



DEPARTMENTAL DEPOSIT MODULE

Training Guide

Overview of the Department Deposit Module:

- Distinguish between when to use the sundry remittance form and the department deposit module.
- Accessing the department deposit module.
- Creating a departmental deposit record.
- Preparing the departmental deposit record for a bank deposit.
- Features of the departmental deposit module: finding a transaction, voiding a transaction, report viewing.
- Supplies that are needed.



1. Acceptable Forms of Payments

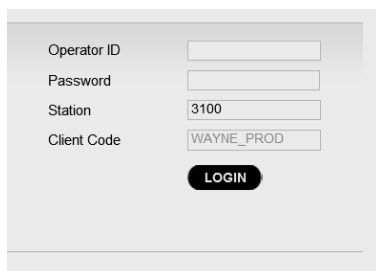
- Cash – US Currency Only!
- Checks and Money Orders
 - The check has a **pre-printed name** (No Starter Checks).
 - The check is **payable to Wayne State University**.
 - The **numerical and written amount is the same**.
 - The check is **signed**.
 - The check has the **current date** checks cannot be post-dated.
 - The check is in **U.S. funds**; all foreign checks must state U.S. funds.
 - The check is not **stale dated**; checks are valid for 6 months unless otherwise notated on check.
- When accepting Credit Card payments the following information needs to be collected.
 - Name
 - Address
 - Credit Card Number
 - Expiration Date

2. Sundry Remittance form vs. Department Deposit Module

1. Sundry Remittance form is used only for credit card transactions that need to be processed.
2. Department Deposit Module is used for all cash, check, money orders, wire payments and credit card transactions that have been processed and have a settlement batch.

3. The Departmental Deposit Module

- Accessing the Department Deposit Module



The screenshot shows a login form with the following fields and values:

Operator ID	<input type="text"/>
Password	<input type="password"/>
Station	3100
Client Code	WAYNE_PROD

Below the fields is a black button with the text "LOGIN" in white.

Login into CASHNet: <https://commerce.cashnet.com/waynecashier>



- This will bring you to the home page. From the home page click on Departmental Deposits located in the left hand column.



Home Deposits Find Transactions Reports Help Sign Out	
Home Page Wayne State University (Training)	
<ul style="list-style-type: none"> Home Page Departmental Deposits Find Transactions Reports Support Library 	<p>Operator: 1PTAK Department: MAIN Station: 1100 Client: WAYNE_TRAIN</p> <ul style="list-style-type: none"> Your last login was on Monday, May 02, 2011 at 1:48:48 PM. There was 1 failed attempt to access this account since your last login. This was on Wednesday, May 04, 2011 at 11:29:01 AM. Your password expires in 22 days. Click here to change it. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Actual Date: Wed., May. 4, 2011</p> <p>Business Date: Tue., Oct. 12, 2010</p> </div>
Messages	
Today's Activity	Yesterday's Activity
Transaction Count: 2 Amount Received: \$22,880.56	Transaction Count: 5 Amount Received: \$25,226.00

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- There are three parts to the Department Deposit Module:
 - View Open Deposits – Deposits created by the department which have not been cashiered by the Cashier’s Office
 - View Cashiered Deposits – Deposits that have been cashiered by the Cashier’s Office. By clicking on the select button you will be able to find the date, time and transaction of the deposit.
 - View Voided Deposits – Deposits that have been voided.

Departmental Deposits		Wayne State University (Training)
Department <input type="text" value="MAIN"/>		
<input checked="" type="checkbox"/> View Open Deposits		
<input type="checkbox"/> View Cashiered Deposits from <input type="text" value="1/25/2011"/> to <input type="text" value="2/25/2011"/>		
<input type="checkbox"/> View Voided Deposits from <input type="text" value="1/25/2011"/> to <input type="text" value="2/25/2011"/>		
<input type="button" value="Refresh"/>		
Deposit#	Operator	Date
Status	Amount	<input type="button" value="ADD NEW RECORD"/>
(0 record(s))		Display All
1		



4. Creating a New Departmental Deposit Record

- To create a new departmental deposit record, click on the Add New Record button and screen similar to below will appear: The Departmental Deposit screen is made up of a three-part screen: reference fields, item distribution, and cash count distribution.

Departmental Deposits Wayne State University (T

Department Code: MAIN - Main Campus Cashier Dept

Operator: 1PTAK Date Entered: 2/25/2011 Total Items: 0.00

Status: Open Date Cashiered: Total Payments: 0.00

Transaction No: Difference: 0.00

Item Code	Description	Amount To Pa
TOTALS		
		0.0

To add an item, enter an Item Code or click an Easy Key.

RETRIEVE

DP

Bills	Count	Amount	Payment Type	Amount
100's	<input type="text" value="0"/>	<input type="text" value="0.00"/>	Checks	<input type="text" value="0.00"/>
50's	<input type="text" value="0"/>	<input type="text" value="0.00"/>	Wire	<input type="text" value="0.00"/>
20's	<input type="text" value="0"/>	<input type="text" value="0.00"/>	Money Order or Certified Check	<input type="text" value="0.00"/>
10's	<input type="text" value="0"/>	<input type="text" value="0.00"/>	Dept CC	<input type="text" value="0.00"/>
5's	<input type="text" value="0"/>	<input type="text" value="0.00"/>	DC Forms	<input type="text" value="0.00"/>
1's	<input type="text" value="0"/>	<input type="text" value="0.00"/>	Vault	<input type="text" value="0.00"/>
Other		<input type="text" value="0.00"/>	Transaction	<input type="text" value="0.00"/>
Coins				
Dollars	<input type="text" value="0"/>	<input type="text" value="0.00"/>		
Halves	<input type="text" value="0"/>	<input type="text" value="0.00"/>		
Quarters	<input type="text" value="0"/>	<input type="text" value="0.00"/>		
Dimes	<input type="text" value="0"/>	<input type="text" value="0.00"/>		
Nickels	<input type="text" value="0"/>	<input type="text" value="0.00"/>		
Pennies	<input type="text" value="0"/>	<input type="text" value="0.00"/>		
Rolled		<input type="text" value="0.00"/>		
Total Cash		<input type="text" value="0.00"/>		
Total Items:				0.00
Total Payments:				0.00
Difference:				0.00

Reference Fields

Item Distribution

Cash Count Distribution



Departmental Deposits Wayne State University (Training)

Department Code: MAIN - Main Campus Cashier Dept

Operator: 1PTAK	Date Entered: 2/25/2011	Total Items:	0.00
Status: Open	Date Cashiered:	Total Payments:	0.00
	Transaction No:	Difference:	0.00

Item Code	Description	Amount To Pay
TOTALS		0.00
DP	Department Misc Deposit	0.00
* Payor: <input type="text"/>		
* Description: <input type="text"/>		
Check Number: <input type="text"/>		
Term Code: <input type="text" value="200709"/>		
Chart	Ind/Des	Fund
Org	Account	Program
Activity	Location	
G/L	<input type="text"/>	<input type="text"/>
<input type="button" value="Add Item"/> <input type="button" value="Reset"/>		

This Information will appear in Banner!

			Payment Type	Amount
Bills	Count	Amount	Checks	0.00
100's	<input type="text" value="0"/>	<input type="text" value="0.00"/>	Wire	0.00
50's	<input type="text" value="0"/>	<input type="text" value="0.00"/>	Money Order or Certified Check	0.00
20's	<input type="text" value="0"/>	<input type="text" value="0.00"/>	Dept CC	0.00
10's	<input type="text" value="0"/>	<input type="text" value="0.00"/>	DC Forms	0.00
5's	<input type="text" value="0"/>	<input type="text" value="0.00"/>	Vault	0.00
1's	<input type="text" value="0"/>	<input type="text" value="0.00"/>	Transaction	0.00
Other		<input type="text" value="0.00"/>		
Coins				
Dollars	<input type="text" value="0"/>	<input type="text" value="0.00"/>		
Halves	<input type="text" value="0"/>	<input type="text" value="0.00"/>		
Quarters	<input type="text" value="0"/>	<input type="text" value="0.00"/>		
Dimes	<input type="text" value="0"/>	<input type="text" value="0.00"/>		
Nickels	<input type="text" value="0"/>	<input type="text" value="0.00"/>		
Pennies	<input type="text" value="0"/>	<input type="text" value="0.00"/>		
Rolled		<input type="text" value="0.00"/>		
Total Cash		<input type="text" value="0.00"/>		
			Total Items:	0.00
			Total Payments:	0.00
			Difference:	0.00

- Click on the item code of DP.
- Enter the amount to be applied to a particular FOPAL string.
- Then enter the payor information, description, and check number. (Note: the Tab key may be used to navigate through the fields).
- Enter the FOPAL String: Fund – Org- Account- Program
- Click on Add Item



- Continue to repeat the above steps if you have more than one FOPAL string or line item to feed to Banner.
- When you have finished entering the Item Distribution information, the system will automatically calculate a total and place the amount in the total items field located in Cash Count Distribution section.
- The payment types need to be entered. The system will automatically total the payment amounts. When the total item amounts equals to the total payment amounts, click on the SAVE button to save your departmental deposit record.

Departmental Deposits

Wayne State University (Training)

Department Code: MAIN - Main Campus Cashier Dept

Operator: 1PTAK

Date Entered: 2/25/2011

Total Items: 1200.00

Status: Open

Date Cashiered:

Total Payments: 1200.00

Transaction No:

Difference: 0.00

Item Code	Description	Amount To Pay
DP	Department Misc Deposit <input type="button" value="DELETE"/> <input type="button" value="EDIT"/> <input type="button" value="ENDORSE"/>	1200.00
Payor: State of Michigan		
Description: Reimbursement		
Check Number: 1023657		
Term Code: 200709		
*G/L Code: --130GU -82A31 -57011 -62 - -		
TOTALS		1200.00
To add an item, enter an Item Code or click an Easy Key.		
<input type="text"/>	<input type="button" value="RETRIEVE"/>	
<input type="button" value="DP"/>		

Bills	Count	Amount	Payment Type	Amount
100's	<input type="text" value="0"/>	<input type="text" value="0.00"/>	Checks	<input type="text" value="1200.00"/>
50's	<input type="text" value="0"/>	<input type="text" value="0.00"/>	Wire	<input type="text" value="0.00"/>
20's	<input type="text" value="0"/>	<input type="text" value="0.00"/>	Money Order or Certified Check	<input type="text" value="0.00"/>
10's	<input type="text" value="0"/>	<input type="text" value="0.00"/>	Dept CC	<input type="text" value="0.00"/>
5's	<input type="text" value="0"/>	<input type="text" value="0.00"/>	DC Forms	<input type="text" value="0.00"/>
1's	<input type="text" value="0"/>	<input type="text" value="0.00"/>	Vault Transaction	<input type="text" value="0.00"/>
Other		<input type="text" value="0.00"/>		
Coins				
Dollars	<input type="text" value="0"/>	<input type="text" value="0.00"/>		
Halves	<input type="text" value="0"/>	<input type="text" value="0.00"/>		
Quarters	<input type="text" value="0"/>	<input type="text" value="0.00"/>		
Dimes	<input type="text" value="0"/>	<input type="text" value="0.00"/>		
Nickels	<input type="text" value="0"/>	<input type="text" value="0.00"/>		
Pennies	<input type="text" value="0"/>	<input type="text" value="0.00"/>		
Rolled		<input type="text" value="0.00"/>		
Total Cash		<input type="text" value="0.00"/>		
			Total Items:	1200.00
			Total Payments:	1200.00
			Difference:	0.00



- A pop-up window will notify you of the deposit number and that the deposit has saved successfully. Click on the OK button and this will automatically take you to the Departmental Deposit main page. If the deposit is out of balance and the save button is clicked a warning will appear.

- Once the deposit is saved and you are at the Departmental Deposits main page; click on print button and the departmental deposit record will pop up in a printer friendly formatted window, click on the Print deposit link and print a copy of the deposit.

5. Preparing the departmental deposit as a bank deposit

- Using a calculator tape, separately add up all of the cash, checks, and credit card payments.
- A spreadsheet must be attached with a list of all checks included in your deposit when using Various in the Payor section. The spreadsheet must include the customer name, amount of the check, check number and deposit number. All checks must be stamped with their department endorsement stamp.
- Prepare a separate bank deposit slip for each type of deposit: cash or checks. Write the deposit bag number or the deposit number on the bank deposit slip.
- Using the clear bank deposit bags for checks, insert the first (2) copies of the check deposit slip, the check calculator tape, along with the checks in the check bank deposit bag and seal.
- Using the solid bank deposit bags for cash, insert the first (2) copies of the cash deposit slip, cash calculator tape, along with the cash in the cash bank deposit bag and seal.
- Fill out the deposit bags with the following information:
 - From:
 - Wayne State University
 - Department Name
 - Date
 - Dollar amount of the deposit
 - Signature of the deposit preparer
 - To:
 - Fifth Third Bank
 - Toledo Vault
- Place a rubber band around the cash and check bank deposit bags and attach the department deposit module deposit record, your check deposit spreadsheet, a copy of the cash and check bank deposit slip and any credit card documentation to the bags and send over to the Cashier's Office for processing.
- All deposits entered through the CASHNet Departmental Deposit module must be delivered to the Cashier's Office within 24 hours. This is required for all departments to stay within the AAPM guidelines of prompt deposits. If a deposit is not received within 48 hours a reminder email will be sent by the Cashier's Office.



6. Finding a transaction

- Once a deposit has been cashiered; it becomes a completed transaction and can be found using the Departmental Deposit module or the Find Transactions function.
 - Using the Departmental Deposit module click on the View Cashiered Deposits from and enter the date range in which you would like to search. A similar screen will appear below:

Departmental Deposits
Wayne State University (Training)

Department

View Open Deposits
 View Cashiered Deposits from to
 View Voided Deposits from to

Deposit#	Dept.	Operator	Date	Status	Amount	ADD NEW RECORD
7	UP	1LAMAR	11/08/2010	Cashiered	25029.00	<input type="button" value="Select"/> <input type="button" value="Void"/> <input type="button" value="Print"/>

(1 record(s)) [Display All](#)

- Using the Find Transaction function, from the main menu click on Find Transactions and enter the deposit number in the deposit number field and click on the find button.

Home
Cashiering
Find Transactions
Reports
System Setup
Help
Sign Out

Find Transactions
Wayne State University (Training)

QUERY RESULTS [Change Search Criteria](#)

Transaction	Customer	Date	Status	Item Code	Payment Code	Amount
988889	UP	11/08/2010	Closed	DP	11	25029.00

(1 record(s) for \$25,029.00) [Display by Page](#)

Use as many of the fields on this page as necessary to define your search criteria. Several text fields permit wildcard characters (query-by-example symbols) to be used to include multiple values. Click [here](#) to view a list of valid wildcard characters.

* indicates there are multiple Customers, Item Codes, or Payment Codes in the Transaction.

SEARCH CRITERIA

Customer Code <input type="text"/>	Reference Type <input type="text"/>
Transaction No. <input type="text"/>	Reference Date <input type="text"/>
Batch Number <input type="text"/>	Payment Code <input type="text"/>
Operator <input type="text"/>	Payment Ref. <input type="text"/>
Station <input type="text"/>	Amount <input type="text"/>
Actual Date <input type="text"/>	Department <input type="text"/>
Business Date <input type="text"/>	Credit Card No. <input type="checkbox"/>
Effective Date <input type="text"/>	Bank Acct. No. <input type="checkbox"/>
Item Code <input type="text"/>	Routing Number <input type="text"/>
G/L Account <input type="text"/>	Check Number <input type="text"/>
Deposit Number <input type="text" value="7"/>	Term Code <input type="text"/>
	Merchant Code <input type="text"/>

Status Open Cancelled Closed Memo No Sale Pending Voided
 Source Cashiering eMarket Gateway Import IVR
 Refund SmartPay Web eRefund Auto Payment
 Transaction Type Sale Auto-Reversal Refund Dishonored Item eRefund
 SmartPay Yes No



7. Voiding a transaction

- If a departmental deposit record has not been cashiered the record can be voided in the Departmental Deposits module by finding the deposit number and clicking on void.

Departmental Deposits Wayne State University (Training)

Department:

View Open Deposits

View Cashiered Deposits from to

View Voided Deposits from to

<u>Deposit#</u>	<u>Dept.</u>	<u>Operator</u>	<u>Date</u>	<u>Status</u>
8	MAIN	1PTAK	02/25/2011	Open

(1 record(s))
1

[Display All](#)

Message from webpage

Are you sure you want to void deposit # 8?

- If the Department Deposit record has already been cashiered the record cannot be voided. Please contact the Cashier's Office (313) 577-3650 for assistance.



8. Report Viewing

- A report has been created for all departmental deposit users. To view this report you must follow the below steps:
 - From the Main Menu click on Reports
 - Scroll down to Department Deposit Reports and click on Cashiered Deposits Created This Month Summary

Home		Cashiering	Find Transactions	Reports	System Setup	Help	Sign Out
Reports		Wayne State University (Training)					
Home Page	My Scheduled Reports						
Cashiering	Transactions Reports		Batches Reports				
Checkout	<ul style="list-style-type: none"> • Daily Transaction Detail Report • Daily Tx. Amount Summary by Source with Bar Chart • Daily Tx. Count Summary by Type with Pie Chart • Void Transaction Report 		<ul style="list-style-type: none"> • Batch Status Report • Batch Summary • Deposit Slip Reconciliation Report 				
Departmental Deposits	Paid Items Reports		Extract Reports				
Find Transactions	<ul style="list-style-type: none"> • CADJ Report • CallCentergifts • CELEBRATEDETROITBOOKS • CollectionFee • Daily Paid Item Report • Department Deposit Users Donor Summary Report replacement (CashNet) • ENGINEERINGBLASTTEST • GraduateAdmissiononlinepayments ItemCodesnot • Extractedattachwithfas2bnpostreport • Law School's Justice Kelly Event • Law School's Weiss Day Event • Marshas Report • Marshas Report modified by LMS no headers • MLKPROGRAMREPORT • OnlinegivingasofMarch2010 • OnlineGivingIMOIHODetailReport • OnlinegivingitemcodereportasofMarch2010 • Onlinegivingrequest2asofMarch2010 • ONLINEGRADADMISAPPLICATIONPAYMENTS • PAid Items (New Version) for Marsha • Paid Items Amount Summary by GL • Paid Items by Business Date & GL (show reference) • Paid Items for eRefund Activities • Paid Not Pushed replacement (CashNet) • parentorientationtest • PARKING • Pending for Shipment (eMarket) • PARKING 		<ul style="list-style-type: none"> • BackdateFAS2ExtractReport • BNPOSTReport • Extract Status Report • Extract Summary Report • Failed Posting Report • FAS2BNPOSTPYMTReport • FAS2ExtractReport 				
Batch Maintenance			Credit Card Distribution Reports				
Online Service Manager			<ul style="list-style-type: none"> • Amount by Card Group & GL • Amount by Card Group & Item Code 				
Imports			Auto Payment Reports				
System Setup			<ul style="list-style-type: none"> • Autopayment Status Report • Retry Autopayments • Suspended Autopayments 				
Operator Setup			Note Code Reports				
Store Setup			<ul style="list-style-type: none"> • Note Code Detail 				
Fulfill Orders			Departmental Deposits Reports				
Assisted Payments			<ul style="list-style-type: none"> • Cashiered Deposits Created This Month Summary • Deposits Cashiered Today Detail • Open Deposits Created This Month Summary 				
Event Log Viewer							
AutoPay Customer Summary							
Approve Imports							
End-of-Day							
Support Library							



- Next click on Customize
- Then select your date range and enter your Department Code in the Department field and click on OK

Home | Cashiering | Find Transactions | Reports | System Setup | Help | Sign Out
Customize Departmental Deposits Report - Cashiered Deposits Created This Month Summary Wayne State University (Training)

Click [here](#) to view a list of valid wildcard characters.

Criteria

Duration:

Date Range: to

Date Type: Date Created Date Updated Date Voided Date Cashiered

Deposit Status: Open Cashiered Voided

Department:

Item Code:

Deposit Number:

Reference Type:

Deposit Amount:

Reference Value:

Created Operator:

Term Code:

Updated Operator:

G/L Code:

Voided Operator:

Transaction Number:

Cashiered Operator:

Format

Reports Type: Summary Detail

- Your report will appear. This report can be printed, emailed or exported.

Home | Cashiering | Find Transactions | Reports | System Setup | Help | Sign Out
 Departmental Deposit Reports - Cashiered Deposits Created This Month Summary Wayne State University (Training)

Select Format:

Date: To

August 11, 2015 Departmental Deposit Reports - Cashiered Deposits Created This Month Summary Page 1
 4:16:12 PM Dated Cashiered 1/11/2012 to 8/30/2013 Printed By: Nicole Smiegel

Department	Tx. No.	Deposit No.	Created Operator	G/L Code	Payor	Description	Check Number	Amount
G/L Code :								
MAIN	989438	83	1TRAIN	w1121111605098w	State of Michigan	Scholarship for 4221		5,000.00
MAIN	989438	83	1TRAIN	w1121111605098w	State of Michigan	Scholarship for 1118		5,000.00
MAIN	989439	84	1TRAIN	w13764111146009R	Jane Smith	Research	1568974	1,200.00
MAIN	989439	84	1TRAIN	W15206111152087G	Andy Summit	Scholarship	456987	1,000.00
MAIN	989472	105	1TRAIN	130GU 82A31	Rokeisha Stidhum	Loan Check	100	4,000.00
SUB-TOTAL for G/L Code :								(Count: 5) 16,200.00
GRAND TOTAL								(Count: 5) 16,200.00

SELECTION CRITERIA

Deposit Status: C



9. Supplies Needed

- Temper Evident Deposit bags – Ordered through Office Depot
 - - **Cash Bags**
Order No: #621320 (Opaque)
9 x 12 is the size we typically order
 - **Check Bags**
Order No: #639490 (Clear)
9 x 12 is the size we typically order
- Deposit Tickets
 - Contact the Cashier's Office at 577-3650
- Endorsement Stamp – Ordered through Office Depot
 - Order No: #570457
 - Include the following information:
PAY TO THE ORDER OF
FIFTH THIRD BANK
FOR DEPOSIT ONLY
WAYNE STATE UNIVERSITY
DEPARTMENT NAME
7911780273

10. Frequently Asked Questions

- What are the benefits of using the Department Deposit module of CASHNet?
 - Eliminate keying errors
 - Ability to monitor deposits
 - Ability to research detail on past deposits
 - Time Saver
- How do I access CASHNet?
 - Commerce.cashnet.com/waynecashier
- What is my password?
 - The initial password is provided by the Cashier's Office during training.
 - Passwords are 8 characters/digits and must contain 2 non-letters
 - Password expires every 90 days
 - If you need your password reset please call the Cashier's Office 7-3650.



- What do I do when I entered the wrong account information or wrong amount?
 - If the deposit has not been cashiered and is displayed in the open deposits, click on select and make the necessary changes. If the deposit has been sent to the Cashier's Office please call the office after the changes have been made.
 - If the deposit has been cashiered you need to contact the Cashier's Office.
- How often should deposits be processed and received by the Cashier's Office?
 - In accordance with the Wayne State University APPM:
 - Prompt Deposit of Receipts - Employees collecting monies (coin, currency, checks, money orders, etc.) belonging to the University at decentralized locations (away from the Cashier's Office) are required to deposit said monies promptly with Cashiers Office or via armored car service directly to the University's account at the bank. In no instance should cash receipts belonging to the University, regardless of amount, be held away from the Cashier's Office for more than two business days. When receipts of University money total \$100.00 or more (whether in coin, currency, checks, money orders, etc.), an immediate deposit, as described above, is mandatory, and the two business days rule previously cited does not apply. The cashing of personal checks by decentralized locations utilizing accumulated University cash receipts is definitely prohibited; also, the lapping of funds (delay of deposit of receipts) by substitution of employee's I.O.U.'s or post- dated checks is absolutely forbidden.
- How are credit card payments handled?
 - Credit card payments that have been processed and settled through a zon machine are processed through the CASHNet Departmental Deposit Module.
 - Credit card payments that required processing must be prepared on the sundry remittance form.
- What do I do if I receive an error message when processing a fopal string?
 - Contact the Business Manager of your department and verify the fopal string.
- What do I need to do if someone leaves the department that has CASHNet access and/or a new employee that needs CASHNet access?
 - Please contact the Cashier's Office at 577-3650.

