

Making University Deposits

MAY 2019

Connect
CAROLINA

How to make a cash or check deposit

How to make an electronic deposit

How to find your deposits in the system

Resources to help you

The Two Types of Deposits at UNC

- Direct Journal
- Against Accounts Receivable Invoices



Making University Deposits

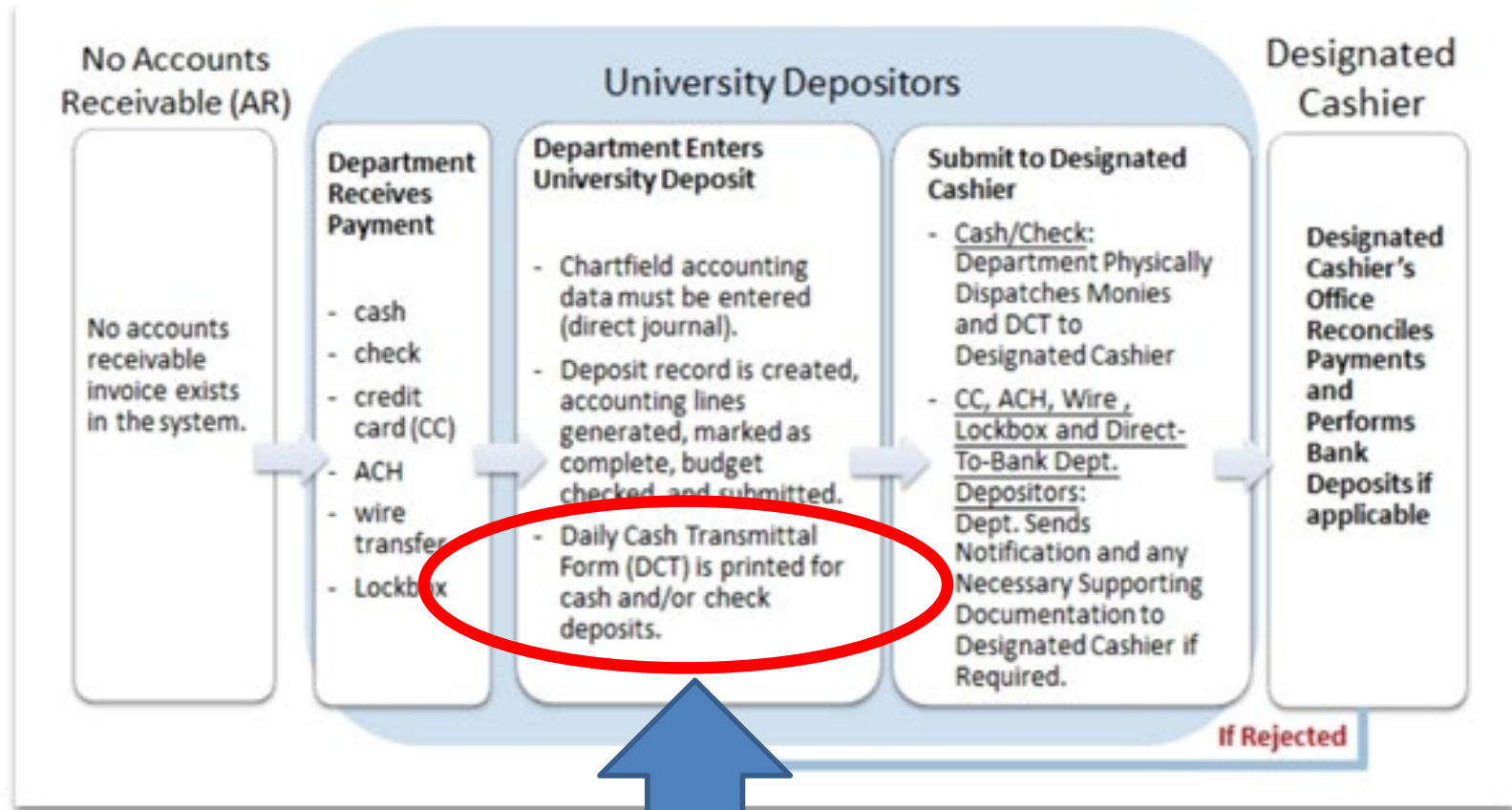
- Identify and Track
- Record of Money Received
- Internal Information



Before you enter a Deposit:

- Count Cash
- Look over each Check
- Combine Checks and Cash

Making University Deposits



This is a summary of the transactions. This document must be brought to the Cashier's Office along with the deposit.

Direct Journal

University Deposits

- Identify and Track incoming Payments
 - Provide a Record
- Internal Information

Responsibilities

- Count Cash and Checks
 - Look over all Checks
- Combine Checks and Cash



Drop money off at Cashier's Office

OFFICE HOURS:

M, T, TH, F: 830am-430pm

W: 900am-430pm

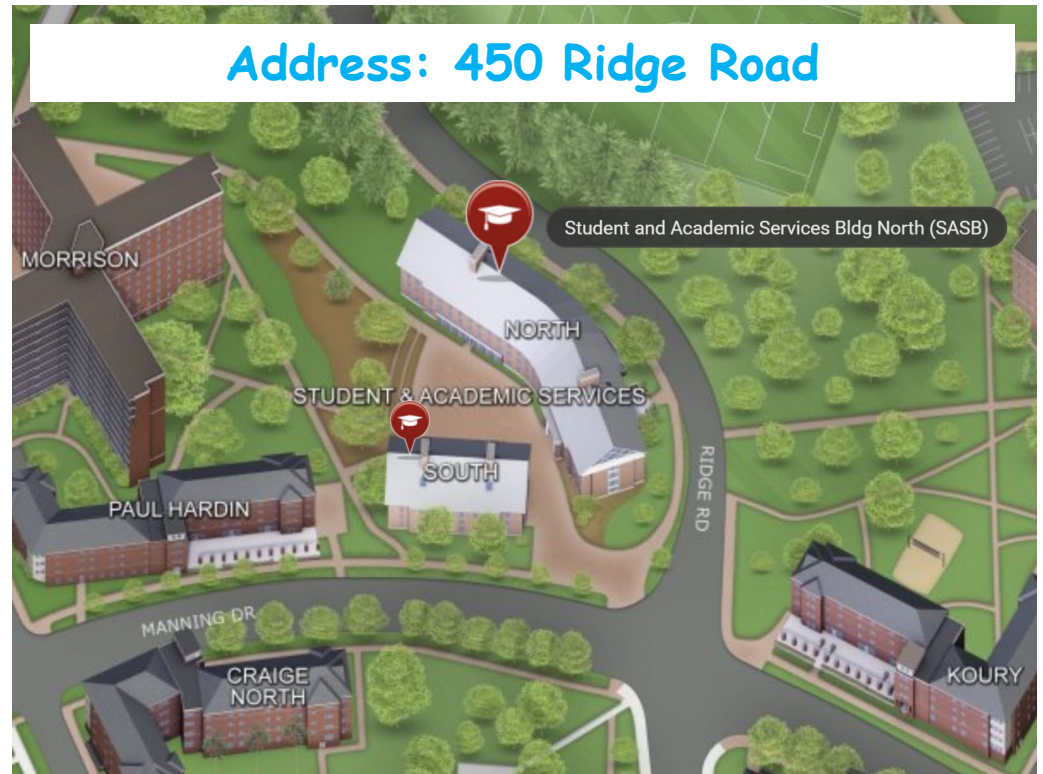
After Hours Drop Box:

Located in the back of the building near the rear loading dock.

Contact Campus Enterprise:

For a Locked envelopes or armored car for large deposits.

**You cannot make it that day.
Lock it up likes its your
family jewels.**



[Google Maps](#)

Create a Deposit in CC

- **Department:** 211000
- **Phone Number:** 919-555-5664
- **Campus Box:** 3155
- **Cash=\$1,500 Checks=\$500**
- **Payment/Merchant ID:** Initials and Date
- **Accounting Distribution:**

Amount	Fund	Source	Account	Dept	Line Desc
\$400	29200	50001	433110	211000	Fuel
\$1,600	29200	50001	433110	211000	Cleaning

- **Electronic Deposits**
(Credit Cards, Wire Transfer, ACH, etc.)
- **Electronic Payments and Cash Don't Mix**
- **Three Key Differences**
 - Transaction Date
 - Settlement Date
 - Third Business Day

- **Department:** 653000
- **Phone Number:** 919-555-5664
- **Campus Box:** 3155
- **Electronic deposit** = \$1,500
- **Settlement date:** Today's date
- **Payment/Merchant ID:** 276839
- **Accounting Distribution:**

Amount	Fund	Source	Account	Dept	Line Desc
\$800	20103	12506	458850	653000	Books
\$700	20103	12506	458850	653000	Supplies

Finding Deposits not Reconciled or Approved

- Deposits you have started and saved but not submitted.
- If you submit and realize an error you will have to contact the cashiers office.

- If irregularities exist with the deposit, the reconciling cashier may reject the deposit.
- Rejection sends an email notification to the depositor which includes written notes about the reason for rejection and/or instructions to correct the issue.

From: jane.cashier@unc.edu

Sent: Thursday, July 24, 2014 1:14 PM

To: joe.depositor@unc.edu

Subject: AR Deposit 18 for Business Unit CHHRE failed Cashiers Reconciliation

The AR deposit 18 for Business Unit CHHRE has been rejected by Cashiers Office due to the following reason:
Incorrect Amount - please correct and resubmit. Received \$120

Click the link below to access this deposit:

https://ccfsspt.unc.edu/psp/fs91spt/EMPLOYEE/ERP/c/APPLY_PAYMENTS.PAYMENT_ENTRY.GBL?Action=U

Resources to Help You

- ccinfo.unc.edu
- Help Button in CC
- CC Newsletter
- 962-HELP
- InfoPorte