

When to use the Department Deposit Report:

- 1) To submit one-time or miscellaneous payments;
- 2) To submit payment of departmental invoices entered using the External Invoice Tracking System (EITS) through AURORA
- 3) To submit payments receipted using a departmental receipt system other than the V-Receipts (also known as pegboard receipts) obtained from Financial Services

Instructions for Completing the Department Deposit Report

Specify the UM bank account: Indicate which of the three accounts, Canadian, US or Trust, is to be used by checking the appropriate box. A separate deposit form is required for each bank account.

Deposit Information:

For Miscellaneous Items: Provide a description of the purpose of the deposit including reference numbers or student information if applicable.

For payment of an Aurora invoice (issued in FYAINVO); Indicate the invoice number and amount to be applied to the invoice.

Reminder: invoice payments are credited to the customer's account balance, not the department FOAP. Customer accounts may be viewed using TFIAREV.

Deposit Details: Specify the payment details (cheque or cash*).

Note: Those departments that use this form for internal balancing purposes and include electronic payment information such as Visa deposits may request an Excel version of the form that will accommodate their needs. Contact Krista Wiebe at 474-8480.

FOAP Distribution of Miscellaneous Items:

Enter the appropriate FOAPs for allocation of the miscellaneous revenue, keeping the following in mind:

- FOAPs should be checked for completeness and accuracy to ensure the timely processing of deposits.
- Expense accounts should not be used for deposits.
- Sales & Service revenue accounts use program code 0000.

Invoice Payments:

- Invoice payments entered on-line in the "Payment Information" section will automatically update this section as well. A FOAP is not required. If the form is manually completed, simply re-enter the invoice number and payment amount.

Deposit Totals

The "deposit total" appears in three places on the form and all three amounts should agree.

If the form is completed on-line, the "Deposit Total" fields are automatically calculated for you.

Depositor Information: Contact information for the person making the deposit is required in case additional information is required, such as correction of an invalid Fund code. Deposit forms should be signed and dated.

The cashier will provide the depositor with a signed copy of the deposit form and a copy of the receipt.

*Please note that any deposits containing cash should be brought in person to either cash office location with a completed Department Deposit form. Cash should not be sent through interoffice mail.