

When to use the Department Deposit Report:

- 1) To deposit one-time non-tuition payment;
- 2) To deposit payments where the purpose is to pay an external Invoice (s) issued in [FAST AR](#) AND an one-time non-tuition deposit;
Note: In case where payment received is for external Invoice (s) ONLY, the Department Deposit Report is not required. Ensure that the cheque stub has a valid invoice (s) number (s) and send the payment to one of the Cashiers' Offices.
- 3) To deposit payments receipted using 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:

Provide a description of the purpose of the deposit including reference numbers or student information if applicable. Ensure that the nature of the business transaction is clearly described.

For payment of an external invoice (issued in FAST AR), indicate the invoice number and amount to be applied to the invoice.

Reminder: invoice payments are applied to the customer's account, not the department FOAP. Customer accounts may be viewed using the Reporting menu in FAST AR.

Note: If a reason of the payment is unknown, it should immediately be forwarded to Financial Services, RCGA, 315 Administration Bldg.

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

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. Call Budget Accountant, RCGA or Travel Services for more information.
- Revenue accounts use program code 0000.
- Revenue account codes type 5D - Internal Sales and Service Income cannot be used on Department Deposit Report.
- Use accounts that best describe the business transaction; accounts such 524500 "Other Income" or 580007 "Miscellaneous Income" should not be used.
- Ensure that Sales Taxes are assessed, charged, collected and remitted on revenue.
- GST, PST and HST fields are mandatory on the Department Deposit Report. If a tax not applicable, please enter 0.00.

External Invoice Payments:

- A FOAP is not required.
- Invoice payments entered on-line in the "Payment Information" section will automatically update this section as well. 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 necessary, such as verification of an invalid FOAP. Deposit forms must be signed and dated.

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

*Please note that any deposits containing cash must be brought in person to either cash office location with a completed Department Deposit form. Cash should never be sent through interoffice mail.

DEPARTMENT DEPOSIT REPORT

Please use this form when sending cash or cheques to the Cashiers' Office

Send To:
Cashiers' Office
138 University Centre
OR
P001 Pathology Bldg.

DEPARTMENT: _____

Deposit Date: _____

Specify UM Bank Account:	GENERAL (CDN)	<input type="text"/>
(One Bank Account per form)	TRUST	<input type="text"/>
	US	<input type="text"/>

Deposit Information

Brief description: eg. T-shirt sales; Conference registration, Dr. Smith Cell recovery Dec 13)

Amount

Payment of invoice issued in FAST AR
(Indicate Invoice Number)

INV # _____
INV # _____
INV # _____

Deposit Total

Deposit Details

Amount

Cash _____
Cheques (no. of cheques) _____

Deposit Total

FOAP Distribution of Misc. Items

Deposit Prepared By:	
Contact Name:	
Telephone:	
Signature of Depositor:	

	Fund	Org	Acct	Prog	Amount
GST	110000		210462		
PST	110000		210551		
HST	110000		210600		

Subtotal _____

Invoice Payments _____

Deposit Total _____

Financial Services use only:

Payfile number: _____
Signature of Financial Services Cashier
Signature of Receipt Control Clerk

