

Banking Summary Form - Ledger & Debtor

Instructions for completing the Banking Summary Form - Ledger & Debtor

To enable your banking information to be receipted as part of the automated bank receipting process, we require the Banking Summary Form to be completed as per the instructions below. If you have any questions regarding completing the form, please reach out to the Cashiers cashiers@otago.ac.nz.

Completing the Cash sheet of the Banking Summary

(This sheet only needs to be completed if cash is being banked by the Department)

In the top section:

- a. Enter the date of the deposit
- b. Enter your name & signature (being the person who is filling out the form and making the deposit).
- c. Enter your contact (extension) number. This is the number the Cashiers will contact you on for any queries about the banking.
- d. Enter the bank bag number which relates to the Deposit.

In the Payments to be receipted to either a GL or PL account code section:

- e. Enter the full GL or PL ledger code including the dissection code for each transaction. You do not need to enter GL or PL at the start of the account code as this is automatically identified as part of the automation.
- f. Is the deposit inclusive of GST? Please enter 'Y' for yes or 'N' for no.
Note: If the deposit does not include GST and is not for a donation, supporting documentation is required to be sent in with the Banking Summary Form. If no documentation is provided the deposit may not be receipted.
- g. Enter the amount which is to be receipted to this account code.
- h. Enter the narration you require to display in Finance One for this receipt (max. 40 characters)

In the Payments to be receipted to a debtor account section:

- i. Enter the debtor number.
- j. Enter the invoice number being paid.
- k. Enter the amount being paid against the Invoice.
- l. Enter the name of the Person or Organisation paying the Invoice

Note: if an Invoice has been raised for the deposit being banked, do not enter an account code as the invoice has already been coded to the account code in Finance One.

The Debtor and Invoice numbers are required to be noted on the Banking Summary or else a deposit will go against the ledger code twice and the invoice will still show as outstanding.

In the cash breakdown section:

- m. If Cash is being deposited, please enter the breakdown of cash (the form will calculate your totals). You will need these totals for completing the deposit slip to be included with the cash banking in the bank deposit bag.
- n. Enter the name of the person who completed the second count of any cash being deposited. You will need to have them sign the printout of the form as confirmation they have completed a second count of any cash. This is a requirement for audit purposes.

Once the Cash sheet is completed:

- o. If you have EFTPOS transactions for the day, you also need to complete the EFTPOS worksheet (please see page 2 on how to complete the EFTPOS worksheet).
- p. Contact Campus Watch to arrange for collection of your bank deposit bag either via email campus.watch@otago.ac.nz or phone extn 5000
- q. Once the required worksheets are completed, please then email the full Banking Summary spreadsheet (leaving it as an excel spreadsheet) to cashiers@otago.ac.nz with the subject line:
[Department Name] – Daily Banking Summary

Please note: If the Banking Summary is forwarded to us in any format other than excel, the document will be returned for you to resend as an excel spreadsheet and will delay the receipting of your Departmental transactions.

Completing the EFTPOS sheet of the Banking Summary

In the top section:

- a. Enter the date of the deposit
- b. Enter your name & signature (being the person who is filling out the form and making the deposit).
- c. Enter your contact (extension) number. This is the number the Cashiers will contact you on for any queries about the banking.
- d. Enter the bank bag number which relates to the Deposit.

In the Payments to be receipted to either a GL or PL account code section:

- e. Enter the full GL or PL ledger code including the dissection code for each transaction. You do not need to enter GL or PL at the start of the account code as this is automatically identified as part of the automation.
- f. Is the deposit inclusive of GST? Please enter 'Y' for yes or 'N' for no.
Note: If the deposit does not include GST and is not for a donation, supporting documentation is required to be sent in with the Banking Summary Form. If no documentation is provided the deposit may not be receipted.
- g. Enter the amount which is to be receipted to this account code.
- h. Enter the narration you require to display in Finance One for this receipt (max. 40 characters)

In the Payments to be receipted to a debtor account section:

- i. Enter the debtor number.
- j. Enter the invoice number being paid.
- k. Enter the amount being paid against the Invoice.
- l. Enter the name of the Person or Organisation paying the Invoice
Note: if an Invoice has been raised for the deposit being banked, do not enter an account code as the invoice has already been coded to the account code in Finance One.
The Debtor and Invoice numbers are required to be noted on the Banking Summary or else a deposit will go against the ledger code twice and the invoice will still show as outstanding.

In the cards breakdown section:

- m. From the EFTPOS settlement print out, enter the EFTPOS total
- n. From the EFTPOS settlement print out, enter the Visa total
- o. From the EFTPOS settlement print out, enter the Mastercard total

Once the EFTPOS sheet is completed:

- p. If you have cash to be banked for the day, please ensure you have also completed the cash worksheet (please see page 1 on how to complete the cash worksheet).
- q. Once the required worksheets are completed, please then email the full Banking Summary spreadsheet (leaving it as an excel spreadsheet) to cashiers@otago.ac.nz with the subject line:
[Department Name] – Daily Banking Summary

Please note: If the Banking Summary is forwarded to us in any format other than excel, the document will be returned for you to resend as an excel spreadsheet and will delay the receipting of your Departmental transactions.