STANDARD OPERATING PROCEDURE

Subject: Bloomington departmental cash and check deposits through University Bursar Banking.
Source: University Bursar
Original Date of Issue: 1/21/2021
Date of Last Revision: 5/21/2021
Rationale: To outline steps required to deposit cash and checks received by departments. Note: This process should not be used for deposits of gift money.

PROCEDURE

1. Departments that receive cash or checks that need deposited should first review Treasury policy FIN-TRE-120.
2. Departments should immediately endorse all checks upon receipt. Endorsement stamps (or other banking supplies) can be requested here.
3. Complete a CR document in KFS.
   a. Add text to the Description field that describes the nature of the deposit.
   b. Checks:
      i. Leave the ‘Total Check Amount’ as Individual Checks/Batches
      ii. In the Check Detail section complete:
1. *Check/Batch#
2. Date
3. Description
4. Amount
5. Click Add

- **Cash Deposits:**
  i. Complete the currency and count detail section for the count and amount of coins and currency being deposited.

- **Complete the accounting line section to indicate the account and object code to be used for the deposit.** Enter the following fields:
  i. Account
  ii. Object Code
  iii. Amount
  iv. Sub-account, Sub-object, Project, Org Ref ID and Line Description are optional fields.
  v. Click the green plus button.

- **Add any applicable notes to the document.**
- **Click Submit.**

4. Schedule a pickup to have the funds sent to University Bursar Banking for processing.
   a. Check deposits can be sent via Accountable Mail. Visit [https://mailsvc.indiana.edu/mailing-guidelines/accountable-mail.html](https://mailsvc.indiana.edu/mailing-guidelines/accountable-mail.html) to schedule a pickup. Accountable mail must be placed inside special pickup bags which can be requested by emailing iumail@indiana.edu.
   b. Cash deposits (or deposits including both cash and checks) must be sent via IUPD. To schedule a pickup visit [https://iupd.indiana.edu](https://iupd.indiana.edu) by Thursday at 12 noon for Friday pickup.

5. Put the cash/checks and a copy of the CR document in the deposit bag. Keep the deposit in a secure location until the deposit is picked up.

6. The deposit is final and complete once the CR document changes to final status.

**MISCELLANEOUS**

1. If you do not have access to KFS, someone in your department must request KFS access on your behalf. Visit [Become a KFS User](https://www.kfsiu.edu/ become-a-user) for more information.
2. Departments that consistently receive more than 15 checks each week may be considered for set up with a remote capture machine for their department. Contact the Remote Capture team at rprm@iu.edu and copy Melissa directly at melhartl@iu.edu.
DEFINITIONS

KFS: Kuali Financial System is IU's core financial system. For more information about KFS visit here.

Remote Capture: Remote capture machine provides the ability to deposit checks electronically. Paper checks are digitally scanned and transmitted to the bank.

BURSAR CONTACT INFORMATION

To contact University Bursar Banking email banking@indiana.edu.

CHANGE LOG

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<th>Revision #</th>
<th>Change Description</th>
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<td>1/21/2021</td>
<td>Amanda Srichareon, Valerie Pritchett &amp; Kim Stuart</td>
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<td>2</td>
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<td>5/21/2021</td>
<td>Amanda Srichareon</td>
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