



THE UNIVERSITY OF BRITISH COLUMBIA

AVP Finance and Operations
Okanagan Campus

Workday Wednesday: Cash Deposits (Refresher)

May 24th, 2023



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=a739732c1bcfe110048e0d87cc4bcb19&table=kb_knowledgekb_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](#)

Note: Try using the Deposit Generator in incognito mode if its not working in the browser.

Reminder: the **Unearned Revenue** category should be used **ONLY** when directed by your Finance Manager. It is only required for very specific deposits and is not a normal revenue category to use for the Record Cash Sale BP. If you do use this revenue category on the direction of your Finance Manager, make sure you share all the deposit information with them once the BP is complete in Workday.

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.

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

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. Txxxxxx)

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.

 **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

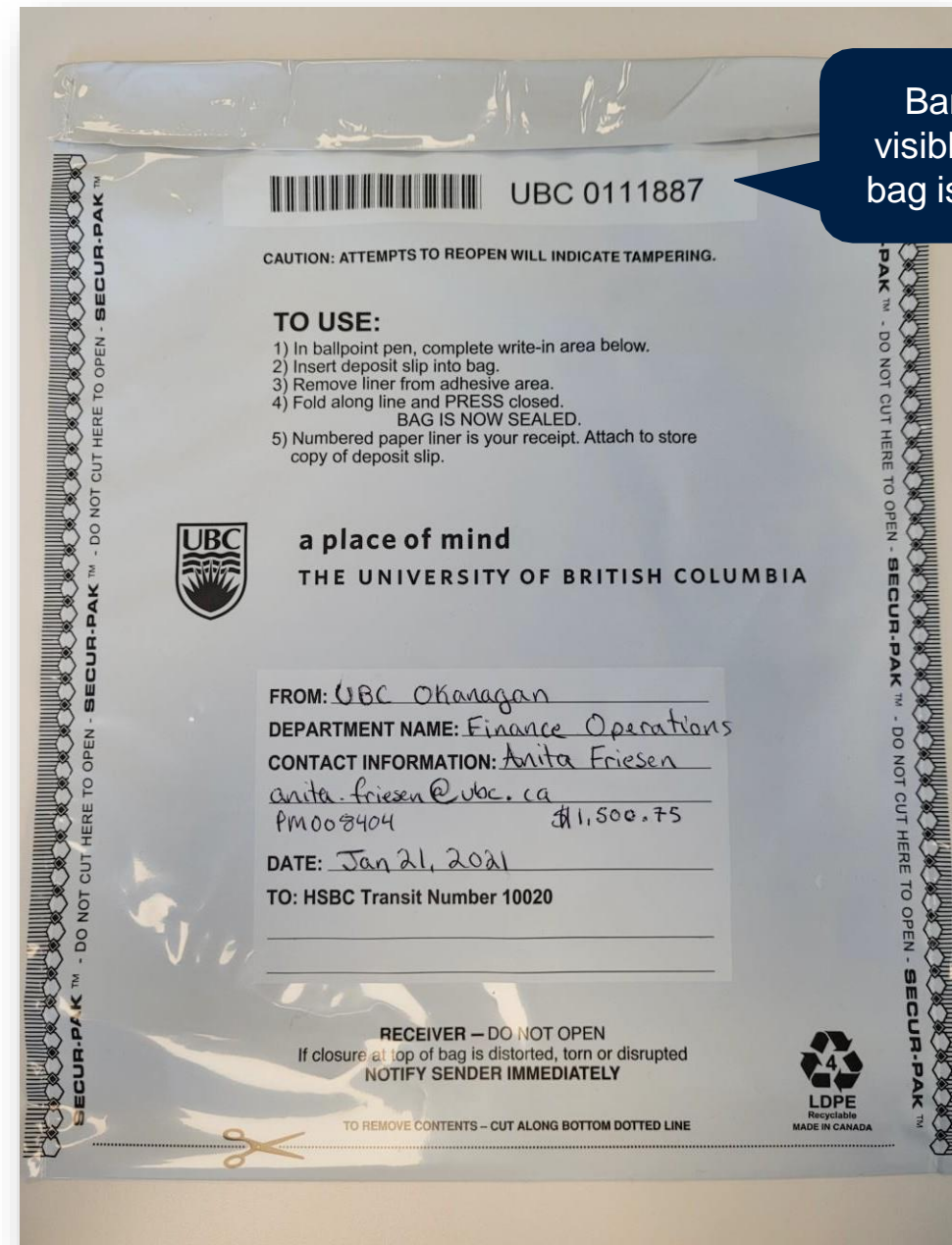
Information is complete and legible

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.



Barcode visible when bag is closed

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 _____, the consignor, and the driver or authorized agent of the consignee, the following item(s) to be delivered to the respective consignees herebelow stated. It is agreed that all items and packages of each shipment are to be distinctly and securely sealed by the consignor 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 distinctively and securely sealed. Brink's Canada Limited in no event shall be liable for more than the value herebelow stated.

BRINKS ONLY

DATE	CONSIGNEE	SAID TO CONTAIN	BAG/SEAL	NO. ITEMS	RECEIVED 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	UBC0111842	1	
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	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?

A

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

Q

Can I deposit multiple cheques in one bag?

A

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

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 hereinafter stated. It is agreed that all items and packages which shipment(s) are sealed by the consignor 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

BRINKS ONLY

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Mar 4/21	PM003782 JN	\$ 625 .00	UBC011842	1	
Mar 4/21	PM011014 MW	\$ 3,655 .00	UBC0205476	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	UBC0201821	1	
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PLEASE READ WARNING ON COVER OF BOOK

FAQs

A white speech bubble with a blue outline containing a blue letter '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 white speech bubble with a blue outline containing a blue letter 'A'.



Next Workday Wednesday: June 14th | 10:00 – 11:00am

Topic: Delegations

[Meeting link](#)

