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STANDARD OPERATING PROCEDURE

Subject: Bloomington departmental cash and check deposits through University Bursar Banking.

Source: University Bursar

Original Date of Issue: 1/21/2021

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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
- c. Cash Deposits:
- i. Complete the currency and count detail section for the count and amount of coins and currency being deposited.
- d. 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.
- e. Add any applicable notes to the document.
- f. 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> to schedule a pickup. Accountable mail must be placed inside special pickup bags which can be requested by emailing iuemail@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> 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](#) 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

Revision #	Change Description	Date	Completed By
1	First Draft	1/21/2021	Amanda Srichareon, Valerie Pritchett & Kim Stuart
2	Updated Remote Capture Setup Information	5/21/2021	Amanda Srichareon