

## Deposit Transmittal Tip Sheet

### Deposit Amount, Deposit Type and User Extension

1. Enter the total amount associated with this deposit.
2. A single deposit can have only one type of money associated with it; Cash, Checks or Foreign Check
3. If a Foreign Check, a USD amount still must be entered. It will be corrected once the Cashier's Office received confirmation of the currency conversion.
4. Enter the phone extension of the user entering the data. This will facilitate making a contact if there is a question about the deposit.

[New Window](#) | [Help](#) | [CL](#)

### Department Deposit Transmittal

Deposit Unit: WSLYN    Deposit ID: NEXT    Initiated:    Approval Status: [Initial](#)

Department Only	Cashier Only
Entered Date: 08/27/2010	'Cashier App
'Deposit Total: 0.00	os
'Deposit Type: [dropdown]	'Cashier App
User ID: EBELOW Below, Edwin	Creation DTT
User Extension: [input]	Complete <input type="checkbox"/>
Submission DTTM: [input]	<a href="#">Create Accounting Entries</a>

### Attachments

1. No attachments are required by the Cashier's Office. Attachment capability is provided for the sole use of the originating department. For example, you can attach a spreadsheet of all checks associated with the deposit (but this is not required).

### Line Information

1. A Payment Description is required, but this is a free-form field and can include any description that is meaningful to you. This field will appear on the Transaction Detail Inquiry page.
2. Multiple lines can be entered if you need to either split the accounting or distinguish between the sources of the money for the deposit.
3. The Line Description and Reference can be used to list a name on a check and a check number. This is not required, but may be useful to the department. These fields appear on the Transaction Detail Inquiry page.
4. The sum of the line detail at the bottom of the page must equal the deposit total. You will receive an error if it does not.

Click + to add lines

Click + to add distributions

Line	Seq	'Payment Description	'Amount
	1		0.00

'Amount	'Smartkey	'Account
[input]	[input]	[input]

Line Total

[Save](#)    [Submit](#)

**NOTE:** All lines and distributions must add up to the total at the top of the deposit.

## Finalizing the Electronic Deposit Transmittal

1. Save the Deposit Transmittal page. Your totals will be edited and a warning will appear if all the lines and distributions do not add up to the total.
2. **Submit the Transmittal page. This is REQUIRED.** The Cashier's Office must receive the form electronically to process your deposit.
3. Print the Deposit Transmittal page by clicking the Print button.

The screenshot shows a web form with the following fields: 'Amount' (120.00), 'Smartkey' (1001095100), 'Description' (FINANCE), 'Account' (70360), and 'Descri' (MISCE). Below these fields is a 'Line Total' section with a 'Save' button and a 'Submit' button. A red arrow points from the 'Save' button to a text box on the left, and another red arrow points from the 'Submit' button to a text box on the right.

1. Click SAVE button to edit the deposit and get the Deposit ID at the top of the page.

2. Click SUBMIT button to send form electronically to Cashier. Do this before printing.

The screenshot shows the same web form as above, but with the 'Print' button highlighted. A red arrow points from the 'Print' button to a text box on the right.

3. Click PRINT button to get a paper copy to attach to the cash or checks.

## Preparing the Deposit for Delivery to Cashier

1. Enter your Smartkey and Account Number on each check in the event that the check is returned by the bank for any reason. Checks without this information will be returned to the department.
2. For those departments that have a bank stamp, please be sure to stamp the back of the checks in the endorsement area before submitting to the Cashier's Office.
3. Detach checks from any stubs or documentation before submitting to the Cashier's Office.
4. Take the printed Deposit Transmittal Form and the cash or checks to the Cashier's Office and put in the deposit box.
5. Once the money has been counted, balanced and taken to the bank you will receive an e-mail that the deposit is complete.
6. Completed deposits can be found under the "Find and Existing Value" tab on the Deposit Transmittal Smart Doc.

## Foreign Checks

1. Once a foreign check is received in the Cashier's Office, it is sent to the bank as a special deposit.
2. The bank will notify the Cashier's Office of the US Dollar amount of the check based on the current exchange rate.
3. The Cashier's Office will notify the originating office of the deposit total so the amount can be corrected and the deposit completed.

## Denied Deposits

Deposits will be denied and returned to the department for certain reasons. If a deposit is denied, the originator will get an e-mail that says it is denied and the workflow comment will indicate the reason for the denial. Some of the reasons why a deposit might be denied:

1. The actual amount of the cash or checks received in the Cashier's Office differs from the amount on the Deposit Transmittal form.
2. The checks received in the Cashier's Office are not signed.
3. The wrong deposit type has been indicated on the form (e.g. form indicates "Checks", but cash is received).

## To View the Comment on a Denied Deposit

1. Navigate to the Deposit Transmittal SmartDoc under "Find an Existing Value."
2. At the top of the page the "Approval Status" will say "Denied." Click the word "Denied" and the workflow preview will open.
3. Click the "Comment" link at the bottom of the workflow.

### Department Deposit Transmittal

Deposit Unit	WSLYN	Deposit ID	3671	Balanced	Approval Status:	Denied
Department Only			Cashier Only			
Entered Date	08/27/2010	Cashier Approval Date	08/27/2010			
Deposit Total	120.00	Bank Deposit Date	08/27/2010			

Click link at top of page that says "Denied."

#### Approval Map

##### Direct Journal Cashier

Click small arrow next to the word "Comments" to see the comment.

DEPOSIT\_BU=WSLYN, DEPOSIT\_ID=3671: Denied [View/Hide Comments](#)

Attributes Approval

**Denied**

[Angeletti, Noreen Denise](#)  
Direct Journal Cashier  
8/27/2010 - 10:54 AM

[Comments](#)

#### Approval Map

##### Direct Journal Cashier

The comment text will open.

DEPOSIT\_BU=WSLYN, DEPOSIT\_ID=3671: Denied [View/Hide Comments](#)

Attributes Approval

**Denied**

[Angeletti, Noreen Denise](#)  
Direct Journal Cashier  
8/27/2010 - 10:54 AM

[Comments](#)

**Angeletti, Noreen Denise at 8/27/2010 - 10:54 AM**  
Check amount does not match amount on the form.