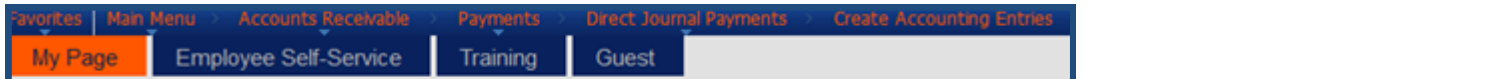


Departmental Deposit—Creating Accounting

Quick Reference Guide

Main Menu > Accounts Receivable > Payments > Direct Journal Payments > Create Accounting Entries



Create Accounting Entries
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Deposit Unit: = UTETR **1**

Deposit ID: begins with 123456789101112 **2**

Payment Sequence: =

Payment ID: begins with

User ID: begins with

Assigned Operator ID: begins with

Case Sensitive

Search **3**

1. Verify **Deposit Unit** is **UTETR**.
2. You can search for journal by using any of these fields.
3. Click **Search**.
4. Click on **SpeedType** to enter a cost center.
5. Enter line amount. (Revenue amount should be a negative).
6. Enter appropriate **Account**.
7. Click on the **Currency Details** tab.
8. Enter the payment description.

Accounting Entries Deposit Control

Unit: UTETR Deposit ID: 123456789101112 Payment: 4444-CHK Seq: 1

Amount: 400.00 USD

Complete Entry Event:

Distribution Lines

ChartFields Currency Details Journal Reference Information

	*GL Unit	Speed Type	Line Amount	Currency	*Account	Dept	Cost Centr	Function	Program
1	UTEF1	Speed Type	-400.00		44451				

Total

Lines: 0 Total Debits: 0.00 Currency: USD Total Credits: 400.00 Currency: USD Net: -400.00

Save Return to Search Previous in List Next in List Notify Refresh

Distribution Lines

ChartFields **Currency Details** Journal Reference Information

Line Descr

1 Chk 13456 received for payment **8**

Total

Lines: 0 Total Debits: 0.00 Currency: USD Total Credits: 400.00 Currency: USD Net: -400.00

Save Return to Search Previous in List Next in List Notify Refresh

Accounting Entries | Deposit Control

Creating Accounting Entries—Cont'd

Distribution Lines

Personalize | Find | View | First 1 of 1 Last

ChartFields Currency Details **Journal Reference Information** 1

Ref

1 4444 2

Total

Lines: 0 Total Debits: 0.00 Currency: USD Total Credits:

Save Return to Search Previous in List Next in List Notify Refresh

Accounting Entries | Deposit Control

Accounting Entries Deposit Control

Unit: UTETR Deposit ID: 123456789101112 Payment:

Amount: 400.00 USD 2

Complete 3 Entry Event:

Distribution Lines

Distribution Sequence	GL Unit	Speed Type	Line Amount	Currency	Account	Fund	Dept	Cost Centr	Function	Program
1	1 UTEP1	Speed Type	-400.00	USD	44451	4700	302400	29210102	500	
2	2 UTEP1	Speed Type	400.00	USD	11640					

4

4 Total Debits: 800.00 Currency: USD Total Credits: 800.00 Currency: USD Net: 0.00

Save Return to Search Previous in List Next in List Notify Refresh

1. Click on the **Journal Reference Information** tab.
2. Enter your department's four digit code on the **Reference** field.

Under the **Accounting Entries** tab:

3. Click on the lightning icon to create the cash line.
 4. Check the **Complete** box.
 5. Click **Save**.
 - ☆ If the status shows **Errors** the entries have been saved, but the system did not create them.
 - ☆ If the status shows **Complete** the entries have saved and are valid.
5. Under the **Deposit Control** tab you can review the information about the deposit or delete it.

Accounting Entries **Deposit Control** 5

Unit: UTETR Deposit ID: 123456789101112 View Audit Logs Delete Deposit

*Accounting Date: 03/20/2014 Control Currency: USD

*Bank Code: *ARBK AR Bank Format Currency: USD

*Bank Account: 2DJ1 UTEP - DIRECT JOURNAL Rate Type: CRRNT

*Deposit Type: M Misc Exchange Rate: 1.00000000

Control Totals				Control Data	
Control Total Amount:	1,000.00	*Count:	2	*Received:	03/20/2014
Entered Total Amount:	1,000.00	Count:	2	*Entered:	03/20/2014
Difference Amount:	0.00	Count:	0	Posted:	
Posted Total Amount:	0.00	Count:	0	Assigned:	6001008880
Journalled Total Amount:	400.00	Count:	1	User:	6001008880

Save Return to Search Previous in List Next in List Notify Refresh