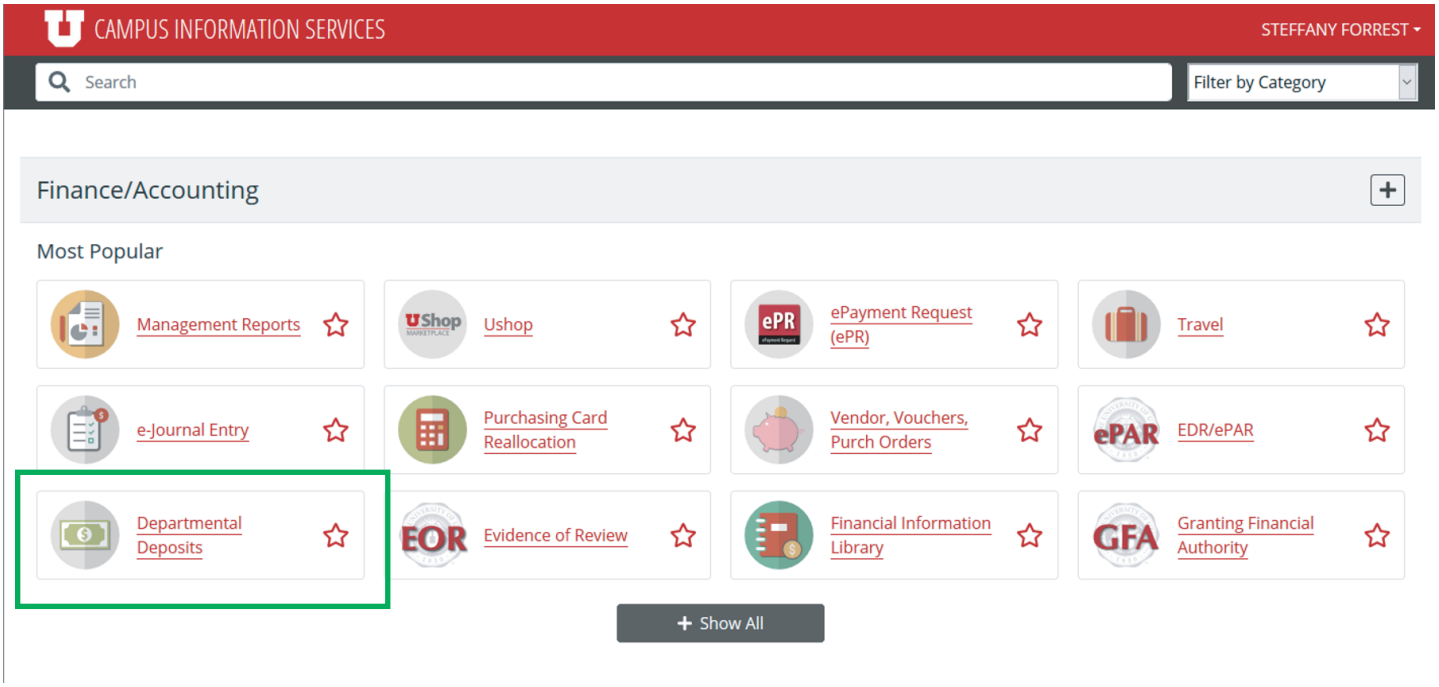
Departmental Deposit Dashboard

Department Approver

Welcome to the new and improved Departmental Deposit Dashboard. Please review this guide to gain a better understanding of how to navigate and use the system as a Department Approver.

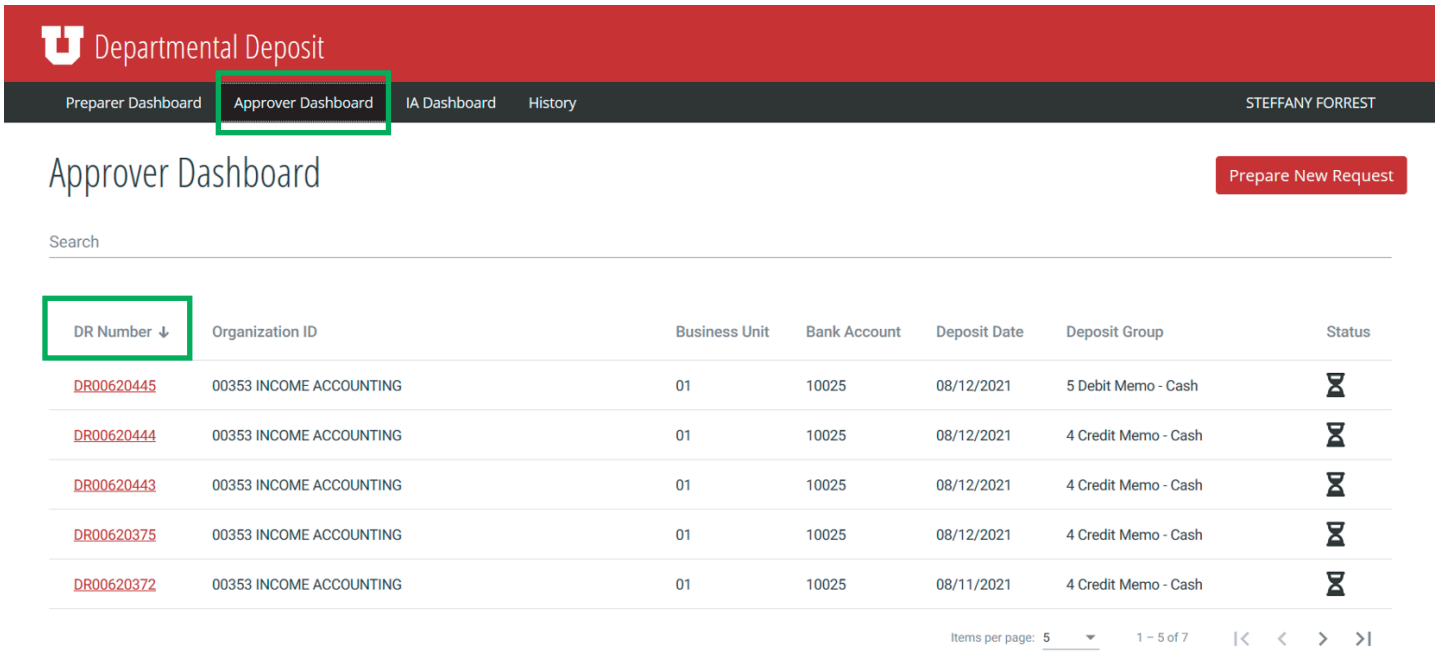
NOTE: If you are working from an off-campus location outside of the University network, you will need to be logged in through VPN in order to access Departmental Deposits in CIS.

Log in to CIS to access the Departmental Deposit Dashboard. The tile is located in the Finance/Accounting section.



Step 1

On the Departmental Deposit page, select the Approver Dashboard option, then select the Department Receipt number (DR number) you want to approve.



1.a

Hovering your mouse over the hour glass on the right, will show either "***Waiting for Department Approval***" or "***Waiting for IA to Approve***" deposits. Income Accounting Approved deposits will have cleared the list and will not be viewable on this Dashboard. The deposit will move to the History Dashboard.

DR Number ↓	Organization ID	Business Unit	Bank Account	Deposit Date	Deposit Group	Status
DR00620445	00353 INCOME ACCOUNTING	01	10025	08/12/2021	5 Debit Memo - Cash	
DR00620444	00353 INCOME ACCOUNTING	01	10025	08/12/2021	4 Credit Memo - Cash	
DR00620443	00353 INCOME ACCOUNTING	01	10025	08/12/2021	4 Credit Memo - Cash	
DR00620375	00353 INCOME ACCOUNTING	01	10025	08/12/2021	4 Credit Memo - Cash	
DR00620372	00353 INCOME ACCOUNTING	01	10025	08/11/2021	4 Credit Memo - Cash	

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Step 2

Approver Review

Please verify the following items:

- Bank Account and Deposit Group are correct.
- Deposit Date matches the Bank Card settlement date, Wire transaction date or Deposit slip date attached.
- In the Deposit Recap, Deposit Type and amount should match the Bank Card settlment items, or the Wire amount, or the Direct Deposit amount.
- Chartfields are correct.
- Line item Description is correct. (30 character limit)
- Back-up documentation (Bank Card settlement, Wire, or Deposit Slip) has been attached and matches deposit info.

Departmental Deposit

Preparer Dashboard | Approver Dashboard | IA Dashboard | History | STEFFANY FORREST

Approver Review

Status: Submitted

Departmental Deposit

DR00620445

Business Unit: 01 - University of Utah

OrgID: 00353 – INCOME ACCOUNTING

Bank Account: 10025

Deposit Group: 5 – Debit Memo - Cash

Department Approver: STEFFANY FORREST - 00109310

Out of Period

Deposit Date: 8/12/2021

Deposit Date 08/12/2021

Added 08/13/2021 01:38:10 PM

Status Changed

Location 201 S 1460 E RM 165

Deposit Recap

Deposit Type	Deposit Amount
NNF - Echeck Pmt Pl...	$ -493.31
YHH - E-Check Debits	$ -5250.17

Total Deposit -$5,743.48

Chartfield

AD SHORTCUT	DIST LINE NUMBER	BU	ORGID	FUND	ACTIVITY	PROJECT	ACCOUNT	A/U	AMOUNT	ADJ	DESCR
	700	01	00353	1000	00205		20602		-5244.		DM-E-CHK DEBIT
	800	01	00353	2000	10952		40420		-6		CONV. FEE E-CHK DEBIT
	900	01	00353	1000	00205		20602		-493.3		E-CK PAY PLAN DEBIT

Total Deposit Distribution -$5,743.48

Attachments

+ Choose X Cancel

Step 3

Approve, Recycle Request, or Deny

- **Approve**: Deposit will move to Income Accounting's Dashboard for final approval. The deposit (DR) will stay on your Department Approver Dashboard until it is processed and approved by Income Accounting.
- **Recycle Request**: Recycles the deposit back to the Preparer to make corrections.
- **Deny**: Will delete the deposit. Preparer will need to prepare a new deposit.

Activity History

Quick View Detailed View

Approve Recycle Request Deny

Note: If a change needs to be made after submitting for approval, the Preparer will need to contact the department Approver to Recycle it back.

If it needs to be deleted, the Preparer will need to contact the department Approver to delete the deposit.

Step 4

Hovering your mouse over the hour glass on the right, will show either "***Waiting for Department Approval***" or "***Waiting for IA to Approve***" deposits. Income Accounting Approved deposits will have cleared the list and will not be viewable on this Dashboard. The deposit will move to the History Dashboard.

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