

## **Instructions for Completing the Cash Receipts Transmittal Form** **(Each instruction number corresponds to a section of the form below).**

**Note:** *If you have difficulties with or questions concerning the Excel spreadsheet, please contact the Fund Accounting Cashier at (907) 450-8073.*

**Location of forms:** <http://www.alaska.edu/fund-accounting/>

Click on the drop down menu for Cash Receipts Transmittal Forms

1. Check the appropriate box to designate the bank account to which the funds will be deposited. (Only the UA Foundation deposits to the UA Foundation account).
2. Complete all departmental information: department name, preparer's name, name of person verifying information, contact telephone numbers, and current date (updates automatically in the online form).
3. Record the quantities of coin and currency on the appropriate lines in the 'Money Distribution' section of the form. Example: four \$10.00 bills are recorded as 4 on the '\$10.00' line, and \$40.00 as the total. Calculate the 'Coin' and 'Currency' subtotals, and then the grand total of the two (all totals calculate automatically in the online form).
4. Record the quantity of credit-card slips to be deposited and their total dollar amount in the 'Credit Card Receipts' section (applies to UA Foundation only).
5. List each check to be deposited and its amount in the 'Checks' section. Then grand total all checks (calculates automatically in the online form).
6. Total the entire 'Money Distribution' section (totals calculate automatically).

### **Distribute the funds to the appropriate General Ledger account (right) section.**

7. Record a 30-character description (for Banner) to clarify the reason for the deposit. This may contain the check#, payer, reference#, etc.. Additional information may be recorded in the 'Special Instructions' section (see #12) of the form, but will NOT appear in Banner.
8. Record the Fund, Org, and Account code(s) to which the deposit will be credited. The funds may be distributed among several accounts.
9. Record the amount to be credited for each general ledger account.
10. Total the amount column, and verify that it equals the 'Total of all Funds' (6) amount in the 'Money Distribution' section.
11. Leave this field blank. It is used by the cashier to verify the deposit when received.
12. Record any special instructions (i.e. requesting a copy of the cash re

(1)

Qty:	x	Coin:	Total:	Org#	Acct#	Amount
(3)	x	\$ 0.01	-			(9)
	x	\$ 0.05	-			
	x	\$ 0.10	-			
	x	\$ 0.25	-			
	x	\$ 0.50	-			
	x	\$ 1.00	-			
<b>Coin Subtotal: \$</b>			-			
Qty:	x	Bills:	Total:			
	x	\$ 1.00	-			
	x	\$ 5.00	-			
	x	\$ 10.00	-			
	x	\$ 20.00	-			
	x	\$ 50.00	-			
	x					