Prepare a Deposit: “AS” – Sponsored Supplier or Expense Reimbursement Check

This job aid refers to income owed to the University from a supplier on a sponsored ChartField string or when the sponsor is reimbursing the University for an expense. (Example: A supplier was overpaid and must refund the overpayment to the University, or the USDA issued a check to the University for an expense agreed to as part of the grant award.)

When preparing a deposit from a supplier or sponsor, the deposit must only contain funds specific to this one deposit type: “AS.” Use the following information to enter the deposit into the financial system.

Log in to MyU (myu.umn.edu). Navigate to: Key Links > PeopleSoft > EFS/Finance.

Navigate in EFS: Accounts Receivable > Payments > Online Payments > UM Prepare Deposit.

1. Click the lookup icon next to the Deposit Unit field. Select “UMN01.”
2. Deposit ID field defaults to “NEXT.” Do not change.
3. Click the lookup icon next to the Reference Code field. Select “AS Accounts Payable Sponsored.”
4. Click <Add>.
5. Complete the Bank Code and Bank Account fields with the values for your campus location.

<table>
<thead>
<tr>
<th>Twin Cities/Rochester</th>
<th>Currency/Coin Deposits</th>
<th>Check Deposits*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Field Name</td>
<td>Field Description</td>
<td>Field Description</td>
</tr>
<tr>
<td>Bank Code</td>
<td>Select “USBBK”</td>
<td>Select “WFBBK”</td>
</tr>
<tr>
<td>Bank Account</td>
<td>Select “9311”</td>
<td>Select “0033”</td>
</tr>
</tbody>
</table>

*Create separate deposit for checks to be deposited via Desktop Deposit to Wells Fargo Bank. See Policy: Accepting and Depositing University Revenue.

<table>
<thead>
<tr>
<th>Currency/Coin or Check Deposits</th>
<th>Field Name</th>
<th>Field Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duluth</td>
<td>Bank Code</td>
<td>Select “Vault”</td>
</tr>
<tr>
<td></td>
<td>Bank Account</td>
<td>Select “V_DL”</td>
</tr>
<tr>
<td>Crookston</td>
<td>Bank Code</td>
<td>Select “Vault”</td>
</tr>
<tr>
<td></td>
<td>Bank Account</td>
<td>Select “V_CR”</td>
</tr>
<tr>
<td>Morris</td>
<td>Bank Code</td>
<td>Select “Vault”</td>
</tr>
<tr>
<td></td>
<td>Bank Account</td>
<td>Select “V_MO”</td>
</tr>
</tbody>
</table>

6. Enter the amounts in the Check, Currency, or Coin fields.
Prepare a Deposit: “AS” – Sponsored Supplier or Expense Reimbursement Check (cont.)

7. Enter the date of the sale in the Received Date field.

8. The Contact Department field populates the DeptID value based on the preparer of the deposit.

9. The Contact EmplID/Name field populates the EmplID value of the employee preparing the deposit. If someone other than the preparer is better suited to answering questions about the deposit, enter an alternate EmplID.

10. In the Preparer Comments field, indicate the ChartField string (Fund, DeptID, Account, PCBU, Project, Activity) to credit the sponsored account. (254-character limit)

11. In the Reference Value field, enter the original voucher or expense report number.

12. If Reference Value is populated, enter a short description of the reference such as “Voucher” or “Expense Report” in Reference Description. (30-character limit)

13. In the Check Number field, enter the number of the check being deposited.

14. In the Line Amount field, enter the dollar amount of the deposit. Enter the value as a negative value. It may not be the same as for the entire departmental deposit.

15. The following ChartField string values will automatically display and cannot be changed:
   - Fund: 1000 – State Appr and Tuition
   - DeptID: 12094 – Sys Disbursement Services
   - Account: 110022 – AP-Vendor and Employee Refunds

16. Enter a summary of the transaction in the Description field. (30-character limit)

17. Click <Save> to capture the deposit and assign a Deposit ID.

18. Click <Print Deposit Detail Report>.
   a. Print two copies of the report:
      - Department copy
      - Copy to submit with payment

To make the physical deposit, follow the procedures for your campus location. Deposits do NOT route for approval in EFS; they await verification from designated departmental approvers who verify the deposit report matches the money being deposited.
EMAIL DISBURSEMENT SERVICES

The deposit preparer must email Disbursement Services at disbsvcs@umn.edu. Enter “Sponsored AP/Expense Check” in the email subject line, and include the following information in the body of the email:

- Dept. deposit ID
- Check number
- Dollar amount
- Requester name
- Phone number
- Original voucher or expense report number

DISBURSEMENT SERVICES’ ROLE

Disbursement Services receives an email notice and processes a voucher in the Accounts Payable module.

The voucher debits the AP Sponsored Payments ChartField string (1000-12094-110022) and credits the department-designated sponsored account (Fund, Dept ID, Account, PCBU, Project, Activity).

This step is necessary to allow the sponsored funds to be cost-collected.

<table>
<thead>
<tr>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000-12094-110022</td>
<td>Department-Designated ChartField String</td>
</tr>
</tbody>
</table>

- University policy requires that all checks, currency, and coin be deposited within one week of receipt. Revenue must be deposited when the total reaches $1,000 or greater, OR once a week, whichever comes first. ([Policy: Accepting and Depositing University Revenue](#))
- Funds should be kept locked and secured at all times.
- Count and verify the currency total twice.