

# The University of Maine Schedule of Collections

Dept: Your Department Name

Date: Today's date

Address: Your Campus Address

Phone #: Your Extension

Period of Collection: When the Funds were collected

PeopleSoft ChartField Combinations

**\*=REQUIRED Fields**

**\*\*REQUIRED FIELDS FOR BURSAR'S OFFICE**

* Unit	* DeptID	* Account	Class	* Fund	Program	Project	* Amount	Speedtype	* Item Description
UMS05	5720100	16007	CA	00			500.00		ENTERPRISE RECOVERY
UMS05	5720100	24003		00			11,900.00		HIGHER ONE INC
UMS05									
UMS05									
UMS05									
UMS05									
UMS05									
UMS05	5720100	20011		00				ETAX	Sales Tax
UMS05	5720100	20012		00				ETX2	Maine Sales Tax-Meals
UMS05	5720100	20015		00				ETX3	Maine Sales Tax-Lodging
UMS05	5000111	65000	01	00				ECAN	Canadian Discount

Example

The Chart Field Combination You Want The Funds Put Into

The Description of What The Funds are For

**\$12,400.00 Total**

When using more than one of the same speedtypes within a schedule of collections, please summarize each speedtype in order to expedite the deposit process.

		Total Per Speedtype
		Total Per Speedtype
		Total Per Speedtype

Processed By \_\_\_\_\_

Date \_\_\_\_\_

Your Name

Prepared By \_\_\_\_\_

Your Title

Title

**Cash** \$500.00  
Total Cash Amount

**Check** \$11,900.00  
Total Check Amount

**Total** \$12,400.00  
Total of Cash & Checks