

**U.Commerce**<sup>®</sup>

**TouchNet Cashiering 7 – Business Office**

# **Web Departmental Deposits Guide**

for Users of Banner<sup>®</sup> by Ellucian

**September 2018**

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# Contents

<b>About This Guide</b> .....	<b>1</b>
<b>1.0 What's New for Web Departmental Deposits in TouchNet Cashiering 7 – Business Office?</b> .....	<b>3</b>
<b>2.0 Introduction to Web Departmental Deposits</b> .....	<b>5</b>
2.1 What Are Web Departmental Deposits? .....	5
<b>3.0 Managing Web Departmental Users</b> .....	<b>7</b>
3.1 User Roles and Responsibilities .....	7
3.2 Creating Web Departmental User Profiles .....	9
3.3 Editing Web Departmental User Profiles .....	11
<b>4.0 Web Departmental Deposit Settings</b> .....	<b>15</b>
4.1 Managing Web Departmental Deposit Settings .....	15
<b>5.0 Web Departmental Deposit G/L Templates</b> .....	<b>19</b>
5.1 Managing G/L Templates .....	20
5.2 Reviewing and Activating G/L Templates .....	20
5.3 Disabling or Deleting G/L Templates .....	23
5.4 Configuring G/L Templates .....	25
<b>6.0 Adding New Deposits</b> .....	<b>27</b>
6.1 Creating a New Deposit Based on Detail Codes .....	27
6.2 Creating a New Deposit Based on Index Codes .....	33
<b>7.0 Importing Batch Files to Create New Deposits</b> .....	<b>41</b>
7.1 Requirements for Importing Batch Files .....	41
7.2 Creating the CSV-format Batch File .....	42
7.3 Importing a Batch File .....	47
<b>8.0 Editing Pending Deposits</b> .....	<b>63</b>
8.1 Editing a Pending Deposit .....	63
<b>9.0 Submitting or Rejecting Pending Deposits</b> .....	<b>69</b>
9.1 Rejecting a Deposit .....	69
9.2 Submitting a Deposit .....	71

<b>10.0 Deposits History and Web Departmental Deposit Report .....</b>	<b>73</b>
10.1 The Deposits Summary Page .....	73
10.2 The Web Departmental Deposit Report .....	77
<b><i>Index</i> .....</b>	<b>81</b>

## About This Guide

The *TouchNet® Cashiering – Business Office Web Departmental Deposits Guide* is for campus users on the Banner® by Ellucian student system who will be submitting departmental deposits through the Cashiering Operations Center. It describes how to add, edit, reject, and submit departmental deposits and how to view the status or work history of pending and completed deposits.

For assistance or other questions about using web departmental deposits, please contact an administrator in the cashiering business office.

### *To Contact Customer Care*

For technical assistance, continuing customer support, or other questions, contact us at:

Telephone:	888-621-4451 or 913-599-6699
Fax:	913-599-5588
E-mail:	customercare@touchnet.com
Web site:	<a href="https://clientcommunity.touchnet.com/web">https://clientcommunity.touchnet.com/web</a>
Address:	TouchNet Information Systems, Inc. 15520 College Boulevard Lenexa, Kansas 66219

TouchNet Customer Care is available Monday through Friday between 7:00 a.m. and 7:00 p.m. Central Time. Extended support hours are available by agreement with TouchNet.



# 1.0 What's New for Web Departmental Deposits in TouchNet Cashiering 7 – Business Office?

## *What's New in TouchNet Cashiering 7?*

TouchNet Cashiering 7 – Business Office features a cleaner, fresher look, as well as incremental changes and functionality improvements.

Web departmental deposit users will notice other new features, including:

- **Updated user interface** — Updates the user interface with new colors and fonts. The improved look and feel makes the Cashiering application visually consistent with other TouchNet U.Commerce 7 solutions.
- **Improved documentation** — Revised user documentation clarifies complex workflows and simplifies instructions for the daily use and management of the TouchNet Cashiering solution.
- **Improved reporting** — Adds the receipt number and TPG reference number to the Web Departmental Deposit Report. Adds the Web Departmental Deposit ID to the receipt. Adds the Credit Detail Code to the summary report for non-student transactions.
- **Enhanced Web Departmental Deposits functionality** — Web Departmental Deposits are batch deposits that can be submitted remotely using the TouchNet Cashiering Operations Center with little or no help from a cashier. Enhancements include:
  - Added the ability to create web departmental deposits templates.
  - Added a user role, web departmental deposit template user, which allows users with that role can make web department deposits but only by using an existing assigned template.
  - Added related enhancements to template creation and management, user privilege management, reports, and receipts.



## 2.0 Introduction to Web Departmental Deposits

Web departmental deposits enables remote entry of batch deposits online through the TouchNet Cashiering Operations Center to streamline Cashiering station operations and save time when submitting deposits.

### 2.1 What Are Web Departmental Deposits?

Web departmental deposits are batch deposits that can be submitted remotely using the TouchNet Cashiering Operations Center with little or no help from a cashier.

Web departmental deposits can be made when both of the following conditions exist:

- Payments include any of these tender types:
  - Cash
  - Paper checks
  - Cash-like transactions (such as money orders or cashier's checks)
  - Pre-authorized credit (defined as credit already applied in the department but that must still be credited to the General Ledger).
- Individual receipts are not required for each payment item.



## 3.0 Managing Web Departmental Users

Someone in your department must be assigned the web departmental deposit administrator user role, who must then assign other web departmental roles to manage the deposit entry process.

If you are reading this guide, you have been assigned one or more of the following roles in the TouchNet Cashiering Operations Center:

- Web departmental deposit administrator
- Web departmental deposit user
- Accounting user
- Executive administrator

### 3.1 User Roles and Responsibilities

Each user role has different authorization rights and responsibilities, as described in the following table. You may be assigned multiple user roles.

**Web Departmental User Roles and Responsibilities**

User Role	Responsibilities
Web Departmental Deposit Administrator	<p>Reviews status of pending web departmental deposits to ensure they are processed in a timely manner. See "The Deposits Summary Page" on page 73.</p> <p>Assigns user roles to web departmental users. See "Creating Web Departmental User Profiles" on page 9 or "Editing Web Departmental User Profiles" on page 11.</p> <p>Sets the options on the Web Departmental Deposit Settings page to allow validation of FOAPAL values using either Detail Codes or Index Codes. See "Web Departmental Deposit Settings " on page 15.</p> <p>Reviews web departmental deposit reports and exports that information to a CSV file. See "The Web Departmental Deposit Report" on page 77.</p> <p>Reviews new and existing G/L templates for relevance and edits, enables, or disables templates as needed. See "Managing G/L Templates" on page 20.</p>
Web Departmental Deposit User	<p>Enters web departmental deposit information. See "Adding New Deposits" on page 27. If you import data from an external financial application, see "Importing a Batch File" on page 47.</p>

User Role	Responsibilities
Web Departmental Deposit Template User	Can make web departmental deposits, but only by using an existing assigned template.
Accounting User	<p>Reviews and edits pending web departmental deposits. See "Editing a Pending Deposit" on page 63.</p> <p>Rejects or submits pending deposits to the General Ledger (GL). See "Rejecting a Deposit" on page 69 or "Submitting a Deposit" on page 71.</p> <p>Reviews web departmental deposit reports and exports that information to a CSV file. See "The Web Departmental Deposit Report" on page 77.</p>
Executive Administrator	Reviews and edits the Template Privilege Manager to configure which users have access to each template and which General Ledger fields, if any, can be changed when a template is loaded. See "Managing G/L Templates" on page 20.

The role of the web departmental accounting user may be performed by the cashier, who also has the ability to edit, reject, or submit batch deposits.

**Note:** As an auditing best practice, TouchNet recommends never giving an individual both the web departmental accounting user and web departmental deposit user roles. A user with both roles could incorrectly create and submit deposits to the General Ledger without a second user to confirm the accuracy of the batch information.

### *Next Steps*

Proceed to the appropriate section, as defined by your user role:

#### **Web departmental deposit administrators:**

- "Creating Web Departmental User Profiles" on the facing page
- "Editing Web Departmental User Profiles" on page 11

#### **Web departmental deposit users:**

- "Adding New Deposits" on page 27
- "Importing Batch Files to Create New Deposits" on page 41

#### **Accounting users:**

- "Editing Pending Deposits" on page 63
- "Submitting or Rejecting Pending Deposits" on page 69

## 3.2 Creating Web Departmental User Profiles

**Role Requirement:** Web departmental deposit administrator

As the web departmental deposit administrator, one of your duties is to create Cashiering user profiles for new web departmental deposit users and accounting users.

Each Cashiering user profile must also have a U.Commerce Central profile.

- 1 The U.Commerce user profile must be assigned first. If you do not have access to User Management in U.Commerce, a U.Commerce administrator must create the user profile for you.
- 2 You can then create a corresponding Cashiering user profile for the new user in the Cashiering Operations Center.

**Important!** Users cannot be deleted from the Cashiering Operations Center. They can, however, be disabled from the Manage Users page.

To create a Cashiering user profile to be linked to a user's existing U.Commerce Central user ID, follow these steps:

- 1 From the Control Menu, navigate to Cashiering Home > [Campus Name] > Offices > [Office Name] > Users. The Manage Users page displays.

**Note:** Each new Cashiering user profile, except the main campus executive administrator, is specific to the campus and office selected from the Control Menu.

- 2 Select the user's U.Commerce Central user ID from the User dropdown list. The First Name, Last Name, and External ID fields populate automatically based on the selected ID.

**Manage Users**

**Select User**

User	C12345.jsmith
Status	<input checked="" type="radio"/> Enable <input type="radio"/> Disable
First name	John
Last name	Smith
Username	JSmith
External id	C12345.jsmith
Banner operator id	JSMITH

**Save User**

*The Create User section of the Manage Users page*

- 3 Enter the username for the Cashiering user profile. This username is displayed in the Operations Center, in reports, on receipts, in the dropdown list on the Manage Users page, and on the Deposits Summary page.
- 4 If the new user will have the web departmental accounting user role, enter the Banner Operator ID. The Banner Operator ID is the same as the Banner login and must be all uppercase. If the user does not have a Banner Operator ID, ask your administrator for assistance.
- 5 To add user roles to the new Cashiering user profile, click to select the role from the dropdown list in the Manage Roles section, then click Add. Repeat until all needed roles display in the Active roles list.

**Note:** Web departmental deposit administrators cannot assign the role of web departmental deposit administrator to other Cashiering profiles. Only a Cashiering executive administrator can assign that user role. Contact your cashiering office for assistance when the web departmental deposit administrator role needs to be assigned to an existing Cashiering user profile.

Manage Roles	
User	JSmith
Select role to add/remove	Web Departmental Deposit Admin
Active roles	Office Admin
<input type="button" value="Add"/> <input type="button" value="Remove"/>	

*The Manage Roles section of the Manage Users page*

- 6 Click Save User. The new Cashiering user profile is now available for the office specified in the left navigation.
- 7 To add additional user profiles, repeat steps 2 through 6 as needed.
- 8 To add the user to additional offices within the same campus or to offices on a different campus, navigate to the needed office  
Cashiering Home > [Campus Name] > Offices > [Office Name] > Users, then repeat steps 2 through 6 as needed.

### 3.3 Editing Web Departmental User Profiles

**Role Requirement:** Web departmental deposit administrator.

Use the Manage Users page to enable or disable an existing profile, add or remove user roles from the profile, modify the Banner Operator ID, or change the username associated with the profile.

To edit an existing Cashiering user profile, do these steps:

- 1 From the Control Menu, navigate to Cashiering Home > [Campus Name] > Offices > [Office Name] > Users. The Manage Users page displays.
- 2 Select the user's U.Commerce Central user ID from the User dropdown list. The First Name, Last Name, and External ID fields populate automatically based on the selected ID.

### Manage Users

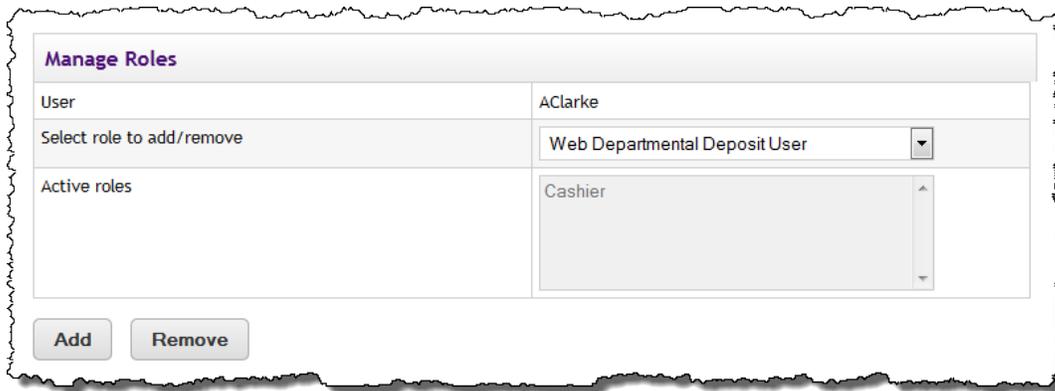
**Select User**

User	C12345.aclarke
Status	<input checked="" type="radio"/> Enable <input type="radio"/> Disable
First name	Aaron
Last name	Clarke
Username	AClarke
External id	C12345.aclarke
Banner operator id	ACLARKE

Select a user from the Manage Users page to edit their Cashiering profile or their user roles

- 3 Change the following fields or options as needed:
  - **Status** – Select the option to enable or disable the user.
 

**Note:** You can not change your own user status. When your username is selected from the Manage Users page, the Status buttons are disabled.
  - **Username** – Edit the username that will display in the Operations Center, in reports, on receipts, in the dropdown list on the Manage Users page, and on the Deposits Summary page.
  - **Banner Operator ID** – If the user has the web departmental accounting user role, edit the user's existing Banner Operator ID. The Banner Operator ID is the user's Banner login and must be all uppercase. If the user does not have a Banner Operator ID, ask your administrator for assistance.
- 4 To add or remove user roles from the selected Cashiering user profile, select the role from the Select role to add/remove dropdown list in the Manage Roles section and click either Add or Remove, as needed.



Manage Roles	
User	AClarke
Select role to add/remove	Web Departmental Deposit User
Active roles	Cashier

*The Manage Roles section of the Manage Users page*

- 5 Click Save User to save the changes. The page updates and displays a message confirming the changes have been successfully saved.
- 6 To edit a different Cashiering user profile, repeat steps 2 through 5 as needed.
- 7 To edit the same user profile under a different office, navigate to the needed office by going to Cashiering Home > [Campus Name] > Offices > [Office Name] > Users, then repeat steps 2 through 5, as needed.



## 4.0 Web Departmental Deposit Settings

**Role Requirement:** Configuring Web Departmental Deposit Settings is only for users with one of the following roles:

- Web departmental deposit administrator role
- Executive administrator role.

### Web Departmental Deposit Settings

When creating a new deposit, web departmental deposit users must enter either a Detail Code or an Index Code to retrieve the FOAPAL string for each account to be credited.

When validating each FOAPAL string based on Index Codes, a default Detail Code can be set to automatically display for each credit entry when a user initiates a new deposit. This allows users to enter an actual Index Code for final validation, rather than having to first enter and validate a Detail Code, then enter and validate the actual Index Code.

Also, the Description field associated with the default Detail Code can be pre-populated, and a default number of debit and credit rows can be set to display for each new deposit.

See "Managing Web Departmental Deposit Settings" on page 15.

**Note:** To learn how departmental deposit settings affect the web departmental deposit process, see "Creating a New Deposit Based on Index Codes" on page 33.

## 4.1 Managing Web Departmental Deposit Settings

**Role Requirement:** Web departmental deposit administrator

To display the Web Departmental Deposit Settings page, do these steps:

- 1 Log into the Operations Center as a web departmental deposit administrator.
- 2 Navigate to Cashiering Home > [Campus Name] > Offices > [Office Name] > Web Dept Deposit Settings.

## Web Departmental Deposit Settings

The Detail Code entered here will pre-populate the FOAPAL values for Users that prefer Index Codes

Web Departmental Deposit Settings	
Do your Users prefer Detail Codes or Index Codes?	<input type="radio"/> Detail Codes <input checked="" type="radio"/> Index Codes
Default Detail Code:	<input type="text" value="INDX"/>
Default # of Credit Rows:	<input type="text" value="2"/>
Default # of Debit Rows:	<input type="text" value="4"/>
Pre-populate the Detail Code Description?	<input checked="" type="checkbox"/>

*The Web Departmental Deposit Settings page*

**3** Edit the following options, as needed:

- **Do your users prefer Detail Codes or Index Codes?** – This setting determines whether the web departmental deposit user must enter a Detail Code or an Index Code to retrieve the FOAPAL string for each account to be credited when initiating a deposit. By default, this option is set to Detail Codes.
- **Default Detail Code** – A default Detail Code can be set to automatically display for each credit entry when a user initiates a new deposit. This option is only editable if your school uses Index Codes to load and validate the FOAPAL string values for each deposit.

The default Detail Code is only used for a preliminary validation. You must define a generic, G/L enterable Detail Code that is not assigned any FOAPAL values except the COAS and the RUCL, which are required. The default Detail Code should literally be an empty placeholder.

When initiating a new web departmental deposit, either manually or by way of import, each credit and/or debit row will automatically display with the default Detail Code configured for your office. This allows web departmental deposit users to enter an Index Code, assigning each credit and/or debit to the FOAPAL values associated with that Index Code upon validation and submission of the deposit.

- **Default # of Credit Rows** – Enter the default number of credit rows to display on the Create Web Departmental Deposit page. Enter a value greater than 0. You can add or delete rows as needed.
- **Default # of Debit Rows** – Enter the default number of debit rows to display on the Create Web Departmental Deposit page. Enter a value greater than 0. You can add or delete rows as needed.

- **Pre-populate the Detail Code Description?** – This option is only editable if your school uses Index Codes to load and validate the FOAPAL string values for each deposit.
  - Click to enable this checkbox to display the description tied to the default Detail Code for each credit row on the Create Web Departmental Deposit page.
  - If not enabled, the Description field for each credit row displays as blank.

**Note:** Web departmental deposit users can overwrite the description tied to the default Detail Code even if you enable this option if they change the value in the Description field before clicking Make Deposit.



## 5.0 Web Departmental Deposit G/L Templates

**Role Requirement:** Setting up G/L templates is only for users with one of the following roles:

- Web departmental deposit administrator
- Executive administrator

### What is a G/L Template?

A G/L template is a validated, pre-filled web departmental deposit that can be altered by a web departmental deposit user each time it is used, depending on which values are configured to be editable.

A departmental deposit that consistently credits the same General Ledger account(s) and typically includes the same debit tender types is a good candidate for a G/L template.

For example: Your mobile flu clinic provides vaccinations for \$10 each. At the end of each week, they tally the cash, paper checks, money orders, and cashier's checks received as payment and apply them to the flu clinic's General Ledger string. It is more efficient for a web departmental deposit user to save a validated copy of the deposit as a potential G/L template rather than re-entering the same basic deposit data each week.

### Who Can Create G/L Templates

These user roles are involved in creating and approving G/L templates:

**Web departmental deposit user** — Can create a potential template and submit it for review.

**Web departmental deposit administrator** — Must review the potential template; can also configure the following aspects of the template:

- Add or remove tender types
- Change G/L string values
- Modify credit descriptions before enabling the template for use

**Executive administrator** — Can configure the following aspects of the potential template:

- Assign users who are allowed access to the template
- Designate which G/L fields (including the Detail Code, description, and FOAPAL values) and tender types can be altered
- Determine whether the web departmental deposit user can add or delete new debits or credits when the template is reused

See "Managing G/L Templates" on page 20.

## 5.1 Managing G/L Templates

G/L templates can be created by web departmental deposit users or by web departmental deposit administrators.

### Creating the Template

The best practice is to allow the potential template to be created by a web departmental deposit user so that each credit Detail Code or Index Code and its corresponding G/L string can be validated before the template is activated.

### Reviewing and Approving the Template

When a template is submitted for review, the web departmental deposit administrator must do the following:

- Check the template for accounting errors. For example, the FUND or Org value may be valid but not applicable to the credited account.
- Confirm that the tender types are valid for the department.
- Confirm that the debit or credit line item descriptions are appropriate.

### Allowing Use of the Template

- To allow the web departmental deposit user who created the template to use it, the web departmental deposit administrator must activate it.
- To allow other users to use the template, the executive administrator must use the Template Privilege Manager to add or remove authorized users from the template.

**Note:** The Template Privilege Manager is also used to lock down variables in each template, including the Detail Code, FOAPAL fields, debit or credit line item description fields, available tender types, and whether a user can add or delete rows.

## 5.2 Reviewing and Activating G/L Templates

**Role Requirement:** Web departmental deposit administrator

To review and activate any G/L template, follow these steps:

- 1 Log into the Operations Center as a web departmental deposit administrator.  
Navigate to Cashiering Home > [Campus Name] > Offices > [Office Name] > Web Dept Deposits > Manage GL Templates.

If any deposits have been stored as G/L templates, the Manage GL Templates screen will display with the first template in the dropdown list defaulted.

If no templates exist, the screen will display with at least one credit line item and one debit line defaulted.

**Manage GL Templates**

Template													
Select Template	Name	Description	Active	Actions									
FLU SHOTS	FLU SHOTS		<input checked="" type="checkbox"/>	Delete Copy									

**Template Credits**

	Index Lookup	Detail Code	Amount	Description	Coas	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Rucl
<input type="checkbox"/>		FLU	1 .00	Flu Shots	→	L	10000		24920	000000			CHS1
Add Row													

**Template Debits**

	Tender Type	Amount	Description	Coas	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Rucl
<input type="checkbox"/>	Cash	1 .00	Cash	→								
<input type="checkbox"/>	Paper Check	1 .00	Paper Checks	→								
<input type="checkbox"/>	Money Order	1 .00	Money Orders	→								
Add Row												

**Deposit Description**

Deposit Description:

Save Template

*The Manage GL Templates screen with the default template displayed*

- 2 Do one of these steps:
  - **If you are reviewing and approving a template** created by a web departmental deposit user, click to select the template from the dropdown list. The template's information loads automatically.
  - **If you are creating a new template**, do these steps:
    - Edit or enter the name and description of the template
    - Follow the instructions for either "Creating a New Deposit Based on Detail Codes" on page 27 or "Creating a New Deposit Based on Index Codes" on page 33 to fill out the Template Credits and Template Debits sections.
    - Return to this section and proceed to step 7.
- 3 In the Template Credits section, review and edit the following fields:
  - **Detail Code or Index** – Each account to be credited will display either a Detail Code or an Index Code, with the code's corresponding FOAPAL values. For each credit, confirm that the value in the Detail Code or Index field is valid and applicable to your department.

- **Amount** – The amount of each credit will differ with every new deposit. A best practice is to enter a generic amount of at least \$1 for each credit. The web departmental deposit user can change the amount when using the template.
  - **Description** – If your department is required to record a description for each credit in the deposit, do one of these steps:
    - Enter generic text that can be changed when a deposit is created from the template.
    - Have an executive administrator lock the default description supplied by the credited account's Detail Code or Index Code.
  - **FOAPAL String Values** – Confirm the FOAPAL string values for each account to be credited are valid and applicable to your department.
- 4 To add additional credits, click Add Row and repeat step 3.
- 5 In the Template Debits section, review and edit the following fields:
- **Tender Type** – Confirm the displayed tender types are valid and applicable to your department. Based on your department's preferences, do one of these steps:
    - Add a debit for each instance of a payment method. For example, each paper check is given an individual debit line.
    - Add each tender type as a batch. For example, all paper checks are totaled in one debit line, all money orders are totaled in another, etc.
  - **Amount** – The amount of each debit will differ with every new deposit. A best practice is to enter a generic amount of at least \$1 for each debit. The web departmental deposit user can change the amount when using the template.

**Note:** Alternatively, select the Other option to debit a Detail Code or Index Code rather than a tender type. This allows you to debit a Detail Code or Index associated with one department and credit the Detail Code or Index for another.
  - **Description** – If your department is required to record a description for each debit in the deposit, do one of these steps:
    - Enter generic text that can be changed every time a deposit is created from the template.
    - Have an executive administrator lock the default description supplied by the credited account's Detail Code or Index Code.
- 6 To add additional debits, click Add Row as needed and repeat step 5.
- 7 Click to enable the Active checkbox.

- 8 In the Deposit Description field, enter a brief description of the deposit or the name of the originating department. The deposit description will display on the Deposits Summary page as a sortable field "The Deposits Summary Page" on page 73.
- 9 When you have reviewed the deposit details and decide it is a candidate for a template, click Save Template.

### *Next Steps*

The executive administrator must review the template to add authorized users and disable any features that should not be edited.

**Note:** If a particular value or set of values should not be editable when the deposit is selected to create a new template, inform the executive administrator responsible for configuring the template.

## 5.3 Disabling or Deleting G/L Templates

**Role Requirement:** Web departmental deposit administrator

**Important!** TouchNet recommends that you only delete G/L templates that have been created by accident or that are not associated with any payment activity.

If a G/L template has been used to create a new deposit or if you plan to reuse the template in the future, disable it instead of deleting it.

To disable or delete a G/L template, do these steps:

- 1 Log into the Operations Center as a web departmental deposit administrator.  
Navigate to Cashiering Home > [Campus Name] > Offices > [Office Name] > Web Dept Deposits > Manage GL Templates.

The Manage GL Templates screen will display with the first template in the dropdown list defaulted.

**Manage GL Templates**

**Template**

Select Template	Name	Description	Active	Actions
FLU SHOTS	FLU SHOTS		<input checked="" type="checkbox"/>	Delete Copy

**Template Credits**

Index Lookup	Detail Code	Amount	Description	Coas	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Rucl
<input type="checkbox"/>	FLU	1 .00	Flu Shots	L		10000		24920	000000			CHS1

Add Row

**Template Debits**

Tender Type	Amount	Description	Coas	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Rucl
Cash	1 .00	Cash									
Paper Check	1 .00	Paper Checks									
Money Order	1 .00	Money Orders									

Add Row

**Deposit Description**

Deposit Description:

Save Template

*The Manage GL Templates screen with the default template displayed*

- 2 Click to select the template to be disabled or deleted from the dropdown list.
- 3 Do one of the following steps:
  - **To disable a template**, click to uncheck the Active checkbox, then click Save Template.
  - **To delete a template**, click Delete. You are prompted to confirm your decision to delete the selected template.

Are you sure you want to delete FLU SHOTS?

OK Cancel

*This prompt displays to ensure you don't accidentally delete any G/L templates*

- 4 Click OK to delete the template.

## 5.4 Configuring G/L Templates

**Role Requirement:** Executive administrator

To add or remove authorized users from a G/L template or to lock specific fields within the template, do these steps:

- 1 Log into the Operations Center as an executive administrator.

Navigate to Cashiering Home > System Administration > Template Configuration.

The Template Configuration screen will display with the first template in the dropdown list defaulted.

*The Template Configuration screen with the default template displayed*

- 2 Click to select a template from the dropdown list. The template's users update automatically.
- 3 To add or remove authorized users from the selected template, do any of the following steps:
  - **To add users**, double-click or drag users from the right pane to the left pane, or click Add all.
  - **To remove users**, double-click or drag users from the left pane to the right pane, or click Remove all.
- 4 Select the fields users may edit in the template:
  - **To allow users to edit specific field**, check the field's checkbox

- **To prevent users from editing the field**, clear the field's checkbox.
- 5 Select or clear the checkboxes to indicate whether users can:
    - **Add rows** in the credits or debits sections of the template
    - **Remove rows** in the credits or debits sections of the template
  - 6 Click Save when finished configuring the selected template.

## 6.0 Adding New Deposits

To enter a web departmental deposit, a web departmental deposit user enters the deposit information and submits batches for review by either a cashier or a web departmental accounting user.

The process for adding a new deposit is slightly different depending on whether your office retrieves the FOAPAL string for each credited account based on Detail Codes or Index Codes.

- To add a new deposit based on Detail Codes, proceed to "Creating a New Deposit Based on Detail Codes" below.
- To add a deposit based on Index Codes, proceed to "Creating a New Deposit Based on Index Codes" on page 33.

### 6.1 Creating a New Deposit Based on Detail Codes

**Role Requirement:** Web departmental deposit user

To initiate a new web departmental deposit based on Detail Codes, follow these steps:

- 1 Log into the Operations Center as a web departmental deposit user.  
Navigate to Campus Name] > Offices > [Office Name] > Web Departmental Deposits > New Deposit.

**Create Web Departmental Deposit**

**Template**

Select Template

**Enter Credit Information**

Index Lookup	Detail Code	Amount	Description	Coas	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Rucl
<input type="checkbox"/>	<input type="text"/>	<input type="text"/> . <input type="text"/>	<input type="text"/>	→	<input type="text"/>							

**Enter Debit Information**

Tender Type	Amount	Description	Coas	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Rucl
<input type="button" value="v"/> Select One	<input type="text"/> . <input type="text"/>	<input type="text"/>	→	<input type="text"/>							

**Deposit Description**

Deposit Description:

**Calculated Totals**

Credits: 0.00  
 Debits: 0.00

*The Create Web Departmental Deposit page*

The Create Web Departmental Deposit page displays with four credit and four debit rows.

**To delete debit or credit rows**, click the trash can icon.

**To add debit or credit rows**, click Add Row button.

- 2 In the Enter Credit Information section, enter the following details for each line item. (If you are using a template, change the information in these fields as needed, if they are editable.)
  - **Detail Code** – Enter or edit the Detail Code that best represents the G/L string for the account to be credited. (If the Detail Code is GL-enterable, you can change the FOAPAL string values after the Detail Code has been validated and before final submission to the General Ledger.)
  - **Amount** – Enter the total amount to be credited.
  - **Description** – Your school may require additional information about the deposit in this field. Ask your administrator for guidance.
- 3 In the Enter Debit Information section, enter the following details for each line item. (If you are using a template, change the information in these fields as needed, if they are editable.)
  - **Tender Type** – Select a tender type from the dropdown list or select Other to debit a specific Detail Code. This allows you to

transfer debits and credits between departmental accounts, rather than crediting a departmental account with specified tenders.

**Note:** Each tender type can represent an individual transaction or a batch total. For example, you could create a debit line item for each paper check received or a single debit line item for the total of all paper checks included in the deposit.

- **Amount** – Enter the total amount to be debited.
  - **Description** – Your school may require additional information about the deposit in this field. Ask your administrator for guidance.
- 4 In the Deposit Description field, enter a description of the deposit or name of the originating department. The description will display on the Deposits Summary page as a sortable field. See "The Deposits Summary Page" on page 73
  - 5 When you finish adding credits and debits, each line in both the credit and debit sections should display a Detail Code or tender type, an amount to be credited or debited, and a description, if one is required, as seen in this example.

### Create Web Departmental Deposit

**Template**

Select Template

Use Template ▼

**Enter Credit Information**

Index Lookup	Detail Code	Amount	Description	→	Coas	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Rucl
☒	FLU	780 . 00		→									

Add Row

**Enter Debit Information**

Tender Type	Amount	Description	→	Coas	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Rucl
☒ Cash ▼	560 . 00		→									
☒ Paper Check ▼	160 . 00		→									
☒ Money Order ▼	60 . 00		→									

Add Row

**Deposit Description**

Deposit Description: Health Dept Flu Shots

**Calculated Totals**

Credits: 0.00

Debits: 0.00

Validate

Make Deposit

Save As Template

*A web deposit with the debit and credit information completed and ready for validation*

- 6 Click Validate to confirm that the totals balance and that all accounting fields are valid.
  - **If all values are confirmed**, the page will update and display a success message. Proceed to step 8.
  - **If an error message displays**, proceed to step 7.

**Note:** The two most common error messages occur when:

- You enter or change a Detail Code or a value in the FOAPAL string and it cannot be validated by your Banner system
- The totals for your credits and debits do not balance

If any other error message displays, follow the instructions it provides.

- 7 When an error message displays, fields that contain mistakes or data that cannot be validated are highlighted in red.
  - Hover the cursor over any highlighted field to display details about the cause of the error.
  - Review and change the highlighted data in the deposit details, then click Validate again.

**Create Web Departmental Deposit**

There was an error validating the detail code(s) and/or the foapals string(s). Please review any highlighted areas for errors.

**Template**

Select Template  
Use Template

**Enter Credit Information**

Index Lookup	Detail Code	Amount	Description	Coas	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Rucl
<input type="checkbox"/>	FLUS	780 .00		→								

Add Row

**Enter Debit Information**

Tender Type	Amount	Description	Coas	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Rucl
<input type="checkbox"/> Cash		Cash Payment	→ C		110010	201010	01105	SS	57	MEET	RCLT

*Example of highlighted invalid data*

**Note:** If you still receive an error message and are unsure of how to correct a value, ask your cashiering office for assistance.

- 8 When the deposit information has been validated, you may change the values in the G/L strings, if the Detail Code entered for any given line item is G/L enterable.

Edit these fields as needed, but changes must be validated a second time by clicking the Validate or Make Deposit buttons.

If your office uses Index Codes to retrieve a desired G/L string, you may also click the Index Lookup checkbox and change the COAS and

CONFIDENTIAL

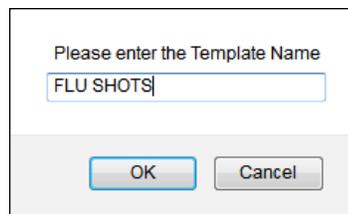
Index values as needed. When you click the Validate or Make Deposit buttons, the G/L string values update accordingly.

Before submitting the deposit for review by a cashier or web departmental accounting user, determine whether the deposit is a good candidate for a template, if it is not one already.

- **If it is a good candidate for a template**, proceed to step 9.
- **If it is not a good candidate for a template**, or if it is already a template, proceed to step 11.

**About templates:** Templates are useful if you regularly generate deposits and each deposit typically includes the same tender types and account strings. Your current deposit can be stored as a reusable template and, after it is approved by a web departmental deposit administrator, can be reused and shared with other web departmental deposit users. Templates can be configured to allow line editing or locked down to permit only the amounts to be changed.

- 9 **To store a copy of your deposit as a potential template**, click Save As Template, then enter a name for the template.



Please enter the Template Name

OK Cancel

*If your deposits generally credit the same account(s) and feature the same payment methods each time, consider creating a template*

- 10 Click OK to store a copy of your potential template. You are returned to the Create Web Departmental Deposit screen.
- 11 When the deposit details are validated, click Make Deposit. The Deposit Successful page is displayed.

**Note:** To be validated, the totals must match and all G/L strings must be confirmed.

### Deposit Successful

Deposit 337 has been successfully submitted for approval.  
Please take your cash, checks, credit card slips, and this deposit slip to the cashiering office to complete this deposit.  
To view a printable deposit ticket click below

**Report for Deposit #337**

User: Web Dept Deposit      Date: 01/28/2015  
 User JSmith                      16:35:07  
 Status: Pending

Detail Code/Tender	Description	G/L Fields										Credit Amt	Debit Amt
		Coas	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Rucl			
FLU	2015 Health Clinic Flu Shots	C		110100	201010	12115	SS	57	MEET	RCL1	780.00		
CASH	Cash Payments	C		110010	201010	01105	SS	57	MEET	RCL1		560.00	
CHCK	Paper Check Payments	C		110010	201010	01105	SS	57	MEET	RCL1		160.00	
MORD	Money Order Payments	C		110000	201000	01100	SS	57	MEET	RCL1		60.00	

*Confirmation that the deposit has been successfully submitted for review.*

- 12** The deposit is now pending approval by a cashier or web departmental accounting user.

Click to display one of the following receipts:

- The **printable summary receipt** displays the deposit ID, the date and time the deposit was initiated, the deposit's status, the username of the web departmental deposit user who created the deposit, and the date and time the deposit was submitted.

Deposit ID:	29
Date:	06/01/2016 10:04:18
Status:	Pending
User:	Ty DeMint
Receipt Date:	Jun 1, 2016 10:04:34 AM CDT

*The printable summary receipt*

- The **printable detail receipt** displays the same information as the printable summary receipt, as well as General Ledger information for the credited and debited accounts.

[Report for Deposit #29](#)

User: Ty DeMint  
Status: Pending

Date: 06/01/2016  
10:04:18

Detail Code/Tender	Description	G/L Fields									Credit Amt	Debit Amt
		Coas	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Rucl		
FLU	Flu Shot	L		10000		24920	00000			CH51	10.00	
CASH	Cash	L		BANK		27426	00000			CSS1		10.00

*The printable detail receipt*

- 13 Print a copy of the selected detail receipt. This is the deposit ticket.
- 14 Click Close to return to the Deposit Successful page.
- 15 Take the deposit ticket and all payment items (such as cash, checks, and credit card slips) to the cashiering office or to a web departmental accounting user to complete the deposit.

### *Next Steps*

As a web departmental deposit user, your role in this deposit is complete.

To view the Deposit History to check the status of your deposit, see "The Deposits Summary Page" on page 73.

## 6.2 Creating a New Deposit Based on Index Codes

**Role Requirement:** Web departmental deposit user

To initiate a new web departmental deposit, do these steps:

- 1 Log into the Operations Center as a web departmental deposit user.  
Navigate to [Campus Name] > Offices > [Office Name] > Web Departmental Deposits > New Deposit.

The Create Web Departmental Deposit page displays.

**Create Web Departmental Deposit**

**Template**

Select Template

Use Template

**Enter Credit Information**

Amount	Description	Coas	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Rucl
<input type="text"/>	<input type="text"/>	C	<input type="text"/>	RCL1						

Add Row

**Enter Debit Information**

Tender Type	Amount	Description	Coas	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Rucl
Select One	<input type="text"/>										

Add Row

**Deposit Description**

Deposit Description:

**Calculated Totals**

Credits:0.00

Debits:0.00

Validate

Make Deposit

Save As Template

*The Create Web Departmental Deposit page when validation is based on Index Codes*

The default Detail Code is used to achieve a preliminary validation.

The Create Web Departmental Deposit screen will display with a COAS and RUCL value for each line item in the section labeled "Enter Credit Information". These values act as a placeholder until you enter an Index Code or FOAPAL string for each line item.

**Note:** For information about the default Detail Code or how to configure the number of line items to display, see "Managing Web Departmental Deposit Settings" on page 15

**To delete debit or credit rows,** click the trash can icon.

**To add debit or credit rows,** click Add Row button.

- In the Enter Credit Information section, enter or edit the following details for each line item. If using a template, change the information in the following fields as needed, if editable.

- Amount** – Enter the total amount to be credited.
- Description** – Record information about the deposit in this field, if needed. Ask your administrator for guidance.

**Note:** The Description field may already be populated. Edit the default value as needed.

- **Index** – Enter or edit the Index Code and COAS that best represent the G/L string for the account to be credited.

**Note:** If you know the specific G/L string for any given line item, you can also edit any open FOAPAL string values as needed.

- 3 In the Enter Debit Information section, enter the following details for each line item. If using a template, change the information in the following fields as needed, if they are editable.

- **Tender Type** – Select a tender type from the dropdown list (such as cash, paper check, money order) or select Other. Enter the default Detail Code configured for your office. (You can update the G/L strings in step 8). This allows you to transfer debits and credits between departmental accounts, rather than crediting a departmental account with specified tenders.

**Note:** Each tender type can represent an individual transaction or a batch total. For example, you could create a debit line item for each paper check received or a single debit line item for the total of all paper checks included in the deposit.

- **Amount** – Enter the total amount to be debited.
- **Description** – Record additional information about the deposit in this field, if needed. Ask your administrator for guidance.

- 4 In the Deposit Description field, enter a description of the deposit or the name of the originating department, if needed. The deposit description will display on the Deposits Summary page as a sortable field. See "The Deposits Summary Page" on page 73.

- 5 When you have finished adding credits and debits, each line in both the credit and debit sections should display an amount to be credited or debited and a description, if one is required.

Each credit line item should also display at a minimum a valid COAS and INDEX value or the full G/L string, if you chose to enter a value in each of the FOAPAL fields.

### Create Web Departmental Deposit

**Template**

Select Template

Use Template ▼

**Enter Credit Information**

Amount	Description	Coas	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Rucl
780 .00	Health Clinic Flu Shots	→ C	FLUVAX							RCL1

**Enter Debit Information**

Tender Type	Amount	Description	Coas	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Rucl
Cash	560 .00		→								
Paper Check	160 .00		→								
Money Order	60 .00		→								

**Deposit Description**

Deposit Description: Health Dept Flu Shots

**Calculated Totals**

Credits: 0.00

Debits: 0.00

Example of the Create Web Departmental Deposit page with an Index Code assigned to a line item

- 6 Click Validate to confirm that the totals balance and that all accounting fields are valid.
  - **If all the values are confirmed**, the page will update and display a success message. Proceed to step 8.
  - **If an error message displays**, proceed to step 7.

**Note:** The two most common error messages occur when:

- You enter or change an Index Code or a value in the FOAPAL string and it cannot be validated by your Banner system.
- The totals for your credits and debits do not balance.

If any other error message displays, follow its instructions.

- 7 When an error message displays, fields that contain mistakes or data that cannot be validated are highlighted in red.
  - Hover the cursor over any highlighted field to display details about the cause of the error.

**Create Web Departmental Deposit**

The index provided is invalid. There was an error validating the detail code(s) and/or the foapals string(s). Please review any highlighted areas for errors.

**Template**

Select Template

Use Template

**Enter Credit Information**

Amount	Description	Coas	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Rucl
780.00	Departmental Deposit	C	FLUBAX							RCL1

Add Row

**Enter Debit Information**

Tender Type	Amount	Description	Coas	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Rucl
Cash		Cash Payment	C		110010	201010	01105	SS	57	MEET	RCL1

*Example of highlighted invalid data*

- Review and change the highlighted data in the deposit details, then click Validate again.

**Note:** If you continue to receive an error message and you are unsure of how to correct a value, ask your cashiering office for assistance.

- When the deposit information has been validated, you may change any of the editable values in the G/L string, including the Index Code, for any tender types where you selected Other.

**Note:** Changes must be validated a second time by clicking the Validate or Make Deposit buttons.

Before submitting your deposit for review by a cashier or web departmental accounting user, determine whether the deposit is a good candidate for a template, if it is not one already.

- If it is a good candidate for a template**, proceed to step 9.
- If it is not a good candidate for a template**, or if it is already a template, proceed to step 11.

**About templates:** Templates are useful if you regularly generate deposits and each deposit typically includes the same tender types and account strings. Your current deposit can be stored as a reusable template and, after it is approved by a web departmental deposit administrator, can be reused and shared with other web departmental deposit users. Templates can be configured to allow line editing or locked down to permit only the amounts to be changed.

- 9 To store a copy of your deposit as a potential template, click Save As Template, then enter A name of the template.

Please enter the Template Name

*If your deposits generally credit the same account(s) and feature the same payment methods each time, consider creating a template*

- 10 Click OK to store a copy of your potential template. You are returned to the Create Web Departmental Deposit screen.
- 11 When the deposit details are validated, click Make Deposit. The Deposit Successful page is displayed.

**Note:** To be validated, the totals must match and all G/L strings must be confirmed.

### Deposit Successful

Deposit 338 has been successfully submitted for approval.  
Please take your cash, checks, credit card slips, and this deposit slip to the cashiering office to complete this deposit.  
To view a printable deposit ticket click below

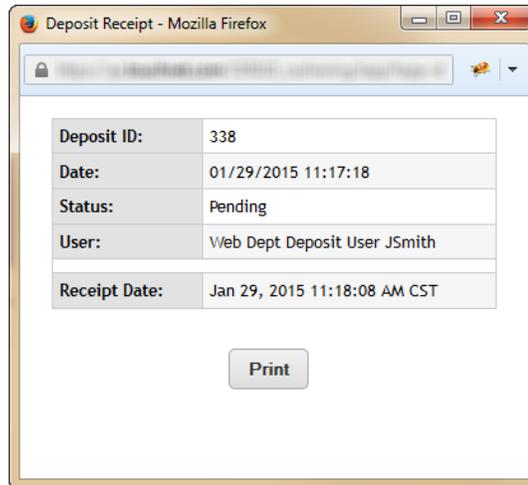
Report for Deposit #338

User: Web Dept Deposit  
User JSmith  
Status: Pending
Date: 01/29/2015  
11:17:18

Detail Code/Tender	Description	G/L Fields										Credit Amt	Debit Amt
		Coas	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Rucl			
INDX	Health Clinic Flu Shots	C	FLUVAX	110000	160030	01105	BB	57	AE	RCL1	780.00		
CASH	Cash Payments	C		110010	201510	01105	SS	57	MEET	RCL1		560.00	
CHCK	Paper Check Payments	C		110010	201510	01105	SS	57	MEET	RCL1		160.00	
MORD	Money Order Payments	C		110010	201510	01105	SS	57	MEET	RCL1		60.00	

*Confirmation that the deposit has been successfully submitted for review.*

- 12 The deposit is now pending approval by a cashier or web departmental accounting user.
- 13 Click to display one of the following receipts:
- The **printable summary receipt** displays the deposit ID, the date and time the deposit was initiated, the status of the deposit, the username of the web departmental deposit user who created the deposit, and the date and time the deposit was submitted.



*The printable summary receipt*

- The **printable detail receipt** displays the same information as the printable summary receipt, but also shows the General Ledger information for the credited and debited accounts.

Report for Deposit #338

User: Web Dept Deposit User JSmith      Date: 01/29/2015 11:17:18  
Status: Pending

Detail Code/Tender	Description	G/L Fields									Credit Amt	Debit Amt
		Coas	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Rucl		
INDX	Health Clinic Flu Shots	C	FLUVAX	110000	160030	01105	BB	57	AE	RCL1	780.00	
CASH	Cash Payments	C		110010	201510	01105	SS	57	MEET	RCL1		560.00
CHCK	Paper Check Payments	C		110010	201510	01105	SS	57	MEET	RCL1		160.00
MORD	Money Order Payments	C		110010	201510	01105	SS	57	MEET	RCL1		60.00

*The printable detail receipt*

- 14 Print a copy of the chosen receipt. This is the deposit ticket.
- 15 Click Close to return to the Deposit Successful page.
- 16 Take the deposit ticket and all payment items (such as cash, checks, and credit card slips) to the cashiering office or to a web departmental accounting user to complete the deposit.

### *Next Steps*

As a web departmental deposit user, your role in this deposit is complete.

To check the status of your deposit, view the Deposit History. See "The Deposits Summary Page" on page 73.

## 7.0 Importing Batch Files to Create New Deposits

When keying in individual line items is inefficient, you can import data to create larger batch deposits. However, both of the following conditions must be met:

- The information is saved in CSV format.
- Your school has worked with TouchNet to set up this functionality.

### Getting Started

Have you worked with your TouchNet representative to set up the ability to import batch files and obtained the necessary XSL files?

- If so, provide your web departmental deposit users the steps in "Importing a Batch File" on page 47.
- If not, see the instructions in "Requirements for Importing Batch Files" on page 41 and "Creating the CSV-format Batch File" on page 42.

## 7.1 Requirements for Importing Batch Files

### Required Steps

Before you can use the Import Deposit Data option, the following three steps are required:

- 1 You must prepare a CSV-format batch file for your TouchNet representative.
- 2 TouchNet then uses the CSV file to create a corresponding XSL file that will translate the batch deposit data.
- 3 Both files will be returned to you so that data can be converted into web departmental deposits going forward.

### Contacting a TouchNet Specialist

**If you are currently implementing TouchNet Cashiering – Business Office** and want to import batch files, contact your TouchNet representative to review your CSV-format batch file.

**If you are already running TouchNet Cashiering – Business Office**, contact TouchNet Customer Care.

### What Is in a CSV-format Batch File?

The CSV-format batch file may include a variety of data, such as the student IDs or departmental account codes for each party to the deposit, or any other information collected by your school.

At a minimum, the CSV-format batch file must incorporate the parameters described in "Creating the CSV-format Batch File" on page 42 to help your TouchNet representative create the corresponding XSL file that will be used to translate the data in your CSV-format batch file.

**Important!** TouchNet recommends that you do not include any personal identification information in your CSV-format batch files, such as driver's license numbers, social security numbers, or financial account information.

To upload a CSV-format batch file that includes changes to the format layout — for example, one that includes both debits and credits instead of debits only — you must first send it to your TouchNet representative to create another XSL file.

### Who Creates CSV-format Batch Files?

Anyone can create the CSV-format batch files. However, TouchNet recommends that cashiering office administrators work with their IT department to submit the initial layout.

When the format of the batch file has been accepted and your TouchNet representative has created a corresponding XSL file to translate the data, you may use your initial CSV-format batch file as the template to follow when setting up additional batch files to import.

## 7.2 Creating the CSV-format Batch File

Specific parameters must be incorporated into every CSV-format batch file. These parameters are required for your TouchNet representative to create the corresponding XSL file.

### Batch Files Containing Only Debits

The following parameters must be included in the CSV-format batch file you deliver to TouchNet:

- **Original Code** – An original accounting shortcut code for each individual tender type or department to be debited that will map to your school's equivalent Detail Code. It can be alphanumeric, but must not exceed 100 characters.

If you do not have an accounting shortcut code for each individual tender type or department to be debited, you must create them and include them in your sample CSV-format batch file.

- **Amounts** – Each debit entry in your sample CSV-format batch file must include a dollar amount in decimal form, up to a maximum amount of \$9,999,999.99 for each debit entry.

**Note:** For debit entries totaling less than \$1, you must include a placeholder value of zero to the left of the decimal point. For example: 0.01 through 0.99.

Although it is not required, you can also include an External Reference ID number to reconcile individual line items in your batch file in both the Cashiering system and the external financial application from which the data will be imported.

**Important!** Your import file cannot contain more than 200 lines.

### *Example of a Spreadsheet Batch File Containing Only Debits*

The following example shows how a sample CSV-format batch file might be created using a spreadsheet application.

**Note:** Your school does not have to follow this specific format when creating the sample CSV-format batch file, as long as the required data parameters are included.

	A	B	C	D	E	F	G
1	1	SMITHM	9/3/2013	9/5/2013	1009	CASH PAYMENT	10
2	2	EDWARDSA	9/3/2013	9/5/2013	1009	PAPER CHECK	10
3	3	MANNST	9/3/2013	9/5/2013	1009	MONEY ORDER	10
4	4	MORRISONG	9/4/2013	9/5/2013	1009	CASH PAYMENT	10
5	5	SHALZA	9/4/2013	9/5/2013	1009	CASH PAYMENT	10
6	6	DOUGLASV	9/5/2013	9/5/2013	1009	CASHIER'S CHECK	10
7							

External Reference ID (Optional)      Additional Data Fields (Optional)      Original Codes (Required)      Debit Amounts (Required)

*Example of a CSV-format batch file created using a spreadsheet application*

As shown above, the only two required pieces of information are the original codes and the debit amounts.

The additional columns marked Optional demonstrate the variety of data that could be included in your CSV-format batch file. For example, you might have columns for any of the following data items:

- Column B might be the names of students making the individual payments or of the cashiers taking the individual payments.
- Columns C and D might be the date each payment was taken and the date on which they were prepared to be uploaded as a batch file.

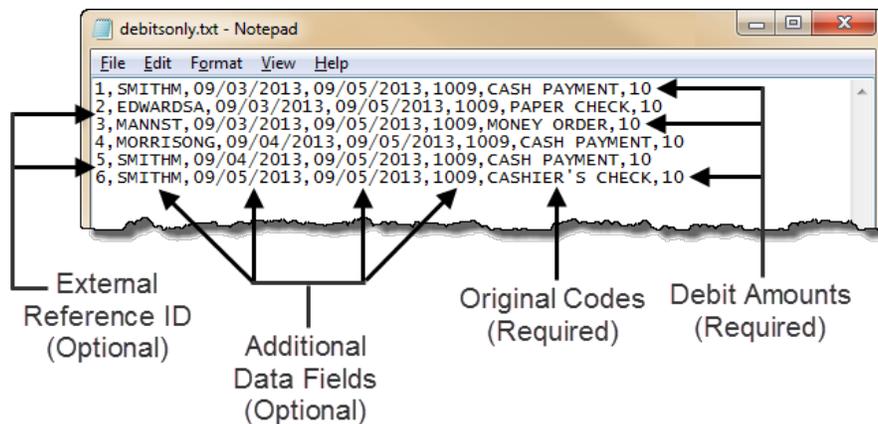
- Column E might be the numeric accounting codes that correspond to the Original Codes in column F or the department codes in which the payments were taken.

**Note:** The information included in the additional data columns will not be recorded in the Cashiering database.

### *Example of a Text-based Batch File Containing Only Debits*

The following example shows how a sample CSV-format batch file might be created using a text file application.

**Note:** Your school does not have to follow this specific format when creating the sample CSV-format batch file, as long as the required data parameters are included.



*Example of a CSV-format batch file created using a text file application*

The additional columns marked Optional in the example above demonstrate the variety of data that could be included in your CSV-format batch file. Only the original codes and the debit amounts are required.

### **Batch Files Containing Both Debits and Credits**

The following parameters must be included in the CSV-format batch file you deliver to TouchNet:

- **Original Code** – An original accounting shortcut code for each individual tender type or department to be debited or credited that will map to your school's equivalent Detail Code. It can be alphanumeric, but must not exceed 100 characters.

If you do not have an accounting shortcut code for each individual tender type or department to be debited or credited, you must create them and include them in your sample CSV-format batch file.

- **Amounts** – Each debit or credit entry in your sample CSV-format batch file must include a dollar amount in decimal form, up to a maximum amount of \$9,999,999.99 for each entry.

**Note:** In the case of debit or credit entries totaling less than \$1, you must include a placeholder value of zero to the left of the decimal point. For example: 0.01 through 0.99.

- **Debit or Credit Identifier** – If your deposit includes both debit and credit entries, you must include an additional column after the amounts that denotes whether each line item is a debit or a credit. Debits must be marked with a lowercase letter d and credits must be marked with a lowercase letter c.

Although not required, you can also include an External Reference ID number to reconcile individual line items in your batch file in both the Cashiering system and the external financial application from which the data will be imported.

**Important!** Your import file cannot contain more than 200 lines.

### Example of a Spreadsheet Batch File Containing Both Debits and Credits

The following example shows how a sample CSV-format batch file might be created using a spreadsheet application.

**Note:** Your school does not have to follow this specific format when creating the sample CSV-format batch file as long as the required data parameters are included.

	A	B	C	D	E	F	G	H
1	1	SMITHM	9/3/2013	9/5/2013	1009	CASH PAYMENT	10	d
2	2	EDWARDSA	9/3/2013	9/5/2013	1009	PAPER CHECK	10	d
3	3	MANNST	9/3/2013	9/5/2013	1009	MONEY ORDER	10	d
4	4	MORRISONG	9/4/2013	9/5/2013	1009	CASH PAYMENT	10	d
5	5	SHALZA	9/4/2013	9/5/2013	1009	CASH PAYMENT	10	d
6	6	DOUGLASV	9/5/2013	9/5/2013	1009	CASHIER'S CHECK	10	d
7	7	MOBILE FLU CLINIC	9/2/2013	9/7/2013	1009	FLU SHOTS	60	c
8								

External Reference ID (Optional)      Additional Data Fields (Optional)      Original Codes (Required)      Debit or Credit Amounts (Required)      Debit or Credit Identifier (Required)

Example of a CSV-format batch file created using a spreadsheet application

As shown above, the only three required pieces of information are the original codes, the debit or credit amounts, and the debit or credit identifiers.

The additional columns marked Optional in the example above demonstrate the variety of data that could be included in your CSV-format batch file. For example, you might have columns for any of the following data items:

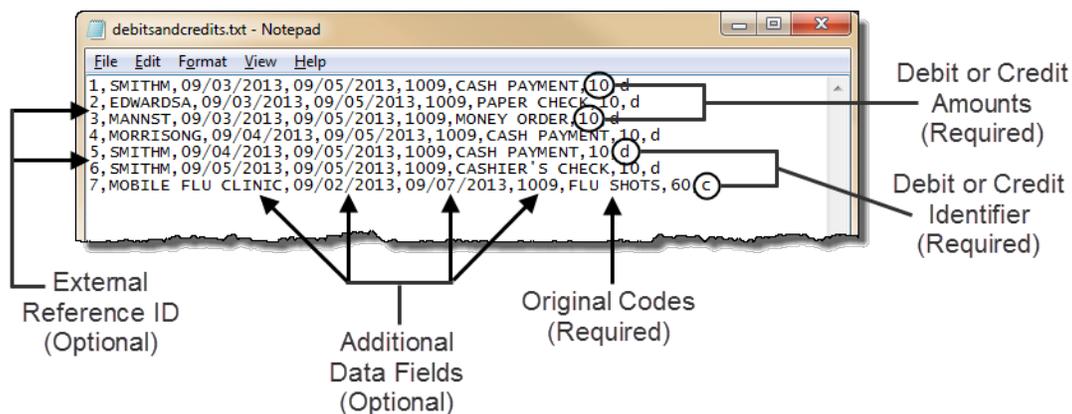
- Column B might be the names of students making the individual payments or of the cashiers taking the individual payments.
- Columns C and D might be the date each payment was taken and the date on which they were prepared to be uploaded as a batch file, respectively.
- Column E might be the numeric accounting codes that correspond to the Original Codes in column F, or the department codes for which the payments were taken.

**Note:** The information included in the additional data columns will not be recorded in the Cashiering database.

### *Example of a Text-based Batch File Containing Both Debits and Credits*

The following example shows how a sample CSV-format batch file might be created using a text file application.

**Note:** Your school does not have to follow this specific format when creating the sample CSV-format batch file as long as the required data parameters are included.



*Example of a CSV-format batch file created using a text file application*

As shown above, the only three required pieces of information are the original codes, the debit or credit amounts, and the debit or credit identifiers.

The additional columns marked Optional in the example above demonstrate the variety of data that could be included in your CSV-format batch file.

## 7.3 Importing a Batch File

This section describes how a web departmental deposit user imports batch files into the web departmental deposits application.

### Before You Begin

Before you can import batch files to create web departmental deposits, your campus administrator or IT department must first coordinate with your TouchNet representative to ensure that your CSV-format batch file meets the requirements as described in "Creating the CSV-format Batch File" on page 42.

When the initial CSV-format batch file is approved, you will also receive an XSL file used to translate the data in additional CSV-format batch files, as long as there are no changes to the format layout — introducing CSV-format batch files with both credits and debits, for example, to be used with a debits-only XSL file.

Depending on whether your system allows batch files that contain only debits or batch files that allow both debits and credits, the steps for the Import Deposit Data page will differ.

**To import a batch file that contains only debit entries,** see "Importing Debits Only Batch Files" on page 48.

**To import a batch file that contains both credit and debit entries,** see "Importing Batch Files with Credits and Debits" on page 55.

## Importing Debits Only Batch Files

**Role Requirement:** Web departmental deposit user

To display the Import Deposit Data page, log into the Operations Center as a web departmental deposit user.

Navigate to Cashiering Home > [Campus Name] > Offices > [Office Name] > Web Departmental Deposits > Import Deposit Data.

### Import Deposit Data

**Map Original Codes to Detail Codes**

Original Code	New Detail Code	Delete
<input type="text" value="CASH"/>	<input type="text" value="CASH"/>	🗑
<input type="text" value="PAPER CHECK"/>	<input type="text" value="CHCK"/>	🗑
<input type="text" value="MONEY ORDER"/>	<input type="text" value="MORD"/>	🗑

**Enter The Credit Detail Code To Use**

Detail Code:

*The Import Deposit Data page when only debits are included in the deposit*

- 1 In the Map Original Codes to Detail Codes section, enter an original accounting shortcut code and a corresponding Detail Code for each available row.
  - **Original Code** – Enter your school’s original accounting shortcut code for each individual tender type or department to be debited. These original codes should be located in the CSV file you will use to import the deposit data.
  - **New Detail Code** – Enter a Detail Code that corresponds to each original code. This could be a Detail Code for another department or a payment method Detail Code such as CASH.
 

If your office uses Index Codes instead of Detail Codes to retrieve your G/L strings, enter the default Detail Code defined on the Web Departmental Deposit Settings page. See "Web Departmental Deposit Settings " on page 15.

**Note:** You can map more than one original code to a single Detail Code, but you cannot map an original code to multiple Detail Codes.
- 2 In the Enter the Credit Detail Code To Use section, enter the Detail Code used to retrieve the G/L strings for the account receiving the credit.

If your office uses Index Codes instead of Detail Codes to retrieve your G/L strings, enter the default Detail Code defined on the Web Departmental Deposit Settings page. See "Web Departmental Deposit Settings " on page 15

- 3 Click the Continue button. The Import Deposit Data page updates and prompts you to select a file to upload.

### Import Deposit Data

<b>Select file to upload</b>	<input type="button" value="Browse_"/> 2015ChildcareRegistration.csv
<b>Select translation file</b>	<input type="text" value="wddfileimportdebitxsl"/>
<input type="button" value="Upload"/>	

*Example of a CSV-format batch file to be uploaded*

- 4 Enter the directory path to the CSV-format batch file you will import, or click Browse to manually search for the file. Contact your cashiering office if you are not sure which batch file to import or where it is located.

**Important!** Do not attempt to upload any file that has not been approved by your cashiering office.

- 5 You may be prompted to choose an XSL file from the "Select translation file" dropdown list.

**Note:** This dropdown list only displays if your school has created more than one XSL file.

**Important!** You must select the XSL file that corresponds to the data in your CSV-format batch file. Selecting the wrong XSL file will result in data translation errors. If you are unsure which XSL file to select, ask your cashiering office for guidance.

- 6 Click Upload. The Create Web Departmental Deposit page displays with the data you imported.
  - If your office uses Detail Codes to retrieve your G/L strings, each credit and debit row defined in the original CSV batch file will display with the corresponding Detail Code assigned during steps 1 and 2, as shown in the following example.

### Create Web Departmental Deposit

**Template**

Select Template

Use Template

---

**Enter Credit Information**

Ext Reference Id	Index Lookup	Detail Code	Amount	Description	Coas	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Rucl
<input type="text"/>	<input type="checkbox"/>	KIDR	1200 .00	<input type="text"/>	→	<input type="text"/>							

Add Row

---

**Enter Debit Information**

Ext Reference Id	Tender Type	Amount	Description	Coas	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Rucl
<input type="text"/>	Other <input type="text"/>		<input type="text"/>	→	<input type="text"/>							
	Index Lookup <input type="checkbox"/>											
	Detail Code CASH	150 .00										
<input type="text"/>	Other <input type="text"/>		<input type="text"/>	→	<input type="text"/>							
	Index Lookup <input type="checkbox"/>											
	Detail Code CHCK	150 .00										
<input type="text"/>	Other <input type="text"/>		<input type="text"/>	→	<input type="text"/>							
	Index Lookup <input type="checkbox"/>											

Example of the Create Web Departmental Deposit page when validating based on Detail Codes

- If your office uses Index Codes instead of Detail Codes to retrieve your G/L strings, each credit and debit row defined in the original CSV batch file will display, at a minimum, with the COAS and RUCL value associated with the default Detail Code assigned in steps 1 and 2. See "Managing Web Departmental Deposit Settings" on page 15.

### Create Web Departmental Deposit

**Template**

Select Template

Use Template

---

**Enter Credit Information**

Ext Reference Id	Amount	Description	Coas	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Rucl
<input type="text"/>	1200 .00	<input type="text"/>	→	C	<input type="text"/>	RCL1					

Add Row

---

**Enter Debit Information**

Ext Reference Id	Tender Type	Amount	Description	Coas	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Rucl
<input type="text"/>	Other <input type="text"/>		<input type="text"/>	→	C	<input type="text"/>	RCL1					
	Detail Code INDX	150 .00										
<input type="text"/>	Other <input type="text"/>		<input type="text"/>	→	C	<input type="text"/>	RCL1					
	Detail Code INDX	150 .00										
<input type="text"/>	Other <input type="text"/>		<input type="text"/>	→	C	<input type="text"/>	RCL1					

Example of the Create Web Departmental Deposit page when validating based on Index Codes

- 7 Review for accuracy the data in the Enter Credit Information and Enter Debit Information sections. Make changes as needed. This may include changing the amounts of any debit or credit line item, editing default values supplied for the Description field, or changing the G/L strings, including the Detail Code, Index Code, or any editable FOAPAL fields.

If your office uses Index Codes instead of Detail Codes to retrieve your G/L strings, it is especially important that you change the COAS and Index values for each credit and debit line item; otherwise, all of your credits and debits will post the G/L string associated with your office's configured default Detail Code.

- 8 In the Deposit Description field, enter a brief description of the deposit or the name of the department from which the deposit originated, if needed. The deposit description will display on the Deposits Summary page as a sortable field. See "[The Deposits Summary Page](#)" on page 73.
- 9 Click Validate to confirm that your totals balance and that all accounting fields, including Detail or Index Codes are valid.
  - If all the values are confirmed, the page will update and display a success message. Proceed to step 11.
  - If an error message displays, proceed to step 10.

**Note:** The two most common error messages occur when:

- You enter or change a Detail Code or Index Code and it cannot be validated by your Banner system
- The totals for your credits and debits do not balance

If any other error message is displayed, follow its instructions.

- 10 When you receive an error message, fields that contain mistakes or data that cannot be validated will be highlighted in red.
  - Hover the cursor over any highlighted field to display a message detailing the cause of the error.

**Create Web Departmental Deposit**

The credit total (12000.00) does not match the debit total (1200.00).

**Template**

Select Template

Use Template

**Enter Credit Information**

Ext Reference Id	Index Lookup	Detail Code	Amount	Description	Coas	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Rucl
<input type="text"/>	<input type="checkbox"/>	KIDR	12000.00	<input type="text"/>	→	<input type="text"/>							

Add Row

**Enter Debit Information**

Ext Reference Id	Tender Type	Amount	Description	Coas	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Rucl
150146	Other Index Lookup <input type="checkbox"/> Detail Code CASH	150.00	<input type="text"/>	→	<input type="text"/>							
150147	Other Index Lookup <input type="checkbox"/> Detail Code CHCK	150.00	<input type="text"/>	→	<input type="text"/>							
150148	Other		<input type="text"/>	→	<input type="text"/>							

Example of highlighted invalid data

- Review and change the highlighted data in the deposit details, then click Validate again.
  - If you continue to receive an error message and are unsure of how to correct a value, ask your cashiering office for guidance.
- 11** When the deposit information has been validated, you may change any of the editable values in the G/L string, including the Index Code for any tender types where you selected Other.
- Note:** Any changes must be validated a second time by clicking the Validate or Make Deposit buttons.
- 12** When the deposit details are validated (the totals match and all G/L strings are confirmed), click Make Deposit. The Deposit Successful page is displayed.

**Deposit Successful**

Deposit 355 has been successfully submitted for approval.  
 Please take your cash, checks, credit card slips, and this deposit slip to the cashiering office to complete this deposit.  
 To view a printable deposit ticket click below

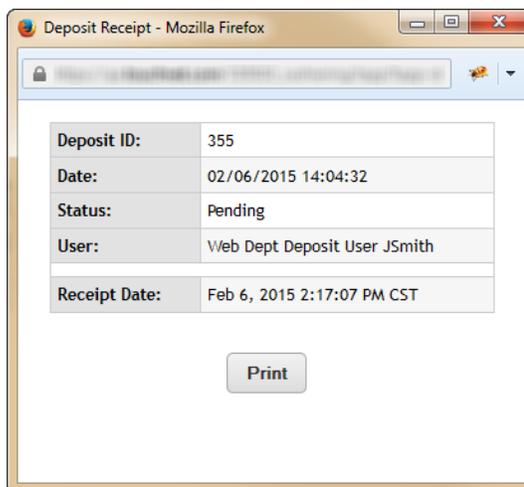
**Report for Deposit #355**

User: Web Dept Deposit    Date: 02/06/2015  
 User JSmith                      14:04:32  
 Status: Pending

Ext Reference Id	Detail Code/Tender	Description	G/L Fields									Credit Amt	Debit Amt
			Coas	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Rucl		
	KIDR	Childcare Registration	C		110100	201010	12115	SS	57	MEET	RCL1	1200.00	
150146	CASH	Cash Payments	C		110010	201010	01105	SS	57	MEET	RCL1		150.00
150147	CHCK	Paper Check Payments	C		110010	201010	01105	SS	57	MEET	RCL1		150.00
150148	CASH	Cash Payments	C		110010	201010	01105	SS	57	MEET	RCL1		150.00
150149	MORD	Money Order Payments	C		110000	201000	01100	SS	57	MEET	RCL1		300.00
150150	CASH	Cash Payments	C		110010	201010	01105	SS	57	MEET	RCL1		150.00
150151	CASH	Cash Payments	C		110010	201010	01105	SS	57	MEET	RCL1		300.00

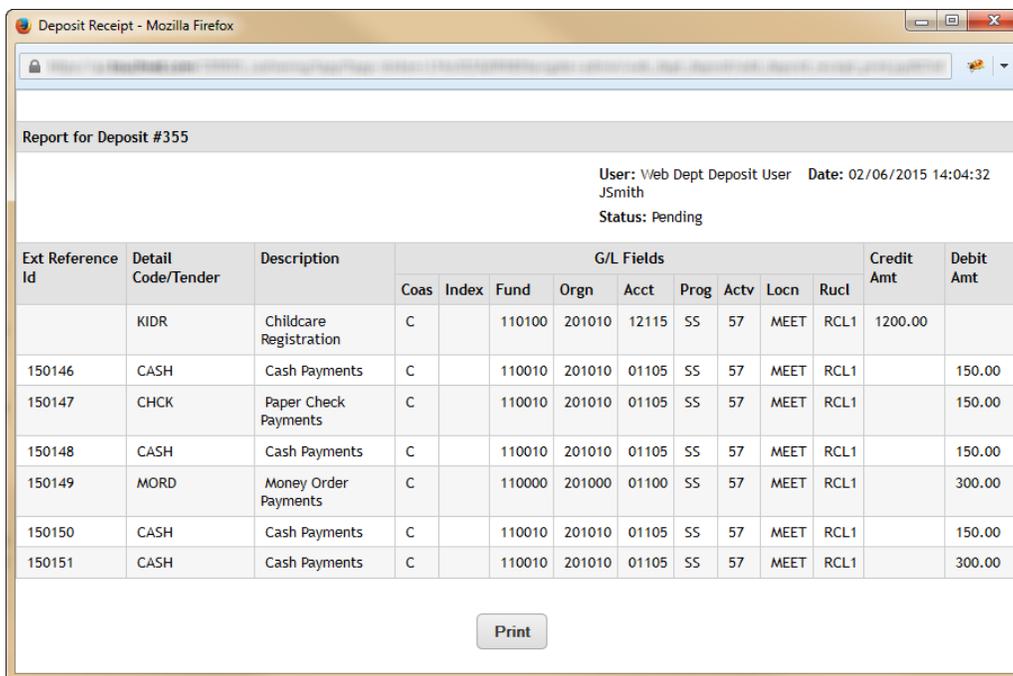
*Confirmation that the deposit has been successfully submitted for review*

- 13 The deposit is now pending approval by a cashier or web departmental accounting user.
- 14 Click to display either the printable summary ticket or the printable detail ticket.
  - The **printable summary receipt** displays the deposit ID, the date and time the deposit was initiated, the status of the deposit, the username of the web departmental deposit user who created the deposit, and the date and time the deposit was submitted for review.



Example of the printable summary receipt

- The **printable detail receipt** displays the same information as the printable summary receipt, but also shows the General Ledger information for the credited and debited accounts.



Example of the printable detail receipt

- 15 Print a copy of the chosen receipt. This is your deposit ticket. Take it and all payment items to the cashiering office or to a web departmental accounting user to complete the deposit.

As a web departmental deposit user, your role in this deposit is complete.

To check the status of your deposit, view the Deposit History. See "The Deposits Summary Page" on page 73.

## Importing Batch Files with Credits and Debits

**Role Requirement:** Web departmental deposit user

To display the Import Deposit Data page, log into the Operations Center as a web departmental deposit user.

Navigate to Cashiering Home > [Campus Name] > Offices > [Office Name] > Web Departmental Deposits > Import Deposit Data.

### Import Deposit Data

**Map Original Codes to Detail Codes**

Original Code	New Detail Code	Delete
<input type="text" value="CASH"/>	<input type="text" value="CASH"/>	
<input type="text" value="PAPER CHECK"/>	<input type="text" value="CHCK"/>	
<input type="text" value="MONEY ORDER"/>	<input type="text" value="MORD"/>	
<input type="text" value="SPACE CAMP FULL"/>	<input type="text" value="SCFL"/>	
<input type="text" value="SPACE CAMP DAY"/>	<input type="text" value="SCDY"/>	

*The Import Deposit Data page when debits and credits are included in the deposit*

- 1 In the Map Original Codes to Detail Codes section, enter an original accounting shortcut code and a corresponding Detail Code for each available row.
  - **Original Code** – Enter your school’s original accounting shortcut code for each individual tender type or department to be debited or credited. These original codes should be located in the CSV file you will use to import the deposit data.

Ask your administrator for guidance if you are unsure what to enter.

- **New Detail Code** – Enter a Detail Code that corresponds to each original code. This could be a Detail Code for another department or a payment method Detail Code such as CASH.

If your office uses Index Codes instead of Detail Codes to retrieve your G/L strings, enter the default Detail Code defined on the Web Departmental Deposit Settings page. See "Web Departmental Deposit Settings" on page 15.

**Note:** You can map more than one original code to a single Detail Code, but you cannot map an original code to multiple Detail Codes.

- 2 Click Continue. The Import Deposit Data page updates and prompts you to select a file to upload.

**Import Deposit Data**

Select file to upload  2015 Space Camp Registration.csv

Select translation file  ▼

*Example of a CSV-format batch file to be uploaded*

- 3 Enter the directory path to the CSV-format batch file you will import, or click the Browse button to manually search for the file. Contact your cashiering office for guidance if you are not sure which file to import or where it is located.

**Important!** Do not attempt to upload any file that has not been approved by your cashiering office.

- 4 You may be prompted to choose an XSL file from the "Select translation file" dropdown list.

**Note:** This dropdown list only displays if your school has created more than one XSL file.

**Important!** You must select the XSL file that corresponds to the data in your CSV-format batch file. Selecting the wrong XSL file will result in data translation errors. If you are unsure which XSL file to select, ask your cashiering office for guidance.

- 5 Click Upload. The Create Web Departmental Deposit page is displayed with the data you imported.

If your office uses Detail Codes to retrieve your G/L strings, each credit and debit row defined in the original CSV batch file will display with the corresponding Detail Code you assigned in step 1, as shown in the following example.

**Create Web Departmental Deposit**

**Template**  
Select Template  
Use Template

**Enter Credit Information**

Ext Reference Id	Index Lookup	Detail Code	Amount	Description	Coas	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Rucl
35A	<input type="checkbox"/>	SCFL	4200 .00	Space Camp Full Day	→								
35B	<input type="checkbox"/>	SCDY	3150 .00	Space Camp Half Day	→								

Add Row

**Enter Debit Information**

Ext Reference Id	Tender Type	Amount	Description	Coas	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Rucl
12100	Other Index Lookup <input type="checkbox"/> Detail Code CASH	2640 .00		→								
12120	Other			→								

Example of the Create Web Departmental Deposit page when validating based on Detail Codes

If your office uses Index Codes instead of Detail Codes to retrieve your G/L strings, each credit and debit row defined in the original CSV batch file will display, at a minimum, with the COAS and RUCL value associated with the default Detail Code assigned during step 1. See "Managing Web Departmental Deposit Settings" on page 15.

**Create Web Departmental Deposit**

**Template**  
Select Template  
Use Template

**Enter Credit Information**

Ext Reference Id	Amount	Description	Coas	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Rucl
35A	4200 .00		→ C								RCL1
35B	3150 .00		→ C								RCL1

Add Row

**Enter Debit Information**

Ext Reference Id	Tender Type	Amount	Description	Coas	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Rucl
12100	Other Detail Code INDX	2640 .00		→ C								RCL1
12120	Other Detail Code INDX	4245 .00		→ C								RCL1

Example of the Create Web Departmental Deposit page when validating based on Index Codes

- Review for accuracy the data in the Enter Credit Information and Enter Debit Information sections. Make changes as needed. This may

include changing the amounts of any debit or credit line item, editing default values supplied for the Description field, or changing the G/L strings, including the Detail Code, Index Code, or any editable FOAPAL fields.

If your office uses Index Codes instead of Detail Codes to retrieve your G/L strings, it is especially important that you change the COAS and Index values for each credit and debit line item; otherwise, all of your credits and debits will post the G/L string associated with your office's configured default Detail Code.

- 7 In the Deposit Description field, enter a brief description of the deposit or the name of the department from which the deposit originated, if needed. The deposit description will display on the Deposits Summary page as a sortable field. See "The Deposits Summary Page" on page 73.
- 8 Click Validate to confirm that your totals balance and that all accounting fields, including Detail or Index Codes, are valid.
  - If all the values are confirmed, the page will update and display a success message. Proceed to step 10.
  - If an error message displays, proceed to step 9.

**Note:** The two most common error messages occur when:

    - You enter or change a Detail Code or Index Code and it cannot be validated by your Banner system
    - The totals for your credits and debits do not balanceIf any other error message is displayed, follow the instructions it provides.
- 9 When you receive an error message, any fields containing mistakes or data that cannot be validated are highlighted in red.
  - Hover the cursor over any highlighted field to display a message detailing the cause of the error.

### Create Web Departmental Deposit

There was an error validating the detail code(s) and/or the foapals string(s). Please review any highlighted areas for errors.

#### Enter Credit Information

Ext Reference Id	Index Lookup	Detail Code	Amount	Description	Coas	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Rucl
35A	<input type="checkbox"/>	SCCFL	4200 .00										
35B	<input type="checkbox"/>	SCDY	3150 .00	Space Camp Half Day	C		110100	100600	12115	SS	57	MEET	RCL1

#### Enter Debit Information

Ext Reference Id	Tender Type	Amount	Description	Coas	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Rucl
12100	Other <small>Index Lookup <input type="checkbox"/></small> <small>Detail Code CASH</small>	2640 .00	Cash Payment	C		110010	201010	01105	SS	57	MEET	RCL1
12120	Other		Paper Check Payment	C		110010	201010	01105	SS	57	MEET	RCL1

Example of highlighted invalid data

- Review and change the highlighted data in the deposit details, then click Validate button.
  - If you still receive an error message and are unsure of how to correct a value, ask your cashiering office for guidance.
- 10** When the deposit information has been validated, you may change any of the editable values in the G/L string, including the Index Code for any tender types where you selected Other.

**Note:** Any changes must be validated a second time, by clicking the Validate or Make Deposit buttons.

- 11 When the deposit details are validated (the totals match and all G/L strings are confirmed), click Make Deposit. The Deposit Successful page is displayed.

### Deposit Successful

Deposit 356 has been successfully submitted for approval.  
Please take your cash, checks, credit card slips, and this deposit slip to the cashiering office to complete this deposit.  
To view a printable deposit ticket click below

Show Printable Summary
Show Printable Detail

Report for Deposit #356

User: Web Dept Deposit    Date: 02/06/2015  
 User JSmith                    15:48:07  
 Status: Pending

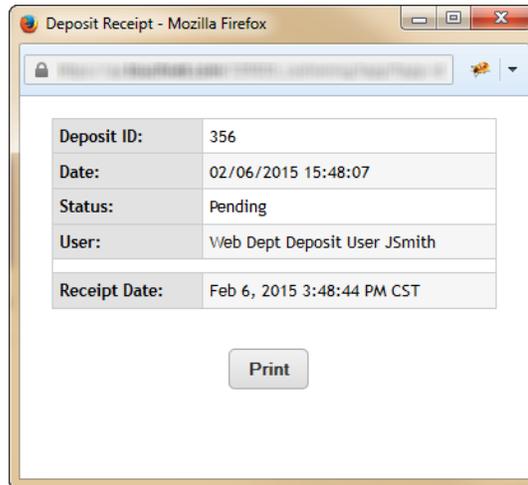
Ext Reference Id	Detail Code/Tender	Description	G/L Fields									Credit Amt	Debit Amt
			Coas	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Rucl		
35A	SCFL	Space Camp Full Day	C		110110	210200	12115	SS	57	MEET	RCL1	4200.00	
35B	SCDY	Space Camp Half Day	C		110100	100600	12115	SS	57	MEET	RCL1	3150.00	
12100	CASH	Cash Payments	C		110010	201010	01105	SS	57	MEET	RCL1		2640.00
12120	CHCK	Paper Check Payments	C		110010	201010	01105	SS	57	MEET	RCL1		4245.00
12124	MORD	Money Order Payments	C		110000	201000	01100	SS	57	MEET	RCL1		465.00

*Confirmation that the deposit has been successfully submitted for review*

- 12 The deposit is now pending approval by a cashier or web departmental accounting user.

Click to display either the printable summary ticket or the printable detail ticket.

- The **printable summary receipt** displays the deposit ID, the date and time the deposit was initiated, the status of the deposit, the username of the web departmental deposit user who created the deposit, and the date and time the deposit was submitted.



Example of the printable summary receipt

- The **printable detail receipt** displays the same information as the printable summary receipt, but also shows the General Ledger information for the credited and debited accounts.

Report for Deposit #356

User: Web Dept Deposit User JSmith Date: 02/06/2015 15:48:07  
Status: Pending

Ext Reference Id	Detail Code/Tender	Description	G/L Fields									Credit Amt	Debit Amt
			Coas	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Rucl		
35A	SCFL	Space Camp Full Day	C		110110	210200	12115	SS	57	MEET	RCL1	4200.00	
35B	SCDY	Space Camp Half Day	C		110100	100600	12115	SS	57	MEET	RCL1	3150.00	
12100	CASH	Cash Payments	C		110010	201010	01105	SS	57	MEET	RCL1		2640.00
12120	CHCK	Paper Check Payments	C		110010	201010	01105	SS	57	MEET	RCL1		4245.00
12124	MORD	Money Order Payments	C		110000	201000	01100	SS	57	MEET	RCL1		465.00

Example of the printable detail receipt

- 13 Print a copy of the selected deposit ticket.
- 14 Take the deposit ticket and all payment items to the cashiering office or to a web departmental accounting user to complete the deposit.

### *Next Steps*

As a web departmental deposit user, your role in this deposit is complete.

To check the status of your deposit, view the Deposit History. See "The Deposits Summary Page" on page 73.

## 8.0 Editing Pending Deposits

**Role Requirement:** Web departmental accounting user

After your departmental deposits have been submitted, the next step is the review phase.

**Overview** In the review phase, a cashier or web departmental accounting user must evaluate the batch information for accuracy and consistency before approving or rejecting the deposit.

Only cashiers or web departmental accounting users have the ability to edit, reject, or submit a pending batch deposit.

### 8.1 Editing a Pending Deposit

**Role Requirement:** Web departmental accounting user

To display the Deposits Summary page, log into the Operations Center as a web departmental accounting user.

Navigate to Cashiering Home > [Campus Name] > Offices > [Office Name] > Web Departmental Deposits > Status.

### Deposits Summary

**Search Deposit History**  
 Last 30 Days    Year To Date    All    Specific Date

#### Pending Deposits

Show  entries   Filter Records by Date, Deposit ID, Deposit Description, or Amount:

Date	Deposit ID	Deposit Description	Amount	Status	Action
<a href="#">08/17/2015</a>	<a href="#">335</a>	Science Camp Registrations	<a href="#">275.00</a>	<a href="#">Pending</a>	<input type="button" value="Submit"/> <input type="button" value="View/Edit"/> <input type="button" value="Reject"/>
<a href="#">08/17/2015</a>	<a href="#">336</a>	Health Dept. Flu Shots	<a href="#">310.00</a>	<a href="#">Pending</a>	<input type="button" value="Submit"/> <input type="button" value="View/Edit"/> <input type="button" value="Reject"/>
<a href="#">08/18/2015</a>	<a href="#">337</a>	2015 Alumni Donations	<a href="#">780.00</a>	<a href="#">Pending</a>	<input type="button" value="Submit"/> <input type="button" value="View/Edit"/> <input type="button" value="Reject"/>

Showing 1 to 4 of 4 entries

#### Non-Pending Deposits

Show  entries   Filter Records by Date, Deposit ID, Deposit Description, Amount, or Status:

Date	Deposit ID	Deposit Description	Amount	Status
<a href="#">08/17/2015</a>	<a href="#">335</a>	Science Camp Registrations	<a href="#">275.00</a>	<a href="#">Pending</a>

*Example of the Deposits Summary page as seen by a web departmental accounting user*

To view or edit a pending deposit from the Deposits Summary page, follow these steps:

- 1 In the Pending Deposits table, locate the row containing the Deposit ID to edit. Click View/Edit. The Update Web Departmental Deposit page is displayed.
  - If your office uses Detail Codes to retrieve your G/L strings, each line in both the credit and debit sections should display the Detail Code or tender type originally selected for the deposit, an amount to be credited or debited, and a description, if one is required, as seen in the following example.

**Update Web Departmental Deposit**

**Enter Credit Information**

Index Lookup	Detail Code	Amount	Description	Coas	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Rucl
<input type="checkbox"/>	ALUM	780 .00	2015 Alumni Donations	C		110100	100201	12115	SS	57	MEET	RCL1

**Enter Debit Information**

Tender Type	Amount	Description	Coas	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Rucl
Cash	430 .00	Cash Payments									
Paper Check	250 .00	Paper Check Payment									
Money Order	100 .00	Money Order Payment									

**Deposit Description**

Deposit Description: Alumni Donations

**Calculated Totals**

Credits: 780.00  
Debits: 780.00

Example of the Update Web Departmental Deposit page when validating based on Detail Codes

- If your office uses Index Codes to retrieve your G/L strings, each line in both the credit and debit sections should display a tender type or an Index Code and its associated FOAPAL string, an amount to be credited or debited, and a description, if one is required, as seen in the following example.

**Update Web Departmental Deposit**

**Enter Credit Information**

Amount	Description	Coas	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Rucl
780 .00	2015 Alumni Donations	C	ALUMNI	110100	100201	12115	SS	57	MEET	RCL1

**Enter Debit Information**

Tender Type	Amount	Description	Coas	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Rucl
Cash	430 .00	Cash Payment									
Paper Check	250 .00	Paper Check Payment									
Money Order	100 .00	Money Order Payment									

**Deposit Description**

Deposit Description: Alumni Donations

**Calculated Totals**

Credits: 780.00  
Debits: 780.00

Example of the Update Web Departmental Deposit page when validating based on Index Codes

- 2 To return to the Deposits Summary page without changing the status of the current web deposit to Changed and Pending, click Cancel.

Otherwise, review the data for accuracy and make changes in any of the following fields as needed.

**Note:** Depending on whether your office prefers to retrieve the G/L strings for each account based on Detail Codes or Index Codes, the data you see will vary slightly. See "Managing Web Departmental Deposit Settings" on page 15

- **Index Lookup** – If your office retrieves FOAPAL string values based on Detail Codes and the Detail Code is G/L enterable, click the Index Lookup checkbox. Change the COAS and Index values as needed to retrieve new FOAPAL values upon validation.
- **Detail Code** – If your office retrieves FOAPAL string values based on Detail Codes and the Detail Code is G/L enterable, change the value in the Detail Code field to retrieve new FOAPAL values upon validation.

If the Detail Code is non-G/L enterable and you need to change it, delete the row containing the existing Detail Code and add a new row with the desired Detail Code.

- **Amount** – Change the amount in each credit or debit row, as needed.
- **Description** – Change the description in each credit or debit row, as needed.
- **Index** – If your office retrieves FOAPAL string values based on Index Codes, change the value in the Index field to retrieve new FOAPAL values upon validation.
- **The FOAPAL String** – Regardless of whether your office uses Detail Codes or Index Codes, you can change any of the values in the FOAPAL string, as long as the fields are editable.

**To delete debit or credit rows**, click the trash can icon.

**To add debit or credit rows**, click Add Row button.

- 3 Edit the value in the Deposit Description field, if needed. The deposit description will display on the Deposits Summary page as a sortable field. See "The Deposits Summary Page" on page 73.
- 4 Click Validate to confirm that the totals balance and that any changes made to the Detail Codes, Index Codes, or FOAPAL string are valid.
  - If the validation is successful, all applicable fields are updated and a validation message displays. Proceed to step 6.
  - If an error message displays, proceed to step 5.

**Note:** The two most commonly displayed error messages occur when:

- You alter a Detail Code, Index Code, or a value in the FOAPAL string and it cannot be validated by your Banner system.
- The totals for your credits and debits do not balance.

If any other error message displays, follow the instructions it provides.

- 5 When you receive an error message, fields that contain mistakes or data that cannot be validated are highlighted in red.
  - Hover the cursor over any highlighted field to display a message detailing the cause of the error.
  - Review and change the highlighted data in the deposit details, then click Validate again.
  - If you still receive an error message and you are unsure of how to correct a value, ask your cashiering office for guidance.
- 6 Click Update Deposit.

**Note:** If the edits are successfully updated, a validation message will display and the status of the deposit will change from "Pending" to "Changed and Pending."

The web departmental deposit is now ready to be rejected or submitted to the General Ledger (GL).

**To reject a pending batch,** see "Rejecting a Deposit" on page 69.

**To submit a pending batch,** see "Submitting a Deposit" on page 71.



## 9.0 Submitting or Rejecting Pending Deposits

**Role Requirement:** The information in this chapter is for users with the web departmental accounting user role.

**Overview** When a submitted deposit has been reviewed, a cashier or web departmental accounting user must decide whether to reject a pending deposit or approve and submit it to the General Ledger (GL).  
After a deposit has been reviewed, only a cashier or web departmental accounting user can submit or reject the pending batch deposit.

### 9.1 Rejecting a Deposit

**Role Requirement:** Web departmental accounting user

To display the Deposits Summary page, log into the Operations Center as a web departmental accounting user.

Navigate to Cashiering Home > [Campus Name] > Offices > [Office Name] > Web Departmental Deposits > Status.

### Deposits Summary

**Search Deposit History**  
 Last 30 Days    Year To Date    All    Specific Date

#### Pending Deposits

Show  entries   Filter Records by Date, Deposit ID, Deposit Description, or Amount:

Date	Deposit ID	Deposit Description	Amount	Status	Action
<a href="#">08/17/2015</a>	<a href="#">335</a>	Science Camp Registrations	<a href="#">275.00</a>	Pending	<input type="button" value="Submit"/> <input type="button" value="View/Edit"/> <input type="button" value="Reject"/>
<a href="#">08/17/2015</a>	<a href="#">336</a>	Health Dept. Flu Shots	<a href="#">310.00</a>	Pending	<input type="button" value="Submit"/> <input type="button" value="View/Edit"/> <input type="button" value="Reject"/>
<a href="#">08/18/2015</a>	<a href="#">337</a>	2015 Alumni Donations	<a href="#">780.00</a>	Pending	<input type="button" value="Submit"/> <input type="button" value="View/Edit"/> <input type="button" value="Reject"/>

Showing 1 to 4 of 4 entries     1

#### Non-Pending Deposits

Show  entries   Filter Records by Date, Deposit ID, Deposit Description, Amount, or Status:

Date	Deposit ID	Deposit Description	Amount	Status
<a href="#">08/17/2015</a>	<a href="#">335</a>	Science Camp Registrations	<a href="#">275.00</a>	Pending

*Example of the Deposits Summary page as seen by a web departmental accounting user*

You may need to reject a pending deposit, such as when a deposit is submitted with missing credits or if the tender types do not match the items in the deposit bag.

**Important!** After a deposit has been rejected, it cannot be edited or retrieved. Rejected deposits must be re-entered to start the deposit process again.

To reject a pending deposit, do these steps:

- 1 On the Deposits Summary page, locate the Deposit ID in the Pending Deposits table.

**Important!** Rejected batches cannot be retrieved or edited. Best practice is to click View/Edit before taking action to make sure that you have selected the correct pending deposit to reject. You can then click the Status option in the Control Menu to return to the Deposits Summary page.

- 2 In the Pending Deposits table, click Reject for the Deposit ID to decline.

A validation message will display and the status of the deposit will change to “Rejected.”

- 3 Return the deposit bag to the appropriate department.

## 9.2 Submitting a Deposit

**Role Requirement:** Web departmental accounting user

To display the Deposits Summary page, log into the Operations Center as a web departmental accounting user.

Navigate to Cashiering Home > [Campus Name] > Offices > [Office Name] > Web Departmental Deposits > Status.

**Deposits Summary**

**Search Deposit History**

Last 30 Days
  Year To Date
  All
  Specific Date

---

**Pending Deposits**

Show  entries Filter Records by Date, Deposit ID, Deposit Description, or Amount:

Date	Deposit ID	Deposit Description	Amount	Status	Action
<a href="#">08/17/2015</a>	<a href="#">335</a>	Science Camp Registrations	<a href="#">275.00</a>	<a href="#">Pending</a>	<input type="button" value="Submit"/> <input type="button" value="View/Edit"/> <input type="button" value="Reject"/>
<a href="#">08/17/2015</a>	<a href="#">336</a>	Health Dept. Flu Shots	<a href="#">310.00</a>	<a href="#">Pending</a>	<input type="button" value="Submit"/> <input type="button" value="View/Edit"/> <input type="button" value="Reject"/>
<a href="#">08/18/2015</a>	<a href="#">337</a>	2015 Alumni Donations	<a href="#">780.00</a>	<a href="#">Pending</a>	<input type="button" value="Submit"/> <input type="button" value="View/Edit"/> <input type="button" value="Reject"/>

Showing 1 to 4 of 4 entries First Previous 1 Next Last

---

**Non-Pending Deposits**

Show  entries Filter Records by Date, Deposit ID, Deposit Description, Amount, or Status:

Date	Deposit ID	Deposit Description	Amount	Status
<a href="#">08/17/2015</a>	<a href="#">335</a>	Science Camp Registrations	<a href="#">275.00</a>	<a href="#">Pending</a>

*Example of the Deposits Summary page as seen by a web departmental accounting user*

After you have verified that a pending deposit is accurate and the total number of debits and credits are balanced, submit the deposit to the General Ledger (GL).

To submit a pending deposit, do these steps:

- 1 On the Deposits Summary page, locate the Deposit ID to submit to the GL in the Pending Deposits table.

**Important!** Submitted batches cannot be retrieved or edited. Best practice is to click View/Edit before taking action to make sure you have selected the correct deposit to submit. You can then click the Status option in the Control Menu to return to the Deposits Summary page.

- 2 In the Pending Deposits table, click Submit for the Deposit ID you wish to submit to the GL.  
A validation message will display and the status of the deposit will change to "Submitted."
- 3 Take the deposit bag and all payment items to the cashier's office.

# 10.0 Deposits History and Web Departmental Deposit Report

**Role Requirement:** This chapter is for users with the following roles:

- Web departmental deposit administrator
- Web departmental deposit user
- Web departmental accounting user

## Overview

You may need to track the status of a deposit, research the details of a specific deposit, or generate a Web Departmental Deposits report based on certain criteria. This section describes:

- How web departmental deposit administrators and web departmental accounting users can view the Web Departmental Deposit report.
- How any web departmental user can monitor the status of a deposit using the Deposits Summary page.

## 10.1 The Deposits Summary Page

To display the Deposits Summary page, log into the Operations Center as any one of the three web departmental users.

Navigate to Cashiering Home > [Campus Name] > Offices > [Office Name] > Web Departmental Deposits > Status.

**Role Requirement:**

- **Users authorized to view** the Deposits Summary page:
  - Web departmental deposit administrator
  - Web departmental deposit user
  - Web departmental accounting user
- **Users authorized to edit, submit, or reject pending deposits:**
  - Web departmental accounting role

### Web Dept Deposit Administrator & Web Dept Deposit User

**Role Requirement:**

- **Web departmental deposit administrators** use the Deposits Summary page to monitor the state of pending and completed deposits in their office.
- **Web departmental deposit users** use the Deposits Summary page to ensure pending deposits are processed in a timely manner.

## Deposits Summary

### Search Deposit History

Last 30 Days
  Year To Date
  All
  Specific Date

### Pending Deposits

Show  entries Filter Records by Date, Deposit ID, Deposit Description, or Amount:

Date	Deposit ID	Deposit Description	Amount	Status
<a href="#">08/17/2015</a>	<a href="#">335</a>	Science Camp Registrations	<a href="#">275.00</a>	<a href="#">Pending</a>
<a href="#">08/17/2015</a>	<a href="#">336</a>	Health Dept. Flu Shots	<a href="#">310.00</a>	<a href="#">Pending</a>
<a href="#">08/18/2015</a>	<a href="#">337</a>	2015 Alumni Donations	<a href="#">780.00</a>	<a href="#">Pending</a>

Showing 1 to 3 of 3 entries First Previous 1 Next Last

### Non-Pending Deposits

Show  entries Filter Records by Date, Deposit ID, Deposit Description, Amount, or Status:

Date	Deposit ID	Deposit Description	Amount	Status
<a href="#">08/07/2015</a>	<a href="#">330</a>	Arts Dept Auction	<a href="#">657.89</a>	<a href="#">Rejected</a>
<a href="#">08/10/2015</a>	<a href="#">331</a>	Arts Dept Auction	<a href="#">691.20</a>	<a href="#">Submitted</a>
<a href="#">08/10/2015</a>	<a href="#">332</a>	McLuhan Foundation Drive	<a href="#">6422.55</a>	<a href="#">Submitted</a>
<a href="#">08/11/2015</a>	<a href="#">333</a>		<a href="#">1243.28</a>	<a href="#">Changed and Submitted</a>
<a href="#">08/14/2015</a>	<a href="#">334</a>	Health Dept. Flu Shots	<a href="#">170.00</a>	<a href="#">Submitted</a>

Showing 1 to 5 of 5 entries First Previous 1 Next Last

*The Deposits Summary page as seen by the web departmental deposit administrator and web departmental deposit user*

Use the Pending Deposits table to determine whether to follow up with a web departmental accounting user or cashier about the status of a deposit.

- **Web departmental deposit administrators** will see that each of the tables will display a list of all deposits (pending, submitted, or rejected) for your office and campus.
- **Web departmental deposit users** will see only their own deposits.

To see more information on a specific deposit, click any value in the four columns: Date, Deposit ID, Amount, or Status.

The Deposit Details page is displayed.

Deposit Details												
Report for Deposit #169												
TCS Receipt #:			User: Web Dept Deposit User Sheldon Cooper				Date: 01/26/2015 16:35:07					
TPG Ref ID:			Status: Pending									
Detail Code/ Tender	Description	G/L Fields									Credit Amt	Debit Amt
		Coas	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Rucl		
MISC	2015 Auckner Scholarship	C		110200	201501	12001	SS	57	MEET	RCL1	826.16	
CASH	Cash Payments	C		110010	201010	01105	SS	57	MEET	RCL1		473.11
CHCK	Paper Check Payments	C		110010	201010	01105	SS	57	MEET	RCL1		228.05
MORD	Money Order Payments	C		110000	201000	01100	SS	57	MEET	RCL1		125.00

*The Deposit Details page as seen by a web departmental deposit user*

## Accounting User

**Role Requirement:** Accounting users use the Deposits Summary page to review and processes pending deposits.

### Deposits Summary

**Search Deposit History**

Last 30 Days
  Year To Date
  All
  Specific Date

**Pending Deposits**

Show  entries    Filter Records by Date, Deposit ID, Deposit Description, or Amount:

Date	Deposit ID	Deposit Description	Amount	Status	Action
<a href="#">08/17/2015</a>	<a href="#">335</a>	Science Camp Registrations	<a href="#">275.00</a>	<a href="#">Pending</a>	<input type="button" value="Submit"/> <input type="button" value="View/Edit"/> <input type="button" value="Reject"/>
<a href="#">08/17/2015</a>	<a href="#">336</a>	Health Dept. Flu Shots	<a href="#">310.00</a>	<a href="#">Pending</a>	<input type="button" value="Submit"/> <input type="button" value="View/Edit"/> <input type="button" value="Reject"/>
<a href="#">08/18/2015</a>	<a href="#">337</a>	2015 Alumni Donations	<a href="#">780.00</a>	<a href="#">Pending</a>	<input type="button" value="Submit"/> <input type="button" value="View/Edit"/> <input type="button" value="Reject"/>

Showing 1 to 3 of 3 entries First Previous 1 Next Last

**Non-Pending Deposits**

Show  entries    Filter Records by Date, Deposit ID, Deposit Description, Amount, or Status:

Date	Deposit ID	Deposit Description	Amount	Status
<a href="#">08/07/2015</a>	<a href="#">330</a>	Arts Dept Auction	<a href="#">657.89</a>	<a href="#">Rejected</a>
<a href="#">08/10/2015</a>	<a href="#">331</a>	Arts Dept Auction	<a href="#">691.20</a>	<a href="#">Submitted</a>
<a href="#">08/10/2015</a>	<a href="#">332</a>	McLuhan Foundation Drive	<a href="#">6422.55</a>	<a href="#">Submitted</a>
<a href="#">08/11/2015</a>	<a href="#">333</a>		<a href="#">1243.28</a>	<a href="#">Changed and Submitted</a>
<a href="#">08/14/2015</a>	<a href="#">334</a>	Health Dept. Flu Shots	<a href="#">170.00</a>	<a href="#">Submitted</a>

Showing 1 to 5 of 5 entries First Previous 1 Next Last

*The Deposits Summary page as seen by the web departmental accounting user*

Use the Pending Deposits table to see which deposits are awaiting review and edit, submit, or reject them.

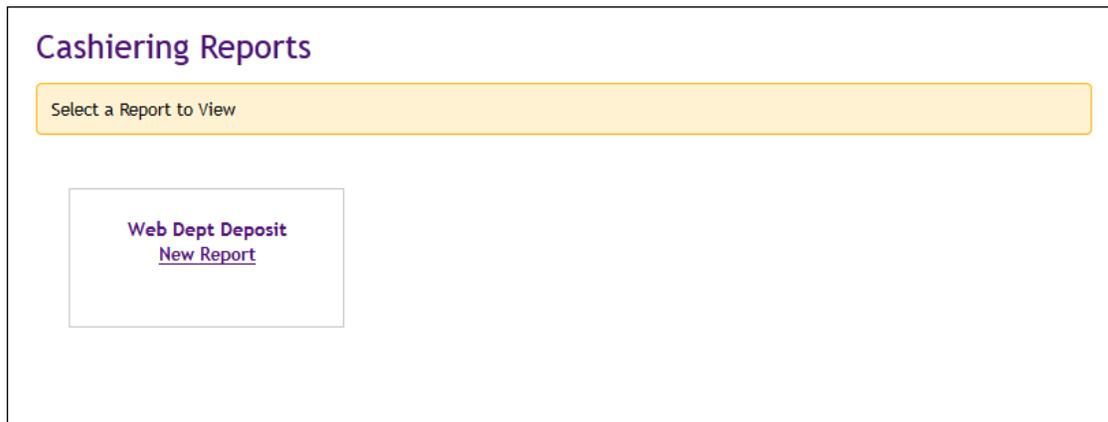
The Non-Pending Deposits table displays a list of all deposits completed (submitted or rejected) in your office(s) and campus(es).

## 10.2 The Web Departmental Deposit Report

**Role Requirement:** Web departmental deposit administrator or web departmental accounting user.

To display the Web Departmental Deposit report, log into the Operations Center as a web departmental deposit administrator or web departmental accounting user.

Navigate to Cashiering Home > Cashiering Reports.



*The Cashiering Reports page*

In addition to the reports on the Deposits Summary page, web departmental deposit administrators and web departmental accounting users can generate reports based on more specific criteria, including certain types of users, specific value types (such as receipt numbers), or specific fields in the FOAPAL string.

These reports can be exported as CSV-format files for use in a spreadsheet application, or they can be printed directly from your browser window.

**Note:** Web departmental deposit users cannot view the Web Departmental Deposit report.

Follow these steps to generate a Web Departmental Deposit report:

- 1 On the Cashiering Reports page, click the Web Dept Deposit New Report link. The Web Departmental Deposit Report page is displayed.

### Web Departmental Deposit Report

Select Search Criteria

Search Criteria	
Campus	<div style="border: 1px solid #ccc; padding: 2px;">                     Missouri Campus                      Kansas Satellite Campus                 </div> <div style="text-align: center; margin-top: 5px;"> <input type="button" value="Select All"/> </div>
Office	<div style="border: 1px solid #ccc; padding: 2px;">                     Bursar's Office                      Athletics Office                      Fine Arts Business Office                      Continuing Education Business Office                      Parking and Security Business Office                 </div> <div style="text-align: center; margin-top: 5px;"> <input type="button" value="Select All"/> </div>
Approval user	<div style="border: 1px solid #ccc; padding: 2px;">                     All                      JSmith                      EBurke                      TDale                      RGrable                 </div>
Entry user	<div style="border: 1px solid #ccc; padding: 2px;">                     All                      MBarnes                      LHansen                      SClarke                      JOsbom                 </div>
Deposit status	<div style="border: 1px solid #ccc; padding: 2px;">                     Any Status                      Changed and Pending                      Changed and Submitted                      Pending                      Rejected                 </div>
Quick dates	<input type="button" value="Today"/> <input type="button" value="Month"/> <input type="button" value="YTD"/>
Date range	From: <input type="text" value="02/02/2015"/> To: <input type="text" value="02/06/2015"/>
Specific value	<input type="checkbox"/> TCS Receipt Number: <input type="checkbox"/> TPG Reference Number: <input type="checkbox"/> Web Deposit ID:
G/L field	<input type="checkbox"/> Select All <input type="checkbox"/> Coas <input type="checkbox"/> Index <input type="checkbox"/> Ledger Fund <input type="checkbox"/> Orgn <input type="checkbox"/> Acct <input type="checkbox"/> Prog <input type="checkbox"/> Actv <input type="checkbox"/> Locn <input type="checkbox"/> Rucl

*The Web Departmental Deposit report page*

- 2 On the Web Departmental Deposit Report page, select the search criteria variables to generate your report.

**Note:** To select multiple items in a dropdown list (where applicable), hold down the Ctrl key and select the needed items for the list.

- **Campus** – Select a single campus, multiple campuses, or all campuses to report on from the list.
- **Office** – Select a single office, multiple offices, or all offices to report on from the list.
- **Approval user** – Select a single accounting user, multiple accounting users, or all accounting users to report on from the list.
- **Entry user** – Select a single departmental deposit user, multiple departmental deposit users, or all departmental deposit users from the list.
- **Deposit status** – Select a single status, a combination of statuses (changed and pending, for example), or all statuses from the list menu.
- **Date range** – You can either select a specific date range by using the From and To dropdown menus or you can click one of the four options: Today, Yesterday, Month, or Year.

When you set your date range, the To line always defaults to today's date.

- **Specific value** – If you click any or all of the options for this setting, you must enter the value for the selection you have made. For example, if you click the Web Deposit ID button, you will be prompted to enter the ID number of the specific deposit you want to find.

*The Specific value field when one or more options are selected*

**Note:** Deposits with a status of “Pending” or “Changed and Pending” do not have a TCS Receipt Number or TPG Reference Number. These numbers are only generated after the deposit has been approved and submitted to the General Ledger (GL).

- **G/L Field(s)** – This list includes options for specific fields in the FOAPAL string, such as the Ledger, Fund, or Account. Select any number of variables or all variables in this field.
- 3 Click View Report to create a report based on the selected variables.

When the page updates and displays the report, click Export to CSV to export the data to a CSV-format file, which can be opened using a spreadsheet application.

# Index

## A

Accounting user  
 editing pending deposits 63  
 submitting deposits 71  
 what they can see from the Deposit  
 Summary page 76  
 Approval user 79

## B

Banner  
 Banner Operator ID 10, 12

## C

Cashiering user profiles  
 adding to multiple offices or campuses 11  
 creating 9  
 Contact Customer Care 1  
 Creating  
 Cashiering profiles 9  
 Customer Care 1

## D

Deposit status 79  
 Deposits Summary page 73  
 Detail Code 21, 28  
 Detail Code, reviewing in a G/L template 21

## E

Entry user 79

## G

G/L field(s)  
 in the web departmental deposit report 79  
 G/L templates  
 managing 20  
 saving deposits as 31, 37  
 General ledger 67

## I

Index Code 21  
 Index Code, reviewing in a G/L template 21

## M

Managing  
 G/L templates 20  
 Multiple  
 offices or campuses, adding Cashiering  
 user profiles to 11

## P

Pending deposits 63

## R

Reports  
 Web Departmental Deposit 73, 77

## S

Saving, deposits as G/L templates 31, 37  
 Specific value 79  
 Support 1

## T

Technical assistance 1  
 TouchNet Customer Care 1

## U

U.Commerce Central  
 linking Cashiering user profiles to 9  
 User roles  
 Accounting User role 8, 63, 71, 76  
 Executive Administrator role 8  
 how to add and remove users 12  
 Web Departmental Deposit Administrator  
 role 7, 73  
 Web Departmental Deposit Template User  
 role 8  
 Web Departmental Deposit User role 7, 73  
 User(s)  
 changing existing 11

## W

Web Departmental Deposit Administrator  
 what they can see from the Deposit  
 Summary page 73  
 Web Departmental Deposit Report 73, 77

- Web Departmental Deposits
  - adding new, overview 27
  - creating CSV batch files for 42
  - definition 5
  - editing pending 64
  - history 73
  - importing batch files 41, 47
  - manually adding new 27, 33
  - rejecting 70
  - requirements for importing batch files 41
  - submitting 71
- Web Departmental Deposits User
  - what they can see from the Deposit Summary page 73