jdoe1@illinois.edu.

**Section 2: Description**

**Description:** Enter a brief description of the deposit which is being made and where the funding came from.  For example, if the proceeds which are being deposited were generated from the sale of goods or services, explain that in further detail.

**Section 3: Cash Denominations/Check Totals**

**Paper Currency and Coins -** Enter the number of each denomination of paper or coin that you have. The “Calculated Sum” automatically calculates.

**Checks –** You can enter individual check details, such as payer name, check number, etc. and the individual amount for all checks received. You are strongly encouraged to include as much detail as possible on these forms for your future reference. However, there are no system-imposed edits on the information you enter. Attach a calculator/adding machine tape of check totals when you submit them for processing. **All checks should be properly endorsed at the time of receipt.**

 **Section 4: CFOAPAL Information**

Enter the applicable CFOAPAL codes carefully before submitting the form. Pay close attention to the account code to ensure that the account code being used properly represents the true nature of the transaction (such as applicable revenue account code that properly classifies the nature of the deposit). If there are problems with the CFOAPAL codes provided, the Cashier Office will contact you to resolve the error, which will delay processing.

The totals from Sections 3 and 4, must be equal and are automatically calculated based on the information entered on the form.

**Certifying Statement**

Verify all information entered is accurate before submitting. Once verified, select the radio button for "I certify that the information entered is accurate to the best of my knowledge."

**Submitting the Form**

You can either print and submit or submit electronically:

 **Print** – Deliver the completed form, along with the cash and checks, using the methods established by your department.

 **Submit** – Your default e-mail application will open with the “To” address line filled with the correct cashier operations email, “Cc” will have the preparer’s name, “Subject” line will reflect the campus selected and the Form Reference number. The completed form will be attached as a PDF file type.

**Saving the Form for Future Use**

Create a “master” template with your contact information and commonly used CFOAPs. After each use, either save the new completed form with a new file name or print a copy for your records. However, periodically check the OBFS Cash Handling website for updated versions (using the Last updated date on the bottom left of the form).