



California State  
University

Division Of  
**FINANCE &  
ADMINISTRATION**

C H A N N E L  
I S L A N D S

## **CSU Channel Islands**

# **Deposit Detail Form (DDF) Process Guide**

This guide offers a brief overview of the Deposit Detail Form (DDF) process and how to record a DDF in the general ledger.


03/26/13



# Deposit Detail Form (DDF) – When to Use the DDF

The DDF should be used to record all campus and auxiliary deposits.

Campus departments will still use the “Deposit Request Form” and submit to Student Business Services (SBS) for processing. SBS will then submit the DDF to Fiscal Services/Accounting for processing and upload into the general ledger. An example of the “Deposit Request Form” is shown below and can be found on the Fiscal Services website: <http://www.csuci.edu/accounting/Forms.htm>.

 California State University	Division Of <b>FINANCE &amp; ADMINISTRATION</b>
	CHANNEL ISLANDS
<b>REQUEST TO DEPOSIT FUNDS</b>	
<b>***DO NOT HOLD ITEMS.***</b>	
<b>THIS FORM SHOULD ACCOMPANY ALL ITEMS TO BE DEPOSITED. HAND DELIVER TO THE CASHIERS LOCATED ON THE FIRST FLOOR OF THE PROFESSIONAL BUILDING.</b>	
NAME ON CHECK:	_____
CHECK #	CHECK DATE: _____
AMOUNT OF CHECK: \$	_____
<b>PURPOSE OF MONEY RECEIVED--Include all necessary documentation when applicable.</b>	
<b>CHARTFIELDS OF WHERE MONEY SHOULD BE CREDITED:</b>	
	AMOUNT
	\$
ACCOUNT --- FUND --- DEPARTMENT --- PROGRAM --- PROJECT	\$
ACCOUNT --- FUND --- DEPARTMENT --- PROGRAM --- PROJECT	\$
ACCOUNT --- FUND --- DEPARTMENT --- PROGRAM --- PROJECT	\$
<b>SIGNATURES:</b>	
REQUESTED BY: _____	EXT. #: _____
(Please print name)	
SIGNATURE OF REQUESTOR: _____	DATE: _____
<b>FOR ACCOUNTING USE ONLY:</b>	
CHECK & FORM RECEIVED BY: _____	DATE: _____
*ATTACH COPY OF HAND WRITTEN RECEIPT WHEN APPLICABLE.	

# Deposit Detail Form (DDF) – How to Fill Out the DDF

## Step #1 – Enable Macros Button

Security Warning: Macros have been disabled. **Enable Content**

Prepared\_By\_Name

**DDF Instructions**

Enter the date (usually today's date) >  
Only one entry per form >  
Only one deposit type per form >

Enter preparer's name in case of questions >

1  
2  
3  
4  
5  
6  
7  
8  
9  
10

**Deposit Detail Form (DDF)**

Submission Date: 3/8/2013  
Business Unit: CICMP  
Deposit Type: CK

E-mail / Submit Form

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**DDF Contact Information**

Name Telephone Dept

Prepared By

**DDF Detail**

Accounting Use Only Received From Invoice / Claim # Description PEOPLESFT CHARTFIELD ACCT FUND DEPT PROG CLASS PROJ Amount

Accounting Use Only	Received From	Invoice / Claim #	Description	ACCT	FUND	DEPT	PROG	CLASS	PROJ	Amount

Received From  
- List only if applicable  
- Will appear on Data Warehouse reports

Invoice / Claim #  
- List only if applicable  
- Invoice # would be issued by  
Michelle Hense, please call her at  
x3143 for PeopleSoft Chartfield

**Must "Enable Macros"**

**Deposit Detail Form (DDF)**

Submission Date: 3/21/2013  
Business Unit: CICMP  
Deposit Type: CK

E-mail / Submit Form

California State University

Division Of FINANCE & ADMINISTRATION  
CHANNEL ISLANDS

**DDF Contact Information**

Name Telephone Dept Email

Prepared By

**DDF Detail**

Accounting Use Only Received From Invoice PEOPLESFT CHARTFIELD ACCT FUND DEPT PROG CLASS PROJ Amount

Accounting Use Only	Received From	Invoice	ACCT	FUND	DEPT	PROG	CLASS	PROJ	Amount

Security Warning: Do you want to make this file a Trusted Document?  
This file is on a network location. Other users who have access to this network location may be able to tamper with this file.  
[What's the risk?](#)  
 Do not ask me again for network files  
**Yes** No

**Select "Yes"**

## Step #2 – View Instructions

**DDF Instructions**

Enter the date (usually today's date) >  
Only one entity per form >  
Only one deposit type per form >

Enter preparer's name in case of questions >

**Received From**

- List only if applicable
- Will appear on Data Warehouse reports

**Invoice / Claim #**

- List only if applicable
- Invoice # would be issued by Michelle Hense, please call her at x3143 for PeopleSoft Chartfield

**Deposit Detail Form (DDF)**

Submission Date: 3/8/2013  
Business Unit: CICMP  
Deposit Type: CK

**DDF Contact Information**

Prepared By: \_\_\_\_\_

**DDF Detail**

Accounting	Use Only	Received From	Invoice / Claim #	Description	PEOPLESOFT CHARTFIELD						Amount
					ACCT	FUND	DEPT	PROG	CLASS	PROJ	
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											

**Instructions**

## Step #3 – Enter Date

**DDF Instructions**

Enter the date (usually today's date) >  
Only one entity per form >  
Only one deposit type per form >

Enter preparer's name in case of questions >

**Received From**

- List only if applicable
- Will appear on Data Warehouse reports

**Invoice / Claim #**

- List only if applicable
- Invoice # would be issued by Michelle Hense, please call her at x3143 for PeopleSoft Chartfield

**Deposit Detail Form (DDF)**

Submission Date: 3/8/2013  
Business Unit: CICMP  
Deposit Type: CK

**DDF Contact Information**

Prepared By: \_\_\_\_\_

**DDF Detail**

Accounting	Use Only	Received From	Invoice / Claim #	Description	PEOPLESOFT CHARTFIELD						Amount
					ACCT	FUND	DEPT	PROG	CLASS	PROJ	
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											

**Date defaults to today's date**

**Should be the deposit date...the date the deposit posts at the bank**

## Step #4 – Enter Business Unit

**Deposit Detail Form (DDF)**

Submission Date: 3/21/2013  
Business Unit: **CICMP**  
Deposit Type: **CA**

**Legend:**  
CASI = Associated Students  
CICMP = Campus  
CICSA = Site Authority  
CIFDN = Foundation  
CIUGC = University Glen Corporation

**DDF Contact Information**

Name	Telephone	Dept	Email
Prepared By			

**DDF Detail**

Accounting Use Only	Received From	Invoice / Claim #	Amount
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

**Choose Business Unit from Drop Down List**

**Each Business Unit produces different color data cells**

## Step #5 – Enter Deposit Type

**Deposit Detail Form (DDF)**

Submission Date: 3/21/2013  
Business Unit: **CICMP**  
Deposit Type: **CA**

**Legend:**  
CA = Cash  
CC = Credit Card  
CK = Check

**DDF Contact Information**

Name	Telephone	Dept	Email
Prepared By			

**DDF Detail**

Accounting Use Only	Received From	Invoice / Claim #	Amount
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

**Choose Deposit Type from Drop Down List**

**Type of deposit you choose will be indicated on Data Warehouse Reports**

## Step #6 – Enter Prepared By

**Deposit Detail Form (DDF)**

Submission Date: 3/8/2013  
Business Unit: CICMP  
Deposit Type: CK

E-mail / Submit Form

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CHANNEL ISLANDS

**DDF Contact Information**

Name	Telephone	Dept	Email
Prepared By			

**DDF Detail**

	Accounting Use Only	Received From	Invoice / Claim #	Description	PEOPLESFT CHARTFIELD					Amount
					ACCT	FUND	DEPT	PROG	CLASS	
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										

**Enter your contact information**

## Step #7 – Leave Accounting Use Only Blank

**Deposit Detail Form (DDF)**

Submission Date: 3/8/2013  
Business Unit: CICMP  
Deposit Type: CK

E-mail / Submit Form

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CHANNEL ISLANDS

**DDF Contact Information**

Name	Telephone	Dept	Email
Prepared By			

**DDF Detail**

	Accounting Use Only	Received From	Invoice / Claim #	Description	PEOPLESFT CHARTFIELD					Amount
					ACCT	FUND	DEPT	PROG	CLASS	
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										

**Do not fill out this field!**

## Step #8 – 21 Characters Maximum For All Field

**Deposit Detail Form (DDF)**

Submission Date: 3/8/2013  
 Business Unit: CICMP  
 Deposit Type: CK

[E-mail / Submit Form](#)

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---

**DDF Contact Information**

Name Telephone Dept Email

Prepared By

---

**DDF Detail**

Accounting Use Only	Received From	Invoice / Claim #	Description	PEOPLESOFT CHARTFIELD						Amount
				ACCT	FUND	DEPT	PROG	CLASS	PROJ	
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										

**Total of 21 characters for all fields combined!**

**Will appear on Data Warehouse Reports**

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## Step #9 – Enter Received From

**Deposit Detail Form (DDF)**

Submission Date: 3/8/2013  
 Business Unit: CICMP  
 Deposit Type: CK

[E-mail / Submit Form](#)

California State University  
 Division Of FINANCE & ADMINISTRATION  
 CHANNEL ISLANDS

---

**DDF Contact Information**

Name Telephone Dept Email

Prepared By

---

**DDF Detail**

Accounting Use Only	Received From	Invoice / Claim #	Description	PEOPLESOFT CHARTFIELD						Amount
				ACCT	FUND	DEPT	PROG	CLASS	PROJ	
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										

**Enter "Received From"**

**Depending on your Business Unit, you may or may not use this field**

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## Step #10 – Enter Invoice / Claim #

This field applies to an Invoice # issued by Michelle Hense or a Claim # issued by the State of California.

**Deposit Detail Form (DDF)**

Submission Date: 3/8/2013  
Business Unit: CICMP  
Deposit Type: CK

E-mail / Submit Form

California State University  
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CHANNEL ISLANDS

**DDF Contact Information**

Name	Telephone	Dept	Email
Prepared By			

**DDF Detail**

Accounting Use Only	Received From	Invoice / Claim #	Description	PEOPLESOFT CHARTFIELD						Amount
				ACCT	FUND	DEPT	PROG	CLASS	PROJ	
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										

**Enter "Invoice/Claim #"**  
**Depending on your Business Unit, you may or may not use this field**

## Step #11 – Enter Description

This field should be used for department specific information, such as tracking scholarships by Student ID. Consult with Michelle Hense if questions arise.

**Deposit Detail Form (DDF)**

Submission Date: 3/8/2013  
Business Unit: CICMP  
Deposit Type: CK

E-mail / Submit Form

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CHANNEL ISLANDS

**DDF Contact Information**

Name	Telephone	Dept	Email
Prepared By			

**DDF Detail**

Accounting Use Only	Received From	Invoice / Claim #	Description	PEOPLESOFT CHARTFIELD						Amount
				ACCT	FUND	DEPT	PROG	CLASS	PROJ	
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										

**Enter "Description"**  
**Use as catch-all field**

## Step #12 – Enter PeopleSoft Chartfield

An account and fund must be entered. A department is only required for revenue (5xxxxx) and expense (6xxxxx) accounts. If a class is used, then a project is required. All Q funds require a project, except Q0000.

**Deposit Detail Form (DDF)**

E-mail / Submit Form

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CHANNEL ISLANDS

Email

PEOPLESOFT CHARTFIELD

ACCT	FUND	DEPT	PROG	CLASS	PROJ	Amount

**Enter the “PeopleSoft Chartfield”**  
**Must have ACCT and FUND**  
**DEPT is necessary if using a Revenue or Expense Account**

## Step #13 – Enter Amount(s)

**Deposit Detail Form (DDF)**

Submission Date: 3/8/2013  
Business Unit: CICMP  
Deposit Type: CK

E-mail / Submit Form

California State University  
Division Of FINANCE & ADMINISTRATION  
CHANNEL ISLANDS

DDF Contact Information

Name	Telephone	Dept	Email
Prepared By			

DDF Detail

Accounting Use Only	Received From	Invoice / Claim #	Description	PEOPLESOFT CHARTFIELD						Amount
				ACCT	FUND	DEPT	PROG	CLASS	PROJ	

**Enter the “Amount”**  
**Must be entered as a credit (-)**  
**Remember Accounting 101!**

## Step #14 – Example of a Completed DDF

### Deposit Detail Form (DDF)

Submission Date   
 Business Unit   
 Deposit Type

[E-mail / Submit Form](#)



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#### DDF Contact Information

Name	Telephone	Dept	Email
Prepared By Jennifer Schweisinger	x3510	Fiscal Services	jennifer.schweisinger@csuci.edu

#### DDF Detail

Accounting Use Only	Received From	Invoice / Claim #	Description	PEOPLESOFT CHARTFIELD						Amount
				ACCT	FUND	DEPT	PROG	CLASS	PROJ	
	CSUN		ARC Registration	580090	DA030	820				\$ (300.00)
	Active Net		RegOnline	580090	TM905	521	90427			\$ (950.00)
			Library Fines	501106	GD901	840				\$ (80.00)
			App Fee	501004	GD901	540				\$ (55.00)
	CA	01-236501	P Vicker	103812	GD901					\$ (15.00)
		11-022	Rent	103801	TM901					\$ (250.00)

## Step #15 – Click Email / Submit Form

### Deposit Detail Form (DDF)

Submission Date   
 Business Unit   
 Deposit Type

[E-mail / Submit Form](#)



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#### DDF Contact Information

Name	Telephone	Dept	Email
Prepared By Jennifer Schweisinger	x3510	Fiscal Services	jennifer.schweisinger@csuci.edu

#### DDF Detail

Accounting Use Only	Received From	Invoice / Claim #	Description	Amount
2	Active Net		RegOnline	(950.00)
3			Library Fines	(80.00)
4			App Fee - M Hense	(55.00)
5	SOC	01-236501	P Vicker	(15.00)
6		11-022	Rent	(250.00)
7				
8				
9				
10				

**Click "Email/Submit Form"**

**Does not submit DDF yet, must save and then populate an Outlook email**



## Step #16 – Save a Copy of the DDF

**Deposit Detail Form (DDF)**

Submission Date: 3/8/2013  
Business Unit: CICMP  
Deposit Type: CK

DDF Contact Information

Prepared By: Jennifer

DDF Detail

Accounting Use Only

Received From	Amount
CSUN	300.00
Active Net	950.00
	80.00
	55.00
SOC	15.00
	250.00

**Save As** dialog box:

File name: Deposit Example\_3-8-13.xlsm  
Save as type: Excel Macro-Enabled Workbook (\*.xlsm)

**Save a copy for your files and for submission  
Save as .xlsm**

## Step #17 – Email DDF and Attach Back-Up

**Deposit Detail Form (DDF)**

Subject: Deposit Detail Form\_3/20/2013  
Attached: Deposit Example\_3-8-13.xlsm (158 KB)

To: CIDDF

Hello,

Attached is a Deposit Detail Form. Please don't forget to attach all your supporting documentation.

Business Unit: CICMP

Description:

ARC Registration  
RegOnline  
Library Fines  
App Fee - M Hense  
P Vicker  
Rent

**Email "To" is CIDDF@csuci.edu**

**DDF is attached**

**Don't forget to attach backup!**

**Hit "Send"**

## Deposit Detail Form (DDF) – Where to Find the DDF

The DDF form, Process Guide, and PowerPoint presentation can be found on the Accounting and Financial Services website, under forms at: <http://www.csuci.edu/accounting/>.

The screenshot shows the Accounting and Financial Services website. The header includes 'Accounting' and a navigation menu with 'Accounting Home' and 'Contact Us'. The main content area is titled 'Accounting and Financial Services' and contains a 'General Information' section. A red callout box with a white background and red border is overlaid on the page, containing the text 'CI Accounting website' and 'Under "Forms"', with a red arrow pointing to the 'Forms' link in the 'Links' section. The 'Links' section lists several items, with 'Forms' circled in red.

**Accounting**

Accounting Home  
Contact Us

### Accounting and Financial Services

#### General Information

The Accounting department is committed to providing high-quality and prompt customer service to our students, faculty and other staff who serve our students, and the community that supports our campus.

The Accounting department is responsible for the University and all its auxiliary organizations. Those include the University of the Pacific, the University of the Pacific Islands Foundation, the University of the Pacific Foundation, and the University of the Pacific Foundation.

responsibilities include:

- Ensuring the integrity of fiscal data and safeguarding the assets of the University.
- Identifying regulations and other requirements and implementing policies and procedures.
- Proper and timely processing of accounts payable.
- Initiation and payment of debt instruments.
- Billing of students and all funding sources including the State of California, external grantors, third-party sponsors of students and many others.
- Processing student fee payments to the University as well as financial aid receipts and disbursements back to our students.
- Financial and compliance reporting to numerous internal and external customers.
- General support to the campus community in meeting their responsibilities in matters that have fiscal implications.

#### Links

- [Accounts Payable](#)
- [University Cashier](#)
- [Calendar](#)
- [Guidelines and Procedures](#)
- [Forms](#)
- [Financial Statements and Audits](#)

## Deposit Detail Form (DDF) – Submission Information for Campus, University Glen Corporation, and Site Authority

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Please note these important submission guidelines:

- DDF is due two (2) business days after the transaction has occurred
  - It is imperative to meet this deadline at month-end
  - If deadline is not met, DDF will be posted in the next period
- DDF and back-up must be submitted electronically
  - If unable to scan and electronically submit back-up, please deliver to Michelle Hense
- DDF back-up:
  - For Credit Cards = Batch Report or Settlement Confirmation
  - Deposit slip not needed but may be included as back-up
- DDF must be submitted to the following email address:
  - CIDDF@csuci.edu
- If the DDF errors during upload into PeopleSoft, the DDF will be returned to the preparer for correction
- Approval signature(s) not needed
- DDF functionality will not work on:
  - Apple computers
  - If you access email through Webmail
  - Contact Jennifer Schweisinger (x3510) for a work-around
- **Mandatory use starting April 1, 2013**
  - The old “DRL Form” **will not** be accepted after this date

## Deposit Detail Form (DDF) – Submission Information for Associated Student, Inc. and Foundation

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Please note these important submission guidelines:

- DDF is due two (2) business days after the transaction has occurred
  - It is imperative to meet this deadline at month-end
  - If deadline is not met, DDF will be posted in the next period
- If DDF is for cash or check deposits:
  - Submit DDF and back-up electronically to Student Business Services (SBS)
    - SBSDDF@csuci.edu
  - Once deposit is made, SBS will amend the DDF to indicate the actual deposit date
  - SBS will then submit DDF to Inbox
  - Deposit slip is not needed as back-up

- If DDF is for credit card deposits:
  - Submit DDF and back-up electronically to DDF Inbox
  - Make sure to attach Batch Report or Settlement Confirmation
- If the DDF errors during upload into PeopleSoft, the DDF will be returned to the preparer for correction
- Approval signature(s) not needed
- DDF functionality will not work on:
  - Apple computers
  - If you access email through Webmail
  - Contact Jennifer Schweisinger (x3510) for a work-around
- **Mandatory use starting April 1, 2013**
  - The old "DRL Form" **will not** be accepted after this date

## **Deposit Detail Form (DDF) – Questions**

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Questions regarding the DDF, deposit backup, or accounting transactions should be directed to:

- Michelle Hense
  - Accountant – A/R
  - [michelle.hense@csuci.edu](mailto:michelle.hense@csuci.edu)
  - X 3143
  - Lindero Hall, Room 1814
  
- Jennifer Schweisinger
  - Accounting Supervisor
  - [jennifer.schweisinger@csuci.edu](mailto:jennifer.schweisinger@csuci.edu)
  - X 3510
  - Lindero Hall, Room 1815



## Deposit Detail Form (DDF) – Accounting 101

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For individuals not familiar with accounting procedures or transactions, please refer to the below information.

### Lesson #1 – Normal Ending Balances

- Normal ending balances:
  - Expense accounts = debits (+)
  - **Revenue accounts = credits (-)**

	Debit (+)	Credit (-)
Expense	X	
Revenue		X

### Lesson #2 – Equate this to your Bank Statement

- Equate this to your own ‘bank statement’
  - Money spent shown as a debit (+)
    - i.e. your ‘debit card’
  - **Deposits shown as a credit (-)**

Trans Date	Type Code	Description	Bank Ref	Credit	Debit	Running Balance
4/6/12	174	Other Deposit	000000[REDACTED]	800.00		32,699.40
4/6/12	475	Check Paid	000000[REDACTED]		1,179.75	31,519.65
4/6/12	475	Check Paid	000000[REDACTED]		225.75	31,293.90

## Lesson #3 – An Example from the Data Warehouse

### ➤ Example from the Data Warehouse

Credit (-)

November Pharos Copier Chargebacks	136 -	UPL -	580093 - Other Non-Operating Revenue	723006 - Other nonoperating revenues (e	GD901 - CI ~ Operating	910 - Copier Center	---	---	---	(9,197.10)
--	-------	-------	---	--	------------------------------	---------------------------	-----	-----	-----	------------

Credit (-) = Revenue

Original Entry from DDF

Account	Fund	Dept	Amount
580093	GD901	910	- \$9,197.10