Controller's Office

Quick Start Guide: Deposit Process

Step 1 and Step 2 are independent of each other. Step 1 is the Cash/Check Handling log and Step 2 is the departmental deposit log.

The posting grid format should not be altered.

Each deposit requires a new posting grid. Copy entire sheet (for instructions see Deposit Process Video).

1. Cash/Check Handling Log:

a. Full amount of check or cash received.
b. Speed type(s) where check or cash will be posted. In the case of split Speedtypes list all Speedtypes on one line.
c. Account code(s) where check or cash will be posted. In the case of split account codes list all account codes on one line.
d. Date on the check.
e. Whom the check is from.
f. Date department receives check
g. Drop down options include: Cash and Check
h. Check number
i. Cumulative total of deposit.
j. Drop down options include: Bursar, Branch, Deposit on-site, and Business Operations.
k. The initials of the person who recorded the deposit.
l. Departmental personnel who reviews or approves the deposit.

a	b	c
Amount Received	Speedtype	Acct Number

d	e	f	g	h
Payment/Check Date	Payor Name	Date of Receipt	Receipt Type	Check Number

i	j	k	l
Total Deposit Amount	Deposit Method	Preparer Initials	Reviewer Initials

2. **Fill out posting grid:**

m. Department location number. Enter first time and save template.

n. Department Name. Enter first time and save template.

o. Date deposit is taken to locaiton for deposit.

p. Amount that should be posted to corresponding Speed Type (e) and PS Account (f).

q. The speed type where the amount listed should post.

r. Account code where the amount listed should post.

s. A maximum of ten characters that helps identify the line item (optional).

t. Comments can be added to provide additional information (optional).

u. The amount by deposit type. If there is a discrepancy between Total Deposit and the Amount column the Total Deposit number will be in red.

`<start>`				
m Location #	**n** Dept Name	Submit Date	UA Received	Ref Code
Deposit Type	Amount	Deposit Date	Amount	Speed Type
CHECKS (1)	$ -	**o**	**p**	**q**
CURRENCY (2)	$ -			
COIN (3)	$ -			
CREDIT CARD (4)	$ -			
LOCKBOX (5)	$ -			
ACH / EFT (6)	$ -			
Total Deposit	$ **u** -			
`<end>`				

Journal #	Deposit Reference (Dept Use Only)	UA Grid Notes
PS Account	PeopleSoft Refer (10 char)	Department Comments
r	**s**	**t**

3. **Send Posting Grid:**

To University Accounting (UnivAcct@louisville.edu).

- All lines from <start> to <end> must be included when sending for posting.
- Do not send grids to University accounting with any red or yellow cells. They will be returned until they are corrected and free of errors.

`<start>`		
Location #	Dept Name	Sub
Deposit Type	Amount	Dep
CHECKS (1)	$ -	
CURRENCY (2)	$ -	
COIN (3)	$ -	
CREDIT CARD (4)	$ -	
LOCKBOX (5)	$ -	
ACH / EFT (6)	$ -	
Total Deposit	$ -	
`<end>`		