



# Departmental Deposits: Step by Step

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## CASH, COIN & CHECKS

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

## CREDIT CARD/PAYMENT CARD DEPOSITS

- 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 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 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.

## CREATING TEMPLATES

- Templates can be created for frequently used chartfields.
- Go to CIS, then to “Financial & Business Services”, then to “Processing”, and select “Chartfield Templates.”
- Input the “Business Unit”, “OrgID”, then a name for your “Chartfield Template”, hit “Add.”
- Input a short and long description, the desired rows of chartfields.

- You may add the amount and description, but they are optional.
- Save the template.
- To find an existing template to modify and update, go to the “Chartfield Template” option and select the tab “Find and Existing Value.”
- You will only be able to modify templates you have created; although anyone having security access to the OrdID will be able to view the template.

### **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.

### **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.
- Paper deposit receipts will no longer be sent to departments by campus mail.

### **EXISTING DEPARTMENTAL DEPOSIT FORMS:**

- Departments will need to access their processed departmental deposit forms through their individual access.
- 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.