

## Guidelines for Cash Receipts Transmittals

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- Please ensure that you have accurately counted your cash and your cash receipt transmittal form is completed in its entirety prior to arriving at the cashier window
- All clubs, agency funds, and departments are responsible for appropriately coding their cash receipts to the correct FOAPAL combination (FUND-ORG-ACCOUNT-PROGRAM-ACTIVITY-LOCATION).
- If you are uncertain about your FOAPAL, please contact the Accounting department **in advance by emailing [accounting@wilkes.edu](mailto:accounting@wilkes.edu)** to validate your FOAP prior to submitting a cash receipt transmittal to the cashier window in the Bursar's office, in order to avoid delays in receiving credit for your deposit.
- Cash receipts transmittals must have a valid FOAPAL (FUND-ORGANIZATION-ACCOUNT-PROGRAM-ACTIVITY-LOCATION) unless fund starts with 8XXXX (Agency Funds) or 1116XX (HR/ Payroll use only) which require only Fund and Account. If your transmittal is missing any of the required elements or if the numbers provided are invalid, it will be returned to you for correction and you will not receive credit for the deposit until a valid number has been supplied. See "Submitting a Correction" below.
- The cashier will enter the FOAPAL that has been provided on the cash receipt transmittal; if the account is valid in Banner, it will be processed. If the wrong fund is listed on the transmittal, the cashier /Bursar's office will not be responsible for correcting fund numbers.
- PLEASE REVIEW YOUR ACCOUNT TO ENSURE ALL EXPECTED DEPOSITS HAVE POSTED. If they have not, please see "Submitting a Correction" below.
- **SUBMITTING A CORRECTION** – If you did not receive credit for a deposit, please contact the Accounting department via email [accounting@wilkes.edu](mailto:accounting@wilkes.edu) to perform a corrective journal entry. In your email, please include your department or club/department name, the date you deposited the money, the receipt number from the receipt provided by the cashier, and a valid FOAP to which it should be applied, and a phone number where you can be reached for any questions. You will be notified when the correction is made. Please allow up to 3 business days.

**Donations** – All donations must be processed through Advancement (not the Bursar's office) unless they are donations to an organization other than Wilkes that are collected with the intention of passing through to the other entity. If you are unsure if your deposit is a donation, contact the Accounting office by emailing [accounting@wilkes.edu](mailto:accounting@wilkes.edu) for guidance prior to submitting.

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**CLUB FUNDS USE** 122XXX-5531-583751-50

**AGENCY FUNDS USE** All deposits to 8XXXXX-262030 (no org, no program)

**INSTRUCTIONS FOR ALL OTHERS:**

**FUND-ORG-5XXXX-PROG-ACTIVITY (if applicable)**

**Sales Tax FOAPAL for all funds – 111001-211120 (no org or program is necessary for sales tax)**

All revenue should be coded to an account starting with 5XXXXX. If it is a refund/reimbursement for a charge that has been or will be paid out of an expense account., it should be coded to the same account as the expense. ONLY refunds/reimbursement should be code to expenses (7XXXXX) . You must note “Refund/Reimbursement” clearly on the transmittal for an expense account (7XXXXX) to be considered a valid FOAPAL. Please do not use 799336 for fundraising income as this account is for fundraising expenses.

**Valid revenue (5XXXXX) accounts :583751 – Miscellaneous Revenue – Most Common – appropriate for all student clubs and fundraisers.**

528125 - Music Conservatory Revenue (Conservatory use only)  
528128 - Continuing Education Revenue (To be used only for seminars)  
528138 - Tax Clinic Revenue (Sidhu School use only)  
583140 - Program Income (Grant programs only)  
528172 – Application Fees (Registrar’s office only)  
583738 - Other Student fees (use for study abroad deposits)  
528194 – Transcript Fees (Registrar’s office only)  
531101 - Federal Grant/Contract Revenue (Office of Sponsored Programs only)  
533107 – State Grant/Contract Revenue (Office of Sponsored Programs only)  
535109– Private Grant Revenue (Office of Sponsored Programs only)  
535809 - Private Contracts Revenue  
553031 – Student Parking Revenue (Facilities only)  
553035 – Parking Fine Income  
581725 - Team Program Revenue (Athletics only)  
582031 - Theater Revenue  
582032 - Camps Revenue  
581722 - Sports Camp Revenue  
583733 - Library Receipts  
583735 - Rental Income  
583760 - Income from Services  
582039 - Alumni Homecoming Income  
582040 - Fundraising Revenue  
582041 - Other Event Revenue