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.

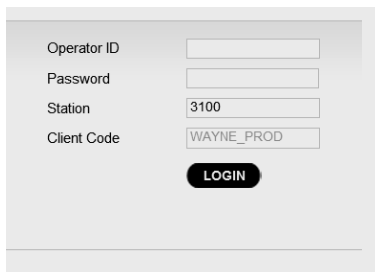# 1. Acceptable Forms of Payments

- Cash – US Currency Only!
- Checks and Money Orders

    o The check has a **pre-printed name** (No Starter Checks).
    o The check is **payable to Wayne State University**.
    o The **numerical and written amount is the same**.
    o The check is **signed**.
    o The check has the **current date** checks cannot be post-dated.
    o The check is in **U.S. funds**; all foreign checks must state U.S. funds.
    o 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.
    o Name
    o Address
    o Credit Card Number
    o 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

Operator ID	
Password	
Station	3100
Client Code	WAYNE_PROD

LOGIN

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.

- There are three parts to the Department Deposit Module:

  o View Open Deposits – Deposits created by the department which have not been cashiered by the Cashier's Office
  o 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.
  o View Voided Deposits – Deposits that have been voided.

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 (Ti**

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

Reference Fields

Item Code	Description		Amount To Pa
TOTALS			0.0

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

[   ] 🔍 **RETRIEVE**

[DP]

Item Distribution

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

Cash Count Distribution

SAVE   **CANCEL**

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: _____

*Description: _____

Check Number: _____

Term Code: 200709

G/L   Chart   Ind/Dea   Fund   Org   Account   Program   Activity   Location

[Add Item] [Reset]

This Information will appear in Banner!

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

[SAVE] [CANCEL]

- 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		1200.00
	DELETE EDIT ENDORSE		
	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.

[   ] 🔍 RETRIEVE

[DP]

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

SAVE   CANCEL

- 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 two copies 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:

- 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.

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 MAIN ▼

☑ View Open Deposits

☐ View Cashiered Deposits from   2/1/2010   to 3/1/2011

☐ View Voided Deposits from   2/1/2011   t

[Refresh]

Deposit#	Dept.	Operator	Date	Status
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?

[OK]   [Cancel]

- 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:
    - o From the Main Menu click on Reports
    - o Scroll down to Paid Item Reports and click on Department Deposit Users

o   Next click on Customize
o   Then select your date range and enter your department customer code and click on OK

Criteria

Duration: Custom ▼

Date Range: 3/1/2010 to 3/1/2011

Date Type: ○ Actual Dates ● Business Dates ○ Effective Dates

Transaction Status: ☑ Closed ☐ Voided ☐ Open ☐ Cancelled ☐ Pending ☐ No Sale ☐ Memo

Source: ☑ Cashiering ☑ eMarket ☑ Gateway ☑ Imports ☑ IVR
☑ Refund ☑ SmartPay ☑ Web ☐ eRefund ☐ Auto Payment

Transaction Type: ☑ Sale ☑ Auto-Reversal ☑ Refund ☑ Dishonored Item ☐ eRefund

Include Convenience Fee: ☑   Show Client Paid Fee: ☐   Show User Paid Fee: ☐

Transaction Number		Item Group	
Batch Number		G/L Code	
Operator		No of Ret Checks	
Department		Credit Limit	
Station		Customer Attribute 3	
Location		Customer Attribute 4	
Customer Code	MAIN	Reference Type	
Item Code		Reference Value	
Bill Number		Item Attribute 1	
Bill Description		Item Attribute 2	
Merchant Code		Item Attribute 3	
Term Code		Item Attribute 4	
Item Amount		Payment Code	
SmartPay	☐ Yes ☐ No	Email Address	

Format

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

9. Supplies Needed

- Temper Evident Deposit bags – Ordered through Office Max

    - **Cash Bags**
      Order No: A42362010N06(White)
      9 x 12 is the size we typically order

    - **Check Bags**
      Order No: A42362010N20 (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 Max
    - Order No: R1DP-40
    - 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

- o 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?
    - o 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.
    - o 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?
    - o In accordance with the Wayne State University APPM:

    - o <u>Prompt Deposit of Receipts</u> - 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.), <u>an immediate deposit, as described above, is mandatory</u>, 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?
    - o Credit card payments that have been processed and settled through a zon machine are processed through the CASHNet Departmental Deposit Module.
    - o 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?
    - o 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?
    - o Please contact the Cashier's Office at 577-3650.