

## Departmental Deposits

### Cash, Coin, and Checks

1. Sign into CIS.
2. Select “**Financial and Business Services**” from the dropdown at the top of the page.
3. Select “**Departmental Deposits**”.
4. Coin, cash, and check deposit forms are completed the same as you are currently doing the deposit forms.
5. Input the EMPLID of the “Dept Approval.”
6. Input the phone number of the person preparing the deposit.
7. Select the types of money you are depositing in the “Deposit Recap” area.
8. Input the chartfields you wish to credit.
9. Total amounts for both must match.
10. Change the status to “Department Approved” if the deposit is complete, or you may save it to add more at another time.
11. 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, click “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.

1. Sign in to CIS.
2. Select **"More Finance Applications"** from the dropdown at the top of the page.
3. Select the **"Chartfield Templates"** tile.
4. Input the "Business Unit", "OrgID", then a name for your "Chartfield Template".
5. Click "Add."
6. Input a short and long description, and the desired rows of chartfields. You may add the amount and description, but they are optional.
7. 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 OrgID 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.