

DEPARTMENTAL DEPOSIT PROCEDURES

ABOUT DEPARTMENTAL DEPOSITS

Departmental deposits are payments received by the university for any purpose other than to pay for charges on a student's account, such as tuition, fees, and related charges. Typically, departmental deposits are received to pay for sales of goods/services provided by an auxiliary department, or to reimburse the university for payments previously issued to a vendor, faculty, staff, student, or other member of the university community. Departmental deposits may be made through a variety of payment methods, including cash (coin and currency), checks, money orders, credit and debit cards, and electronic funds transfers (ACH and/or Wire payments).

The Departmental Deposit Procedures outlined here describe the deposit delivery and accounting process and provide consistency, promote internal controls, and inform departments about how to retrieve deposit backup information within OMNI Financials (FI).

All departments handling deposits must comply with the university's [Cash Management Policy](#). As outlined in this policy, departments may be required to be established as an authorized cash collection point and are responsible for ensuring:

- Security when storing, handling, and transmitting deposits
- Proper segregation of duties
- Timely deposit delivery
- Timely notification of electronic payment and reporting of credit/debit card sales
- Reconciliation of deposit accounting entries to receipts and sales records

TYPES OF DEPARTMENTAL DEPOSITS

Departmental deposits processed by the Controller's Office include revenue deposits, expense refunds, expense reimbursements, travel reimbursements, and cash advance refunds.

Revenue Deposits

A revenue deposit is related to point-of-sale activity received to pay for sales of goods or services provided by an auxiliary department.

Revenue deposits for Foundation projects cannot be processed through the Controller's Office and must be sent to their office directly and processed according to their established [Revenue Policy](#). However, expense refunds or reimbursements for Foundation projects where the original expense was processed in OMNI FI should be submitted to the Controller's Office for processing.

All revenue deposits processed by granting agencies for sponsored projects are managed and posted by Sponsored Research Administration.

Expense Refunds or Reimbursements

Expense refunds/reimbursements are the receipt of funds from a vendor to refund all or a portion of a payment previously made to that vendor. Often, the expense refund is sent when a department returns an item previously purchased or the department was charged in error.

These payments should be recorded using the same accounting and chartfield string where the original expense was recorded.

Travel Reimbursements

Travel reimbursements are received to reimburse the university when personal non-reimbursable charges are incurred on travel expense reports. They are also received to reimburse erroneous travel card transactions performed by the travel card holder.

Cash Advance Refunds

Travel cash advance refunds are received when a traveler is returning a cash advance received for travel expenses.

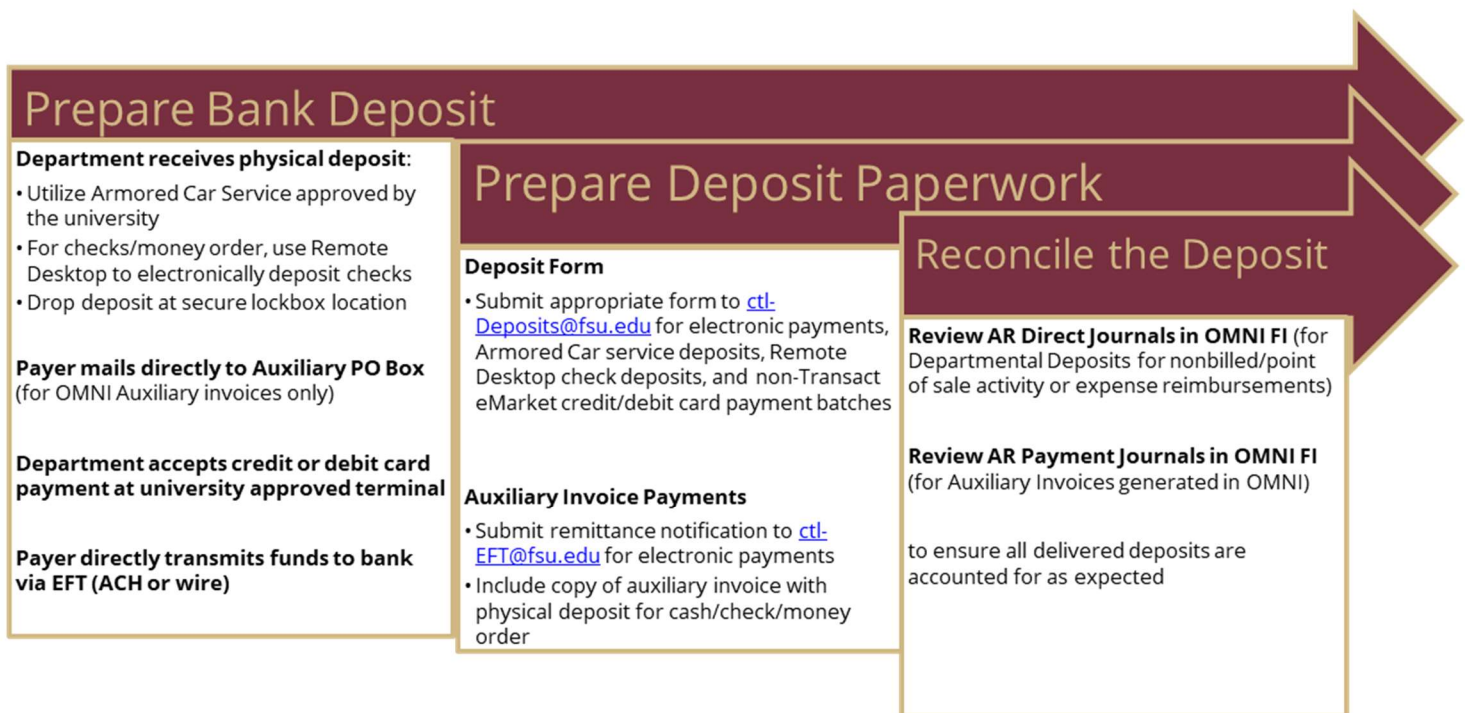
A permanent cash advance is used for petty cash or change funds. A temporary cash advance is used for human subject incentive payments and other temporary cash needs. Once all funds have been expended (and replenishment is not needed), the cash advance is no longer needed, or the cash advance expires the custodian must close the advance.

PROCESS OVERVIEW

Departmental deposits may be received and/or presented by any member of the university community, depending on the nature of the deposit. There are three requirements for each departmental deposit:

1. Prepare Bank Deposit
2. Prepare Deposit Paperwork
3. Reconcile the Deposit

All departmental deposits, regardless of payment method or purpose, must be deposited into the university's bank account. Please refer to the [Deposit Guidance](#) and [Deposit Guidance Examples](#) for more information. The payment methods accepted at the university and the details for preparing the deposit are outlined below.



PREPARING THE BANK DEPOSIT: PHYSICAL TENDER

The process for preparing payments for deposit of physical tender in the university's bank are as follows:

1. Armored Car Pickup Services

- a. Cash, coin, checks, and money orders
- b. Deposit should include a completed bank deposit slip and be secured in a tamper resistant deposit bag
- c. Service is set up and authorized by the Controller's Office [Administrative Team](#)
- d. Copy of completed [Departmental Deposit Form](#) and accompanying backup are emailed to the [Deposit Accounting Team](#)

2. Remote Desktop Check Scanner

- a. Checks are scanned daily by the department; deposits post directly to university's bank account
- b. Service is set up and authorized by the Controller's Office [Cash Management Team](#)
- c. Copy of completed [Departmental Deposit Form](#) and accompanying backup are emailed to the [Deposit Accounting Team](#)

3. Secure Drop Box

- a. Place deposits in the secure drop box located outside of the Office of Student Finance at A1500 University Center.
- b. Include a completed [Departmental Deposit Form](#) or, for OMNI AR/Billing auxiliary invoice payments, a copy of the auxiliary invoice (invoice IDs beginning "AUX").
- c. Secured cash and checks in a university approved tamper-resistant deposit bag before placing into the secure drop box
 - i. Controller's Office will supply departments with a startup quantity of these bags upon request. After the initial supply is used, departments should purchase their own white tamper-resistant bags through Superior Bag.

4. Other

- a. Customers receiving auxiliary invoices should mail the payments directly to the auxiliary PO Box, as instructed on their invoice:
 - i. **Florida State University Auxiliary Accounts Receivable**
P.O. Box 3062397
Tallahassee, FL 32306-2397
- b. Payments sent by mail should include a copy of the auxiliary invoice (invoice IDs beginning "AUX")
 - i. This is for OMNI AR/Billing auxiliary invoices beginning with "AUX" only. Departments should not mail payments of any type to the Controller's Office.

PREPARING THE BANK DEPOSIT: ELECTRONIC TENDER

The process for preparing payments for deposit of electronic tender in the university's bank are as follows:

1. Electronic Funds Transfer

- a. Departments have the option of accepting Electronic Funds Transfers (EFT) for payments made directly to the university's bank account.
- b. The [Cash Management and Banking Team](#) establishes EFT setups.
- c. When necessary, a Controller's Office representative will reach out to departments for more information about how to apply an electronic deposit, such as when payment remittance information was not received from the payer, or a Departmental Deposit Form was not received.
- d. Payers should request that payment remittance be submitted to ctl-EFT@fsu.edu to ensure timely processing.

2. Bank of America Merchant Services & American Express Credit Card Payments

- a. Service is set up and authorized by the Controller's Office [Tax & Compliance Team](#)
- b. Credit card terminals are batch settled at the end of each shift/day
- c. Copy of [Departmental Deposit Form](#) and accompanying backup are emailed to the [Deposit Accounting Team](#)

3. Transact eMarket

- a. New functionality to FSU in support of departmental activity across campus with the creation of centralized eMarkets or storefronts, allowing departments to create custom online spaces to sell materials and supplies, physical products, rented space, memberships, and similar items.
- b. Automates the flow of information from Transact to OMNI FI streamlining the process by eliminating the need for departmental deposit forms.
- c. **eMarket Storefront:** This option allows departments to create custom sales solutions with the support of the Controller's Office which feature customized text, logos, product images and descriptions, quantity variables, and allows the department to collect important reference information such as customer names, addresses, shirt sizes, etc.
- d. **eMarket Checkout:** This option allows departments to use Transact as a payment gateway integrated into existing systems. For example, if the department uses a system to sell tickets and assign seats but pushes the customer to a third-party payment platform to complete the payment, an eMarket Checkout will replace the payment platform in an FSU-branded and PCI compliant way.
- e. Service is set up and authorized by the Controller's Office [Financial Systems Team](#).

PREPARE DEPOSIT PAPERWORK

When preparing payments for deposit, departments should complete one of the following deposit forms to accompany the payment. The payment method and/or reason for payment will dictate the appropriate form:

- [Departmental Deposit Form](#) - Used to ensure the following deposit types are accounted for properly:
 - Cash, Check, Money Orders
 - Credit Card (Departmental Deposit Forms are not required when Transact terminals are used for processing)
- The following documentation should accompany the Departmental Deposit Form:
 - A copy of the daily batch settlement report for point-of-sale credit card transactions
 - A copy of the bank deposit slip for cash and/or check transactions
- [Incoming EFT Payments Form](#) - Used to ensure all EFT (ACH/Wire) deposits are accounted for properly.
- [Payroll Reimbursement Form](#) - Used to record payments for employee payroll reimbursements.

Given the university's adherence to the Sunshine Law, emails are considered public records, and should not include personal data such as bank account numbers and credit card numbers. This information should be redacted from accompanying documents prior to being emailed to the Controller's Office.

Deposit paperwork is **not** required in the following instances:

- Credit card payments associated with Transact (eMarket or Virtual Terminal). Accounting is predefined within the Transact system and recorded automatically to OMNI FI.
- Deposits associated with auxiliary invoices (invoices created in OMNI FI with invoice IDs beginning "AUX"). Accounting is predefined when the invoice is created. For these deposits:
 - **Physical payments:** Customers should remit payment directly to the Auxiliary Services PO Box shown on the invoice or deliver to the secure drop box located outside of the Office of Student Finance at A1500 University Center. Include a copy of the invoice or reference the invoice number on the payment.
 - **Credit Card payments:** Customers who wish to remit payment for an auxiliary invoice via credit card should visit the [Auxiliary eMarket](#) website shown on the invoice.

RECONCILE THE DEPOSIT

The Controller's Office records accounting entries for departmental deposits not associated with auxiliary invoices using AR Direct Journal functionality. These appear as ARD journal entries on departmental ledgers in OMNI FI. The information provided on the Departmental Deposit Form will be used to create the accounting entries for deposits.

Auxiliary invoicing appears as either BI or ARP journal entries on departmental ledgers in OMNI FI. When an auxiliary invoice is established, a BI journal is created to record the revenue and related accounts receivable. When the corresponding payment is received, an ARP journal is created to record the cash and remove the related accounts receivable.

Accounting entries are typically posted to department ledgers within three business days of the deposit posting to the university's bank account and upon the Deposit Accounting team receiving all required forms and supporting documentation.

Each department is responsible for reconciling departmental deposits to verify that each deposit expected has been received and accounted for properly. Transaction information needed to perform departmental reconciliations is included within OMNI FI. Please use the following queries and instructions to retrieve the information necessary to complete deposit reconciliations:

- Deposits of payments recorded as AR Direct Journals (ARDs) may be reviewed and reconciled using the **FSU_DPT_DIRECT_JRNL_DEPOSIT** query.
- Deposits of payments associated with OMNI Auxiliary AR/Billing Invoices may be reviewed and reconciled using the **FSU_CTRL_AUX_PAYMENT** query.

Payment attachments are located directly within OMNI FI. Attachments may include check images, Departmental Deposit Forms, and other payment remittance information. Attachments are also linked in the BI Transaction Details and Budget & Transaction Details reports, like other transaction types.

Check images directly transmitted to the bank through an armored car service will not be retained in OMNI FI unless the images are provided along with the Departmental Deposit Form. In this case, they can be uploaded as attachments to the payment.

All attachments must be redacted of sensitive data such as bank and routing account numbers found on checks before being sent via email. For instructions on how to retrieve a payment attachment, please visit the [Attachments and Receipts for Deposits](#) training guide.