

Checklist for PeopleSoft Deposits

To be sent to Bursar's Office:

- Completed PeopleSoft Deposit page.
- Two adding machine tapes with your checks. This is the current process and will not change with conversion. Any detailed check listing similar to what is put on the current transmittal (name, check number and amount) can be uploaded to the deposit page in PeopleSoft.
- Two copies of completed treasurer form with closeout-slip attached for credit card transactions. This is the current process and will not change with conversion.

To be attached by upload to deposit:

- University Receipt book hand receipts. These are the pink receipts currently attached to your transmittal. These can be scanned and attached to the deposit by upload in PeopleSoft. They still need to be in sequential order and fully accounted for. Any voided receipts must be documented in the deposit reference section of the PeopleSoft deposit page. You will keep the pink receipts in office for audit purposes.
- Detailed check listing. Document with record of name, check number and amount currently keyed on the check listing section of the transmittal. This will be something created internally by the department. An excel spreadsheet is acceptable.
- Any additional back up that would provide detail to auditors. No sensitive data should be attached: SSN's, credit card numbers, check copies, VIP ID's, etc...