Carbondale Campus End User Instructions

FORM – Collection Report

**Use:**
To deposit University funds at the Carbondale campus Bursar’s Office and to post revenue to accounts.

**Access:**
Access the form via the E-Forms web site (http://www.eforms.siu.edu), Adobe Reader 8.0 or higher must be installed on your computer.

**Instructions:**
Complete using the following instructions: (Unless noted, all fields are **REQUIRED**.)

**Header Information Section:**
Use this section to provide basic contact/control information.

- **ID Number**
  Identification number of the student or customer. This field is not required unless to initiate a refund or track individual payments. Such as transactions, microfilming, copyright, insurance, testing, placement, or Perkins loan payment.

- **Payer’s Name**
  Provide name of the individual, company or department from whom payment has been received. Record any other identification information such as check number or type of check.

- **Street**
  Payer’s street address.

- **City**
  Payer’s city address.

- **State**
  Payer’s state address.

- **Zip**
  Payer’s zip code.

**Payment Information Section:**
Indicate the amount to be credited to each accounting flexfield distribution. Budget Purpose number and Object value are required. The other segment values are optional. (Budget purpose number values may be obtained from the AIS Web page or by contacting General Accounting.)

- **Amount**
  Dollar amount to be deposited into each separate AIS account.

- **Budget Purpose**
  **Budget Purpose** account to receive the deposit.

- **Department Activity 1**
  If applicable, Department Activity 1 to be credited. (Department Activity codes are optional and for departmental use.)
<table>
<thead>
<tr>
<th><strong>Department Activity 2</strong></th>
<th>If applicable, Department Activity 2 to be credited.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Natural Account</strong></td>
<td>Enter the AIS Natural Account if known, otherwise leave blank.</td>
</tr>
<tr>
<td><strong>Object</strong></td>
<td>Object code related to the revenue.</td>
</tr>
<tr>
<td><strong>FFY</strong></td>
<td>Funding fiscal year.</td>
</tr>
<tr>
<td><strong>Institutional Activity</strong></td>
<td>Optional</td>
</tr>
<tr>
<td><strong>Budget Purpose Description</strong></td>
<td>Title of the Budget Purpose value listed above.</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>This is a calculated field do not enter information in it.</td>
</tr>
<tr>
<td><strong>Bank</strong></td>
<td>Leave blank.</td>
</tr>
<tr>
<td><strong>Cashier</strong></td>
<td>Leave blank.</td>
</tr>
<tr>
<td><strong>Description</strong></td>
<td>Provide a brief description as to why payment was received. This area may be used by the department to further identify the funds being deposited. For example, listing the checks by payer’s name, dollar amount, and check number.</td>
</tr>
<tr>
<td><strong>Cash &amp; Coin</strong></td>
<td>Insert the total amount of currency and coin.</td>
</tr>
<tr>
<td><strong>Check</strong></td>
<td>Insert the total amount of checks.</td>
</tr>
<tr>
<td><strong>Certified Funds</strong></td>
<td>Insert the total amount of certified funds: cashiers checks, travelers checks or money order.</td>
</tr>
<tr>
<td><strong>Credit Card</strong></td>
<td>Insert the total amount of credit card receipts.</td>
</tr>
<tr>
<td><strong>E. T.</strong></td>
<td>Insert the total amount of Electronic Funds Transfer receipts.</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>Leave blank this is a calculated field.</td>
</tr>
<tr>
<td><strong>NOTE:</strong></td>
<td>The general ledger total amount distributed per account should equal the total amount distributed by payment type.</td>
</tr>
</tbody>
</table>

**Prepared By** Name of the person completing the collection report.

**Phone #** Telephone number of person completing the collection report.

**Dept.** Insert the department name.
Mail Code

Insert the mail code.

Fiscal Officer

Insert the name of the Fiscal Officer. (Signature not required).

Date:

Date the form is completed. Current date defaults into this field. (Date format: DD Mmm YYYY)

Special Notes: Additional Receipt Requirements:

- All checks should be made payable to SIU, SIUC, or Southern Illinois University.
- **All checks should be restrictively endorsed “For Deposit Only” displaying the Budget Purpose and Object Code.**
- An adding machine tape should be attached to all check batches; a batch can be one to two hundred checks.
- If the deposit consists of both cash and checks, a tape should be included with the checks and another one with the cash.
- All funds collected should be deposited the next working day.
- All dollar amounts should be entered without the currency ($) and three-digit grouping (,) symbols. These symbols will be inserted when you exit the field.

Routing:

If no cash is involved the collection report and checks may be mailed to the Bursar’s Office, Mailcode 4704.

If any cash is included with the collection report, it along with the cash must be hand delivered immediately to the Bursar’s Office.

**DO NOT SEND REMITTANCE ADVICE and/or CHECK STUB with COLLECTION REPORT.**