

Quick Tip 4 – How to Use RBC Deposit Slips

This reference will show you how to use the RBC deposit slips.

Deposit slips are for units banking with RBC. Units should only use one deposit slip per day. Use one deposit slip for all funds and once it's in the banking system, allocate the funds to the multiple categories needed. (There are costs associated with each deposit – although these costs are not passed on to the units)

A helpful tool for you to use is the [Deposit Calculator](#). It helps to make tracking the girls' payments easier.

Correct Unit Information

The lower left corner of the deposit slip – under Girl Guides of Canada:

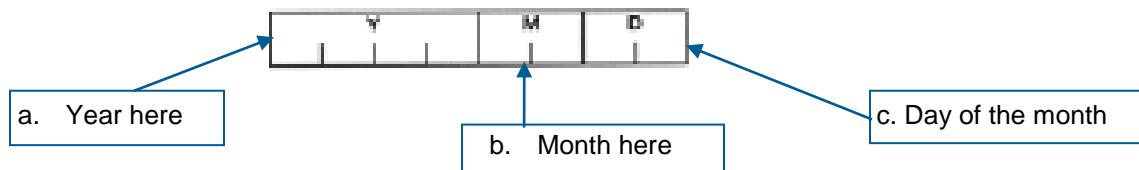
- Check that your Unit ID is printed correctly
- Check that your Unit Name is also printed correctly
- If there is any discrepancies, please contact purchasecard.admin@guidesontario.org or your Unit Banking Clerk

Note: the Unit ID printed on this example will be different than your Unit Banking ID

Write your 6-digit unit USER ID on the back of each cheque.

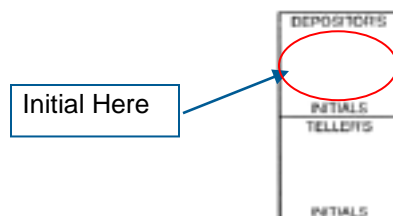
Step 1: The Date

- The first 4 blocks will be for the year the deposit is taking place. Begin by filling out the year (ex. 2018)
- The 2 blocks beside the year will be for the month. (ex. if it's August it will be 08)
- The last 2 blocks will be for the day of the month (ex. 2nd of the month)
- It will look similar to this: 2|0|1|8|0|8|0|2



Step 2: Depositor's Initials

Initial in the box where it says Depositor's Initials. It will be the top square box.



Step 3: Unit User ID

*Do not enter anything in the 'Transit' and 'Account Number' boxes. These are already pre-encoded on the bottom of the deposit slip.

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Unit User ID

Leave both blank

Step 4: Cash Breakdown

- a. Give a breakdown of the cash you are depositing by filling out “details” column. You will determine the amount of cash broken down by how many \$5 bills, \$10 bills, \$20 bills etc.

For Example: If you have \$25.00 that you are depositing; you will have 1 x 5 and 2 x 10 to equal \$25.00.

Number of each bill

- b. On the “Cash” side of the column you will total up the amounts from the “details” side.

For example:

$$1 \times 5 = 5.00$$

$$2 \times 10 = 20.00$$

Totalling \$25.00

Write in the sum of each amount

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- c. At the bottom of that column there will be a box where you write in the total amount of cash that you are depositing.

DETAILS	CASH (INCL. COUPONS)
X 5	
X 10	
X 20	
X 50	
X 100	
X	
COIN	
CASH TOTAL	
VISA & CHQS FORWARDED	
RATE	
RATE	

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Write total amount of cash

For example: If you have a total of \$25.00 you will write in 25.00

***note the column after the dotted line is where you will write in the cents.**

Step 5: Cheque Amounts

If you are doing a deposit of cash along with a cheque you need to break down how much is cash and how much is from the cheque. You need to write this total in 2 places. It is not necessary to itemize each cheque you are depositing, or the amount per girl. Only the totals are required on the deposit slip. If you wish to keep your own itemized records you can do so on one of the copies of the deposit slip that you keep, or in a separate spreadsheet. Your Unit Banking Clerk does not require this information, nor does the bank. A helpful tool for you to use is the [Deposit Calculator](#). It helps to make tracking the girls' payments easier.

VISA AND CHEQUES		DETAILS	CASH (INCL. COUPONS)
VISA VOUCHER TOTAL		X 5	
		X 10	
		X 20	
		X 50	
		X 100	
		X	
		COIN	
		CASH TOTAL	
		VISA & CHQS FORWARDED	
		RATE	
		RATE	
NET DEPOSIT			

FILE COPY

Write the chq(s) sum

Step 6: Total Deposit Amount

Add up the total amount of cheques and the total amount of cash. Write it in the bottom of the deposit slip:

GIRL GUIDES OF CANADA
UNIT # 003373
5TH WHITBY GUIDES

NET DEPOSIT

⑆000003373176⑆ ⑆06702⑆003⑆ 000⑆117⑆2⑆ 89

This is where you will write in the total amount of the entire deposit amount. **The dollars go first and any cents gets written in the last two boxes.**

Step 7: Copies of the slips

RBC will give you two copies of the deposit slip. After the transaction shows up under your Revenue, allocate it to applicable category(ies). If you are depositing funds for multiple categories, make sure you make a note of it for your records and then you can allocate your transaction on Web-Form accordingly ex. Dues \$25.00, Taxable Revenue (HST) \$150 with HST extracted, etc. (See [Quick Tip 5 - Allocating a Deposit](#)).

Then write the transaction number on the deposit slip, with your initials and the date scanned, then scan it (or take a picture with your phone or camera) and email it to your Unit Banking Clerk.

When you are at the branch, do not ask the bank clerk for your balance. Because these are sub-accounts, the clerk does not have access to specific unit account information. You can check your balance once you see your deposit "Waiting Guider" on Web-Form or ask your unit Banking Clerk. See [Quick Tip 9 – Running a Balance Report](#). Also note this is a Business Account so you can use the Business Counter at the branch.