

Instructions: http://www.vpaf.uni.edu/obo/cashiering/documents/deposit_cash-recpt.pdf

Complete form and e-mail to: dept-deposits@uni.edu

Category	List - Text	Receipts
Source	List - Text	UNIA_Cashiering
Currency	List - Text	USD
Accounting Date	List - Date	10/23/2008
Journal Name	Text	44201cmg102308
Journal Description	Text	Misc Pmts

<---Enter Today's Date (Example: 8/01/2001)

<---Enter Your Organization Value, Your Initials, and MMDDYY (Example: 20201KSP070101)

<---Describe Purpose of Journal Entry

Double click yellow cells for LOV (list of values)

Upl	Fund	Appropriation Year	Organization	Object	Program	Function	Activity	Line Number	Debit Value	Credit Value	Line Description Text	Line DFF Text	Messages
	9999	99	99999	99999	9999	99	9999	999		25.00	10/23 Larson/SwimCamp 11-15-08/Ck 1526	None	
	9999	99	99999	99999	9999	99	9999	999		1,150.00	10/23 StoflA/XYZ Conference/090108-093008/ Inv	None	
	9999	99	99999	99999	9999	99	9999	999		330.00	10/23 Undergrad app fees - checks/cash	None	
												None	
												None	
												None	
												None	
												None	
												None	
												None	
												None	
												None	
												None	
												None	
												None	
												None	
Totals:									0.00	1,505.00			

Note: This is not the end of the Journal Template. Unprotect the sheet and insert as many rows as needed.
 (Excel 2003 Navigation: Tools>Protection>Unprotect)
 (Excel 2007 Navigation: Review>Unprotect Sheet)

Prepared By _____ / Campus Zip _____ Date _____

E-mail address of person sending deposit _____ / Date E-mail sent _____ Phone number of depositor _____