

Discontinuation of Cashier's Office

Presented by:

*Ruth Bonifaz
Assistant Manager, Receivables*

*Liana Moscone
Manager, Receivables*

Summary & Timing of Changes

Reasons For Discontinuation of Huron Cashier's Office

- Significant decline of cash deposits over time due to EFT
- FSD move to new office space at 150 College Street - logistical and security related concerns

Benefits Of Changes

- Robust deposit-taking services and hours at CIBC branches
- Preventing lost cheques and cash, quicker turnaround time for deposits

78.8%

Decrease in
volume of
deposits

77.1%

Decrease in
value of
deposits from
2004 to 2024

Summary of Changes for Departments

- **Relocate the deposit location for cash/cheques that are currently deposited at 215 Huron to a CIBC branch**
- If using a cashier's subordinate account to deposit, no change to FIS entry or GLs used
- No change to the clearing function of FSD
- No change to central A/R Invoicing or Payment Application/Clearing of AR invoice payments



FSD Cashier's Wind-Down Schedule

15 October 2024

Gradual wind-down begins.
Departments are encouraged to begin self-deposit.

CURRENT PHASE



October-November 2024

FSD will connect with large departments to provide training and support.
FSD will host additional drop-in training sessions open to all departments.

13 December 2024

Final day that deposits are accepted by Cashier's Office at 215 Huron Street.

January 2025

All departments transitioned to self-deposit and 215 Huron Street Cashier's Office is permanently closed.



Modification of Deposit Schedule

- November and December transition schedule for 215 Huron Street can be found here: [Transition Schedule - 215 Huron Street](#)

2024 NOVEMBER
215 Huron Street - Cash Office Hours

Monday	Tuesday	Wednesday	Thursday	Friday
				01 closed
04 closed	05 9:00 am - 4:30 pm	06 closed	07 9:00 am - 12:00 pm	08 closed
11 closed	12 9:00 am - 4:30 pm	13 closed	14 9:00 am - 12:00 pm	15 closed
18 closed	19 9:00 am - 4:30 pm	20 closed	21 9:00 am - 12:00 pm	22 closed
25 closed	26 9:00 am - 4:30 pm	27 closed	28 9:00 am - 12:00 pm	29 closed
02	03	04	05	06

Contact fsdcashiersoffice@utoronto.ca for any questions.



Support from Financial Services



Deposit training

- One-on-one meetings by request
- Procedural documents on website
- Message through teams for ad-hoc support



Creating subordinate accounts

- All deposits must be made to a subordinate account at the branch:
 - Contact banking.fsd@utoronto.ca to set up a departmental account OR
 - Deposits can be made to Cashier's sub account



Identifying CIBC branches for deposits

- CIBC branches closest to STG
- Contact fsdcashiersoffice@utoronto.ca for further help identifying CIBC branches



Electronic deposit alternatives

- Debit/credit card
- Merchant services
- E-deposit for cheques
- EFT (through central A/R invoices)



Subordinate Accounts

Two Deposit Options

There are two alternatives for departments to make deposits:

1. Departmental Subordinate Account

To be used by departments who already have/use a subordinate account or wish to create one.

2. Central (Cashier's) Account

Can be used by departments who do not/will not use a departmental subordinate account.



1. Departmental Subordinate Account

What is a Departmental Subordinate Account?

- A departmental subordinate account is an account that is linked to U of T's central bank account but managed by the department
- The benefits of a subordinate account are:
 - Deposits can be made at any CIBC branch
 - Secure online access to monitor departmental banking activities and generate reporting
 - Real-time view of all deposits online to reconcile between FIS and CIBC
 - Electronic deposits options such as:
 - Card merchants for Debit or Credit card payments
 - Cheque scanner for high-volume of cheques
 - Minimal cost to open
- To open a subordinate account, approval from your Dean, Principal, Director or Chair is required
- Contact banking.fsd@utoronto.ca to set up a subordinate account
 - Accounts can be made available within 5-10 business days if all information is provided



New Subordinate Account - Requirements



Bank transit # and address of the CIBC branch



Department's intended use information (ex. # of and expected value of deposits)



Contact person details (name, address, email, phone #)



Approval from Dean, Principal, Director or Chair



Submit request to banking.fsd@utoronto.ca



Subordinate Account - Responsibilities

Having a subordinate account also creates additional responsibilities.

Departments can expect to:

- Maintain a log of cash and cheques received
- Verify that deposits to subordinate accounts have been credited accurately
- Reconcile and record deposits in FIS consistent with amount recorded by the bank
- Upload supporting backup to FIS and email backup and FIS document to fsdcashiersoffice@utoronto.ca for clearing
- Reconcile GL and subordinate account regularly (at least weekly is encouraged)
- Notify banking.fsd@utoronto.ca of account changes
- Safeguard online account and monitor for any suspicious activity



Refer to the Lunch & Learn Session about [Subordinate Bank Accounts](#) for more information.



2. Cashier's Subordinate Account

What is the Subordinate Cashier's Account?

- The cashier's subordinate account is an account that is linked to U of T's central bank account but managed by the FSD Cashier's Office
- The benefits of using the cashier's subordinate account are:
 - Deposits can be made at any branch
 - No account to open
 - Departments with low deposit volume or frequency can still benefit from self-deposit
- Some drawbacks are:
 - Departments are unable to track their deposits online
 - Does not allow deposits such as:
 - Card payments (credit/debit)
 - Does not permit electronic deposit options such as card merchants or cheque scanning



The cashier's subordinate account is intended for low-volume or low-frequency depositors who do not require a departmental subordinate account.

Usage and activity of the cashier's subordinate account will be monitored. For departments with high-volume or frequency of deposits made to this account, a subordinate account may be suggested.

Requirements to use Subordinate Cashier's Account



Fill in CIBC banking slip with Cashier's CIBC account details

Account number CAD: 4020977411
Account name CAD: Cashier's Office
Account number USD: 4020550302
Account name USD: Cashier's Office USD



Fill in U of T direct deposit form with Cashier's CIBC account details



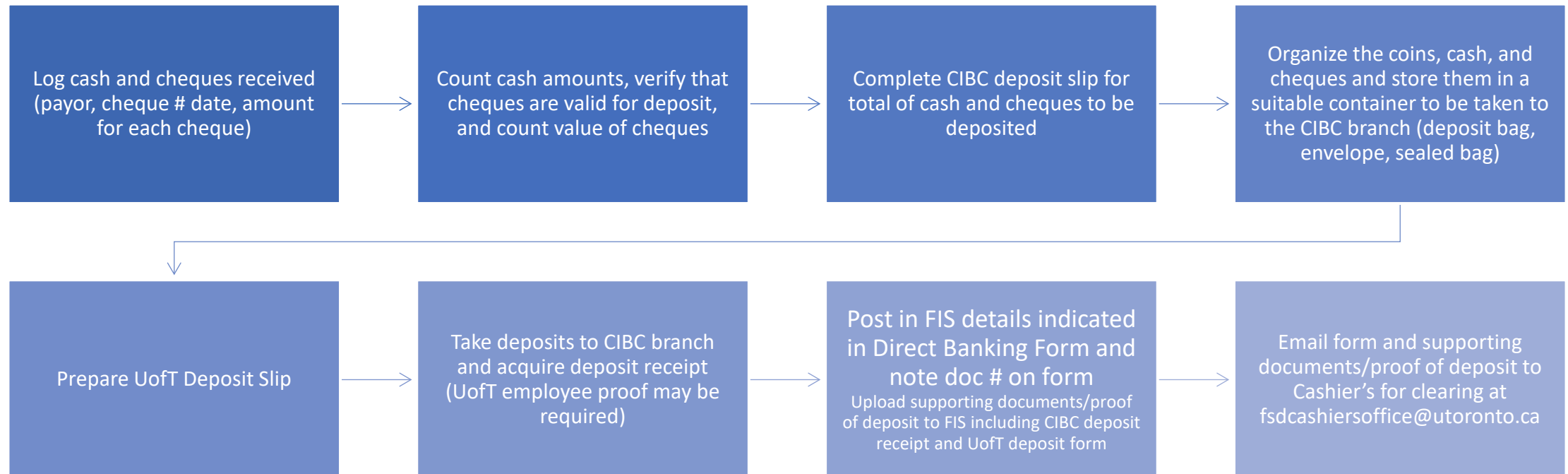
Follow the CIBC deposit steps outlined in upcoming slide



Self-Deposit Procedure

For both Departmental AND Cashier's Subordinate Accounts

Deposit Steps



Note: This is a general self-deposit process and may not reflect any specific procedures implemented by your department related to deposit of funds.

Counting Cash

- The counting of cash should always be witnessed by two individuals when preparing the deposit
- Coins and bills should be separated
- Only CAD Cash should be accepted
- Watch out for counterfeit bills
- Cash and cheques should be recorded in a logbook:
 - ✓ records payment details such as payor, date, cheque #, amount
 - ✓ Used for audit purposes
 - ✓ Logbook total must agree with related bank deposit and deposit report



How to Validate a Cheque

- Cheques not made to U of T must be endorsed on the back by the payee
- Certified cheques are valid past 6 months
- Bank drafts are valid for 1 year
- Canada Post money orders are valid past 1 year
- Write the CIBC deposit account on the back of each cheque being deposited
- USD cheques are good for six months

Cheques must be made out to University of Toronto

Appendix A

Cheques are valid up to 6 months after date indicated (unless otherwise stated), and cannot be deposited prior to date indicated

SECURITY FEATURES INCLUDED - DETAILS ON BACK - CARACTERISTIQUES DE ÉCURITÉ INCLUSES - DÉTAILS AU VERSO

YOUR NAME

DATE 2024-07-22

PAY TO THE ORDER OF University of Toronto

One Thousand 25/100 DOLLARS \$ 1,000.25

BANQUE DE MONTREAL
2310 DU FAUBOURG
BOISBRIAND, QC J7H 1S3

John Doe

Transit # Bank code Account #

Body of cheque must match numerical amount

Cheque must have signature

Mandatory Deposit Document #1: CIBC Deposit Slip

CIBC Deposit slips can be obtained [online](#) or from any CIBC branch and are required for each deposit. Follow these steps when completing a CIBC Deposit Slip:

Enter date of deposit.

Enter the subordinate/cashier's account number.

Enter name of account (ex. U of T Financial Services)

Enter cheque details in left column (payor name, cheque #, amount)

Total cheque \$ value and # of cheques on bottom left

Check off currency of deposit

Re-enter subordinate/cashier's account details and name of account (ex. U of T Financial Services) on top right

Enter cash amounts by bill type and coin total

Enter total cheque amount

Enter total of cash + cheques

Depositor signs in "Deposited by" area

All fields must be completed for deposit.

Two copies are required to be completed (1) Department (2) CIBC



Quick Guide: Outline of Deposit Mapping

GL Account	Currency of Deposit	Type of Subordinate Account	CIBC Account Name/Number
350001	CAD	Cashier's Subordinate Account	Account number CAD: 4020977411 Account name CAD: Cashiers Office
352001	USD	Cashier's Subordinate Account	Account number USD: 4020550302 Account name USD: Cashiers Office USD
350006	CAD	Departmental Subordinate Account	Various
352005	USD	Departmental Subordinate Account	Various



Deposit Container

Deposits can be brought to the bank in any secure container for deposit at the teller such as:

- Deposit envelope
- Deposit bag
- Cash box

If your branch has a deposit slot, a deposit bag or envelope is required. These can be obtained from your branch.

All deposits require the CIBC deposit slip to be completed and included in the container with your funds to be deposited.



Mandatory Deposit Document #2: UofT Bank Deposit Form for Cashier's Subordinate Account

Form can be downloaded [here](#)

Document Date: Date the deposit was made at the bank or date that transaction occurred

Posting Date: Date the document was posted to FIS

Document #: System-generated document number upon posting to FIS

Fill in the appropriate details for credit (GL, amount, tax, etc.), and enter description/reason of payment

Fill in CIBC bank account details and deposit date (transit #, account #, date)

Direct cash, cheques deposit: Enter the total cash deposit
List all cheques deposited (including cheque # and Payee name)

Fill in contact information of person preparing the document, the department name, and phone #

Have manager or other relevant personnel sign off in "Delegated Signing Authority" sections

UNIVERSITY OF TORONTO
CASHIER'S ACCOUNT DIRECT DEPOSIT FORM (R10/24)

To: Cashiers Office
 Financial Services Department
 150 College Street, 3rd Floor

Doc. date _____
 Posting date _____
 Doc. Type: SF

Company Code: **UOFT**
 Currency: **CAD**

FIS Doc. # _____

Payer Name or Cheque Grouping	Amount	Payer Name or Cheque Grouping	Amount	Cash	Amount
				X 5	
				X 10	
				X 20	
				X 50	
				X 100	
				COIN	
			Total Cheques		\$ -
				Total Cash	\$ -
				Total Deposit	\$ -

GL ACCOUNT	DEBIT POSTKEY	Amount	Bus Area	Assignment (Dept Name & Phone #)	TEXT (Description)
350001	Debit	\$ -	1000		

GL ACCOUNT	CREDIT POSTKEY	AMOUNT	TAX CODE	BUSINESS AREA	COST CENTER	INTERNAL ORDER	C/F CENTER	FUND	COMMITMENT ITEM	TEXT (Description)
	Credit									
	Credit									
	Credit									
	Credit									
	Credit									
	Credit									
	Credit									
	Credit									
Total Deposit:		\$ -								

Deposit is balanced

Deposit Prepared By:	University Address:	CIBC DEPOSIT INFORMATION	
Department:		Transit # (5 DIGITS):	
Telephone:	Date:	Account Number (7 DIGITS):	
		Deposit Date:	
Authorized Approval or Delegated Signing Authority	Title of Signing Authority	ONE (1) COPY FOR ORIGINATING DEPARTMENT ONE (1) COPY TO FINANCIAL SERVICES	



Mandatory Deposit Document #2: UofT Bank Deposit Form for Departmental Subordinate Accounts

Form can be downloaded [here](#)

Direct cash, cheques deposit: Enter the total cash deposit
List all cheques deposited (including cheque # and Payee name)

Direct credit card deposit/merchant description (*only for departmental subordinate account deposits*): Use drop down button to select appropriate merchant, then enter amount, the department name and phone #, and merchant # and date. Use "Add Item" button to record additional merchant deposits

Fill in contact information of person preparing the document, the department name, and phone #

Have manager or other relevant personnel sign off in "Delegated Signing Authority" sections

UNIVERSITY OF TORONTO
Submit To: Cashiers Office
Financial Services Department
Finance Division
215 Huron Street

CANADIAN BANKING REPORT-DIRECT BANK DEPOSITS ONLY

Document Date: Posting Date: Currency: CAD
Document Type: SF Document #:
Company Code: UOFT

DEBIT POSTKEY	G/L ACCOUNT	DIRECT CASH, CHEQUES DEPOSIT	AMOUNT	BUSINESS AREA	ASSIGNMENT (DEPT NAME & PHONE #)	TEXT FIELD REQUIRED TRANSIT # (5 DIGITS) AND ACCOUNT # (7 DIGITS) & DATE				
40	350006	CIBC-Cash/Chq/Wire & EFT Deposit		1000						
Add Item										
DEBIT POSTKEY	G/L ACCOUNT	DIRECT CREDIT CARD DEPOSIT MERCHANT DESCRIPTION	AMOUNT	BUSINESS AREA	ASSIGNMENT (DEPT NAME & PHONE #)	TEXT FIELD REQUIRED - * NOTE * MERCHANT # - CC TYPE - DATE				
40	350006			1000		X				
Total Debits:										
Add Item										
CREDIT POSTKEY	G/L ACCOUNT	AMOUNT	TAX CODE	BUSINESS AREA	COST CENTER	INTERNAL ORDER	COMMITMENT ITEM	FUNDS CENTER	FUND	TEXT (DESCRIPTION)
50				1000						X
Total Credits:										

CONTACT INFORMATION
Deposit Prepared by: Phone Number:
Faculty/Division: Date:
Address:
Signature of Delegated Signing Authority: Title of Delegated Signing Authority:

FOR INTERNAL USE ONLY
Clearing Document #:
Copies
ONE (1) COPY FOR ORIGINATING DEPARTMENT
ONE (1) COPY TO FINANCIAL SERVICES

Reset Form Print Form

Document Date: Date the deposit was made at the bank or date that transaction occurred

Fill in CIBC bank account details and deposit date

Document #: System-generated document number upon posting to FIS

Posting Date: Date the document was posted to FIS

Fill in the appropriate details for credit (GL, amount, tax, etc.), and enter description/reason of payment



Nearest CIBC Branches to St. George Campus

When taking deposits to the bank, proof that the employee works at U of T may be required (employee ID, work #, work location, business card)

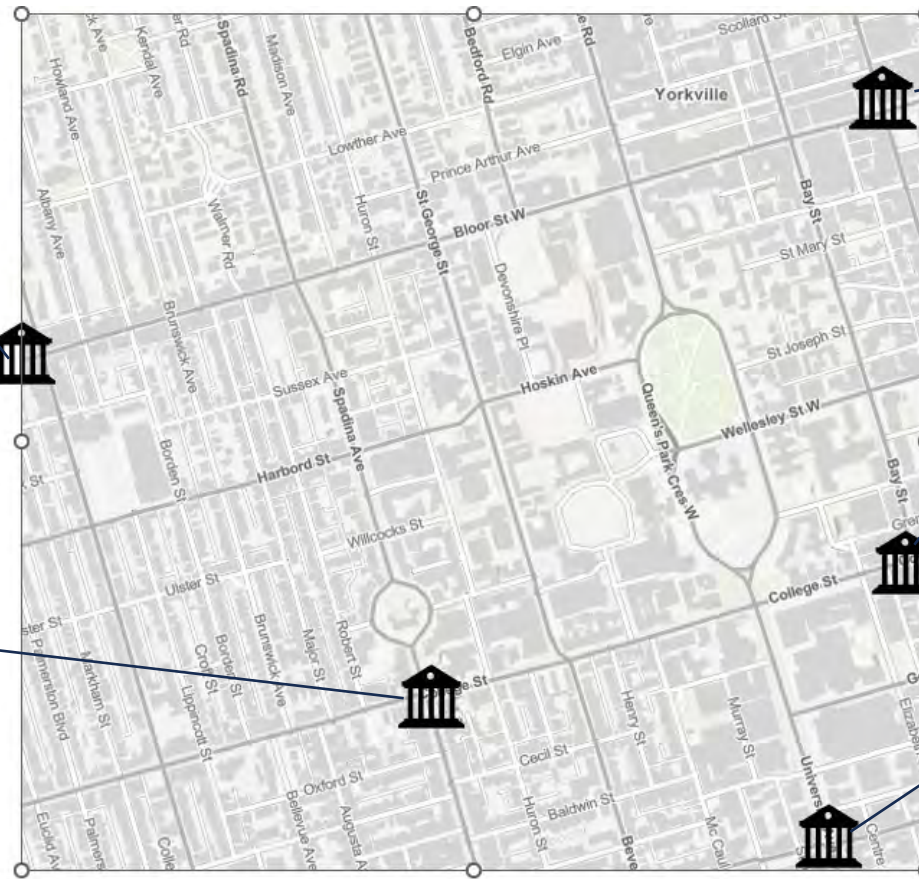
532 Bloor Street West,
Toronto, ON M5S 1Y3

268 College Street, Toronto,
ON M5T 1S1

2 Bloor Street West, Toronto,
ON M4W 3E2

790 Bay Street, Toronto, ON
M5G 1N8

460 University Avenue,
Toronto, ON M5G 1V1



If you are unsure which branch is closest to your department, contact fsdcashiersoffice@utoronto.ca.

<< Back to 'Deposit Steps'



UNIVERSITY OF
TORONTO

Mandatory Deposit Document #3: Deposit Proof from CIBC

A deposit receipt, online account statement, or stamped copy of your deposit slip is proof of deposit from CIBC.

KEEP THIS RECORD and take a photo or scan it to use as support of your deposited amount.

Users of departmental subordinate accounts can download their account statement which will display the deposited amount(s):

CIBC Transaction detail report		Page 1 of 42	
THE GOVERNING COUNCIL OF THE UOFT			Company name: UNIVERSITY OF TORONTO
CAD		Ledger date:	
Debit transactions			
Description	Value date	Amount	Bank reference
RR-ALITH DENT			

Users of the Cashier account are required to provide the stamped department copy of the CIBC deposit slip:

CIBC Business Account Deposit Slip, non-ABM
Bordereau de dépôt pour comptes d'entreprise, non utilisable aux GAB

Date: 14 Nov 2024

Transit No. Transit: 00002-010

Account No. Compte n°: 00002-010

Particulars	Détails	Amount	Montant
		X 5	
		X 20	
		X 50	
		X 100	
Total \$ Cheques			9123.00
Total Foreign Cash			
Subtotal Total partiel			9123.00
Total \$ Cheque Amount			9123.00
Total No. Cheques			6

Deposited by Déposant: [Signature]

Customer Copy Copie du client



How to Post Deposit Documents in FIS

ACCOUNTS AND CODING WILL CHANGE DEPENDING ON DEPARTMENT; THIS IS ONLY AN EXAMPLE

A document number will be generated upon posting

Document type should ALWAYS be SF

Key in dates and a brief deposit description here. In the Doc.Header Text, please follow the convention:
DEPT-MMDDYY
ex. SRAO-OCT0324

Enter items and department accounting details here

Status	G/L acct	Short Text	D/C	Amount in doc...	Co...	Tax co...	Business ...	Cost cen...	Order	Funds cen...	Fund
✓	835080	Cellular tele ch...	Credit	5,000.00	UOFT	J9	1000	12149		101355	
✓	835080	Cellular tele ch...	Credit	2,000.00	UOFT	J9	1000	12149		101355	
✓	350006	Direct Dep in ...	Debit	7,000.00	UOFT		1000				

The information filled in here should match to the information used on the U of T Direct Bank Deposit Form.

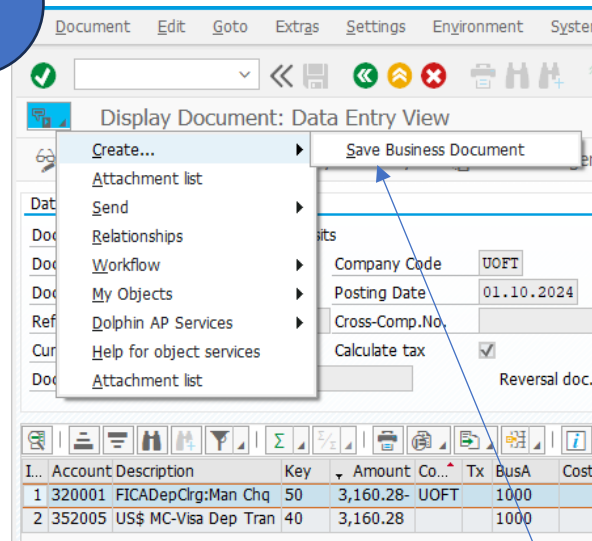
How to Attach Supporting Statements

Once document has been posted, use the *Display Document* command to display the posted document and upload your supporting documents.

1

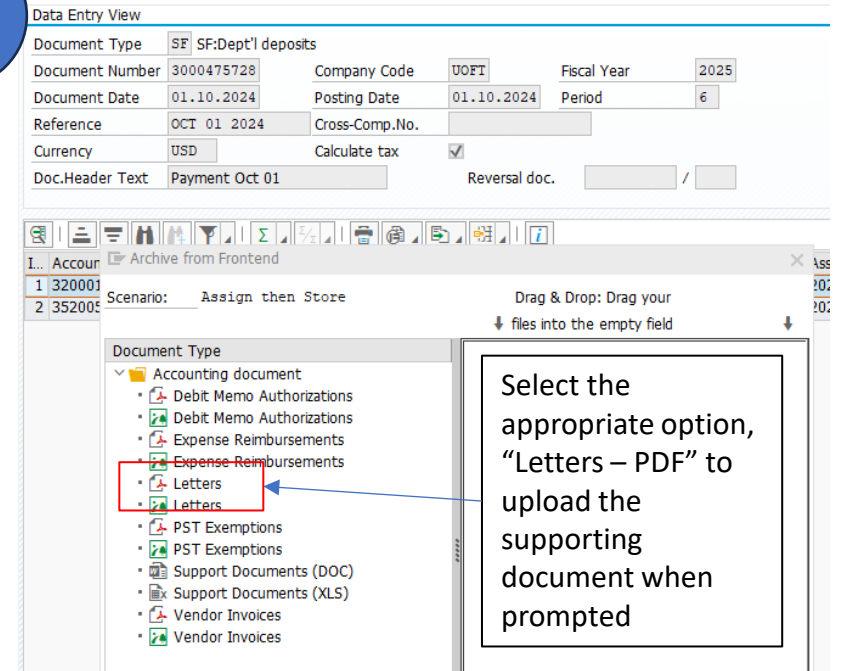
- SAP Menu
 - Office
 - Logistics
 - Accounting
 - Financial Accounting
 - Financial Accounting Section (Central Finance)
 - General Ledger
 - Document Entry
 - Document
 - FB02 - Change Document
 - FB09 - Change Line Items
 - FB03 - Display Document**
 - FB04 - Document Changes
 - FBRA - Reset Cleared Items
 - RFVFRSF

2



Select "Save Business Document" in the Display Document Command

3



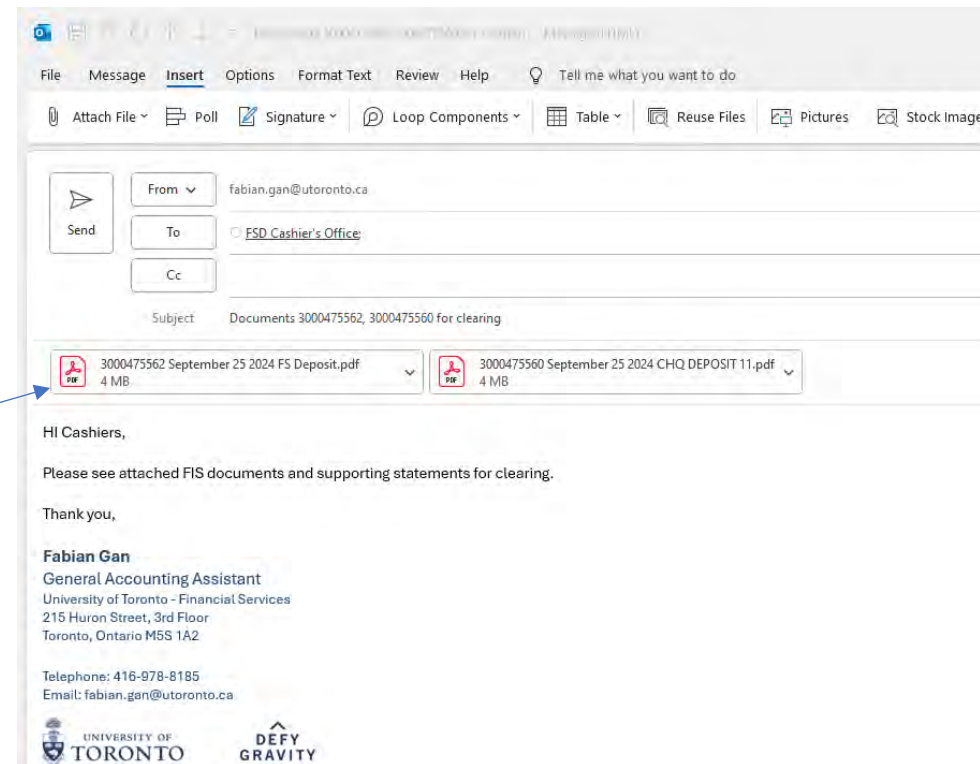
Select the appropriate option, "Letters – PDF" to upload the supporting document when prompted

Email FSD Cashier's Office for Clearing

Email fsdcashiersoffice@utoronto.ca with your supporting documents. The subject line does not have to list every document number however the attachment must include:

- The posted FIS document number
- All Supporting documentation including:
 - CIBC stamped slip
 - UofT Deposit Form
 - Any other supporting documents

The attachment should have the document number on the form, and supporting documents must be clearly associated with the document



Example 1: Deposit to Cashier's Account

Department A (DEPTA) does not have a departmental subordinate account and will be required to self-deposit to a CIBC branch using the Cashier's account effective January 2025.

DEPTA receives a combination of funds in the first week of January that will be deposited.

- \$30 Cash for tokens
- 3 cheques from customers for various payments:
 - Cheque 1: \$1,500 CAD
 - Cheque 2: \$500 CAD
 - Cheque 3: \$2,000 USD

Follow through the various deposit steps to learn how Department A should self-deposit these funds.

Example 1: Self-Deposit Procedure - Step 1

Log cash and cheques received (payor, date, amount for each cheque)

Department A should log all funds received at their office.

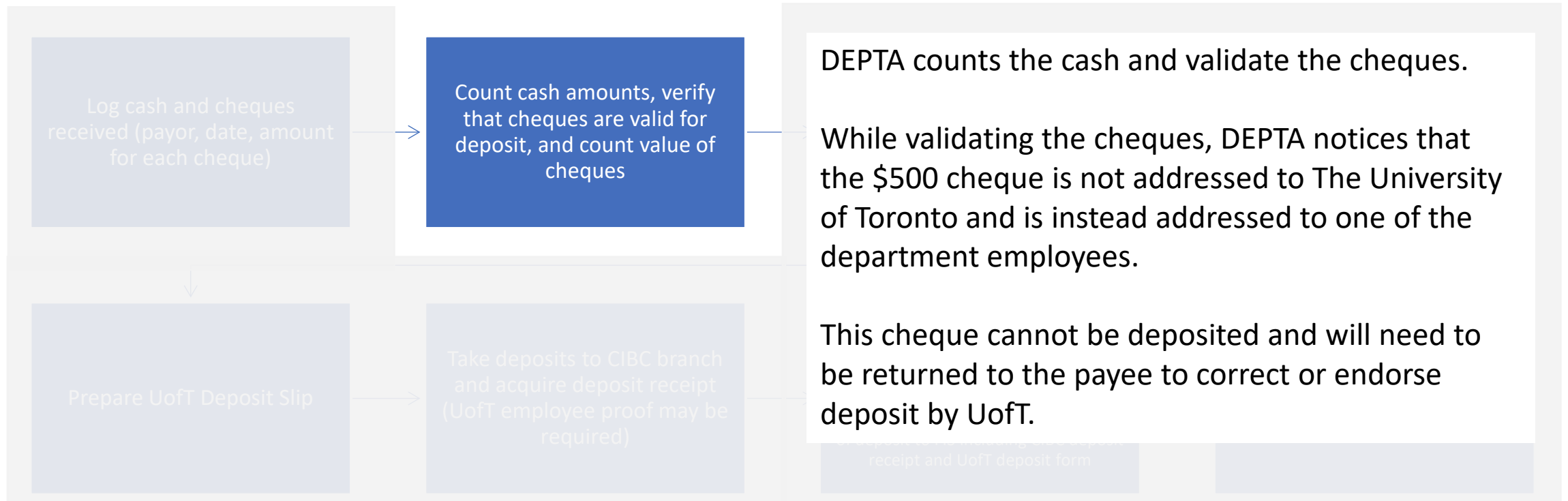
An example of a logbook:

Date	Amount	Form of Payment	Description
01/06/2025	\$30	Cash	Tokens
01/08/2025	\$1,500 CAD	Cheque	Company ABC – Invoice #2
01/08/2025	\$500 CAD	Cheque	Royalties – Dec2024
01/10/2025	\$2,000 USD	Cheque	Fees – Student J.Smith

Prepare UofT Deposit Slip



Example 1: Self-Deposit Procedure - Step 2



Example 1: Self-Deposit Procedure - Step 3 & 4

CIBC **CAD Account Deposit** **Business Account Deposit Slip, Non-ABM**
 Bordereau de dépôt pour comptes d'entreprise non utilisable aux GAB

25A BDS BL-251 904

Date: 01/10/2025
 Transit No. / Transit: 402
 Account No. / Compte n°: 40209774

Account Name (please print): SOFT CASHIER ACCOUNT

Cheque Particulars / Détails	Amount / Montant
Cheque #123	\$ 1,500.00
Total CAD \$ Cheques / Total des chèques en CAD: \$ 1,500.00	
Total CAD \$ Cheques Amount / Montant total des chèques CAD: \$ 1,500.00	
Total No. CAD Cheques / Nombre total de chèques CAD: 1	

Deposit Date

CAD Account Deposit

CAD Cheque Details

CAD Cash and Cheque Totals

Business Account Deposit Slip, Non-ABM **USD Account Deposit**

Date: 01/10/2025
 Transit No. / Transit: 402
 Account No. / Compte n°: 40205503

Account Name (please print): SOFT CASHIER ACCOUNT

X	5	\$ 0.00
X	10	\$ 0.00
X	20	\$ 0.00
X	50	\$ 0.00
X	100	\$ 0.00
Total CAD Cash / Total des espèces CAD: \$ 0.00		
Total Foreign Cash (do not include exchange) / Total des espèces en devises (ne pas inclure le taux de change): \$ 2,000.00		
Subtotal / Total partielle: \$ 2,000.00		
Total: \$ 2,000.00		

Deposited by / Déposant: DEPT A, First Name, Last Name

Complete CIBC deposit slip for total of cash and cheques to be deposited

Organize the coins, cash, and cheques and store them in a suitable container to be taken to the CIBC branch (deposit bag, envelope, sealed bag)

DEPTA completes a CIBC deposit form for the funds that will be deposited:

- 1) \$30 Cash → to the **CAD CIBC Account**
- 2) \$1,500 CAD Cheque → to the **CAD CIBC Account**
- 3) \$2,000 USD Cheque → to the **USD CIBC Account**

USD Cheque Totals

Deposited by Information: Dept Name, First Name, Last Name



Example 1: Self-Deposit Procedure - Step 5

Use the form for deposit to a cashier's account.

Log cash and cheques received (payor, date, amount for each cheque)

Prepare UofT Deposit Slip

CASHIER'S ACCOUNT DIRECT DEPOSIT FORM (R10/24)

UNIVERSITY OF TORONTO

To: Cashiers Office
Financial Services Department
150 College Street, 3rd Floor

Doc. date: 01/10/2025
Posting date: 01/10/2025
Doc. Type: SF

Company Code: _____
Currency: CAD
FIS Doc. #: XXXXXXXXXX

Payor Name or Cheque Grouping	Amount	Payor Name or Cheque Grouping	Amount	Cash	Amount
Company ABC - Cheque #12345	1,500.00			2 X 5	10.00
				2 X 10	20.00
				X 20	
				X 50	
				X 100	
				COIN	
Total Cheques			\$1,500.00	Total Cash	\$ 30.00
				Total Deposit	\$ 1,530.00

G/L ACCOUNT	DEBIT POSTKEY	Amount	Bus Area	Assignment (Dept Name & Phone #)	TEXT (Description)
350001	Debit	\$ 1,530.00	1000		

G/L ACCOUNT	CREDIT POSTKEY	AMOUNT	TAX CODE	BUSINESS AREA	COST CENTER	INTERNAL ORDER	C/F CENTER	FUND	COMMITMENT ITEM	TEXT (Description)
860008	Credit	1,500.00	J9	1000						Inv #2 Payment
860009	Credit	30.00	J9	1000						Tokens
	Credit									
	Credit									
	Credit									
	Credit									
	Credit									
Total Deposit:		\$ 1,530.00								

Deposit Prepared By: Smith, John
Department: Department A

University Address: 123 Address Street
Toronto, ON
MXX XXX

Telephone: 416-123-4567
Date: 01/10/2025

Authorized Approval or Delegated Signing Authority: [Signature]
Manager, Department A

CIBC DEPOSIT INFORMATION

Transit # (5 DIGITS): _____

Account Number (7 DIGITS): 0977411

Deposit Date: 01/10/2025

ONE (1) COPY FOR ORIGINATING DEPARTMENT
ONE (1) COPY TO FINANCIAL SERVICES

One deposit form per currency type

Sort the coins, cash, and tokens and store them in a suitable container to be taken to a CIBC branch (deposit envelope, sealed bag)

Deposit must be balanced.

Include the deposited bank information here.

Deposit form must be signed by an authorized approver.



Example 1: Self-Deposit Procedure - Step 6

The closest CIBC branch to DEPTA is at College and Spadina.

They provide proof of employment with UofT and make their deposit.

A receipt is provided which shows the total of the deposit made to the account.

Count cash amounts, verify that cheques are valid for deposit, and count value of cheques

Take deposits to CIBC branch and acquire deposit receipt (UofT employee proof may be required)

3209959 25 BOS Bil.-2021/09
 Complete the deposit with only a single currency CAD or USD. | Effectuez le dépôt en une seule devise : \$ CA ou \$ US.

CIBC Business Account Deposit Slip, non-ABM
 Bordereau de dépôt pour comptes d'entreprise, non utilisable aux GAB

CAD USD

Date: 11 Nov 2024
 Transit No. / Transit: 11112011111111
 Account No. / Compte n°: 11112011111111

Account Name (please print) / Intitulé du compte (en caractères d'imprimerie s.v.p.):
 COLLEGE ST

Particulars / Détails	Amount / Montant
X 5	
X 20	
X 50	
X 100	
Total Cash / Total des espèces: 6 9125 00	
Total Foreign Cash / Total des espèces en devises (ne pas inclure le taux de change):	
Total Foreign \$ Chq. / Total des chèques en devises (ne pas inclure le taux de change):	
Subtotal / Total partiel: 6 9125 00	
Bank Use Only / Réserve à la banque / Exchange / Cours de change:	
Total \$ Cheque Amount / Montant total des chèques: 6 9125 00	
Total No. Cheques / Nbre total chèques:	
Deposited by / Déposant: [Signature]	

Customer Copy / Copie du client

3209959 25 BOS Bil.-2021/09
 Complete the deposit with only a single currency CAD or USD. | Effectuez le dépôt en une seule devise : \$ CA ou \$ US.

CIBC Business Account Deposit Slip, non-ABM
 Bordereau de dépôt pour comptes d'entreprise, non utilisable aux GAB

CAD USD

Date: 11 Nov 2024
 Transit No. / Transit: 11112011111111
 Account No. / Compte n°: 11112011111111

Account Name (please print) / Intitulé du compte (en caractères d'imprimerie s.v.p.):
 COLLEGE ST

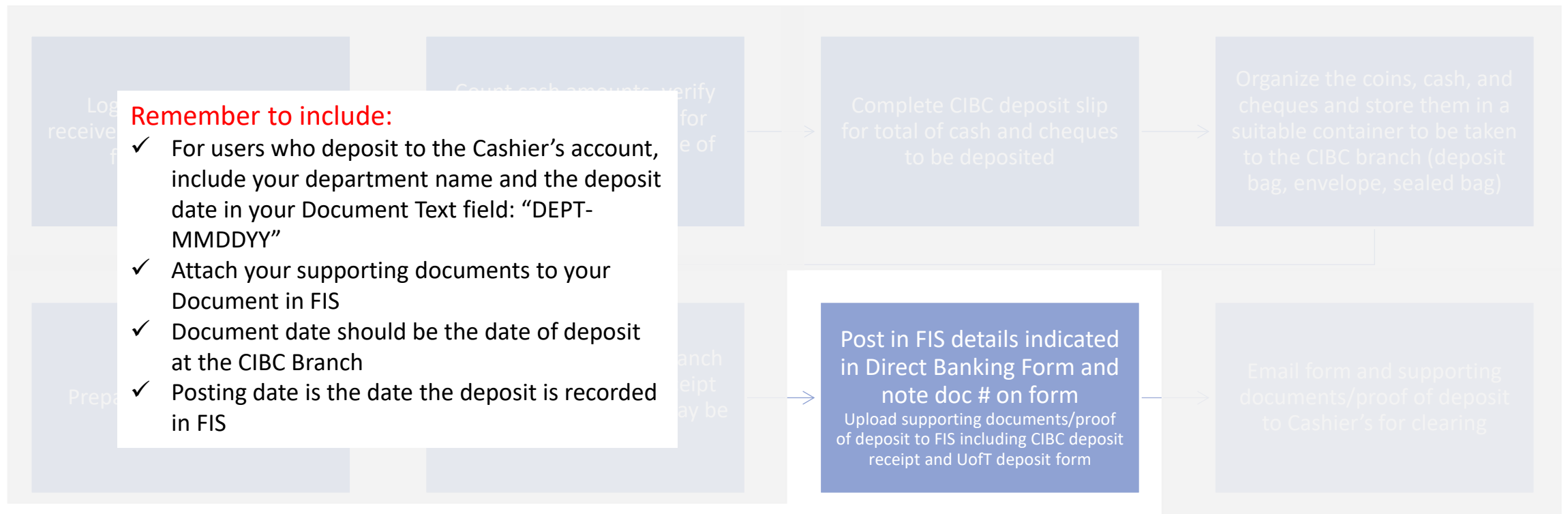
Particulars / Détails	Amount / Montant
X 5	
X 10	
X 20	
X 50	
X 100	
Total Cash / Total des espèces: 26 57140 97	
Total Foreign Cash / Total des espèces en devises (ne pas inclure le taux de change):	
Total Foreign \$ Chq. / Total des chèques en devises (ne pas inclure le taux de change):	
Subtotal / Total partiel: 26 57140 97	
Bank Use Only / Réserve à la banque / Exchange / Cours de change:	
Total \$ Cheque Amount / Montant total des chèques: 26 57140 97	
Total No. Cheques / Nbre total chèques:	
Deposited by / Déposant: [Signature]	

Customer Copy / Copie du client

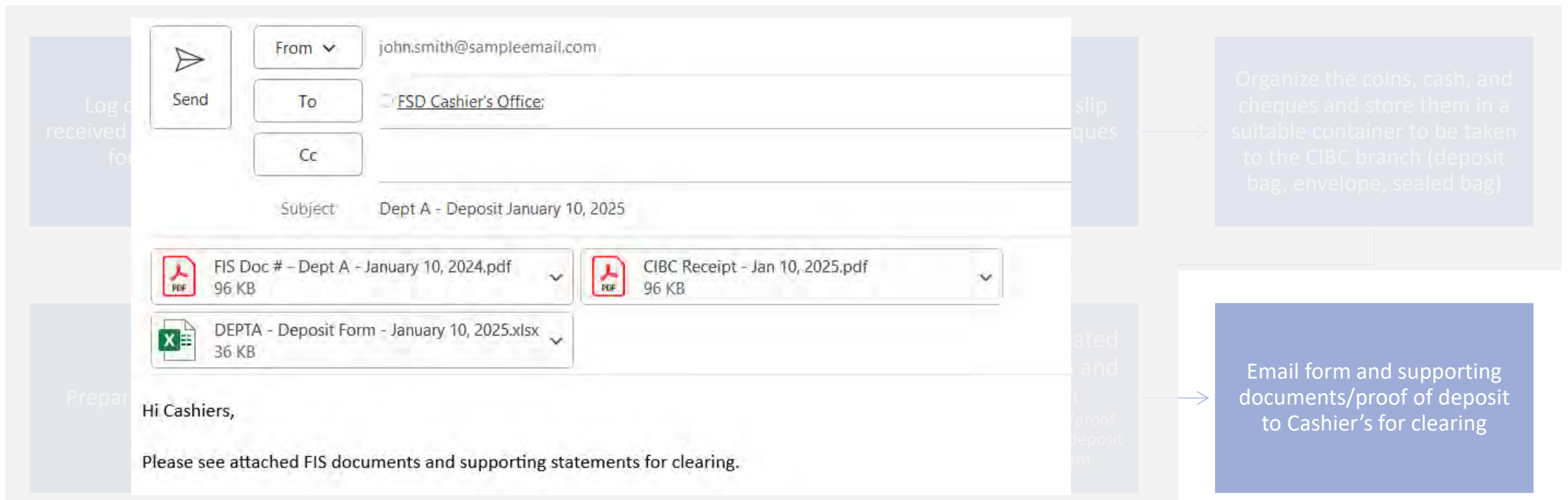
One slip for each currency of deposit. Both must be stamped as received.



Example 1: Self-Deposit Procedure - Step 7



Example 1: Self-Deposit Procedure - Step 8



Example 2: Deposit to Subordinate Account

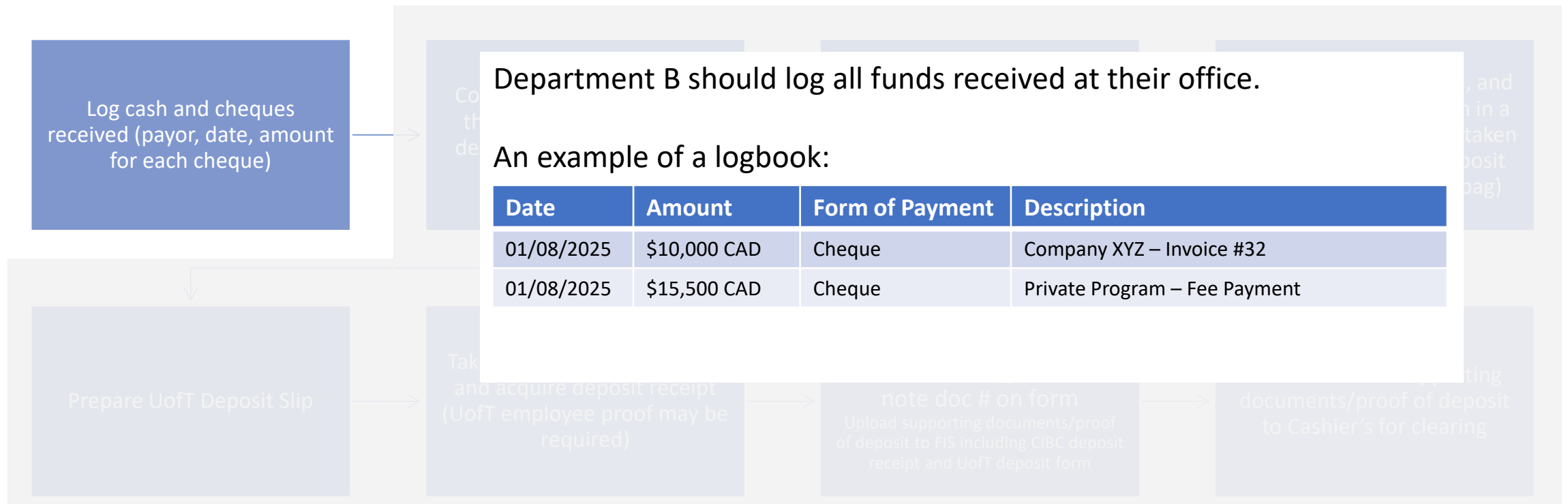
Department B (DEPTB) has a departmental subordinate account and will be required to self-deposit to a CIBC branch using their subordinate account(s) #1234567 *(example only)*.

DEPTB receives a combination of funds in the first week of January that will be deposited.

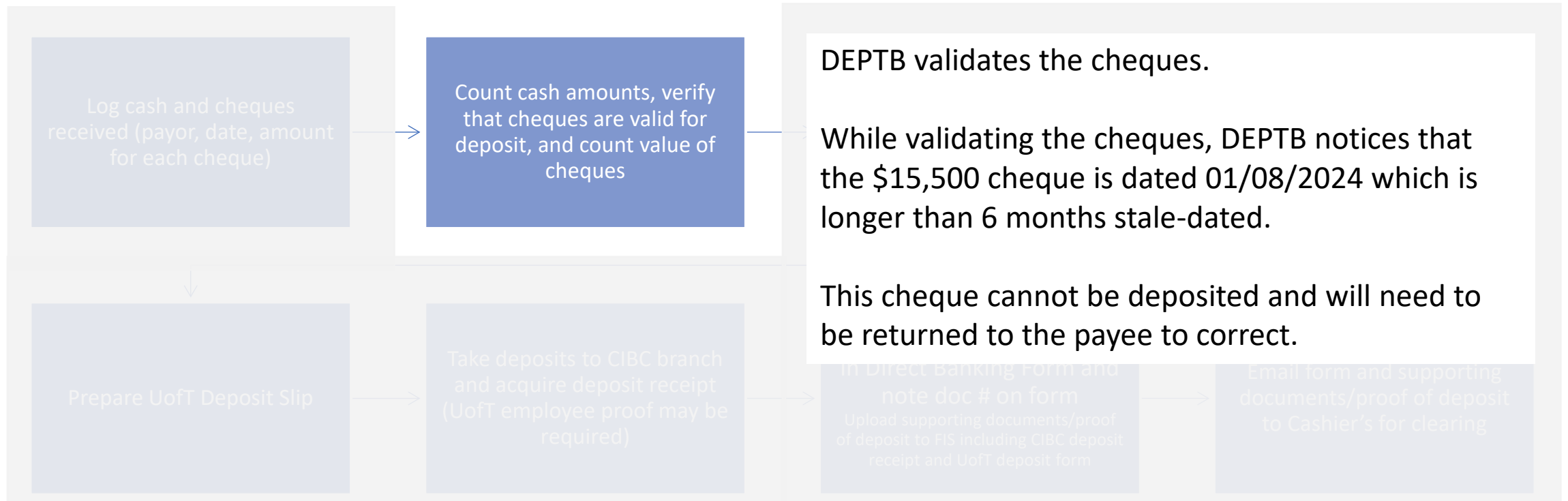
- 2 cheques from customers for various payments:
 - Cheque 1: \$10,000 CAD
 - Cheque 2: \$15,500 CAD
- Merchant transactions of \$28,300

Follow through the various deposit steps to learn how Department B should self-deposit these funds.

Example 2: Self-Deposit Procedure - Step 1



Example 2: Self-Deposit Procedure - Step 2



Example 2: Self-Deposit Procedure - Step 5

Use the form for deposit to a subordinate account.

Log cash and cheques received (payor, date, amount for each cheque)

Prepare UofT Deposit Slip

Deposit form must be signed by an authorized approver.

CANADIAN BANKING REPORT - DIRECT BANK DEPOSITS ONLY

Submit to: Cashiers Office
Financial Services Department
Finance Division
215 Huron Street, 2nd Floor

Document Date: 01/10/2025
Posting Date: 01/10/2025
Doc. Type: SF

Company Code: UOFT
Currency: CAD
FIS Doc. #: XXXXXXXX

DEBIT POSTKEY	GIL ACCOUNT	DIRECT CASH, CHEQUES DEPOSIT	AMOUNT	BUSINESS AREA	ASSIGNMENT REQUIRED (Dept Name & Phone #)	TEXT (Description) REQUIRED - TRANSIT # (5 Digits) and Account # (7 Digits) & DATE
40	350008	CIBC-Cash/Cheq/Wire & EFT Deposit	10,000.00	1000	DEPTB - 416-123-4567	TRANS# 00402, ACCT # 1234567
40	350008	CIBC-Cash/Cheq/Wire & EFT Deposit		1000		
40	350008	CIBC-Cash/Cheq/Wire & EFT Deposit		1000		
40	350008	CIBC-Cash/Cheq/Wire & EFT Deposit		1000		

DEBIT POSTKEY	GIL ACCOUNT	DIRECT CREDIT CARD DEPOSIT MERCHANT DESCRIPTION AND TYPE	AMOUNT	BUSINESS AREA	ASSIGNMENT REQUIRED - Department & Phone #	TEXT (Description) REQUIRED - MERCHANT NUMBER & DATE - * NOTE BELOW
40	350008	GLOBAL - VISA		1000		
40	350008	GLOBAL - MASTERCARD		1000		
40	350008	GLOBAL - DEBIT		1000		
40	350008	MONERIS - VISA	13,530.00	1000		Merch # 12345 01/09/25
40	350008	MONERIS - MASTERCARD	13,970.00	1000		Merch # 12345 01/09/25
40	350008	MONERIS - DEBIT	800.00	1000		Merch # 12345 01/09/25
40	350008	AMERICAN EXPRESS		1000		
40	350008	DISCOVER		1000		
40	350008	DINERS CLUB		1000		
40	350008	FIRST DATA - VISA		1000		
40	350008	FIRST DATA - MASTERCARD		1000		
40	350008	FIRST DATA - DEBIT		1000		

\$ 38,300.00

*NOTE - TEXT in FIS document must include Merchant Account #, Card Type and Date
Global, Moneris and First Data - 11 digits, American Express - 10 digits, Discover - 15 digits
V\$ = VISA, MC = MasterCard, DB = Debit, AX = American Express, DC = Discover/Diners Club

CREDIT POSTKEY	GIL ACCOUNT	AMOUNT	TAX CODE	BUSINESS AREA	COST CENTRE	OR	INTERNAL ORDER	FUND CENTRE	FUND	COMMITMENT ITEM	ASSIGNMENT	TEXT (Description)
50	880008	28,300.00	J9	1000								Moneris Transactions 01/09/25
50	880009	10,000.00	J9	1000								Company XYZ #32
50												
50												
50												
50												
50												
50												

Total Deposit: \$ 38,300.00 **Deposit is balanced**

CONTACT INFORMATION

Deposit Prepared By: Last Name, First Name
Faculty/Division: Department B
Address: 123 Address, Toronto, ON

Phone: 416-123-4567
Date: 01/10/2025

FOR INTERNAL USE ONLY

Clearing Document #: _____

Copies: 1 for Originating Department
1 to Financial Services

Signature of Delegated Signing Authority
Title of Delegated Signing Authority

One deposit form per currency type

Organize the coins, cash, and cheques and store them in a container.

Include the details of the subordinate account used for deposit (Transit # and Acct #)

Include the merchant ID and date of any merchant transactions.

Attach all form and supporting documents/proof of deposit to Cashier's for clearing

Deposit must be balanced.



UNIVERSITY OF TORONTO

Example 2: Self-Deposit Procedure - Step 6

Department B's subordinate CIBC account statement shows merchant deposits of \$28,300.

The closest CIBC branch to DEPTB is at College and Spadina.

They provide proof of employment with UofT and make their deposit.

A receipt is provided which shows the total of the deposit made to the account.

Additionally, their CIBC Account statement will reflect this deposit.

CIBC Transaction detail report. Page 1 of 42. Company name: UNIVERSITY OF TORONTO. Ledger date: [blank].

Description	Value date	Amount	Bank reference	Client reference
#RE-ALITH DEBIT				

Take deposits to CIBC branch and acquire deposit receipt (UofT employee proof may be required)

Post in FIS details indicated in Direct Banking Form and note doc # on form. Upload supporting documents/proof of deposit to FIS including CIBC deposit receipt and UofT deposit form.

CIBC Business Account Deposit Slip, non-ABM. 3205999 25 B09 04-2021/09. Bordereau de dépôt pour comptes d'entreprise, non utilisable aux GAB.

Date: 11 Nov 2024

Account Name: [blank]

Particulars / Détails	Amount / Montant
X 5	
X 20	
X 50	
X 100	
Total Cash	6 9125 00
Subtotal	
Total	6 9125 00

Deposited by: [Signature]

Customer Copy / Copie du client

Example 2: Self-Deposit Procedure - Step 7

Remember to include:

- ✓ For users who deposit to a departmental subordinate account, include your Transit #, Account # or Merchant ID # in your Document Text field
- ✓ Attach your supporting documents to your Document in FIS
- ✓ Document date should be the date of deposit at the CIBC Branch
- ✓ Posting date is the date the deposit is recorded in FIS

Complete CIBC deposit slip for total of cash and cheques to be deposited

Organize the coins, cash, and cheques and store them in a suitable container to be taken to the CIBC branch (deposit bag, envelope, sealed bag)

Post in FIS details indicated in Direct Banking Form and note doc # on form
Upload supporting documents/proof of deposit to FIS including CIBC deposit receipt and UofT deposit form

Email form and supporting documents/proof of deposit to Cashier's for clearing



Example 2: Self-Deposit Procedure - Step 8

The screenshot shows an email composition window with the following details:

- Send** button: A button with a paper plane icon.
- From:** john.smith@sampleemail.com
- To:** FSD Cashier's Office:
- Cc:**
- Subject:** Dept B - Deposit January 10, 2025
- Attachments:**
 - FIS Doc # - Dept B - January 10, 2024.pdf (96 KB)
 - CIBC Receipt - Jan 10, 2025.pdf (96 KB)
 - DEPTB - Deposit Form - January 10, 2025.xlsx (36 KB)
- Body:**

Hi Cashiers,

Please see attached FIS documents and supporting statements for clearing.

Callout boxes on the right side of the image provide instructions:

- A box pointing to the **To:** field contains the text: "Organize the coins, cash, and cheques and store them in a suitable container to be taken to the CIBC branch (deposit bag, envelope, sealed bag)".
- A box pointing to the **Attachments** section contains the text: "Email form and supporting documents/proof of deposit to Cashier's for clearing".

Additional Support

Support Resources

Refer to our website for more resources:

- [215 Huron – Drop-off Schedule](#)
- [Self-Deposit Procedures](#)
- [STG Campus – CIBC Branch Map](#)
- [Self-Deposit FAQs](#)
- [Subordinate Bank Account](#)
- [FAST Lunch & Learn: Departmental Subordinate Accounts](#)
- [Direct Deposits & Form](#)
- [Setting Up a Debit or Credit Card Facility](#)
- [AR Invoice Forms \(CAD & USD\)](#)



Thank you!

Appendix

Appendix 1 – FAQs

Appendix 2 – Electronic Deposit Alternatives

Appendix 1 - FAQs

- **What should I do if I have made an error in the Canadian Banking Report - Direct Bank Deposit Form and have already sent it in?**
 - The document will need to be reversed; please advise of error and reverse the document. Cleared documents will need to be reversed by Cashier's
- **Can I use one form for all my deposits?**
 - A separate form is need for CAD and USD deposits; same currency deposits can go in one form
- **How do I acquire CIBC deposit slips to make the deposit?**
 - CIBC deposit slip books can be acquired at CIBC branches
- **How often should deposits be made?**
 - Deposits should be made to CIBC on a weekly basis
- **What GL accounts should I use when posting CIBC deposits?**
 - Refer to the [Quick Guide: Outline of Deposit Mapping](#)
- **Who can I contact for additional questions and support?**
 - fsdcashiersoffice@utoronto.ca – For support on the deposit process and clearing
 - fsd.banking@utoronto.ca – For support requesting a subordinate bank account
 - fast.help@utoronto.ca – For questions about FIS



Appendix 1 – Common Errors

Common Errors

- The wrong GL account is used for the currency of the cheque (refer to the [Guide: Outline of Deposit Mapping](#))
- Deposit form is not properly authorized
- Proof of deposit is not included (CIBC receipt, CIBC stamp, POS receipts, merchant statements, Brinks bag #)
- Amount entered in FIS does not match support documents
- Cheques are stale-dated (CAD cheques are older than 6 months, USD cheques are older than 90 days)
- UofT Deposit Form does not include cheque # or Payee Name

Good Practices

- Send documents for clearing to FSD Cashier's (fsdcashiersoffice@utoronto.ca) within 1 week of deposit date
- Email all supporting documents to fsdcashiersoffice@utoronto.ca and upload to FIS document
- Ensure support docs are legible and fully completed prior to submitting



Appendix 2 – Electronic Deposit Alternatives

If your department is currently self-invoicing and/or receiving cheque or cash payments direct to your office which will require self-deposit, you may want to consider electronic payment alternatives.

1) Merchant Payment Solutions

- There are various payment processors available to enable you to accept credit or debit card payments. To enable these solutions, a **departmental subordinate bank account is required**.
- Contact banking.fsd@utoronto.ca to set up a departmental account
- Refer to the Lunch & Learn Session about [Subordinate Bank Accounts](#) for more information.

2) EFT/Wire Payments

- More and more clients are moving away from cash and cheque payments and towards EFT/Wire payments which are traceable, reliable and more secure
- For invoices created through central AR, you can take advantage of the following benefits:
 - Invoiced revenue or cost recoveries are recorded in your department's financials immediately
 - Customers are provided electronic payment instructions
 - Central A/R will clear the payment against the invoice once received



Appendix 2 – Central A/R Invoicing: Requirements

You may be eligible to use central A/R to invoice your external customers if:

- ✓ The goods or services which you are invoicing for have been provided to an external customer in the current fiscal year.
- ✓ You know the amount in CAD or USD that you are invoicing.
- ✓ You have the contact information of the external individual or organization that you are invoicing.
- ✓ The external customer is paying by cheque (CAD/USD) or EFT/Wire
- ✓ Funds are not restricted in nature - *Restricted funds should not be received to central A/R and instead should be directed to a Trust Bank Account.*

For more information, contact FSD AR: ar.financialservices@utoronto.ca and review the Training Material [here](#).

Appendix 2 : Steps to Create an AR Invoice



1. Create an AR Invoice through FSD AR.
Request an invoice number from FSD
ARIncoming Payments
ar.financialservices@utoronto.ca

CAD Form [here](#)
USD Form [here](#)



2. Send completed invoice form to FSD ARIncoming Payments
ar.financialservices@utoronto.ca for processing.

Invoice should include assigned invoice number, GL Account mapping (including Tax Codes)
and Customer Information.



3. Send invoice to Customer which includes EFT payment information along the bottom of
the invoice.

NOTE: For all central A/R invoices, FSD AR manages the receivables posting, the receipt of payment, and clearing. This process is not impacted by the closure of the Cashier's Office.



Appendix 2 – OTO Incoming EFT/Wire: Requirements

You may be eligible to use the OTO Incoming EFT/Wire Deposit Form if:

- You are receiving a non-recurring, one-time-only (OTO) incoming payment from an external source.
- Your department does not have a subordinate bank account to receive the one-time-only payment.
- The incoming payment is not associated with donations, scholarships, research or contracts with the government or any other agencies.
- The incoming payment is not related to Accounts Receivable.
- The form is located on the FSD website: <https://finance.utoronto.ca/forms/processing/>

If you do not meet all the above criteria to use this form, please refer to the GTFM for guidance:

<https://finance.utoronto.ca/policies/gtfm/cash-other-receipts-and-banking/incoming-wire-transfers/>

The OTO bank account is managed by FSD Banking. For more information or to receive banking instructions for OTO incoming EFT/wires, please contact FSD Banking banking.fsd@utoronto.ca.



Appendix 2 – OTO Incoming EFT/Wire: Requirements



ONE-TIME-ONLY INCOMING EFT/WIRE DEPOSIT (FOR INTERNAL USE ONLY)

To: FSD Banking
Financial Services Department
banking.fsd@utoronto.ca

Posting Date: _____
Doc.Type: _____
FIS Doc#: _____

Company Code: UOFT
Payment received: _____

WHEN TO USE THIS FORM:

- This is a non-recurring, one-time-only (OTO) incoming payment from an external source.
- Your department does not have a subordinate bank account to receive the one-time-only payment.
- The incoming payment is not associated with donations, scholarships, research or contracts with the government or any other agencies.
- The incoming payment is not related to Accounts Receivable.

If you do not meet all of the above criteria to use this form, please refer to the GTFM for guidance: <https://finance.utoronto.ca/policies/gtfm/cash-other-receipts-and-banking/incoming-wire-transfers/>

INSTRUCTIONS:

1. Please contact FSD Banking for CIBC bank account details of the OTO account.
2. Notify FSD Banking when the remitter has sent the EFT/wire payment to U of T.
3. Department is responsible for posting the entry to claim the deposit after receiving confirmation from FSD Banking that the incoming payment has been received.
4. Attach supporting documentation to your FIS posting:
 - Copy of this OTO Incoming EFT/Wire Deposit form
 - Confirmation email from FSD Banking that incoming payment has been received
5. Provide posted FIS Doc# to FSD Banking.

INCOMING EFT/WIRE DETAILS		DEPARTMENT CONTACT INFORMATION	
Sender/Remitter	_____	Faculty/Division	_____
Currency (specify):	<u>CAD - Canadian Dollar</u>	Department	_____
Amount	_____	Contact Name	_____
Description	_____	Telephone	_____
		Email	_____

ACCOUNTING INFORMATION

DEBIT POSTKEY	G/L ACCOUNT	Amount	Bus Area	Assignment <i>OTO bank acct Dept contact</i>	TEXT (Description) <i>Payment type Pmt received Description of incoming payment</i>
40	350003		1000	4020954802	incoming wire

CREDIT POSTKEY	G/L ACCOUNT	AMOUNT	TAX CODE	BUS AREA	COST CENTER	INTERNAL ORDER OR	C/F CENTER	FUND	COMMITMENT ITEM	ASSIGNMENT	TEXT (Description) <i>Required: Sender, Date payment received in the bank, and Description of payment</i>
50											
50											
50											
Total Deposit \$		-									



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