Cash Receipt
Voucher for Departments (VC1)
ELECTRONIC DEPOSITS—VC1 DOCUMENTS

I. INTRODUCTION

The VC1 Cash Receipt Voucher is used for departmental deposits made with the Cashier’s Office (campus mail address: Cashier’s, MAI 8, K5303).

**Note:** This procedure is not used for gifts or donations. Contact the University Resource Development Office at 471-5424 for assistance with deposits of gifts or donations. Deposits made to 26 accounts are usually sent to Contracts and Grants, MAI 316. Please contact Contracts and Grants at 471-6231 regarding deposits to 26 accounts.

All handling of cash, checks, and credit card receipts is subject to the policies described in the *Handbook of Business Procedures* Part 6.

*Handbook of Business Procedures* Part 6

II. *DEFINE VC1 ELECTRONIC DOCUMENT PREPARATION

A. VC1 Cover Sheet

>>PLEASE ENTER A SUMMARY FOR THIS NEW VOUCHER<<
*DEFINE CASH RECEIPT VOUCHER FOR DEPARTMENTS - VC1 Year 04 05
Command: VC1 Account: __________ Misc: _______________ Month: MAY
=============================================================================
Status: -- COVER SHEET -- Document ID: ___________
Action: NEW Summary: DEPOSIT FOR [DEPARTMENT NAME] FOR 05/17/05________________
Created: 05/17/05 by ACBOB - BOB Category: __________________________
Format: 01 Direct Entry Totals General Ledger Totals
Voucher Date: ______ Debits: 0.00 0.00
Process Date: Credits: 0.00 0.00
Voucher Nbr: 0
No. of Entries: 0

SECTIONS: _ 1. Payment Total by Type
_ 2. Line Items
_ 3. DEFINE Codes

DTN: _______ Deposit No: __________

**Figure 1: VC1 Cover Sheet**

1. Enter **New** in the **Action** field. See Figure 1.

2. In the **Summary** field, enter a descriptive summary that includes the department name and date, such as **Deposit for [department name] for 05/17/05**.

3. Enter **01** in the **Format** field.

4. Press **Enter**. A Document ID will be assigned, and the document status will change to Created.
5. Enter beginning and ending Service Dates if required by your department. Dates entered here will appear in all subsequent Service Date fields on the document.

6. If your department uses Departmental Transaction Numbers (DTNs), enter the appropriate number in the DTN field. The DTN entered on the cover sheet will appear in all subsequent DTN fields on the document.

7. The Need Support DOC field will default to N and will always be N for departmental deposits. Do not change this field.

8. Deposit No: Leave this field blank. Cashier’s Office staff will enter the correct deposit number before approving the VC1.

9. Mark the Section 1—Payment Total by Type and the Section 2—Line Items fields and press Enter to access these sections of the document. Section 3—DEFINE Codes is optional. You may mark one section at a time or all three to page through the sections in sequence.

B. Section 1—Payment Total by Type

<table>
<thead>
<tr>
<th>Payment Type</th>
<th>Type Total</th>
<th>Payment Type</th>
<th>Type Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>VISA/MC</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>CURRENCY</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>COIN</td>
<td>21.35</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>CHECKS</td>
<td>KF</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>DISCOVER</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>AMEX</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

| Cash Total: 21.35 |
| Grand Total: 21.35 |

Figure 2: Section 1—Payment Total by Type

1. In the Type Total fields, enter the appropriate total dollar amount for each type of payment as needed (see Figure 2):

- **VISA/MC**—for Visa and MasterCard charges
- **CURRENCY**—for paper money
- **COIN**—for coins
- **CHECKS**—for checks
- **LOCKBOX**—for lockbox deposits, except for credit card amounts, which must be entered in the appropriate credit card lines
- **DISCOVER**—for Discover Card charges
- **AMEX**—for American Express Card charges

**Note:** For amounts of less than $1.00, you must type the zero before the decimal (example: 0.12 or 0.05).

2. Press **Enter**. *DEFINE will calculate the Cash Total and the Grand Total, and the totals will be displayed on the VC1 cover sheet.

**Note:** Do not enter bank codes in the **Payment Type** fields. The bank codes will be filled in automatically when you type amounts and press Enter.

3. Go to **Section 2—Line Items**.

**C. Section 2—Line Items**

![Figure 3: Section 2—Line Items](image)

1. In the **ACCOUNT** field, enter the **account number** that you are debiting or crediting.

2. In the **OBJ** field, enter the appropriate **object code**.
3. In the **PAYOR** field, enter a brief **description** of the transaction (Sales, Book Sales, etc.). If the transaction is a reimbursement, include the voucher number of the payment voucher (i.e. L999999) for reference purposes. Deposits of sales revenue and sales taxes require specific information that is explained in detail in the Office of Accounting Sales Tax publication.

   ![Office of Accounting Sales Tax publication](image)

4. In the **AMOUNT** field, enter the appropriate **dollar amount** for the transaction.

   ![Note](image)
   For amounts of less than $1.00, you must type the zero before the decimal (example: 0.12 or 0.05).

5. The **D/C** field defaults to **C** for a **credit** entry but may be changed to **D** for a **debit** entry.

6. The **DTN** field will default to the DTN entered on the VC1 cover sheet. If your department uses DTNs but you did not enter one on the cover sheet, you may enter it here. You may also change the default DTN for any transaction as necessary.

7. If required by your department, enter the **vendor identification number** in the **VID** field.

8. The **service dates** from the cover sheet will be the default in the **SERV.BEG** and **SERV.END** fields. If service dates are necessary and you did not enter them on the cover sheet, you may enter them here. You may also change the default service dates for any transaction.

9. Repeat steps 1 through 8 until all line items have been entered.

   ![Note](image)
   For the Line Items must match the Grand Total calculated by *DEFINE in the Payment Total by Type section and displayed on the VC1 cover sheet.

   ![Hint](image)
   If you completely fill one page and need to make additional entries, press **PF2** to obtain a blank page.
D. Section 3—DEFINE Codes

Coding is an optional system used by many departments to categorize and organize transactions. Coding at the time the document is created reduces the amount of time required to customize provisional departmental transactions. Enter *DEFINE departmental codes if your department uses them. If not, leave this section blank.

E. Verification and Approval

1. To verify the document, type `VER` in the Action field, and press Enter. If the message at the top of the screen indicates that the document is VERIFIED AS CORRECT, proceed to step 2 to approve the document. Otherwise, correct any errors indicated. VER is optional, but it can be helpful if there are many line items on the document.
2. To approve the document, type **APP** in the **Action** field, and press **Enter**. **APP** serves as your signature on the document and forwards it to the next approver in the routing path.

3. Type **PRT** in the **Action** field to print the VC1 voucher transmittal form. See section III of this document for information about printing voucher transmittal forms.

4. After the VC1 has all departmental approvals and is routed to the Cashier’s Office, transport the money with two copies of the voucher transmittal form to the Departmental Deposits window at the Cashier’s Office, Main Building, Room 8. Two copies of the voucher transmittal form are needed so that the cashier can return a stamped receipt to you.

5. If you have a question concerning deposits or preparation of VC1 documents, contact the Cashier’s Office at 475-7686 (campus mail address: Cashier’s, MAI 8, K5303).

### III. VOUCHER TRANSMITTAL FORM

All deposits taken to the Cashier’s Office must be accompanied by two copies of the voucher transmittal form. Use method A or B as described below when preparing your voucher transmittal form. Option A is the preferred method.

A. If you have access to a local (TID) printer, you may print a voucher transmittal form for the VC1 document **after** the VC1 is completed. Type **PRT** in the **Action** field, and press **Enter**. If you do not have a local printer, use option B.

```
>>PLEASE ENTER A SUMMARY FOR THIS NEW VOUCHER<<
*DEFINE CASH RECEIPT VOUCHER FOR DEPARTMENTS - VC1 Year 04 05
Command: VC1 Account: __________ Misc: _______________ Month: MAY
=============================================================================
Status: PROPOSED -- COVER SHEET -- Document ID: ___________
Action: PRT Summary: DEPOSIT FOR [DEPARTMENT NAME] FOR 05/17/05 Category:
Created: 05/17/05 by ACBOB - BOB Template: __________
Format: _______ Direct Entry Totals General Ledger Totals
Voucher Date: 051705 Debits: 0.00 0.00
Process Date: Credits: 0.00 0.00
Voucher Nbr: No. of Entries: 0

SECTIONS: X _ 1. Payment Total by Type
     _ 2. Line Items
         _ 3. DEFINE Codes

DTN: _______ Deposit No: __________
```

*B. If you don’t have a TID printer but you are able to screen print, you may screen print the VC1 cover sheet and the Line Items section after all departmental approvals for*
the VC1 have been completed. The cover sheet will provide the Document ID number, and the Line Items section will list the method of payment breakdown.

IV. PREPARING DEPOSITS

University policy regarding deposits is contained in the *Handbook of Business Procedures* Part 6.5.

- **Handbook of Business Procedures Part 6.5**

A. **Currency**—Strap currency when appropriate. Place departmental name or account number on currency strap.

B. **Coins**—Roll coins when appropriate:
   - Quarters = $10.00
   - Dimes = $5.00
   - Nickels = $2.00
   - Pennies = $0.50

C. **Checks**—Endorse all checks **FOR DEPOSIT ONLY - The University of Texas at Austin, [department name]**. Your departmental account number is optional. DO NOT send a list of individual checks in your deposit. Attach two (2) adding machine tapes to the bundle of checks. The tapes must be at least six (6) inches long. For more information about endorsing checks and preparing checks for deposit, see the *Handbook of Business Procedures* Part 6.3.

- **Handbook of Business Procedures Part 6.3**

D. **Credit Cards**—Settle the credit card machine and include the original copy of the settlement with the deposit.

E. **Voucher Transmittal Form**—Include two copies of the voucher transmittal form or screen prints of the VC1 cover sheet and line items.