# Welcome & Thank You for Attending



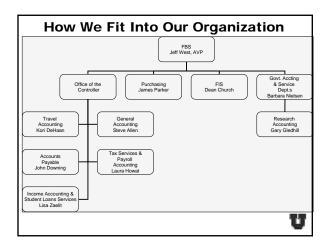
Income Accounting and Student Loan Services On-Line Department Deposit Forms

### 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**

- Lisa Zaelit 581-3968 lisa.zaelit@admin.utah.edu
- Steffany Forrest 581-3137
   <u>steffany.forrest@income.utah.edu</u>
- Amy Klug 581-5528
   <u>AMY.KLUG@income.utah.edu</u>
- Debra Seamons 581-8747
   <u>debra.seamons@income.utah.edu</u>

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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.

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

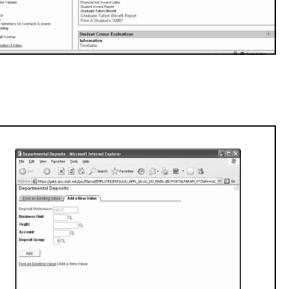
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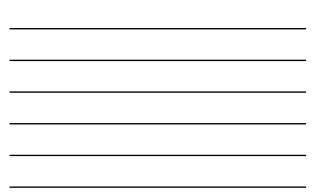
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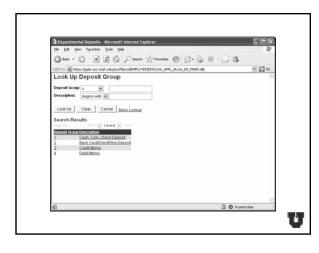


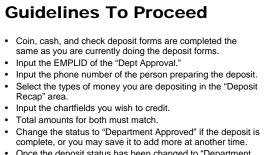
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- Credit card, direct deposits, and wire deposit forms are completed the same as you are currently doing the deposit forms, except:
- You will be listing each deposit in the recap separately.
  Input the exact deposit date of the deposit.
  - You may 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.

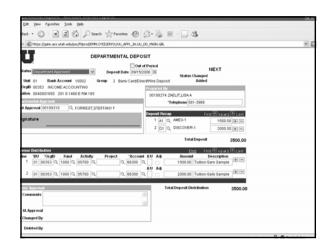
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- Once you have completed the form, hit "Save"; a number will be assigned to the form.
- Review and confirm what you have saved, then change status to "Department Approved."
- Print the form, attach money or documentation to the form, and have a supervisor 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.>>"

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- 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.

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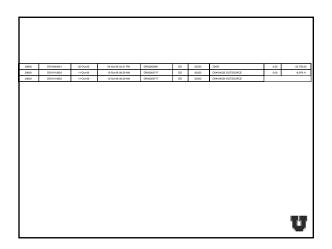
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- To access an existing departmental deposit form, to check the status, add additional information, or look at previous deposit forms:
  - Go to "Departmental Deposits" on the CIS screen and select "Find an Existing Value."
  - There are many ways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

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# **Management Reports**

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





# **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.