

Welcome & Thank
You for Attending



Income Accounting and
Student Loan Services
On-Line
Department
Deposit Forms

Agenda

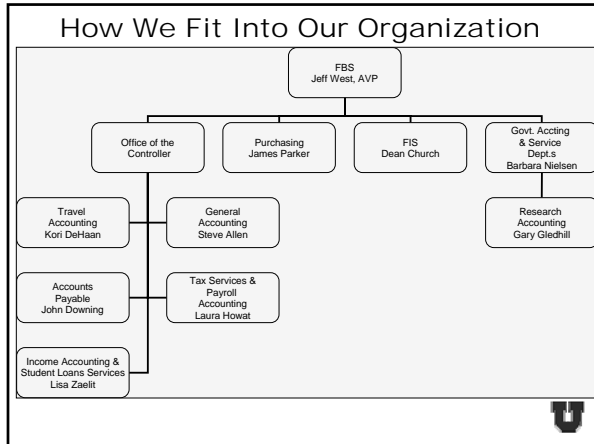
- Course Objectives
- Department Information
- CIS Access
- Form Completion
- Bank Card Deposits
- Approvals and Reconciliation
- Group Discussion
- Total Course time: 60 Minutes



Course Objectives

- After course, participants will be authorized to use system and be prepared to:
 - Accurately complete deposit forms.
 - Reconcile to general ledger.
 - Access to historical data.
 - Attend Cash Management Course.





The Functions Of Income Accounting & Student Loan Services

- Process tuition payments.
- Receipt various payments for students, loan, insurance, and miscellaneous payments for customers.
- Process student loans and send refund checks.
- Process bank transactions.
- Bill students and third parties for tuition, and borrowers for various loans and dishonored checks.
- Cash checks for students, staff, and faculty.
- Sell and disburse travelers checks to staff and faculty.
- *Prepare, bank, and book departmental deposits, for most of the campus.*

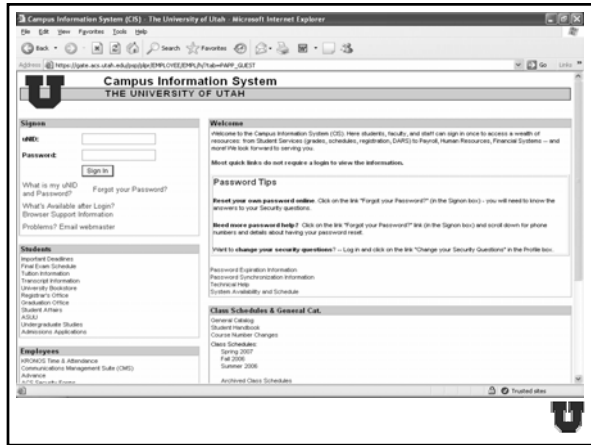
Contact Information

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How To Get Started

- Department employee preparing deposits must have access to CIS.
- Employee must have a valid e-mail address.
- Employee must attend the on-line departmental deposit training course, to be given security access.





Guidelines To Proceed

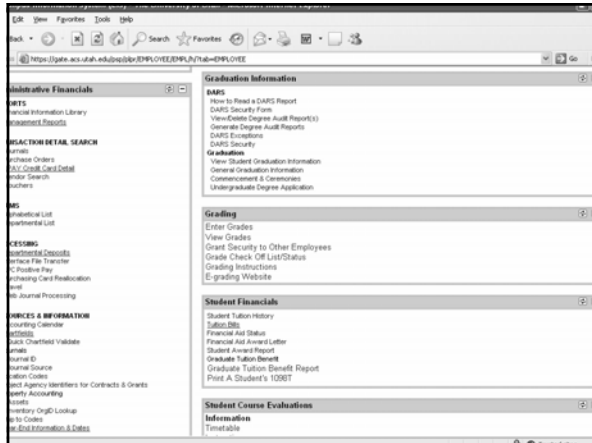
- Preparing the on-line departmental deposit form is similar to the existing paper form.
- Deposits will still be separated by coin, cash, and check deposits, and direct deposits already deposited to the bank.
 - Credit card deposits.
 - Direct deposits.
 - Wire transfers.

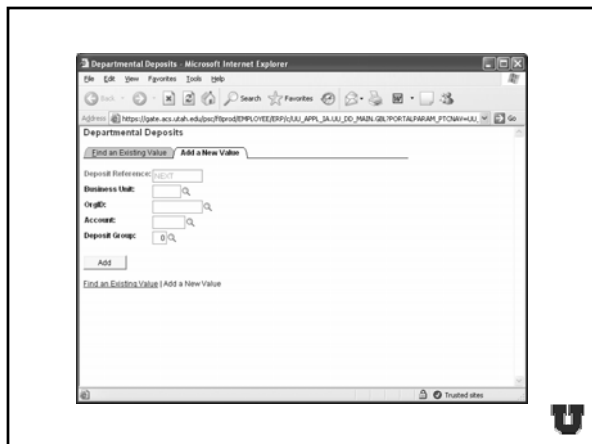


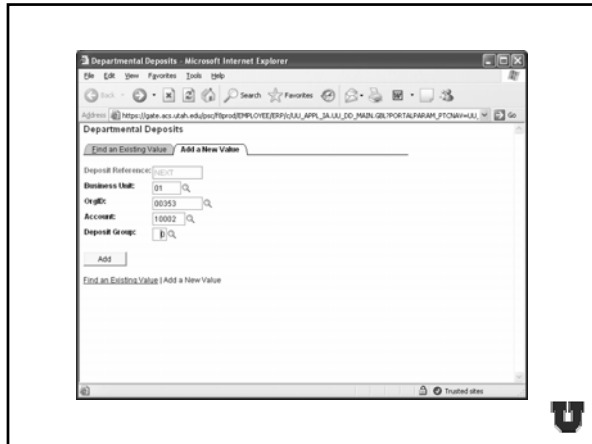
Guidelines To Proceed

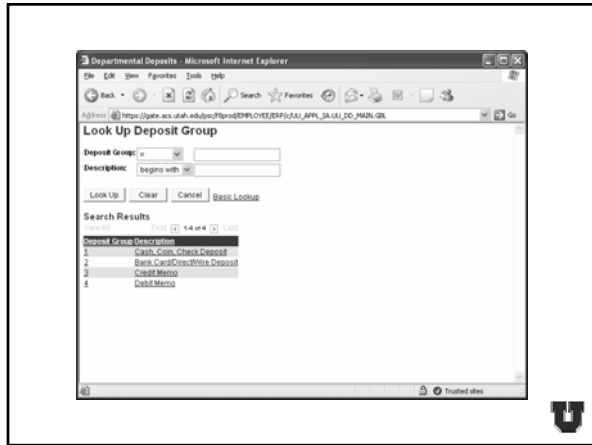
- Sign into the CIS screen.
- Select “Administrative Financials.”
- Select “Processing.”
- Then select “Departmental Deposits.”





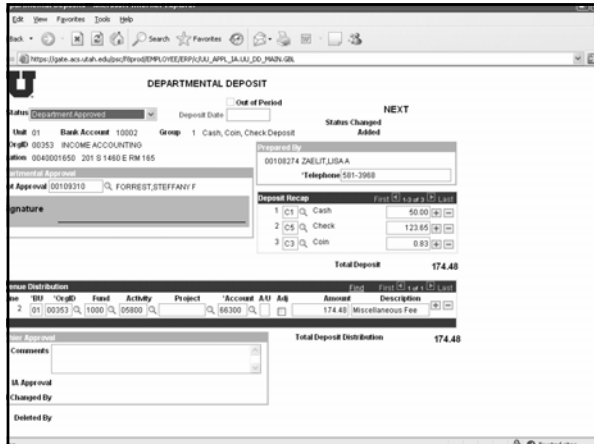






Guidelines To Proceed

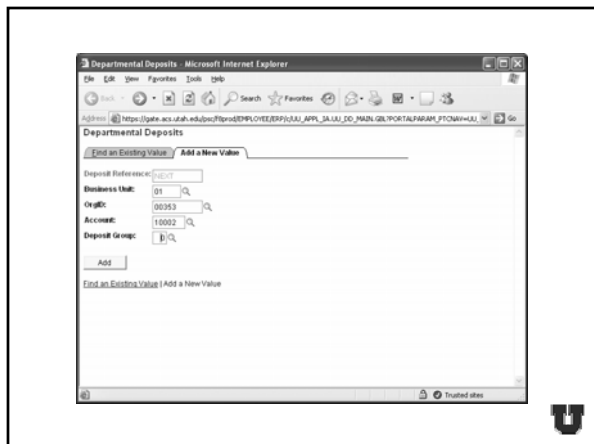
- Coin, cash, and check deposit forms are completed the same as you are currently doing the deposit forms.
- Input the EMPLID of the "Dept Approval."
- Input the phone number of the person preparing the deposit.
- Select the types of money you are depositing in the "Deposit Recap" area.
- Input the chartfields you wish to credit.
- Total amounts for both must match.
- Change the status to "Department Approved" if the deposit is complete, or you may save it to add more at another time.
- Once the deposit status has been changed to "Department Approved", it cannot be changed by the department, however the Cashier can change the status to allow any adjustments that need to be made.



Guidelines To Proceed

- Credit card, direct deposits, and wire deposit forms are completed the same as you are currently doing the deposit forms, except:
 - **You will be listing each deposit in the recap separately.**
- Input the exact deposit date of the deposit.
 - **You may only put deposits with the same date on one deposit form.**
- Input the EMPLID of the “Dept Approval.”
- Input the phone number of the person preparing the deposit.
- Select the deposit type you are depositing in the “Deposit Recap” area.
- Input the charfields you wish to credit.
- Total amounts for both must match.
- Change the status to “Department Approved” if the deposit is complete, or you may save it to add more at another time.





Guidelines To Proceed

- Once you have completed the form, hit "Save"; a number will be assigned to the form.
- Review and confirm what you have saved, then change status to "Department Approved."
- Print the form, attach money or documentation to the form, and have a supervisor sign the form.
- Bring all of this to the Cashier in the Student Services Building and drop off in the drop vault.



Guidelines To Proceed

- Once the Cashier receives the deposit form:
 - Money and documentation are verified.
 - The Cashier approves the deposit.
 - The deposit status will change to "Cashier Approved."
 - An e-mail is sent to the preparer and the approver to confirm that the deposit has been verified and will be updating to the chartfields that night.
 - The chartfields are updated that night.



E-Mail Information:

- E-Mail will be addressed to Preparer and Approver
- Subject line will list the departmental deposit number.

Message will state:

"The deposit above has been approved and will be picked up and sent to the GL the next time the process runs. Cashier comments are as follows (if any):
<<System Generated by ENTERPRISE EMAIL from database: FSPR.>>"



Guidelines To Proceed

- Out of Period Deposits:
 - Deposits from the previous month can be input to that month until the general ledger statements have been processed.
 - If you have a previous month deposit after this, you must process it as an "Out of Period" deposit.
 - Add this date to the top of the departmental deposit form.



Guidelines To Proceed

- Adjustments and Errors:
 - If an adjustment needs to be done, or an error has been made on the deposit, the Cashier will telephone the contact person to notify them.
 - The adjustment will be made and documented in the "Comment" section.
 - An e-mail will then immediately be sent to the contact person as back-up documentation.
 - The change will remain on the form permanently.



Guidelines To Proceed

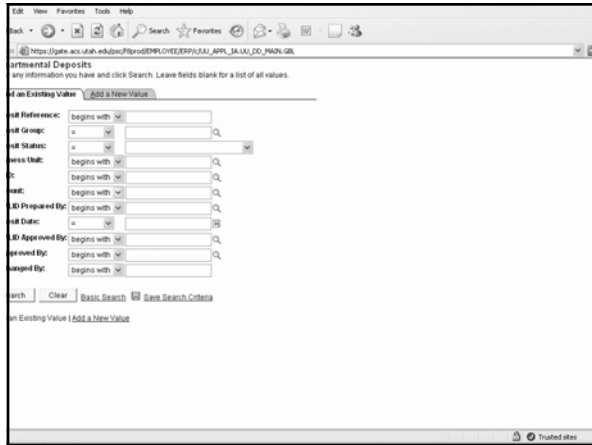
- Paper deposit receipts will no longer be sent to departments by campus mail.
- Departments will need to access their processed departmental deposit forms through their individual access.



Guidelines To Proceed

- To access an existing departmental deposit form, to check the status, add additional information, or look at previous deposit forms:
 - Go to “Departmental Deposits” on the CIS screen and select “Find an Existing Value.”
 - There are many ways to search.
 - Choose your criteria and run the query.





Management Reports

- Management reports will display information as follows.
- The description column will display up to 30 characters.



JAN01	DD104861*	10-01-08	10-01-08 10:21 PM	280000001*	DD	0002	CASH	500	-2,750.00
JAN01	DD1011860	11-01-08	11-01-08 09:20 AM	280000017	DD	0003	CASH/STATE OUTSOURCE	500	-4,875.11
JAN01	DD1011862	11-01-08	11-01-08 09:20 AM	280000017	DD	0003	DEPOSIT/STATE OUTSOURCE		

Group Discussion

- Questions regarding:
 - Preparing coin, cash, and check deposits.
 - Preparing non-cash deposits.
 - Accessing existing deposits.
 - Detail that can appear on financial statements.
 - Etc., etc., etc.,.....

Conclusion

- Course evaluations.
