

Departmental Deposit Procedures

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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).

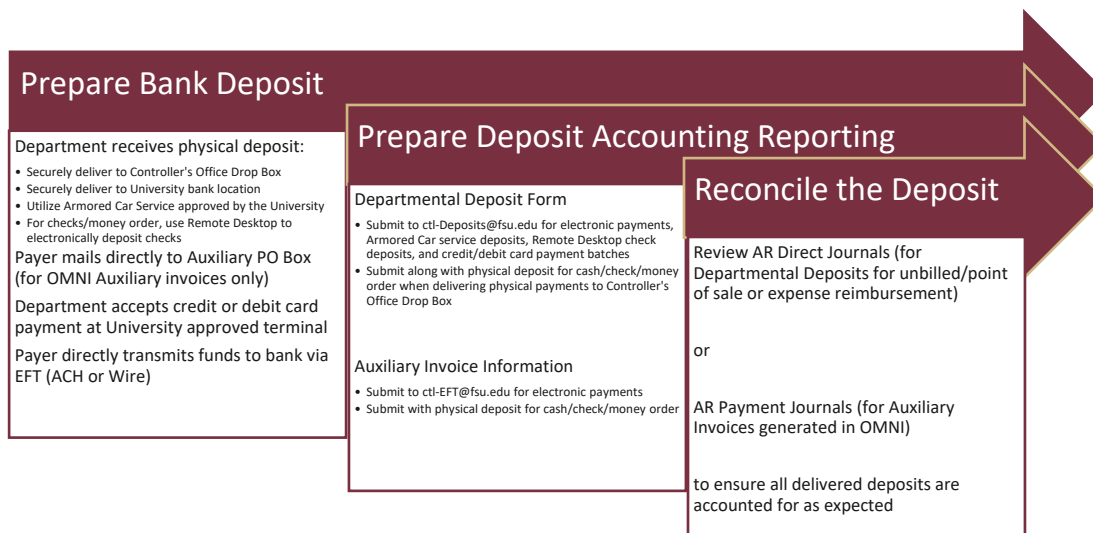
All departments handling deposits must comply with the University's [Cash Management Policy](#). As outlined in this policy, departments may be required to be established as an authorized cash collection point and are responsible for ensuring:

- 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

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 Accounting Reporting
3. Reconcile the Deposit



The first two steps below are performed at the same time for each deposit. Please refer to the following procedures specific to the payment type and payment purpose for how to prepare the deposit and associated paperwork.

1. Prepare Bank Deposit

All Departmental Deposits, regardless of payment method or purpose, must be deposited into the University's bank account. Methods of preparing payments for deposit in the University's bank:

- A. Physical Payments (cash, coin, check, money order):
 - a. Securely deliver Departmental Deposits to the Controller's Office Drop Box located outside of the Student Business Services office at A1500 University Center. The payment should be accompanied with a completed [Departmental Deposit Form](#) in a tamper-resistant deposit bag.
 - i. For Deposits related to Auxiliary Invoices (created in OMNI FI with invoice IDs beginning "AUX"), a copy of the Departmental Deposit Form is not required. Instead, a copy of the invoice or reference to the invoice ID the payment is related to should be provided.
 - b. Use the University's authorized Armored Car Service. Use of this service is approved and established by the Controller's Office.
 - c. Use the University's Remote Desktop Deposit technology to electronically prepare checks for deposit without requiring physical delivery. Use of this service is approved and established by the Controller's Office.
 - d. Customers receiving OMNI AR/Billing Auxiliary invoices may mail deposits directly to the Auxiliary Services PO Box, as instructed on their invoice (for Auxiliary Invoices beginning "AUX" only). Departments should not mail payments to the Controller's Office for processing.
 - e. Securely deliver Departmental Deposits directly to the University's bank in a tamper-resistant deposit bag with a deposit slip, if authorized to do so by the Controller's Office.

Note: Cash and coin should never be mailed. Deliver cash and coin directly to the Controller's Office Drop Box.

- B. Electronic Funds Transfer (EFT/ACH/Wire)
 - a. Funds are transmitted directly to the University's bank by the payer. Contact the Cash Management & Banking team to establish the EFT setup. A fee may be assessed by the payer's bank for these services. Payment remittance information should be sent by the payer to ctl-EFT@fsu.edu.
- C. Credit/Debit Card
 - a. Funds are collected by the credit card merchant and remitted to the University's bank after batch settlement. Payment card activity is processed by the University merchant provider and settled daily. Funds collected are remitted to the University's bank between 1-3 business days.

2. Prepare Deposit Accounting Reporting

All Departmental Deposits, regardless of payment method or purpose, must be accounted for within the University's financial system (OMNI).

1. The [Departmental Deposit Form](#) is used to ensure all deposits are accounted for properly:
 - a. To record revenue for point-of-sale (not invoiced) transactions of any payment type
 - b. To record expense refunds and expense reimbursements of any payment type
 - c. To record travel reimbursements of any payment type
2. The following documentation should accompany the Departmental Deposit Form:
 - a. A copy of the daily batch settlement report for point-of-sale debit/credit card transactions
 - b. A copy of the bank deposit slip for cash and/or check transactions
3. Deposits associated with Auxiliary Invoices (invoices created in OMNI FI with invoice IDs beginning "AUX") do not require a copy of the Departmental Deposit Form, as the accounting is defined within the system when the invoice is created.
 - a. For these deposits:
 - i. Physical payments: Customers should remit payment directly to the Auxiliary Services PO Box shown on the invoice or deliver to the Controller's Office Drop Box. Include a copy of the invoice or reference the invoice number on the payment.

- ii. Electronic payments (ACH/EFT): Customers should email ctl-EFT@fsu.edu with payment remittance information, including invoice IDs.

Note: Customers who wish to remit payment for Auxiliary invoices via credit card should visit the [website](#) shown on the invoice.

3. Reconcile the Deposit

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

Auxiliary invoicing appears as 'BI' journal entries on departmental ledgers when the billing occurs to record the revenue and related accounts receivable and appears as 'ARP' journal entries on departmental ledgers when the payment is received to record the cash and remove the related accounts receivable.

Accounting entries will be 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.

Detailed Deposit Instructions by Payment Method

Delivery to the Controller's Office Drop Box

Departments that are delivering deposits in person should place them in the secure drop box located outside of the Student Business Services office at A1500 University Center. Deposits should include a completed [Departmental Deposit Form](#) or, for OMNI AR/Billing Auxiliary Invoice payments, a copy of the Auxiliary Invoice (invoice IDs beginning "AUX").

Cash, checks, and money orders should be secured in a white tamper-resistant deposit bag before being placed into the Drop Box. Clear bags can be used only for deposits taken directly to Wells Fargo via armored car courier pick up services.

The Controller's Office Drop Box is available for deposits 24 hours a day, 365 days a year including holidays and weekends. Departments regularly delivering deposits with a large quantity of cash/checks will need a key to widen the Drop Box to deposit these bags. Keys will be supplied to these departments as necessary by Student Business Services.

Student Business Services does not accept Departmental Deposits in person at the counter. Student Business Services accepts student payments, parking fee payments, and employee payroll reimbursements in person at the counter.

Note: Payroll reimbursements processed in Campus Solutions by Student Business Services should be accompanied with a completed [Payroll Reimbursement Form](#).

Auxiliary Invoice Payments Mailed to the Controller's Office

Customers receiving Auxiliary Invoices may mail the payments directly to the Auxiliary PO Box, as instructed on their invoice:

Florida State University Auxiliary Accounts Receivable
P.O. Box 3062397
Tallahassee, FL. 32306-2397

Payments sent by mail should include a copy of the Auxiliary Invoice (invoice IDs beginning "AUX").

Note: 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

Credit/Debit Card Deposits

Established Cash Collection sites using University-approved point-of-sale credit card terminals should complete the [Departmental Deposit Form](#) and report it along with supporting documentation to ctl-Deposits@fsu.edu. Departmental Deposit Forms should be submitted daily whenever possible, and no later than two days after the date the payments were made.

Departments using the Transact online payment solution for eMarkets do not need to provide a copy of the Departmental Deposit Form, as deposit activity will flow to OMNI FI based on the accounting as defined within the system.

Remote Desktop Deposit Technology

Departments routinely receiving check payments at their location may be authorized to utilize the University's Remote Desktop Deposit option for electronically remitting check payments directly to the University's bank. Departments should scan checks using the check scanner daily to ensure timely deposit. On the same day, deposits should be scanned and saved to PDF, redacting MICR (bank account) and other sensitive information from checks. These scans should be submitted along with the [Departmental Deposit Form](#) to ctl-Deposits@fsu.edu on the same day the checks are submitted electronically to the bank.

Armored Car Service

This service is provided upon approval by the Controller's Office. Departments using armored car pick up services will need to prepare their deposits by completing the following for each day deposits are processed:

- Complete a bank deposit slip noting check and cash information
- Secure all cash, check, and/or money orders in a clear tamper-resistant deposit bag
- Complete the pickup manifest for all items
- Secure deposits awaiting pickup in a locked safe or other approved secure location until the armored car service arrives

Send the completed [Departmental Deposit Form](#) along with the bank deposit slip and any other supporting documentation to ctl-Deposits@fsu.edu the same day that the deposit is completed and ready for pickup. Account information listed on the deposit slip should not be redacted when provided to the Controller's Office.

Note: Departments should contact ctl-Deposits@fsu.edu for reorders of bank deposit slips and/or tamper-resistant deposit bags.

EFT Payments

Payers are instructed to submit payment application information to ctl-customerpmt@fsu.edu to remit electronic payments directly to the University's bank.

If a department is aware of an incoming EFT payment (ACH or Wire), they may complete the [Departmental Deposit Form](#) and submit it to ctl-Deposits@fsu.edu.

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.

Payers should request that payment remittance be submitted to ctl-EFT@fsu.edu.

Delivery to a University Bank Branch

Departments authorized to deliver Departmental Deposits directly to a branch of the University's bank must provide a copy of the [Departmental Deposit Form](#), the bank deposit slip, and any other supporting documentation to ctl-Deposits@fsu.edu on each day a deposit is made.

Departmental Deposit Form Procedures

Completing the Departmental Deposit Form

A separate [Departmental Deposit Form](#) is required for each payment method. Payment methods are categorized by the following:

1. Cash/Check/Money Order
 - a. Shown as the following on the Departmental Deposit Form:
 - i. Checks/Cashier's Check/Travelers Check
 - ii. Cash
 - iii. Money Order
2. Credit/Debit Cards
3. EFT/ACH/Wire

Follow the instructions on the form to appropriately classify the deposit as either a Revenue Deposit (for sales) or an Expense Refund (for receiving payments to refund or reimburse the University for payments previously issued). Note that Expense Refunds must reference the original expense transaction.

For questions about whether payments should be deposited with Florida State University (as Auxiliary or sponsored revenue, or as an expense reimbursement), the FSU Foundation, the FSU Research Foundation, or another related entity, please refer to the University's [Deposit Guidance](#) and related [Examples](#) or the University's [Placement of Funds Policy 7A-17](#).

Please do not include credit card information or other sensitive data on Departmental Deposit Forms. Credit card numbers should never be sent via email, nor should be stored either physically or electronically. The Departmental Deposit Form is not used to make payments but is used to record accounting entries.

Revenue Deposit

A revenue deposit is related to point-of-sale activity received to pay for sales of goods/services provided by an Auxiliary department. The below fields are required to be completed on each form:

I. **Section I: Deposit Summary:**

Departments should complete the Department Name, Date Prepared, and Preparer Name fields for all Revenue Deposits.

- A. Deposit Type
 - i) Revenue Deposit should be selected from the drop-down menu.
- B. Deposit Total
 - i) A revenue deposit can be a negative amount if the daily credit card settlement batch netted as a debit resulting from refunds issued.
- C. Payment Method
 - i) Choose the appropriate payment method from the drop-down menu.
- D. Credit Cards Only, Part 1
 - i) Choose the appropriate merchant (i.e., Amex for American Express deposit settlements) from the drop-down menu
- E. Credit Cards Only, Part 2
 - i) Terminal Number: Departments should contact ctl-Deposits@fsu.edu if they are unsure of their assigned terminal number.
 - ii) Transaction Date: This is the date the credit card daily batch was settled.
- F. For Checks
 - i) Enter the total number of checks included with the deposit.



Departmental Deposit Form

at A1500 University Center. For electronic payments (credit card/ACH/EF1), use the "Email Form" button below. Do not combine cash/check deposits and electronic payments on the same form.

Before you begin: Are you depositing a check(s), *and* is there an auxiliary invoice in OMNI for this payment? If so, you do not need to complete this form; simply submit the check(s) by delivery with remittance information included. All other deposits for revenue and expense should be processed using this form, except employee payroll/salary overpayment reimbursements (use the *Payroll Reimbursement Form* for this activity).

Section I. Deposit Summary

Department Name: Date Prepared: Preparer Name:

Please fill out the below table for all payment methods and deposit types you are submitting. See the next sections for the backup required in order for your deposit to be processed successfully.

Items A, B, and C must be completed for all deposits. Update the information as it's relevant to the deposit (i.e. Payment Method)			Items D and E must be complete for all credit card deposits. Item F should only be completed for deposits containing checks.			
A. Deposit Type	B. Deposit Total	C. Payment Method	D. Credit Cards Only, Part 1	E. Credit Cards Only, Part 2:		F. For Checks, enter the total number of checks here:
				Terminal No.	Trans Date	
Revenue Deposit	\$69,680.62	Credit Card	FSU Card/Mastercard/Visa/Discover	1887	May 26, 2022	

II. Section II: Revenue Deposit Detail

This section should be completed for revenue deposits (of any payment method) for point-of-sale items not associated with an Auxiliary invoice in OMNI FI. Multiple accounting lines can be created for one deposit. Complete each line with the appropriate Department/Fund/Account code distributions, ensuring that the total of column A equals the Deposit Total amount listed on Section I: Deposit Summary. *Please note that revenue deposits intended for the FSU Foundation on fund 599 should not be submitted on this form. Those funds must be sent to the FSU Foundation to receipt accordingly.*

- A. Amount
- B. Invoice Number/Item ID
 - a. This field can include text that a department wishes to be included on the accounting line. For example, for deposits containing a check, the check number can be included in this field. OMNI FI has an established character limit for this field when entering text into the system. Deposit Accounting will do their best to enter the information from this field as it fits best into this field in the system.
- C. Department
- D. Fund
 - a. Departments may use the [FSU Fund Structure](#) guidance for more information about Fund Codes.
- E. Account
 - a. Revenue Deposits are associated with revenue account codes. These codes begin with 6XXXXX. Departments may use the [Revenue Account Dictionary](#) to help determine the appropriate Account code to be used or refer to the [Deposit Guidance](#) and [related examples](#) for more information.
- F. Project
 - a. This field should be used if the deposit is associated with an open project.
- G. Chartfield columns G through I should be used if the department associates a Chartfield code to the deposit.

Departmental Deposit Form, continued

Section II. Revenue Deposit Detail

In this section, list the total amount you wish to deposit as revenue in each department/fund/account/project/CF combination. Repeat for each combination needed. This form is not needed for check deposits associated with existing auxiliary invoices in OMNI. Complete this section for:

- 1) Revenue deposits (any payment method) for point of sale items not associated with an auxiliary invoice in OMNI Financials. The Controller's Office will record these deposits with an AR Direct (ARD) journal using the information provided below.

Departments will complete items A, C, D, and E. Item B can be used as a "description" field as it relates to the nature of the deposit. Fields F, G, H, and I should be complete if a Project or Charfield code is requested to be used.

A. Amount	B. Invoice Number/ Item ID (If auxiliary invoice is in OMNI) or desired description for ARD reference	C. Department	D. Fund	E. Account	F. Project	G. CF1	H. CF2	I. CF3
\$69,680.62		123456	320	678901				

Expense Refund

Expense Refunds are related to payments received from a vendor to refund a department for all or a portion of a payment previously made to that vendor. The payer must be the vendor who originally was paid by the University and supporting documentation of the expense must be provided. The defining characteristic here is that the department had previously paid the vendor and recorded an expense for this item.

I. Section I: Deposit Summary:

Departments should complete the Department Name, Date Prepared, and Preparer Name fields for all deposits related to Expense Refunds.

A. Deposit Type

- i) Expense Refund should be selected from the drop-down menu.

B. Deposit Total

- i) An Expense Refund should be noted as a positive amount since the University is receiving the refund payment.

C. Payment Method

- i) Choose the appropriate payment method from the drop-down menu.

(1) Credit card payments are not typically received for Expense Refunds. Departments should contact ctl-Deposits@fsu.edu for questions related to accepting credit card payments for Expense Refunds.

(2) For check payments, the additional information in Section F. must also be completed:

(a) Section F: For Checks

- (i) Enter the number of checks included in the deposit.

Note: Section II: Revenue Deposit Detail should not be completed for Expense Refunds. Please proceed to Section III: Expense Refund Detail of the Departmental Deposit Form.



Departmental Deposit Form

at A1500 University Center. For electronic payments (credit card/ACH/EFT), use the "Email Form" button below. Do not combine cash/check deposits and electronic payments on the same form.

Before you begin: Are you depositing a check(s), and is there an auxiliary invoice in OMNI for this payment? If so, you do not need to complete this form; simply submit the check(s) by delivery with remittance information included. All other deposits for revenue and expense should be processed using this form, except employee payroll/salary overpayment reimbursements (use the *Payroll Reimbursement Form* for this activity).

Section I. Deposit Summary

Department Name: Athletics

Date Prepared: May 31, 2022

Preparer Name: Name

Please fill out the below table for all payment methods and deposit types you are submitting. See the next sections for the backup required in order for your deposit to be processed successfully.

Items, A, B, and C must be completed for all deposits. Update the information as it's relevant to the deposit (i.e. Payment Method)			Required Documentation			
			Actual currency (<i>never</i> mail cash; hand-deliver only) & remittance information if applicable			
			Credit Card Summary Report ("Settlement Slips")			
A. Deposit Type	B. Deposit Total	C. Payment Method	D. Credit Cards Only, Part 1	E. Credit Cards Only, Part 2:		F. For Checks, enter the total number of checks here:
				Terminal No.	Trans Date	
Expense Refund	\$1,234.56	Check/Cashier's Check/Traveler's Che				1

II. Section III: Expense Refund Detail

Section III should be completed for a deposit of a payment resulting from an Expense Refund. To process the transaction, documentation must contain evidence that the refund is appropriate. Reference is required to be made to the original transactions, supported by the associated journal, voucher, or expense report ID.

Expense Refunds should be accompanied by the AP Journal ID and/or the Voucher ID where the expense was originally created. The department should use the query **FSU_DPT_GL_JRNL_WITH_VCHR** in OMNI FI to find this information.

- A. Expense Refund Type
 - a. Currently the form provides two options from the drop-down menu. Please use Expense Reimbursement option for all Expense Refunds.
- B. Amount
 - a. Ensure that the amount total equals the Deposit Total amount listed on Section I: Deposit Summary.
- C. Department
- D. Fund
 - a. Departments may use the [FSU Fund Structure](#) guidance for more information about Fund Codes.
- E. Project
 - a. This field should be used if the deposit is associated with an open project.
- F. Account
 - a. Expense Refund Deposits are associated with expense account codes. These codes begin with 7XXXXX. Departments should ensure that the same accounting distribution used to record the original expense is used to record the Expense Refund.
- G. Chartfield columns G through I should be used if the department associates a Chartfield code to the deposit.
- H. Original Trans Ref
 - a. This field is required to be completed by the department for all Expense Refunds. Reference must be made to the original transactions, supported by the journal, voucher, or expense report ID. This information and backup can be found in OMNI FI by using the query **FSU_DPT_GL_JRNL_WITH_VCHR**.

Note: If the original expense occurred in a prior year, and it is on an E&G fund code, it will need to be recorded to the corresponding CF fund. For example, 110 → 140, 120 → 121, etc.

Departments may use the [Expense Account Dictionary](#) as a resource for Expense Account Codes.

Section III. Expense Refund Detail

Complete this section when you are depositing a payment resulting from a travel reimbursement or expense refund. The Controller's Office will record these deposits with an AR Direct (ARD) journal using the information provided below. In order to process the transaction, documentation must contain evidence that the reimbursement is appropriate. Therefore, reference must be made to the original transactions, supported by the associated journal, voucher, or expense report ID. Attach the backup documentation as outlined in this table in order to ensure timely processing.

Expense Refund Type	Required Documentation		Suggested Query						
Expense Reimbursement	AP Journal ID & Voucher ID		FSU_DPT_GL_JRNL_WITH_VCHR						
Departments will complete items A, B, C, D, F, and H ensuring that the original transaction reference field is complete with a journal or voucher ID. The Project and CF fields should be complete if used as part of the original transaction.									
A. Expense Refund Type A	B. Amount B	C. Department C	D. Fund D	E. Project E	F. Account F	G. CF 1 G	H. CF 2	I. CF 3	Original Trans Ref. (eg., Journal ID, ER, Voucher) H
Expense Reimburseme -	\$1,234.56	123456	320		789012				V123456789
-									

Expense and Travel Reimbursements

Expense Reimbursements are payments received from a third party to reimburse the University dollar for dollar on an expense that the University paid for in advance on behalf of the same third party. These deposits may also be related to funds received to reimburse the University for payments previously issued to a vendor, faculty, staff, student, or other member of the University community. This includes Travel Reimbursements.

Note: Expense Reimbursements being made between University departments should be requested using an [Expense Transfer DOL](#). This includes reimbursements billed via OMNI Auxiliary AR/ Billing procedures.

I. Section I: Deposit Summary:

Departments should complete the Department Name, Date Prepared, and Preparer Name fields for all deposits related to Expense and Travel Reimbursements.

A. Deposit Type

- i) Expense Refund should be selected from the drop-down menu.

B. Deposit Total

- i) An Expense Refund should be noted as a positive amount since the University is receiving the reimbursement payment.

C. Payment Method

- i) Choose the appropriate payment method from the drop-down menu.
 - (1) Credit card payments are not typically received for Expense and Travel Reimbursements. Departments should contact ctl-Deposits@fsu.edu for questions related to accepting credit card payments for Expense and Travel Reimbursements.
 - (2) For check payments, the additional information in Section F. must also be completed:
 - (a) Section F: For Checks
 - (i) Enter the number of checks included in the deposit.

Note: Section II: Revenue Deposit Detail should not be completed for Expense and Travel Reimbursements. Please proceed to Section III: Expense Refund Detail of the Departmental Deposit Form.

III. Section III: Expense Refund Detail

Section III should be completed for the deposit of a payment resulting from an Expense or Travel Reimbursement. To process the transaction, documentation must contain evidence that the reimbursement is appropriate. Reference is required to be made to the original transactions or Concur Expense Report, supported by the associated journal, voucher, or expense report ID.

Expense Reimbursements should be accompanied by the AP Journal ID and/or the Voucher ID where the expense was originally created. The department should use the query **FSU_DPT_GL_JRNL_WITH_VCHR** in OMNI FI to find this information.

Travel Reimbursements should be accompanied by the EX Journal ID and Expense Report ID where the expense was originally created. The department should use the query **FSU_DPT_GL_JRNL_WITH_EXP_SHEET** in OMNI FI to find this information. Departments can also find Expense Report information within their Concur account on the Expense Report Header.

I. Expense Refund Type

- a. If the payment is related to a Travel Reimbursement, please select the Travel Reimbursement option from the drop-down menu.
- b. For all other reimbursement payments, please use the Expense Reimbursement option from the drop-down menu.

J. Amount

- a. Ensure that the amount total equals the Deposit Total amount listed on Section I: Deposit Summary.

K. Department

- a. Expense Reimbursements should be recorded to the department ID used for the original expense.
- b. Travel Reimbursements
 - i. Personal (non-Reimbursable) or Cash Advance Return deposits should be recorded to the employee's home department ID.

L. Fund

- a. Expense Reimbursements should be recorded to the Fund Code used for the original expense.
- b. Travel Reimbursements
 - i. Personal (non-Reimbursable) or Cash Advance Return deposits should be recorded to Fund Code 499.

M. Project

- a. This field should be used if the deposit is associated with an open project.

N. Account

- a. Expense Reimbursements
 - i. Payments are associated with expense account codes. These codes begin with 7XXXXX.
 - ii. Departments should ensure that the same accounting distribution used to record the original expense is used to record the Expense Reimbursement.
- b. Travel Reimbursements
 - i. Personal (non-Reimbursable) or Cash Advance Return deposits should be recorded to the Account Code 151005.

O. Chartfield columns G through I should be used if the department associates a Chartfield code to the deposit.

P. Original Trans Ref

- a. Expense Reimbursements
 - i. This field is required to be completed by the department for all Expense Reimbursements. Reference must be made to the original transactions, supported by the journal, voucher, or expense report ID. This information and backup can be found in OMNI FI by using the query **FSU_DPT_GL_JRNL_WITH_VCHR**.
- b. Travel Reimbursements

- i. Travel Reimbursements should be accompanied by the EX Journal ID and Expense Report ID where the expense was originally created. The department should use the query **FSU_DPT_GL_JRNL_WITH_EXP_SHEET** in OMNI FI to find this information. The Expense Report ID can be found within the user’s Concur module on the Expense Report Header.

Note: If the original expense occurred in a prior year, and it is on an E&G fund code, it will need to be recorded to the corresponding CF fund. For example, 110 → 140, 120 → 121, etc.

Section III. Expense Refund Detail

Complete this section when you are depositing a payment resulting from a travel reimbursement or expense refund. The Controller’s Office will record these deposits with an AR Direct (ARD) journal using the information provided below. In order to process the transaction, documentation must contain evidence that the reimbursement is appropriate. Therefore, reference must be made to the original transactions, supported by the associated journal, voucher, or expense report ID. Attach the backup documentation as outlined in this table in order to ensure timely processing.

Expense Refund Type	Required Documentation	Suggested Query							
Expense Reimbursement	AP Journal ID & Voucher ID	FSU_DPT_GL_JRNL_WITH_VCHR							
Travel Reimbursement	Provided EX Journal ID and Expense Report ID	FSU_DPT_GL_JRNL_WITH_EXP_SHEET							
Departments will complete fields A, B, C, D, F, and H ensuring that the accounting distribution reflects the original expense for Expense Reimbursements									
A. Expense Refund Type A	B. Amount B	C. Department C	D. Fund D	E. Project E	F. Account F	G. CF 1 G	H. CF 2	I. CF 3	Original Trans Ref. (eg., Journal ID, ER, Voucher) H
Travel Reimbursement	\$1,234.56	123456	499		151005				ER 456789

Processing the Departmental Deposit

Accounting entries will be 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.

Departments processing a large volume of Departmental Deposits in a single day may use the [Departmental Deposit Form Addendum](#) to submit their deposits using a Microsoft Excel worksheet format.

If the Controller’s Office needs more information to post the deposit, a representative will contact the preparer listed on the form as well as the department’s Budget Account Manager, if needed. A response is requested within one business day to ensure timely processing.

If a response is not received timely, the deposit may be posted to a clearing account managed by the Controller’s Office. A [Departmental Online Journal Entry Form \(DOL\)](#) will need to be submitted by the Department in order to move the deposit from the clearing account to the correct Department ID, Fund Code, and Account.

Contact Us

- Departments requesting to be established as a University Cash Collection Point should contact the Tax and Compliance team at ctl-Tax@fsu.edu
- Departments interested in accepting credit/debit card payments through point-of-sale card terminals should contact Curt Caito, University Payment Card Coordinator, at ccaито@fsu.edu.
- Departments interested in establishing deposit pick-up services using the University's Armored Car Services should contact ctl-Admin@fsu.edu
- Departments requesting delivery of their deposits directly to a University branch location should contact ctl_TM@fsu.edu.
- Departments interested in using Remote Desktop Deposit should contact ctl-TM@fsu.edu
- Customers requesting to make payments via EFT/ACH/Wire should contact ctl-customerpmt@fsu.edu

Please contact ctl-Deposits@fsu.edu for all other matters.