



**SYRACUSE UNIVERSITY**  
**Comptroller's Office**

To: Deans, Directors, Department Heads and Budget Managers

Re: Deposits

The following guidelines are provided to help in determining the appropriate General Ledger chartstrings to be used when recording deposits of cash and checks. Please share this memo with the members of your staff who handle deposits.

Revenues:

- Use only chartstrings where the Account Number begins with 4xxxxxx for recording deposits of cash and checks for revenues received from external sources.
- Deposits are not to be recorded to any chartstring Account Number that begins with 8xxxxx.

Expense Reimbursements:

- Use only chartstrings where the Account Number begins with 5xxxxxx for expense reimbursements. Expense reimbursements are to be deposited to the same chartstring Account Number where the expense was recorded. No gifts or revenues may be recorded as a deposit to an expense account.

Donor Restricted Gifts:

- Donor restricted gifts are to be communicated and forwarded to the **Office of Advancement Services** for proper deposit, gift credit acknowledgement, and receipting. Note that only donor restricted gifts or expense reimbursements may be deposited to Funds 15 or 16 (restricted chartstrings).

Should there be a question regarding the deposit of cash please call General Accounting at 3-2522 for assistance.

**As a reminder the chartstring structure used in the General Ledger is in the following format:**

<b>Fund Number</b> <b>(2 digits)</b>	<b>Department Number</b> <b>(5 digits)</b>	<b>Program Number</b> <b>(5 digits)</b>	<b>Account Number</b> <b>(6 digits)</b>
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