Processing Cash/Check Deposits & Recording Revenue in EAS

**CASH & CHECK DEPOSITS**

1. Make deposit on the SAME day cash is received.
2. Dept Staff completes a PNC deposit slip (white slip with yellow carbon copy).
3. Take the completed deposit slip and cash to any PNC Bank.
4. PNC verifies the cash deposit amount against the deposit slip amount.
5. Once correct amount is validated, Dept Staff will receive:
   - a PNC receipt with the date and dollar amount of deposit
   - yellow carbon copy of the deposit slip
6. On the same day of the deposit, Dept Staff creates a cash deposit journal in EAS.

**JOURNAL ENTRY IN EAS**

- **Journal Entry Header Input:**
  - Journal: system generated; leave blank
  - Description: provide a description
  - Category: (cash) Cash Only Internal Dept (checks) Cash Departmental
  - Period: do not change (for checks, see Note 5)
  - Effective Date: date of deposit
- **Debit Line Details:**
  - Tab to first “Line”. Column Input:
    - Line: Enter 1.
    - Account: Click ellipsis (...) (cash) select “Cash Only Internal Dept.”
    - Description: Enter deposit amount.
    - Pop up box: (cash) Enter cash amount; $0 for change returned
  - Add Lines as necessary. Debit amount MUST equal Credit amounts.
- **Credit Line Details:**
  - Tab to second “Line”. Column Input:
    - Line: Enter 2.
    - Account: Enter/Search the alias # where the money will be deposited.
    - Description: Enter alias # and Account.
    - Credit: Enter amount to be credited to that Alias # and Account.
    - Description: auto-populated; amend as needed.
  - Add Lines as necessary.

- If a Cash Deposit, attach the PNC deposit slip (Click on paperclip icon). If Check, skip this step.
- If check(s) will be deposited after 2:30pm, the effective date must also be changed to the following day.

**Notes:**
1. Deposit slips are available through the FD’s Office or Treasury Management.
2. If a GW deposit slip is not obtained prior to going to the PNC Bank, obtain the GW account number from Treasury prior to making your bank visit.
3. Check is from a foreign bank.
4. Asst. Director, Operations is listed on Colonial Center website at: https://colonialcentral.gwu.edu/meet-colonial-central-team
5. If it is the last day of the month and the check(s) will be deposited after 2:30pm or the following day, change the following month.

For more information, please see Section 2 of the CCAS Staff Manual and Resource Guide.