



UNIVERSITY of ROCHESTER

Banking Entry

RC Bursar and Cash Management form

For deposits to a single Bank, on a single Bank Date, and a single Payment Type.

Complete a separate form for credit card deposits. Credit card deposits cannot be comingled with cash and check entries.

Bank Date Date funds are recorded by the bank. If not known, estimate.

Header Memo (RC Bursar use: Batch Number)

Bank Account: One must be selected

- UR Concentration/JPM
- Foreign currency check deposits (HSBC)
- Other: _____

Payment Type (Select only one Payment Type per form)

<input type="checkbox"/>	Cash and Check	Location #	<input type="text"/>
<input type="checkbox"/>	ACH	Reference	<input type="text"/>
<input type="checkbox"/>	Wire	Reference	<input type="text"/>
<input type="checkbox"/>	Returned Check	Check #	<input type="text"/>
<input type="checkbox"/>	Credit Card	Merchant ID	<input type="text"/>

Line Memo

DISTRIBUTION: Not needed for UR Financials Customer Invoice Deposits.

If completing this section, all fields must be completed.

Provide the Ledger Account in the Spend/Revenue Category field if no Revenue or Spend Category.

Spend/Revenue Category	FAO	(+) Deposit	(-) Withdrawal
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
		\$ -	\$ -
		Net Deposit Amt: \$ <input type="text"/>	

Department _____ **Intramural Address** _____

Requestor (print) _____ **Requestor Title** _____ **Phone** _____ **Date** _____

Deliver this form to RC Bursar or email to: Cash_Mgmt@ur.rochester.edu

Bursar/Cash Mgmt use: Accepted By _____ Entered By _____