



DEPARTMENTAL DEPOSIT MODULE

Training Guide

Overview of the Department Deposit Module:

- Acceptable forms of payments
- Handling and Securing University Funds
- 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
- Frequently Asked Questions



1. Acceptable Forms of Payments

- Cash – US Currency Only
- Checks and Money Orders-
 - Endorsement “For Deposit Only, Wayne State University” must be stamped or written on the back of the check immediately upon receipt.
 - 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.

2. Handling and Securing University Funds

- All University Funds should be physically protected using vaults, safes, locked cash drawers, cash registers, locked metal boxes or bags. Funds should not be stored in desk drawers or standard file cabinets.
- All checks must be endorsed with “For Deposit Only, Wayne State University, Department Name or Department FOAPAL”.
- A system of checks and balances should be implemented. In which the same person is not collecting, depositing, and reconciling the departmental deposits.
- A two-person verification of funds is needed. You must have someone verify and initial the deposit indicating that totals balance with what was keyed into CASHNet.
- All funds that are received must be promptly deposited at the Cashier’s Office. Deposits must be received by the Cashier’s Office within 24-48 hours of receiving the funds in your department. If the money totals \$100 or more, a deposit is required within 24 hours.
- Deposits are to be hand delivered to the Cashier’s Office. Deposits are not to be placed in or sent through campus mail.
- Overage and Shortages- If the deposit processed by the bank does not agree with the actual deposit received. The deposit will be adjusted by the bank and the Cashier’s Office will be notified of the adjustment. The Cashier’s Office will notify the department of the adjustment and post the appropriate adjustment to the departments account.
- Return Checks- All payments returned as uncollected funds such as; non-sufficient funds (NSF), account closed, missing signature, refer to maker, posted dated or stale dated checks; etc. are sent to the Cashier’s Office. The Cashier’s Office will debit the originating department’s account for the amount of the returned payment and send notification to the department. It is the department’s responsibility to contact the payer to collect payment from the payer.

3. Sundry Remittance form vs. Department Deposit Module

1. The Sundry Remittance form is used for:
 - Credit card transactions that need to be process by the Cashier's Office.
 - Checks from non-US financial institutions.
2. Department Deposit Module is use for all cash, checks and money orders from US financial institutions, wire payments, and credit card transactions with a batch settlement.

4. The Departmental Deposit Module

- Accessing the Department Deposit Module

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.

CASHNet® *Any Payment. Anytime. Anywhere.*

Home	Deposits	Find Transactions	Reports	Help	Sign Out
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; width: fit-content;"> <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		

- 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		MAIN		
		<input checked="" type="checkbox"/> View Open Deposits				
		<input type="checkbox"/> View Cashiered Deposits from		1/25/2011	to	2/25/2011
		<input type="checkbox"/> View Voided Deposits from		1/25/2011	to	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						

5. 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.

M
RETRIEVE

Bills	Count	Amount	Payment Type	Amount
100's	<input style="width: 40px;" type="text" value="0"/>	<input style="width: 60px;" type="text" value="0.00"/>	Checks	<input style="width: 60px;" type="text" value="0.00"/>
50's	<input style="width: 40px;" type="text" value="0"/>	<input style="width: 60px;" type="text" value="0.00"/>	Wire	<input style="width: 60px;" type="text" value="0.00"/>
20's	<input style="width: 40px;" type="text" value="0"/>	<input style="width: 60px;" type="text" value="0.00"/>	Money Order or Certified Check	<input style="width: 60px;" type="text" value="0.00"/>
10's	<input style="width: 40px;" type="text" value="0"/>	<input style="width: 60px;" type="text" value="0.00"/>	Dept CC	<input style="width: 60px;" type="text" value="0.00"/>
5's	<input style="width: 40px;" type="text" value="0"/>	<input style="width: 60px;" type="text" value="0.00"/>	DC Forms	<input style="width: 60px;" type="text" value="0.00"/>
1's	<input style="width: 40px;" type="text" value="0"/>	<input style="width: 60px;" type="text" value="0.00"/>	Vault Transaction	<input style="width: 60px;" type="text" value="0.00"/>
Other		<input style="width: 60px;" type="text" value="0.00"/>		
Coins				
Dollars	<input style="width: 40px;" type="text" value="0"/>	<input style="width: 60px;" type="text" value="0.00"/>		
Halves	<input style="width: 40px;" type="text" value="0"/>	<input style="width: 60px;" type="text" value="0.00"/>		
Quarters	<input style="width: 40px;" type="text" value="0"/>	<input style="width: 60px;" type="text" value="0.00"/>		
Dimes	<input style="width: 40px;" type="text" value="0"/>	<input style="width: 60px;" type="text" value="0.00"/>		
Nickels	<input style="width: 40px;" type="text" value="0"/>	<input style="width: 60px;" type="text" value="0.00"/>		
Pennies	<input style="width: 40px;" type="text" value="0"/>	<input style="width: 60px;" type="text" value="0.00"/>		
Rolled		<input style="width: 60px;" type="text" value="0.00"/>		
Total Cash		<input style="width: 60px;" type="text" value="0.00"/>		
			Total Items:	0.00
			Total Payments:	0.00
			Difference:	0.00

SAVE
CANCEL

Reference Fields

Item Distribution

Cash Count Distribution

- 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: Key in a "W" in the chart field, Index, Fund, Org, Account, and Program
- Click on Add Item

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: 200709			
Chart	Ind/Doc	Fund	Org
Account	Program	Activity	Location
G/L	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Add Item"/> <input type="button" value="Reset"/>			

This information will appear in Banner!

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

- Continue to repeat the above steps if you have additional payments to enter one or if the payment needs to be split between more than one FOPAL string.
- When you have finished entering all payments. Tab or click to the Cash Count Distribution section and enter the payment type amounts in their appropriate places. When the total item amounts equal to the total payment amounts, click on the SAVE button to save your departmental deposit record.

Departmental Deposits **Wayne State University (Training)**

Deposit # 322 ◀ ▶ ▶ ▶

Department Code: MAIN - Main Campus Cashier Dept

Operator: 1TRAIN	Date Entered: 9/18/2018	Total Items:	60.00
Status: Open	Date Cashiered:	Total Payments:	60.00
	Transaction No:	Difference:	0.00

Item Code	Description	Amount To Pay
DP	Department Misc Deposit [DELETE] [EDIT]	60.00
Payor: Great Lakes Food Cen		
Description: Training		
Check Number: 125645		
Term Code: 201709		
*G/L Code: w-220851-12038 -12j1 -5807 -12--		
Deposit No: <u>322</u>		

TOTALS **60.00**

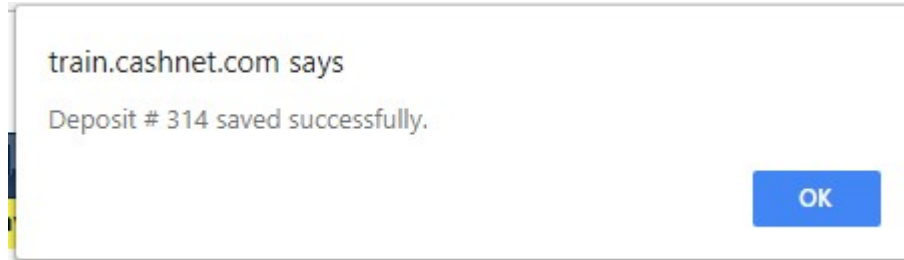
To add an item, enter an Item Code or click an Easy Key.

[RETRIEVE]

Bills		Count	Amount	Payment Type	Amount
100's	0	0.00	Checks	60.00	
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	Total Items:	60.00	
Halves	0	0.00	Total Payments:	60.00	
Quarters	0	0.00	Difference:	0.00	
Dimes	0	0.00			
Nickels	0	0.00			
Pennies	0	0.00			
Rolled		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 a copy of the deposit.

314	1TRAIN	05/16/2018	Open	64.00	Select	Void	Print	
-----	--------	------------	------	-------	--------	------	-------	--

CASHNet Deposit Report					Print Deposit	Close Window
Deposit # 326		Printed by: 1SMIEGEL				
Department Code: MAIN - Main Campus Cashier Dept						
Operator: 1TRAIN	Date Entered: 12/11/2018	Total Items:	80.00			
Status: Open	Date Cashiered:	Total Payments:	80.00			
	Transaction No:	Difference:	0.00			
Item Code	Description	Amount To Pay				
DP	Department Misc Deposit	80.00				
Payor:meijer						
Description:Gift Card Refund 237117						
Check Number:1256356						
Term Code:	201709					
*G/L Code:	w-221259-120fe -18a41 -57011 -16--					
TOTALS		80.00				
Bills	Count	Amount	Payment Type	Amount		
100's	0	0.00	Checks	80.00		
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	Total Items:	80.00		
Halves	0	0.00	Total Payments:	80.00		
Quarters	0	0.00	Difference:	0.00		
Dimes	0	0.00				
Nickels	0	0.00				
Pennies	0	0.00				
Rolled		0.00				
Total Cash		0.00				

6. Preparing the departmental deposit as a bank deposit

- All checks must be stamped with “For Deposit Only, Wayne State University” and the department name or department FOAPAL.
- Check for accuracy by running a calculator tape of cash and check totals. Note: if you do not have a calculator, you must list all checks on the bank deposit slip.
- 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’s name, amount of the check, check number and deposit number.
- 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.
- Verify the funds received are equal to the amount on the deposit form and properly recorded on the bank deposit slip.
- Using the clear bank deposit bags for checks, insert the first copy of the deposit slip, the check calculator tape, along with the checks in the check bank deposit bag and seal. This bag will be recounted at the bank.
- Using the solid bank deposit bags for cash, insert the first copy of the deposit slip, cash calculator tape, along with the cash in the cash bank deposit bag and seal the bag. This bag will be recounted at the bank.
- Prior to sealing the deposit bank bag, you must have someone verify and initial the department deposit module deposit record that the checks and cash balance to what is keyed into CASHNet. This two-person verification of funds will reduce bank deposit discrepancies.
- Fill out the deposit bags with the following information:
 - From:
 - Wayne State University
 - Department Name
 - Date
 - Dollar amount of the deposit
 - To:
 - Huntington Bank
 - Brinks Vault Detroit
- Attach the department deposit module deposit record, your check deposit spreadsheet (if applicable), a copy of the bank deposit slip and any credit card documentation to the outside of the bank deposit bags and deliver to the Cashier’s Office for processing.
- The last copy of the deposit slip remains with the department.
- 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.

7. 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	
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, enter the deposit number in the deposit number field or the Department Code in the Customer Code field, and click on the find button.

CASHNet® *Any Payment. Anytime. Anywhere.*

Home		Deposits	Find Transactions	Reports	Help	Sign Out
Home Page		Wayne State University (Training)				
Home Page	Operator: 1PTAK Department: MAIN Station: 1100 Client: WAYNE_TRAIN					
Departmental Deposits	<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. 					
Find Transactions	Actual Date: Wed., May. 4, 2011 Business Date: Tue., Oct. 12, 2010					
Reports	Messages					
Support Library	Today's Activity		Yesterday's Activity			
	Transaction Count: 2 Amount Received: \$22,880.56		Transaction Count: 5 Amount Received: \$25,226.00			

There are no matching transactions. Please enter search criteria.

SEARCH CRITERIA

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

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

FIND **RESET**

8. 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 to

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?

- 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.

9. 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) 		<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: Today ▼

Date Range: 8/11/2015 to 8/11/2015

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: ▼ Export to File Email Save Save As...

Custom ▼ Date: 1/11/2012 To: 8/30/2013 Refresh Delete Customize

August 11, 2015 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	w11211111605098w	State of Michigan	Scholarship for 4221		5,000.00
MAIN	989438	83	1TRAIN	w11211111605098w	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 WayneBuy Staples
- - **Cash Bags**
9 x 12 is the size we typically order
 - **Check Bags**
9 x 12 is the size we typically order
- Deposit Tickets
 - Contact the Cashier's Office at 577-3650
- Endorsement Stamp
 - Include the following information:

FOR DEPOSIT ONLY
WAYNE STATE UNIVERSITY
DEPARTMENT NAME

10. Frequently Asked Questions

- Who do I contact for training and access to CASHNet Department Deposit Module?
 - Please contact the Cashier's Office at 313-577-3650 or email cshrmgt@lists.wayne.edu
- What is the url to CASHNet?
 - Commerce.cashnet.com/waynecashier
- What is my password and operator id?
 - The Cashier's Office will provide you with your operator id and temporary password during training.
 - Passwords are 12 characters/digits and must contain 2 non-letters
 - Password expires every 90 days
 - If you need your password reset or forget your operator id please call the Cashier's Office 7-3650.
- What do I do when I entered the wrong account information or wrong amount?
 - In CASHNet, if the deposit displays open click on select and make the necessary changes. Then re-save the deposit.
 - If the deposit has been cashiered you need to prepare a paper JV to make the changes.
- 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.

- 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?
 - Please contact the Cashier's Office at 577-3650.
- What happens when the Cashier's Office receives notification from the bank of an overage or shortage from a deposit?
 - The Cashier's Office will notify the department of the adjustment and post the appropriate adjustment to the departments account.
- What happens when the Cashier's Office receives a returned payment from a deposit?
 - The Cashier's Office will debit the originating department's account for the returned payment and send notification to the department. It is the department's responsibility to contact the payer to collect payment from the payer.