

Western New Mexico University
Office Of Business Affairs
Procedures for Departmental Deposits

Input information in YELLOW fields only!

1. Enter the name of the department making the deposit
2. Enter each check by providing the check number, the name of person or company paying and amount paid - in the appropriate left hand columns.
Run an adding machine tape to get check totals and number of checks per batch. Must be done once by the deposit preparer and once by the verifier.
3. Enter each cash payment by providing the name of the person or company paying and amount paid - in the appropriate left hand columns.
4. Enter the coin count into the appropriate column on the right hand side of the sheet.
5. Enter the name of the person who prepared the deposit in the space provided.
6. Enter the name of the person who verified the deposit in the space provided.
7. Enter the beginning and ending prenumbered receipt number for verification purposes. Make sure you submit a copy of the receipt along with your deposit.
Make sure you submit a copy of the prenumbered receipt along with your deposit.
8. Enter the departmental extension to contact if needed in the space provided.
9. Enter the appropriate detail code and/or FOAPAL string for the departmental deposit and amount due.
Grand Total fields must match the Account Summary Total field to ensure accurate and timely receipting.
10. Enter comments as needed.
The Total Cash , Total Checks, Grand Total & Account Summary Total fields are calculated fields and cannot be changed.
11. Business Office will fill in the Cashier Name, Date Posted and Receipt # fields.
A copy of the departmental deposit slip and a Banner receipt will returned to the department either at the time of the deposit or via campus mail.

All checks and cash received by departments must be delivered to the Business Office for processing no later than the following work day.