

# Departmental Deposit Dashboard

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 Preparer.

**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. Locate and click on the Departmental Deposits tile, located in the Finance/Accounting section.

Campus Information Services (CIS) dashboard showing the Finance/Accounting section. The 'Departmental Deposits' tile is highlighted with a red border.

As a Preparer, you will land on the Preparer Dashboard.

**Note:** Deposits that have been prepared, but not submitted for approval, will be listed by **Department Receipt Number** (DR Number) on the Preparer Dashboard page. The Preparer can click on the DR number listed to access the deposit information for that DR.

## Step 1


To begin a departmental deposit, click the red **Prepare New Request** button, which will take you to the Prepare Deposit page.

Departmental Deposit Preparer Dashboard. The 'Prepare New Request' button is highlighted with a red border.

## Step 2

Populate the appropriate information using the available drop down in the designated fields.

- **Business Unit**
- **OrgID**
- **Bank Account**
  - See box below.
- **Deposit Group**
  - Instruction by group listed below
- **Departmental Approver**
  - See box below.
- **Deposit Date**
  - Needed for Deposit Group: Direct Deposit, Wire and Bank Card
- **Deposit Recap**
  - The recap values are based on the OrgID and Deposit Group type entered in those fields.

 **Departmental Deposit**

Preparer Dashboard   Approver Dashboard   IA Dashboard   History

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### Prepare Deposit

**Status:** Prepare Deposit

Departmental Deposit

Business Unit \*

OrgID \*

Bank Account

Deposit Group \*

Department Approver

☐ Out of Period

Deposit Date \*

#### Deposit Recap

Deposit Type	\$ Deposit Amount	
		<div><div>+</div><div>x</div></div>

Total Deposit \$0.00

**NOTE:** Bank Account is based on the department's security setup. Not all departments will see the same information here.

Based on the option chosen, it will show which options are available in the Deposit Group on the next line.

Bank 10002 is for Cash, Coin and Check deposits.

Bank 10016, 10022, 10024, 10025, 10027 are for wire transfers.

Bank 10046, 10055 are for credit card deposits.

**NOTE:** This is a list of those setup to be Department Approvers, based on Org.

If your Approver is not listed, departments need to send information to Income Accounting to add them.

Use the + to add rows, and the x to remove. Each deposit type needs a value before being submitted.

## Deposit Groups

### Cash/Coin/Check Deposits:

- **The Deposit Date**
  - Will remain blank for cash deposits. An Income Accounting cashier will populate the deposit date when processed by Income Accounting.
- **Deposit Recap**
  - Select a Deposit Type from the drop down and then enter the amount in the corresponding Deposit Amount field of the currency, coin or check. A row is needed for each Deposit Type used.
- **For cash deposits processed by Income Accounting**, a printed copy of the DR should be included with cash, coin(s), & check(s) and sent to Income Accounting or dropped in the drop box located at 165 Student Services Building. Department Approver wet/physical signature is not required with the new deposit process.

### Direct Deposits:

- **Direct Deposits are cash/check deposits that departments send directly to the bank.**
- **The Deposit Date**
  - The Deposit Date is the date the cash/coin/check was sent to the bank.
  - If you have more than one direct deposit dated for the same day, you can prepare one DR for all batches with the same transaction date.
  - If the direct deposits have different transaction dates, they must be booked on separate DRs.
- **Deposit Recap**, please select the Deposit Type (Direct Deposit) and enter deposit amount.
  - To book multiple Direct deposits from the same day, each deposit slip and desktop deposit must be listed separately in the Deposit Recap.

### Bank Card Deposits:

- **Deposit date is the date of the Bank Card settlement**, not the date the DR is prepared.
  - If you have more than one bank card settlement and all are dated for the same day, you can prepare one DR for all batches with the same transaction date.
  - If the bank card settlements have different transaction dates, they must be booked on separate DRs.
- **Deposit Recap**
  - Select Deposit Type that corresponds to the appropriate merchant account on the Bank Card settlement (ie: Amex, Visa/MC/Discover) and enter the Deposit Amount. If booking multiple Bank Card deposits from the same day on a DR, each settlement must be listed separately in the Deposit Recap by credit card type.

### Wire Deposits:

- **Deposit date is the date of the wire transfer, not the date the DR is prepared.**
  - If you have more than one wire and all are dated for the same day, you can prepare one DR for all wires with the same transaction date. Each wire must be listed separately in the Deposit Recap.
  - If the wires have different transaction dates, they must be booked on separate DRs.
- **Deposit Recap**, please select Deposit Type (Wire) and enter Deposit Amount. If booking multiple wires with the same deposit date, each must be listed separately in the Recap Deposit.

*(Continued on next page)*

### Step 3

Enter the chartfield information as appropriate to the deposit.

- Select the **+** button to add additional rows as needed. Select the **X** button to remove a row.
- The 30-character limit Description field will display on Monthly Management reports in the Transaction Description field.
- Once all of the Chartfield information has been entered, select the **Validate** button to verify all mandatory fields have been entered correctly. A pop-up message will appear verifying validation status.

#### Chartfield

Chartfield Template

AD SHORTCUT	DIST LINE NUMBER	BU	ORGID	FUND	ACTIVITY	PROJECT	ACCOUNT	A/U	AMOUNT	ADJ	DESCR
Search	0	01	00353	1000	00035		15300		3500.0		test1
<div><div><div><div></div><div></div></div></div></div>											
Search	1	01	00353	1000	00205		20600		46.14		test2
<div><div><div><div></div><div></div></div></div><div>Validate</div></div>											

Total Deposit Distribution \$3,546.14

**Note:** The Chartfield Template feature is available to pre-populate regularly used chart fields. Search for the template by name in the Chartfield Template field. Start by typing the first few letters of the template’s name, they are typically named by areas or departments.

### Step 4

Attach all documentation that pertains to the deposit in the attachment field of the deposit form.

- Deposit types that require documentation will be Direct Deposits, Wires and Bank Card Deposits.
- Select the **+ Choose** button, in the Attachments area to search for the file to be attached as back-up. The file should contain any back-up documentation such as copies of Deposit Slips, Wires, and Bank Card settlements.

#### Attachments

+ Choose

X Cancel

(Continued on next page)

## Step 5

- Add the Preparer's phone number to the Preparer Phone field, in case there are any follow up questions regarding the DR.
- The Comment field can be used for any DR notes.

### Attachments

+ Choose

✕ Cancel

Cashier GL Detail 3-26-21.xlsx

✕

Preparer Phone \*

### Comment

Enter comments here...

## Step 6

### Save as Draft or Submit for Approval

- To save the deposit, the Total Deposit Recap needs to match the Total Deposit Distribution.
- Select the **Save As Draft** button, if you are still working on the deposit and have not verified the data to submit for approval.
- If you are ready to submit for approval, select the **Submit For Approval** button. This action moves the deposit from the Preparers Dashboard to the Approver's Dashboard. An email is sent to the approver notifying a deposit is ready for approval.
- Once **Save As Draft** or **Submit For Approval** is selected, the Deposit Receipt (DR) Number is assigned.

### Comment

Enter comments here...

Submit For Approval

Save As Draft

- Once the DR has been submitted for approval, the preparer can choose to:
  - **Stay on Page**, to stay on the current DR.
  - **Prepare New Request**, to open a new departmental deposit form.
  - **Back to Dashboard**, to return to the Preparer Dashboard.

### You have Sent the request for Approvals

**DR Number:** DR00610192

**Status:** Submitted

Stay on Page

Prepare New Request

Back to Dashboard

You can check the status of the request anytime on the dashboard

**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.

## **Additional Information**

### **Creating a new Chartfield Template**

1. Go to the Finance/Accounting section in CIS and select the tile Chartfield Template.
2. Input the "Business Unit", "OrgID", then a name for your "Chartfield Template".
3. Click "Add".
4. Enter a short and long description. Enter the desired rows of chartfields. (You may add the amount and description, but that is optional.)
5. Save the template.

To find an existing template to modify or update, click the "Chartfield Template" tile and select "Find an Existing Value". You will only be able to modify templates you have created; anyone having security access to the OrgID will be able to view the template.

### **To process an Out of Period Deposit**

Deposits from the previous month can be input to that month until the cut-off date for Departmental Deposits on the Accounting Calendar.

- If you have a previous month deposit after this, you must process it as an "Out of Period" deposit.
- The date entered on the departmental deposit should be the date the funds were banked. You will also need to check the box for "Out of Period" to be able to save the DR.

### **Existing Departmental Deposit Forms**

Departments will need to access their processed departmental deposit forms through their individual access. That will be available under the History Dashboard.