



Departmental Deposit Form, continued

In this section, list the total amount to deposit as revenue in each department/fund/account/project/CF combination. The Controller's Office will record these deposits with an AR Direct (ARD) journal using the information provided below. Repeat for each combination needed.

**Departments can validate the posting of deposit information by running OMNI FI query FSU\_DPT\_DIRECT\_JRNL\_DEPOSIT.**

Amount	ARD Line Description (Desired Description for ARD Reference)	Department	Fund	Account	Project	CF1	CF2	CF3
	<b>TOTAL</b>							

**Section III. Deposit Detail – Expense Refunds & Reimbursements**

This section should be completed for deposits resulting from an expense refund, expense reimbursement, travel reimbursement, or a cash advance refund. The Controller's Office will record these deposits with an AR Direct (ARD) journal using the information provided below. In order to appropriately record the deposit, 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 Deposit Type	Required Documentation	Suggested OMNI FI Query
Expense Refund	AP Journal ID & Voucher ID	FSU_DPT_GL_JRNL_WITH_VCHR
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
Cash Advance Refund	EMPLID, Open Item ID, and/or Voucher ID	FSU_DPT_AP_OPEN_ITEMS

Expense Deposit Type	Amount	Department	Fund	Project	Account	CF 1	CF 2	CF 3	Original Trans. Ref (Journal Id, ER, Voucher)
<b>TOTAL</b>									

**Section IV. Deposit Reconciliation**

The Deposit Summary total must equal the Deposit Totals entered in Sections II and III. Review data entry if the Deposit Summary does not equal the Deposit Totals.

Total Entered in Section I	Total Entered in Section II	Total Entered in Section III	Sum of Sections II & III	Does Deposit Summary equal Deposit Detail?