Income Deposits (A and B funds)

Quick Reminder about income deposits

They should not be going to A funds; with the exception that are set up to receive income Example A02000-902XXX are budgeted for revenue

If you receive money that is supposed to cover an expense, not income, this can be deposited in to the A02000 and in to the expense code you used to pay the original item out of. Example FOAP: A02000-152032-73003-011

When departments/colleges receive income it should be deposited in to a corresponding B fund.

Please make sure other personnel, Administrative Assistants, Dept Heads, etc know about these policies. Also monitor your college/area for any deposits that incorrectly get posted and send Financial Services a request to correct.

If you have questions please call your Analyst in Financial Services.