


- **Basic Steps for Bank Deposits**
- **Complete a bank deposit ticket, in quadruplet according to current local bank deposit procedures.**
  - **If your deposit consists of credit cards transactions only, no deposit ticket is used.**  
However you must forward your batch release or upload generated by point-of-sale terminal to the Bursar's Office.
  - Go to transaction **ZFB50ZK2** Bank Deposit Journal Entry (Accounting Financial Accounting > General Ledger > Document Entry)
  - Check for document type ZK in the *Basic data* tab
  - Complete fields in *Basic data* tab:
    - **Document date** = date you are preparing deposit
    - **Posting date**= defaulted to current date
    - **Reference**= field should be left blank
    - **DocHeader text**= should always be 7
  - Complete fields in the *Items (Bank Deposit)* area:
    - Select an account assignment template from the Tree or use the GL codes below
      - **102501** FTB Checks/Cash
      - **102502** FTB Credit Cards
      - **102350** Regions Checks/Cash(35AMSO\_NSH)
    - Complete debit line(s). This is normally the first line(s):
  - **Doc currency amount** = the total amount of the deposit shown on the deposit ticket
  - **Assignment no.** = either deposit ticket number for cash/checks or merchant number for credit cards (The assignment # is the first set of seven digit numbers located on the bottom of the deposit ticket.)
  - **Text** = your name, department and office number. When using GL account 102502 for credit cards, include the date of the credit card batch release or upload total report in addition to name and phone number.
- Complete credit line(s):
  - **G/L acct.** = the G/L account corresponding to the type of deposit being made (see "Object Code/Ledger Activity/User Revenue Code Translations" table [under Chart of Accounts] on the IRIS Web site.)
  - For the Payroll Department, use the following GL codes:
    - 258532-Repayment**
    - 258576-Overpayment**
  - **Short text** = will automatically be displayed when GL is entered.
  - **D/C** = credit
  - **Amount in doc.curr.**= the amount of the deposit to be credited to each G/L account,
  - **Text**=use for brief description of deposit (ex. phone, shipping, receipt numbers)
  - **Cost Center, WBS Element, or Fund** = enter appropriate numbers to be credited (the fund account defaults when cost center or WBS element is entered) fund number automatically populated with the payroll GL account numbers.
- Repeat the above for each additional deposit ticket to be entered on the same screen.
- Enter range of receipt numbers or other vital information for each deposit in correspondence area (*from top menu bar: Extras > Document texts > Correspondence*) OR write them on the deposit ticket.
- Ensure the "green light" signals that debits and credits balance.
- "Park" the document in IRIS by clicking  Park .
- Write the document number generated by IRIS on the original deposit ticket so that it appears on all copies .

- Print a copy of the Printed Deposit Document(see example below) from IRIS (must use UT standard variant for parked documents)
- If your deposit is delivered by Campus police, attach one (1) photocopy of the deposit ticket to the Printed Deposit Document on the outside of your deposit bag. Two copies of the credit card batch release should be attached for credit card deposits.
- If your deposit is hand delivered, attach the original and two (2) copies of the deposit ticket to the Printed Deposit Document. File the fourth copy for your records.(Normally yellow copy)
- Forward the deposit ticket copies and/or credit card batch releases to the Bursar Office along with the Printed Deposit Document for review and posting.

*Below is an example of a properly completed Printed Deposit Document.*

**5 Items ( Screen Variant : UT Standard Screen Variant )**

St.	G/L acct	Short Text	D/C	Amount in doc.curr.	Assignment no.	Text	Cost center	WBS elem...	Fund
✓	102501	FTB-MEMP...	Debit	7,000.00	123456	G. Campbell Bursar 8-5550			
✓	102502	FTB-MEMP...	Debit	500.00	187654321	8-5550 Rel 2/2/2011			
✓	105000	ACCOUNTS...	Cred...	1,400.00		Receipts 19800-19804			A070500001
✓	439100	OPERATIN...	Cred...	100.00		Receipts 19800-19804	E070107		E070107
✓	700300	GIFT,GRT&...	Cred...	6,000.00		Receipts 19800-19804	R073286102	R073286102	

- 1. Document type ZK is set.
- 2. Reference field is left blank.
- 3. Short Text field contains the code for Memphis (7).
- 4. Debit line contains:
  - a. Bank G/L account (taken from a template or typed in).
  - b. Deposit ticket or merchant number in the Assignment field.
  - c. Name and phone number of the person making the deposit. (For the GL account 102502 for credit cards, in addition to name and phone number, include the date of the credit card batch release or upload total report).
- 5. Credit line contains the G/L account and Cost Center, WBS Element or Fund # to be credited.
- 6. Debits and credits are in balance. Debits = Credits.

7. Place document number on deposit slip or batch release.

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**Document Overview**

Doc Type : ZK ( Depart Cash Deposits ) Parked document

Doc. Number	1300019283	Company Code	UT	Fiscal Year	2011
Doc. Date	02/03/2011	Posting Date	02/03/2011	Period	08
Calculate Tax	<input type="checkbox"/>				
Doc. Currency	USD				
Doc. Hdr Text	7				

Itm	PK	Account	Acct short text	Amount	Cost Ctr	WBS elem.	Fund	Order	Text	Assign.	BusA	CoCd	Earmd Fnd
1	40	102501	FTB-MEMPHIS CK-C...	7,000.00					G. Campbell Bursar 8-5550	123456		UT	
2	40	102502	FTB-MEMPHIS BANK...	500.00					8-5550 Rel 2/2/2011	187654321		UT	
3	50	105000	ACCOUNTS RECEIVA...	1,400.00-			A070500001		Receipts 19800-19804			UT	
4	50	439100	OPERATING SUPPL	100.00-	E070107		E070107		Receipts 19800-19804		1107	UT	
5	50	700300	GIFT, GRT&BEQ-REC...	6,000.00-		R073286102	R073286102		Receipts 19800-19804		2107	UT	

Attach a copy of the Printed Deposit Document to the deposit ticket before submitting to the Bursar's Office.

For information regarding training, go to: <http://iris.tennessee.edu/>.