



# UNIVERSITY of ROCHESTER

## Banking Entry

To be Processed by RC Bursar and General Accounting

To be used for deposits or direct debit to a single Bank, on a single Bank Date, and a single Payment Type. Credit card deposits cannot be comingled with cash and check entries. Please complete a separate form for credit card deposits.

**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
		\$ -	\$ -
		<b>Net Deposit Amt: \$ -</b>	

**Department** \_\_\_\_\_ **Intramural Address** \_\_\_\_\_

**Requestor (print)** \_\_\_\_\_ **Requestor Title** \_\_\_\_\_ **Phone** \_\_\_\_\_ **Date** \_\_\_\_\_

**Deliver this form to RC Bursar or email to: [GeneralAccounting@ur.rochester.edu](mailto:GeneralAccounting@ur.rochester.edu)**

Bursar use only: Accepted By \_\_\_\_\_ Entered By \_\_\_\_\_