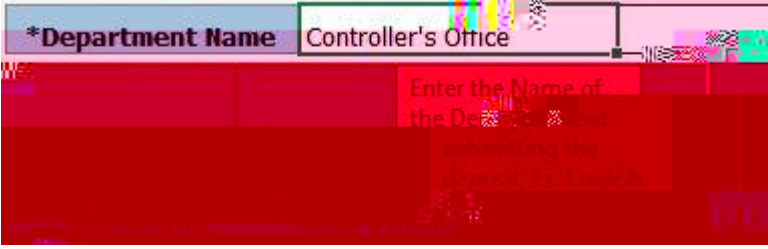
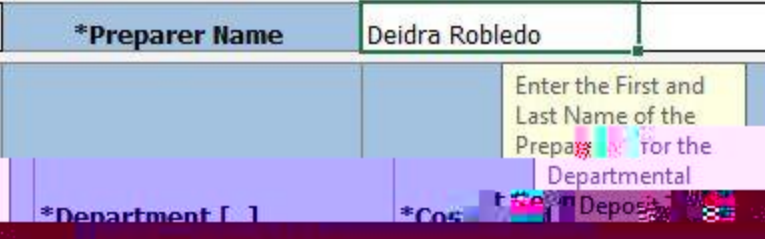
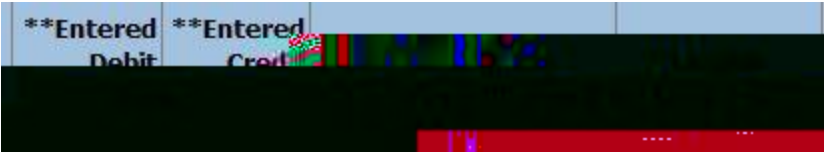




6.	<p>Only for Category DD Bank Deposit Bag (cash & checks):</p> <p>Prepare Bank Bag.</p> <ul style="list-style-type: none"> On the bottom of the bag, fill in the deposit date, the deposit amount (said to contain \$), and depositing department name (Depositor Identification). Your cost center is not needed. All other fields can be left blank. Pull the strip with the bag number off and staple it to the yellow copy of the deposit slip-your copy to keep. Take the bag to the Payment and Disbursement Center in the Administration Building for processing. <p>Bags are not opened by Payment and Disbursement; please make sure to label your bag completely.</p> <ul style="list-style-type: none"> Additional bank bags can be picked up at Payment and Disbursement, Administration
7.	<p>Enter your Department Name (Cell D16)</p> 
8.	<p>Enter the First and Last Name of the Preparer for the Departmental Deposit (Cell G16).</p> 
9.	<p>Enter the transaction total on the first input line of the template.</p> <ul style="list-style-type: none"> Enter the total amount of your deposit in the “Entered Debit” field (Cell N19). Enter as a Credit if recording a refund or chargeback (Cell N19). 



10. Select whether the deposit contains sales tax charged using the **Taxable** dropdown (Cell Q19). If any portion of the deposit was sales tax, select “Taxable Yes”.

**Entered Debit	**Entered Credit	Line Description	*Taxable
500.00			

11. Enter the total sales tax amount on the second input line of the template as a **Credit** (Cell O20).

- Enter as a **Debit** if recording a refund or chargeback (Cell N20).
- Leave blank if no portion of the deposit is taxable.

**Entered Debit	**Entered Credit	Line Description	*Taxable
500.00			
	20.50	Sales Tax	Taxable Y
	471.70	T-Shirt Sales	Taxable Y

12. Enter deposit details on template input lines beginning **below the sales tax line**.

- Enter the Funding Source values (FDCC) you wish to record your deposit to. All fields for each line must be filled out even if they are zeros. **Do not change cells that are gray.**

*Department	*Cost Center	*Account	*Supplemental fund	*Inter	*Pro	*Future1

- Enter “money in” in the “Entered Credit” column (column O).
- Enter “money out” in the “Entered Debit” column (column N).

**Entered Debit	**Entered Credit	Line Description	*Taxable
500.00			
	28.30	Sales Tax	Taxable
	471.70	T-Shirt Sales	Taxable

Note: Do not add rows to the worksheet. If you need more deposit rows than currently provided (257), please contact department-depositupload@boisestate.edu.

