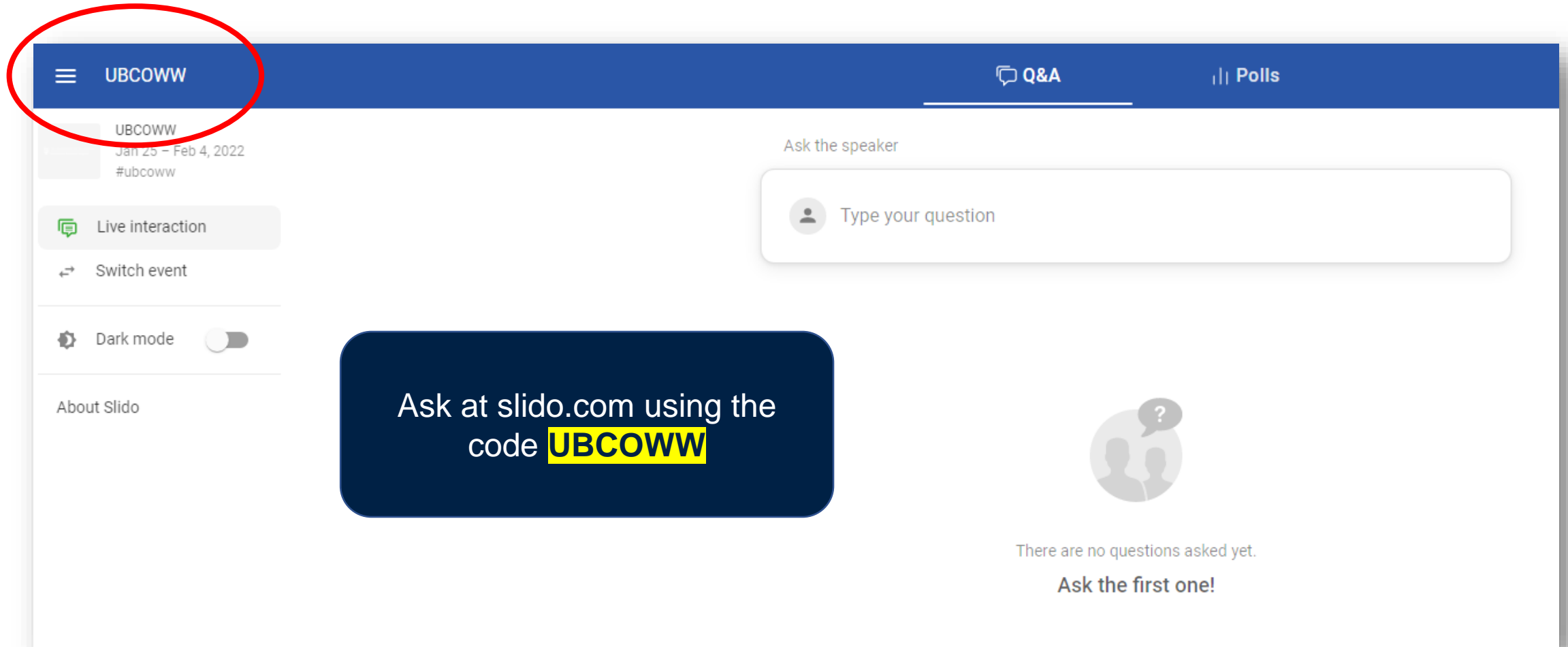


QUESTIONS?



The screenshot shows the Slido Q&A interface for an event named "UBCOWW". The event dates are "Jan 25 - Feb 4, 2022" and the hashtag is "#ubcoww". The interface includes a sidebar with options for "Live interaction", "Switch event", and "Dark mode" (which is currently turned off). The main area has a "Q&A" tab selected, with a "Polls" tab also visible. A text input field prompts the user to "Ask the speaker" and "Type your question". A central dark blue box contains the text "Ask at slido.com using the code **UBCOWW**". At the bottom, a message states "There are no questions asked yet. Ask the first one!" accompanied by an icon of two people and a question mark.

UBCOWW

Jan 25 - Feb 4, 2022

#ubcoww

Live interaction

Switch event

Dark mode

About Slido

Ask the speaker

Type your question

Ask at slido.com using the code **UBCOWW**

There are no questions asked yet.
Ask the first one!



THE UNIVERSITY OF BRITISH COLUMBIA

AVP Finance and Operations
Okanagan Campus

Workday Wednesday: Cash Deposits

April 20th, 2022



AGENDA

1 | Step-by-step Instructions

2 | Cash Deposit Demo

3 | FAQs

4 | Q+A



RESOURCES AVAILABLE

Record Cash Sales and Cash Deposits Knowledge Base Article

- https://ubc.service-now.com/selfservice?id=kb_article&sys_id=bebf4e8e1ba2c5505edd43b4bd4bcb1b&table=kb_knowledge

Cash Deposit Information on UBCO Finance Website

- <https://finance.cms.ok.ubc.ca/wp-content/uploads/sites/73/2022/04/Brinks-Deposit-Instructions-2022.pdf>



STEP-BY-STEP INSTRUCTIONS

STEP-BY-STEP INSTRUCTIONS

1

Complete the **Record Cash Sale BP** in Workday and print deposit slip

Refer to the [Record Cash Sales and Cash Deposits Knowledge Base article](#)

Record Cash Sale

Cash Sale is to be used to record Sundry revenues. If you wish to record revenue against a UBC customer, please ensure you generate an invoice first.

*** Please limit number of cheques to 25 cheques for each Cash Sale transaction. If have more than 25 cheques, please record as a separate cash sale for deposit.**

Please ensure following information is entered correctly.

- One cheque per line
- Cheque and payor information is entered in the right convention to be printed on deposit slip (Input in **Line "Memo"** field: cheque#, payor)
- Deposit reference # added is valid (format: Txxxxxxx)

Steps

A. Input **Cash Sale Information**

For Customer, please enter "Miscellaneous Cash Receipts"

B. Input **Payment Information**

Create Customer Deposit

Select 'create deposit' check box

Select bank account ("USD deposit" use Bank account 18070; "CAD and other Non-USD currency deposit" use Bank account 18001)

Use the weblink below to obtain the unique "Deposit reference ID" from the number generator (e.g. Txxxxxxx)

Take the number generated and enter into the "Deposit Reference" box

C. **Submit**

Please check deposit information is entered correctly before hit the "Submit" button.

Once Submitted, you not go back to change deposit information (i.e. Bank account, Deposit reference number). To correct, Cancel and Record a new cash sale.

Submit

Save for Later

Cancel

STEP-BY-STEP INSTRUCTIONS

2

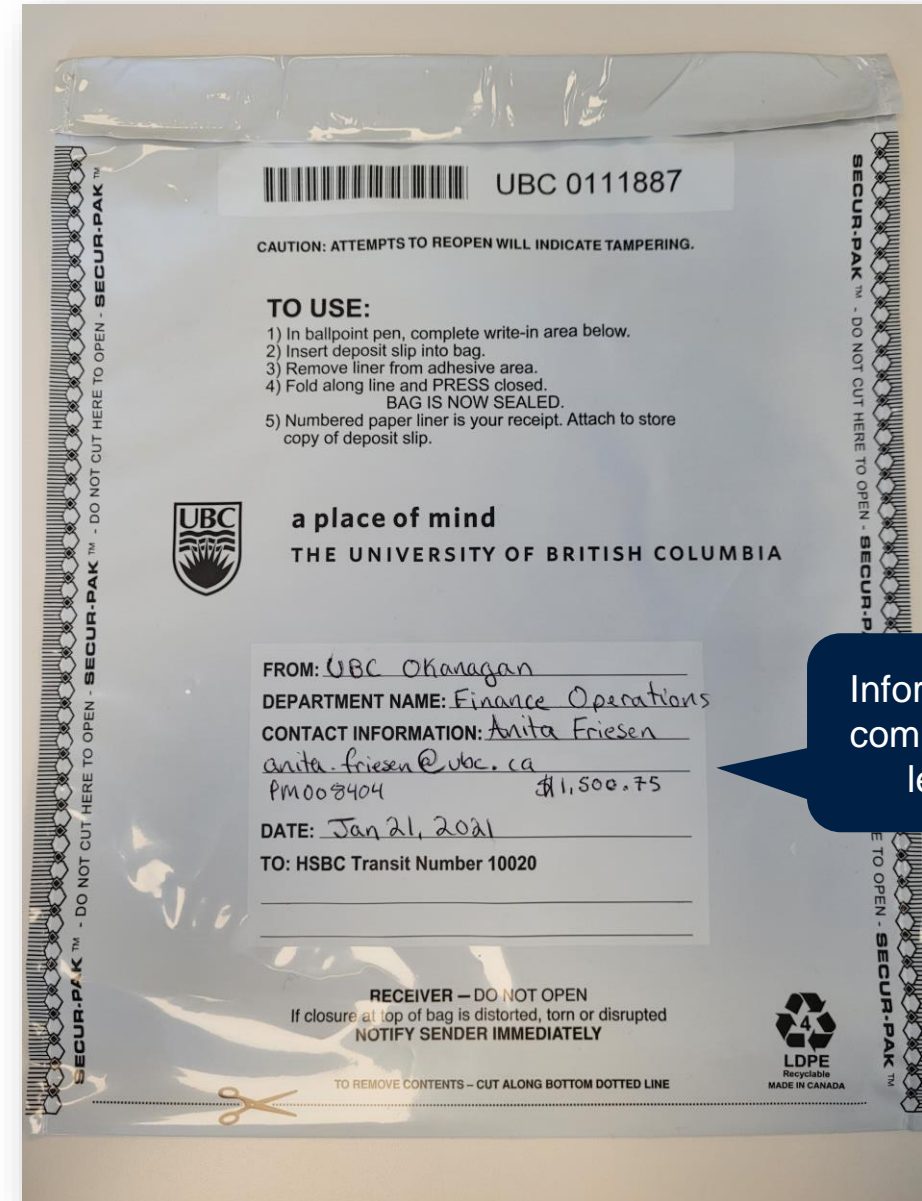
Obtain a deposit bag and record the following information directly on the bag's exterior:

- ✓ Worktag information (e.g. Program, Cost Center)
 - ✓ Dollar amount
 - ✓ Depositor's name
- ✓ Depositor's phone number
 - ✓ Depositor's email
 - ✓ Date
- ✓ Department name



Tips

- Ensure information on deposit bag is legible
- Do not use gel pens (they smudge)
- Deposit bags can be procured from the UBCO Bookstore



UBC 0111887

CAUTION: ATTEMPTS TO REOPEN WILL INDICATE TAMPERING.

TO USE:

- 1) In ballpoint pen, complete write-in area below.
- 2) Insert deposit slip into bag.
- 3) Remove liner from adhesive area.
- 4) Fold along line and PRESS closed.
BAG IS NOW SEALED.
- 5) Numbered paper liner is your receipt. Attach to store copy of deposit slip.

UBC
a place of mind
THE UNIVERSITY OF BRITISH COLUMBIA

FROM: UBC Okanagan
DEPARTMENT NAME: Finance Operations
CONTACT INFORMATION: Anita Friesen
anita.friesen@ubc.ca
PM003404 \$1,500.75

DATE: Jan 21, 2021
TO: HSBC Transit Number 10020

RECEIVER — DO NOT OPEN
If closure at top of bag is distorted, torn or disrupted
NOTIFY SENDER IMMEDIATELY

TO REMOVE CONTENTS — CUT ALONG BOTTOM DOTTED LINE

LDPE
Recyclable
MADE IN CANADA

Information is complete and legible

STEP-BY-STEP INSTRUCTIONS

3

Close deposit bag and bring to deposit drop-off station in OM1 foyer. Ensure you adhere to the following instructions:

- ✓ Include bank deposit slip in the bag.
- ✓ If depositing multiple cheques, attach each individual deposit slip to each corresponding cheque.
- ✓ When closing the deposit bag, ensure barcode is uncovered and unobstructed.
- ✓ Record the deposit bag number in logbook in basket in OM1 foyer.

The image shows a UBC Secur-Pak deposit bag. At the top, there is a barcode and the number UBC 0111887. Below this, a caution statement reads: "CAUTION: ATTEMPTS TO REOPEN WILL INDICATE TAMPERING." The "TO USE:" section lists five steps: 1) In ballpoint pen, complete write-in area below. 2) Insert deposit slip into bag. 3) Remove liner from adhesive area. 4) Fold along line and PRESS closed. BAG IS NOW SEALED. 5) Numbered paper liner is your receipt. Attach to store copy of deposit slip. The UBC logo and "a place of mind THE UNIVERSITY OF BRITISH COLUMBIA" are printed on the bag. A handwritten form contains the following information: FROM: UBC Okanagan, DEPARTMENT NAME: Finance Operations, CONTACT INFORMATION: Anita Friesen, anita.friesen@ubc.ca, PM008404, \$1,500.75, DATE: Jan 21, 2021, TO: HSBC Transit Number 10020. At the bottom, there is a "RECEIVER - DO NOT OPEN" warning and a recycling symbol with the text "LDPE Recyclable MADE IN CANADA". A pair of scissors is shown at the bottom, indicating where to cut along the dotted line to remove contents.

Barcode visible when bag is closed

UBC 0111887

CAUTION: ATTEMPTS TO REOPEN WILL INDICATE TAMPERING.

TO USE:

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UBC
a place of mind
THE UNIVERSITY OF BRITISH COLUMBIA

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If closure at top of bag is distorted, torn or disrupted
NOTIFY SENDER IMMEDIATELY

TO REMOVE CONTENTS — CUT ALONG BOTTOM DOTTED LINE

LDPE
Recyclable
MADE IN CANADA

STEP-BY-STEP INSTRUCTIONS

When recording in the logbook, there are a few important things to note:

- ✓ DO NOT sign in the 'Received By' column. This is for Brinks only.
- ✓ If you have multiple cheques in your deposit bag, the 'number of items' is still one. One deposit bag = one item.

Worktag information and initial

Deposit bag number

'Received By' column is for Brinks only. **Do not fill in this field.**

Received by BRINKS CANADA LIMITED

from _____, consignee, the following item(s) to be delivered to the respective consignees hereinbelow stated. It is agreed that all items and packages of each shipment are to be distinctly and securely sealed by the consignee and that Brink's Canada Limited in no event shall be liable for any shortage claimed in any item or package delivered to it not so distinctly and securely sealed. Brink's Canada Limited in no event shall be liable for more than the value hereinbelow stated.

BRINKS ONLY

DATE	CONSIGNEE	SAID TO CONTAIN	BAG/SEAL	NO. ITEMS	RECEIPTED BY
Mar 4/21	CC00749 AF	\$ 5,967.50	UBC023130	1	
Mar 4/21	CC00749 AF	\$ 159,925.50	UBC0231303	1	
Mar 4/21	PM001798 BC	\$ 150.00	UBC0231335	1	
Mar 4/21	PM003782 JN	\$ 625.00	UBC011842	1	
Mar 4/21	PM011014 MW	\$ 3,655.00	UBC0105476	1	
Mar 4/21	F450 J.R.	\$ 500.00	UBC0145306	1	
Mar 4/21	PM008561 M.B.	\$ 92.00	UBC0145718	1	
Mar 4/21	Uni Relations S.C.	\$ 1,025.29	UBC0201881	1	
		\$.			
		\$.			

PLEASE READ WARNING ON COVER OF BOOK

Date of deposit

Total amount

'Number of items' column should always be 1. One deposit bag = one item.



CASH DEPOSIT DEMO



FAQs

FAQs

Q

Can cash be enclosed loose in the deposit bag?

Yes, but you need to include the corresponding deposit slip for the amount.

A

Q

Can I deposit multiple cheques in one bag?

Yes, but cheques should be attached/paperclipped to their deposit slip.

A

FAQs

Q

If I have multiple cheques in one bag, what should I put down in the 'Number of Items' field?

One. One deposit bag = one item.

A

Received by BRINK'S CANADA LIMITED

from _____ agent of the consignee, the following shipment(s) to be delivered to the respective consignees hereinbelow stated. It is agreed that all items and packages, which shipper seals by the consignee and that Brink's Canada Limited in no event shall be liable for any shortage claimed in any item or package delivered to it not so disjunctively and securely sealed. Brink's Canada Limited in no event shall be liable for more than the value hereinbelow stated.

DATE	CONSIGNEE	SAID TO CONTAIN	BAG/SEAL	NO. ITEMS	RECEIVED BY
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Mar 4/21	PM011014 MW	\$ 3,655 .00	UBC0105476	1	
Mar 4/21	F45D J.R.	\$ 500 .00	UBC0145306	1	
Mar 4/21	PM008561 M.B	\$ 92 .00	UBC0145715	1	
Mar 4/21	Uni Relations S.C	\$ 1,025 .29	UBC0201884	1	
		\$.			
		\$.			
		\$.			
		\$.			
		\$.			
		\$.			
		\$.			
		\$.			

PLEASE READ WARNING ON COVER OF BOOK

BRINK'S ONLY

FAQs



Q

How do I obtain more deposit bags?

Deposit bags are available at no cost at the UBCO Bookstore. They come in bundles of 25 and there is a limit of 2 bundles per visit.

You will be asked to provide a worktag number, department name, and signature.



A



Next Workday Wednesday: April 27th | 10:00 – 11:00am

Topic: One Time Payments

[Registration link](#)

