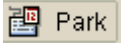


## ▪ **Basic Steps for Bank Deposits**

- Complete a bank deposit ticket, in quadruplet
- 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](#)
  - Short text = Code for the location of the office where your send your deposit slips and deposit statements (7 = Memphis)
- Complete fields in the *Items (Bank Deposit)* area:
  - Select an account assignment template from the Tree
  - Complete debit line (first line):
  - GL acct =
    - **102501 FTB Checks/Cash (Payroll will always use this GL)**
    - **102502 FTB Credit Cards**
    - **102350 Regions Checks/Cash**
- *Doc currency amount* = the total amount of the deposit shown on the deposit ticket
- *Assignment no.* = usually either deposit ticket number for cash/checks or merchant number for credit cards (The assignment # is located on the bottom of the deposit slip left far side)
- *Text* = your name or department and a phone number. **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.**
- Complete credit line(s):
  - *G/L acct.* = the G/L account corresponding to the type of deposit being made (see Appendix B in manual or “Object Code/Ledger Activity/User Revenue Code Translations” table [under Chart of Accounts] on the IRIS Web site.)
  - *For Payroll use the following GL codes:*
    - 258532-Repayment
    - 258576-Overpayment
  - *Short text* = this text defaults
  - *D/C* = credit
  - *Doc. currency amount* = the amount of the deposit to be credited to each G/L account, fund number automatically populated with the payroll GL account numbers.
  - *Cost Center, WBS Element, or Fund* = appropriate numbers to be credited (the fund number defaults when cost center or WBS element is entered)
- Repeat the above for each additional deposit 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 printed deposit statement (see below)
- Ensure the “green light” signals that debits and credits balance
- “Park” the document in IRIS using  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 bank deposit statement from IRIS (must use UT standard variant for parked documents)
- Attach a copy of the deposit ticket to the printed bank deposit statement

- Write corresponding range of receipts on printed bank deposit statement (if not previously entered in the correspondence area in IRIS)
- Forward the deposit ticket copy and the printed deposit statement to the Bursar's or Cashier's Office (depending on campus/unit procedures) for review and posting
- Process the original deposit ticket and the funds (cash, checks, and/or credit card receipts) according to current local bank deposit procedures
- File the third copy of the deposit ticket and a copy of the printed bank deposit statement in the department
- This is an example of a properly completed bank deposit statement.

### G/L account posting

The screenshot shows the IRIS G/L account posting interface. The 'Basic data' tab is active, displaying the following information:

- Doc. date: 04/02/2002
- Posting date: 04/02/2002
- Reference: (blank)
- Sh. text: 7
- Doc. type: ZK Depart Cash Deposits
- Company code: UT University of Tennessee
- Currency: USD

The 'Items (Bank Deposit)' table is as follows:

St...	G/L acct	Short text	D/C	Doc.curre...	Assignm...	Text	Cost center	WBS element	Fund
✓	102501	FTB-MEMP...	Debit	1,000.00	123123	Marion Cox/8-8469/Business & Finance			
✓	439100	OPERATIN...	Cred...	1,000.00			E070107		E070107

The summary section shows:

- Total deb.: 1,000.00 USD
- Total cred.: 1,000.00 USD

- 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 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 to be credited.
- 6. Debits and credits are in balance. Debits = Credits.

Deposit Cheat Sheet for IRIS.

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