INSTRUCTIONS FOR RECEIPT FORM

The receipt form is used to make deposits in the General Accounting Office. There are three sections to the form. Below are instructions to filling out the Receipt Form.

**The Header**
This section contains information about when the deposit was prepared, Date, and who is submitting the deposit, Department and Preparer.

**Summary Information**
This section contains the totals for each category of your deposit, (i.e., Cash, Check). Fill in the total for each category. The Total amount will fill in automatically as you enter the amount of each category.

**Detail Information**
This section contains the details of the deposit. Enter the Deposit description (Cash, Check name, or other description of item). Enter the Oracle String. This string is 44 characters long, including the decimals (.) and the object code. If each part of the oracle string is entered correctly, the decimals in your string will align with the decimals in the example. Please list the entire string. This information is used to help determine whether this account may accept the listed funds. The object code is the last part of the oracle string. It is necessary to make the deposit. Enter the Item Amount for this line. The Total for this deposit line at the end of this section and at the end of the Summary section will fill in automatically as you enter the Item Amounts.

The Must be ZERO box must be empty. If there is any figure in this box, positive or negative, the deposit does not balance. There is an item or items which is/are incorrect. **THE DEPOSITOR MUST LOCATE THE DISCREPANCY BEFORE SUBMITTING THE DEPOSIT TO GENERAL ACCOUNTING.** When this box is empty the deposit is correct and may be submitted to General Accounting.