

## OVERVIEW

This job aid details the process for depositing checks to credit either a Non Sponsored or Sponsored Project costs using the clearing account of 12845. This is a two-step process. First you must record the checks and then credit the Non Sponsored or Sponsored Project costs.

## FIRST STEP - CASH JOURNAL ENTRY IN A SPREADSHEET

- From the forms repository on the [Controller's website](#) use the CASH JOURNAL TEMPLATES. Download the Journal Template for Checks by clicking the XLXS link:

### CASH JOURNAL TEMPLATES

Form Name	Description	Format	Attach	Last updated
Instructons for using the Cash Journal Templates	This job aid will assist in the creation of a Cash/Credit/Checks/Wires journal.	PDF	No	9/10/18
Journal Template for Cash	This template is used to record cash deposits. <b>Attach the deposit slip to the journal.</b>	XLXS	Yes	11/13/18
Journal Template for Credit Cards	This template is used to record credit card receipts. <b>Attach the credit card settlement to the journal.</b>	XLXS	Yes	11/13/18
Journal Template for Checks	This template is used to record check deposits. <b>Attach the deposit slip to the journal.</b>	XLXS	Yes	11/13/18
Journal Template for Wires	This template is used to record wire deposits. <b>Attach the banking statement to the journal.</b>	XLXS	Yes	11/13/18



Follow the [cash receipts process](#) for completing the journal. The first line on the journal is pre populated with the GL string for checks received. Enter the total debit amount in the **Entered Debit** cell.

2. On the second line enter the GL string for the department receiving the Non Sponsored or Sponsored Project costs credit. In the Account segment value use the account of 12845, recovery GL to Project Clearing Account.
3. Enter the credit amount in the **Entered Credit** cell on the second line. Once the journal is complete, select the **Submit** button.

## Step 2 - Create a Project to GL Cost Adjustment Transaction

After you submit the Cash Journal and the journal is posted, in order to credit your Non Sponsored or Sponsored Project, a Project to GL Cost Adjustment journal must be completed. You must credit the Non Sponsored or Sponsored Project costs using the Account segment of the expense credit to the GL string which was used in the cash journal. Follow the instructions in the job aid for [Cost Transactions \(credit project-debit GL\) Project to GL](#), on the Controller's website.

Tips for completing the project cost adjustment entry:

1. In the **Raw Cost Debit Account** field enter the GL string for the Non Sponsored or Sponsored Project using the Account segment where charges were originally incurred.
2. Enter the GL string for the department where the check reimbursements were previously booked, using the Account segment of 12845 in the **Raw Cost Credit Account** field.

**Please note:** It is the department's responsibility to reconcile and ensure that Account segment 12845 for their Unit, Division, Organization (U-D-O) is zero. RU GL 089 Account Analysis, GL Reconciliation query or the Inquire on Detail Balances are some of the reports a department can use to reconcile this account segment.