Appendix: UM Prepare Deposit Page

Prior to depositing funds at a Bursar’s location, depository drop box, bank, or via a Brinks pick-up, the deposit needs to be entered in the financial system on the UM Prepare Deposit page.

The UM Prepare Deposit page is found within the Accounts Receivable module of the Enterprise Financial System. The navigation path is:

Accounts Receivable > Payments > Online Payments > UM Prepare Deposit

When a new deposit is being prepared, the Add a New Value tab should be selected.

The following screen will display. Note the Deposit ID. The system will automatically assign a Deposit ID once the deposit has been saved. At this point, leave “Next” as the Deposit ID and click <Add>. Do not enter your own number for Deposit ID.

<<Insert “Depart Deposit 01.png”>> (pictured below)
The **UM Prepare Deposit** page, shown below, is divided into sections. Each section is described separately.

**General Information**

<<Insert Depart Dep 02.png, pictured below>>
<table>
<thead>
<tr>
<th>Field Name</th>
<th>Field Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Bank Code</strong></td>
<td>If the funds will be physically deposited at a Bursar’s office, select Vault. If the deposit will be picked up by Brinks, or made at a Depository Drop Box, select Vault. If physically depositing funds at a bank, select the name of the bank.</td>
</tr>
</tbody>
</table>
| **Bank Account**   | If the funds will be physically deposited at a Bursar’s office, select the correct Bursar location. Choices are  
        - V_BR – Do not use. For use by Bursar’s Office only.  
        - V_CR – Crookston  
        - V_DL – Duluth  
        - V_EB – East Bank. Also select if using a Depository Drop Box or Brinks  
        - V_FX – Do not use. For use by Bursar’s Office only.  
        - V_MO – Morris  
        - V_SP – St. Paul  
        If the funds will be deposited at a bank, be sure to select the correct bank account number. If unsure about the correct bank account number to use, contact the OIB at 612-624-5558.                                        |
| **Checks**         | Enter the total of Checks being deposited. This amount should match the adding machine tape total.  
        Note: Checks denominated in a foreign currency should not be included with domestic checks. A separate deposit needs to be created for each foreign currency. Treat the foreign currency as US dollars in the financial system. For example, if depositing a check for 450 Euro’s, enter 450 in the Check field. Once the check clears the University bank, the Bursar’s Office will make an Adjustment for the currency exchange rate to the UM Prepare Deposit page and Approve the transaction. |
| **Currency**       | Enter the total amount of Currency being deposited                                                                                                                                                                                                                                                                                                   |
| **Coin**           | Enter the total amount of Coin being deposited.                                                                                                                                                                                                                                                                                                    |
| **Preparer Comments** | Enter Preparer Comments describing your deposit. Consider the five “Ws”.                                                                                                                                                                                                                                     |
| **Contact Department/Contact EmplID Name** | Verify that your contact information is complete and correct. If it is not, contact Payroll Services to have them set up the correct information in HRMS.                                                                                                                                                                                                 |
Reference Information

Information in the Reference section is only required if the funds being deposited are considered from one of the special revenue sources:

- Sale of Capital Assets
- Employee Advance Reimbursement
- Purchasing Contract Revenue
- Sponsored Program Income

To expand the Reference Information section, click on the arrow key. To add lines, click on the “+” button. One deposit may have multiple sources of revenue.

Original Deposit Amount

This section identifies the ChartField String(s) which will be credited with this deposit. Be sure that the ChartField String being entered is valid. If it is not, your department will not receive the revenue credit.
If an incorrect ChartField String is entered and the deposit is saved (creating a status of New), an offsetting deposit will need to be created to debit the incorrect ChartField string for the deposit amount. Then, the deposit will need to be re-entered on the **UM Prepare Deposit** page using the correct ChartField String.

One deposit may be credited to multiple ChartField Strings. To do so, click on the “+” to the far right of the data fields to add lines (not pictured).

![Insert Depart Dep 04.png, pictured below>](image)

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Field Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GL Unit</strong></td>
<td>Enter the appropriate <strong>GL Unit</strong>. In most cases this will be “UMN01.”</td>
</tr>
<tr>
<td><strong>Line Amount</strong></td>
<td>Enter the amount of the deposit to be credited to the ChartField String. Credits are entered as negative values in the financial system. <strong>Therefore, be sure to enter a negative value.</strong> In the example shown, the deposit amount was $237.44; therefore, enter “-237.44”.</td>
</tr>
</tbody>
</table>
| **Fund Code** | Enter the appropriate fund code for the deposit. This is a required field. Note the following special cases for employee advance reimbursement or sponsored program income:  
- EA – Enter 1000  
- SP – Use the Fund of the original transaction (if possible)                                          |
| **DeptID**   | Enter the appropriate DeptID for the deposit. This is a required field. Note the following special cases for employee advance reimbursement or sponsored program income:  
- EA – Enter 10007  
- SP – Use the DeptID of the original transaction (if possible)                                           |
If applicable, enter the appropriate **Program Code** for the deposit.

Note the following special cases for employee advance reimbursement or sponsored program income:
- **EA** – Enter 21661
- **SP** – Leave blank

If applicable, enter the appropriate **PC Business Unit** for the deposit.

Note the following special cases for employee advance reimbursement or sponsored program income:
- **EA** – Leave blank
- **SP** – Leave blank

If applicable, enter the appropriate **Project** value for the deposit.

Note the following special cases for employee advance reimbursement or sponsored program income:
- **EA** – Leave blank
- **SP** – Leave blank

If applicable, enter the appropriate **Activity** value for the deposit.

Note the following special cases for employee advance reimbursement or sponsored program income:
- **EA** – Leave blank
- **SP** – Leave blank

Enter the appropriate **Account** value for the deposit.

Note the following special cases for employee advance reimbursement or sponsored program income:
- **EA** – Enter 110100
- **SP** – Enter 220205
Adjustment Deposit Amount

Do not enter data in this section. This section is only used by the Bursar’s office to make adjustments to deposits. Examples of adjustments would include returned checks or foreign currency exchange rate adjustments.

Completing the Deposit in the System and Printing the Deposit Detail Report

Once the information has been entered on the UM Prepare Deposit page, click <Save>. The status of this deposit is now New (N). The status of the deposit will remain New until the Bursar’s office changes the status to Pending or Approved.

A deposit should never have a status of New for more than one week; policy requires all receipts need to be physically deposited at a Bursar’s office (or Bank or Depository Drop Box) within one week. Receipts of $1000 or more need to be deposited the same day.

 Deposits may be changed or deleted by the department as long as they are in the New status. To delete a deposit, click on the <Delete Deposit> button on the header section of UM Prepare Deposit page.

Click <Print Deposit Detail Report> on the upper right of the UM Prepare Deposit page and print two copies of this report. Several screens will appear indicating the status of your request. Be sure to have your “pop-up” blocker turned off to print the Deposit Detail Report.

An example of a Deposit Detail Report is shown below. This bar-coded report must accompany all deposits made at a bursars office, depository drop box or Brinks pick-up.

Click <Print Deposit Detail Report> on the upper right of the UM Prepare Deposit page and print two copies of this report. Several screens will appear indicating the status of your request. Be sure to have your “pop-up” blocker turned off to print the Deposit Detail Report.

An example of a Deposit Detail Report is shown below. This bar-coded report must accompany all deposits made at a bursars office, depository drop box or Brinks pick-up.
**Deposit Unit:** University of Minnesota  
**Deposit ID:** 107537

<table>
<thead>
<tr>
<th>Contact Department:</th>
<th>Humanities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Name:</td>
<td>Jones, Sara Z</td>
</tr>
<tr>
<td>Contact Phone:</td>
<td>101, 1000</td>
</tr>
<tr>
<td>Campus Mail Address:</td>
<td>120, 1200</td>
</tr>
<tr>
<td>Receiver:</td>
<td>JONES5009, Sara Jones</td>
</tr>
<tr>
<td>Receiver Phone:</td>
<td>120, 1200</td>
</tr>
<tr>
<td>Total Deposit:</td>
<td>$237.44</td>
</tr>
</tbody>
</table>

**Comments:**  
Remittance for cash advance for Prof. Smith to attend the NYU conference in New York from Sept 23 - Sept 26, 2008

**Distribution Lines:**  
<table>
<thead>
<tr>
<th>DEPT</th>
<th>UNM01</th>
<th>10900</th>
<th>10900</th>
<th>10900</th>
<th>10900</th>
<th>110010</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>-237.44</td>
<td>1000</td>
<td>10007</td>
<td>21661</td>
<td>110100</td>
<td>Deposit Control Total: $237.44</td>
</tr>
</tbody>
</table>

**Accounting Control Total:** $237.44  
**Total Net:** $0.00

**Reference Information:**

<table>
<thead>
<tr>
<th>Reference Code</th>
<th>Reference Value</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
</table>

**End of Report**