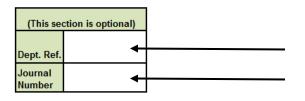The Deposit Coversheet is required for all deposits. Complete one Deposit Coversheet for cash and check deposits. Complete a different Deposit Coversheet for Credit Card Deposits. Do not combine cash and/or check deposits with credit card deposits. This form must be uploaded to the deposit journal entry as backup for the entry.

NOTE: THIS FORM MUST BE COMPLETED ELECTRONICALLY OR THE JOURNAL ENTRY WILL BE DENIED.

Step 1:   Enter the name, department name (not number), and phone extension of the person preparing the journal entry for the deposit. This information is required.

(This section is required)	
Date	2/8/2010
To	UHCL Cashier
Prepared By	
Dept Name	
Phone Ext	

Step 2:   Enter the Department Reference Number from the departmental journal entry log. Enter the Journal Number of the journal entry that has been created for the deposit. This information is optional.

(This section is optional)	
Dept. Ref.	
Journal Number	

Step 3:   Enter a description for your deposit. This information is optional.

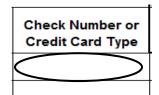| Deposit Description (Optional) |
|---|
| |

Step 4:   Enter a description, speed type, cost center, and account information for each item within the deposit.   The account listed should be "10610" unless specified otherwise. This information is optional.

TRANSACTION DESCRIPTION	SPEED TYPE	FUND	DEPT	PROG	PROJ	ACCOUNT
(This section is optional)						

Step 5:   Enter the Payer's Name for each item within the deposit. If there are multiple transactions for this deposit and this is a cash/check deposit, you may enter "various" if you choose.   This field is optional.

Payer's Name

Step 6:   Enter the check number for check deposits. Enter the credit card type (ie. Visa, MasterCard, etc.) if the deposit is for credit cards. This information is optional. You may enter "Various" if you choose.

Check Number or Credit Card Type

Step 7:   For cash/check deposits, enter the amount of cash or the amount of the check for each transaction that makes up the deposit. For credit card deposits, enter the amount charged to the credit card for each transaction that makes up the deposit. This information is required.
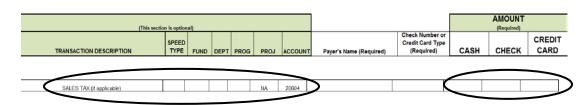
AMOUNT		
(Required)		
CASH	CHECK	CREDIT CARD

Step 8:   Enter the amount of sales tax if applicable and indicate whether it is cash, check, or credit card. Be sure to include the cost center information. The Account is provided. The tax rate is 8 ¼% (.0825).

TRANSACTION DESCRIPTION	SPEED TYPE	FUND	DEPT	PROG	PROJ	ACCOUNT	Payer's Name (Required)	Check Number or Credit Card Type (Required)	CASH	CHECK	CREDIT CARD
(This section is optional)									AMOUNT (Required)		
SALES TAX (if applicable)					NA	20604					

Step 9:   Enter the count of each denomination of cash for cash deposits.   The Amount field will auto calculate depending on the Count/Qty entered. If the cash deposit total does not match the total cash amount above, an "ERROR" message will display. Recheck the Count/Qty entered and make corrections. Once the cash deposit total matches the total cash amount above, the message "BALANCED TO CASH TOTAL ABOVE" will be displayed. If you have draft or money orders, enter the amount on the "Other" line in the "Amount" column. Do not enter a count/quantity. This information is optional.

Cash Deposit Total (Optional)	Count/Qty	Amount
$100	0	-
$50	0	-
$20	0	-
$10	0	-
$5	0	-
$1	0	-
$ 1/2	0	-
QUARTERS	0	-
DIMES	0	-
NICKELS	0	-
PENNIES	0	-
Other		

Step 10:   Enter any Comments pertinent to the deposit. Use this field to list additional information or further explanation for the deposit. Completion of this field is optional.

Comments (Optional)

NOTE: If the Credit Card Amount column has any amount listed in it, and is combined with an amount in the cash or check column, a message of "FALSE" will be displayed. This message is an alert message indicating not to combine cash/check transactions with credit card transactions in the same deposit. The deposit must have a message value of "TRUE" list before it can be uploaded to the journal entry.

TRUE.