UDeposit Guide – Cash Deposits

UDeposit is an online tool for depositing credit card and M&T remote account cash receipts into the University Financial System. As of August 1, 2013, Cash Transmittal webforms can no longer be used for bank deposits to REMO account 2724-9647.

Important Features of UDeposit:

- Your credit card & cash receipts are grouped by your merchant number(s)
- Both credit card & cash deposit batches come directly from a bank file
- Your batches are displayed as summary totals
- Your transaction details are also available
- Your merchant number has a default Speedtype/Account for recording its revenue
- You can setup additional “accounting shortcuts” for other types of revenue
- You can allocate your deposit revenues in the summary page or the detail page
- UDeposit does not have an approval requirement
- Batches should be allocated daily. However, unallocated batches will be automatically posted to your default Speedtype/Account on the 2nd day of the next month (i.e. January 2nd)

Two roles for UDeposit:

- **Primary Administrator** – the person who allocates the credit card charges and/or cash deposits to the appropriate Speedtype/Account
- **Independent Reviewer** – the person who reviews the credit card/cash deposit allocations monthly for appropriateness and accuracy. This person is typically the person responsible for monitoring the affected Purpose codes. (ONE per Merchant ID)

Email General Accounting at general-accounting@udel.edu if you need to update a Primary Administrator or Independent Reviewer.

For additional assistance, contact General Accounting at 831-2175 or email general-accounting@udel.edu.

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*Although the functionality will still exist to do a Cash Transmittal, doing so will result in duplicate revenue recognition*
Log into UDeposit

- www.udel.edu/udeposit
- Enter your **UDelNet ID** and **password** in UD Central Authentication Service (CAS)
- Click **Submit form**

Main Menu

- View my Merchants
- **Update my accounting shortcuts**
- Reports / Query view
- Purpose reports for independent reviewers

These are the four page links:

- **View my Merchants** – allocate your credit card & deposit revenues
- **Update my accounting shortcuts** – create or change the Speedtype/Account settings for your different revenue types
- **Reports / Query view** – generate reports based on your *completed* credit card transactions and bank deposit transactions
- **Purpose reports for independent reviewers**
Allocate your deposit revenue

View batches to allocate

A. View my Merchants

This page lists your batches that need allocating by **Merchant Name(s)** and **Merchant Number(s)** along with the count and amount of the transaction.

**View my Merchants**

Choose a merchant number to view or allocate outstanding batches or deposits. After 7 days they will be automatically allocated to your default account. Activity must be allocated by month end close. If there is no activity, a value of zero dollars ($0.00) will be shown. If you have any questions please contact the General Accounting department at 831-2175 or email gac@udel.edu.

<table>
<thead>
<tr>
<th>Merchant name</th>
<th>Merchant #</th>
<th>Trans. count</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>UID Library</td>
<td>220000000001</td>
<td>1</td>
<td>$123.65</td>
</tr>
<tr>
<td>UD Conferences Venlen</td>
<td>22020001831</td>
<td>16</td>
<td>$3,504.10</td>
</tr>
<tr>
<td>UD Fred Real Ice Arena/Pool</td>
<td>220000000099</td>
<td>96</td>
<td>$6,932.60</td>
</tr>
</tbody>
</table>

Click on the **Merchant Name** or **Merchant Number** to view the open batches.
B. Allocate Revenue

This page displays your merchant name/#, default purpose codes, and the number of credit card batches and cash deposits in need of allocation.

Allocate Revenue

A Journal will be created to allocate each item below. Allocate one batch at a time by choosing an account in the "Allocate to" column, or click on a batch ID to view or allocate by individual transaction. You will be prompted to complete the journal information on the next step.

After 7 days, unallocated batches will be automatically allocated to your default account, unless transactions are flagged as discrepancies. Activity must be allocated by month end close. If you have any questions please contact the General Accounting department at 831-2175 or email ga@udel.edu.

Merchant

Merchant: UD Library (d20080600081)
Default purpose code: A10CMOM (revenue), A10CMOM (fees)

Credit Card Batches (0) | Cash Deposits (1)

There are no credit card batches to be allocated.

Batch discrepancies

There are no credit card batch discrepancies to be displayed.

Previous step  Exit without saving  Next step

To view your cash deposits, simply click on the "Cash Deposits" tab.
Allocate your deposit revenue

2 Multiple revenues - allocate individual transactions on the Batch detail page
   - Use the Allocate to dropdown to select the Default Rev, one of your shortcuts or Other for each transaction
   - Discrepancy box – use with care; the batch will not post if any are checked
   - Click the Next step

C. Allocation Detail (top)
This page displays your accounting entry line(s) – one for each allocation in the batch.
   - You may change the accounting or delete lines if needed.

Memo – use this field to record additional info (maximum – 10 characters).
It will be included in Trans Detail data as with a Journal ID beginning UDP and a Transaction Source of UDP.
Allocate your deposit revenue

C. Allocation Detail (bottom)

- If you do not need to add lines or change the accounting:
  1. **Description** (optional) – enter more information as desired, but it does not go into the general ledger, but stays in the UDeposit system
  2. **Send copies to:** (optional) - enter email of anyone who needs a copy
  3. **Add More Lines** – click this like to add emails
  4. **Toggle Transaction View** – click this link to see batch transactional data (see below)

- If you allocated a batch or individual transactions to **Other**, you will see an amount in the **Add a line** section:
  5. Enter a **Speedtype**
  6. Click the **ADD** button
     a. Enter the Account and other chartfields on the **last line** added (it will be line 3 in this example)

- **Click Finish & Submit**

![Image of allocation detail process]

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Allocate your deposit revenue

C. Allocation Detail with Transaction View

- Now you are able to look at the individual transactions of the batch
- Click on any of the column headings to change the sort order

Showing 1 to 253 of 253 entries

Description:

Copied to: Primary administrator: J.MUSSELMAN@FACILITIES.UDEL.EDU

Previous step
### D. Copy of Allocation Detail

This page displays summary information at the top about the batch, including:

- **Total allocated** – batch total and amount allocated to GL
- **Completed By** – Employee ID of the person who submitted it
- **Batch Date** – this date comes from the processing bank and determines the Accounting Period to which the batch will be posted in the general ledger
- **UDeposit Form ID** – unique number given to a UDeposit form

#### Copy of Allocation Detail

| Merchant          |  |  
|-------------------|---|---
| Merchant: UD Bleecker Street (420029455887) |  |  
| Default purpose codes: AGCY912267 (revenue), AGCY912267 (fees) |  |  
| Total allocated: $1,302.91 |  |  
| Completed by: 702028603 |  |  
| Batch date(s): 12/07/11 |  |  
| UDeposit form ID: 842 |  |  

#### Chart of accounts

<table>
<thead>
<tr>
<th>Chartfield information</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>SpeedType: AGCY912267</td>
<td>$300.00</td>
</tr>
<tr>
<td>Account: R17900</td>
<td></td>
</tr>
<tr>
<td>UserField:</td>
<td></td>
</tr>
<tr>
<td>Fund: AGNCY</td>
<td></td>
</tr>
<tr>
<td>Program:</td>
<td></td>
</tr>
<tr>
<td>Department: 05101</td>
<td></td>
</tr>
<tr>
<td>Purpose: AGCY912267</td>
<td></td>
</tr>
<tr>
<td>Project/DGrant:</td>
<td></td>
</tr>
<tr>
<td>Source:</td>
<td></td>
</tr>
<tr>
<td>Memo:</td>
<td></td>
</tr>
</tbody>
</table>

| 2  | SpeedType: TREA112115  | Account: R17900  | UserField: |  |
|---|-------------------------|-----------------|-----------|---
|  | Fund: GPDAS  | Program: ADALL  | Department: 04710 |  |
|  | Purpose: TREA112115 |  |  |  |

**Total: $1,302.91**
**Update my accounting shortcuts**

**My Accounting – Add a new account**

Use this page to create frequently used revenue types with Purpose/Account combinations that you can use again and again.

- **Enter a Nickname**
- **Type** – choose **Revenue** *(Fees are not yet operational)*
- Click the **Add shortcut** button

**My Accounts** lists your current Nicknames
  - Use the **Action** buttons to delete or edit

---

**Update my Accounting Shortcuts**

Use this form to save chartfield combinations to which you reconcile on a regular basis, and assign a nickname to it. Enter a nickname and provide one or more SpeedType and Percent (UserField optional). The Total percent must equal 100%. Nicknames will display in the Allocate to select list on the allocation screens.

Symbol key: * Required information, ! Error

- **Add a new account**
  - Nickname: **baseball**
  - Type: **Revenue**
  - Add shortcut

- **My Accounts**
  - Nickname | Type | SpeedType | Action
  - football | Revenue | ATHL212112 | Edit | Delete
Update my accounting shortcuts

Edit my Accounting Shortcut

- Enter a **Speedtype**
- Click the **Add line** button

**Edit my Accounting Shortcut**

Provide an account number for each SpeedType below and update other Chartfields below, if necessary. The Total percent distributed must equal 100%.

Symbol key: * Required information, ! Error

<table>
<thead>
<tr>
<th>Accounting shortcut</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nickname: baseball</td>
</tr>
<tr>
<td>Type: Revenue</td>
</tr>
</tbody>
</table>

No Chartfields linked

<table>
<thead>
<tr>
<th>Add a line</th>
</tr>
</thead>
<tbody>
<tr>
<td>SpeedType: TREA112123</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

[Buttons: Previous step, Exit without saving, Save changes]
Update my accounting shortcuts

My Accounting – Account Detail
- Enter an Account and any other appropriate chartfields
- Click Save and Exit button

(Hint for units that have many different revenue types – Create a shortcut and enter your most frequently used revenue types with the appropriate Speedtypes/Accounts on multiple lines. Click Save and Exit. When you allocate a batch with a multiple-line shortcut, you will be able to enter the correct deposit amounts when you get the Allocation Detail page of the form. You can have any number of these shortcut with multiple accounting lines.)

Edit my Accounting Shortcut

Provide an account number for each SpeedType below and update other Chartfields below, if necessary. The Total percent distributed must equal 100%

Symbol key: ★ Required information, † Error

Accounting shortcut

Nickname: baseball
Type: Revenue

Distribution

Chartfield Information

<table>
<thead>
<tr>
<th>SpeedType</th>
<th>Account</th>
<th>UserField</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>TREA112115</td>
<td>R17990</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>Fund: OPBAS</td>
<td>Program: ADALL</td>
<td>Department: 01710</td>
<td>[ ]</td>
</tr>
<tr>
<td>Purpose: TREA112115</td>
<td>Project/Grant:</td>
<td>Source: [ ]</td>
<td></td>
</tr>
</tbody>
</table>

If you will be splitting the revenue among multiple Speedtypes/Accounts:
- Enter an Account and any other appropriate chartfields
- Enter the next Speedtype
- Click the ADD button
- Enter the Account for the 2nd line
- Click Save and Exit button
Independent Reviewer information

Independent Reviewers have a specific page in UDeposit from which to monitor the credit card batches and/or cash deposits that are posted to their purpose codes. We require that UDeposit information be reviewed on a monthly basis by the Independent Reviewer associated with each Merchant.

- Click Purpose reports for independent reviewers

Purpose Reports

The reports generated on this page are summarized by Purpose, Fiscal Year and Accounting Period.

- Year-Month – select a Fiscal Year - Accounting Period combination
- Merchant(s) – the box will contain only the Merchants for which you are the Independent Reviewer – highlight one or more
- Click Submit

Purpose Reports for Independent Reviewers

Symbol key: * Required information, ! Error
**Independent Reviewer Information**

The results appear below the **Submit** button.

- **Detail** – this provides more information about the credit card deposit(s) for the month and Merchant(s) selected
- **Download** – this will take the results to Excel
- **Mark as Reviewed** – click on this to show you reviewed the line

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### Search results

**Merchant name**: UD ALUMNI/UNIV RELATION  
**Merchant ID**: 420026420881  
**Purpose**: L1AALU  
**Account**: L1AALU  
**Amount**: $412.06  
**Year-Month**: 2010-03

**Action**

- Detail
- Download
- Mark as reviewed

Showing 1 to 1 of 1 entries

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**Mark as Reviewed** – the wording will change to reflect your review and the current date

**Year-Month**: 2013-07  
**Merchant(s)**: Cashier’s Transaction Limbo (428888888888)  
**General Acctg Trans Limbo (429999999999)  
**UD Athletic Dept (42002417887)

**Submit**

**Search results**

**Merchant name**: UD ALUMNI/UNIV RELATION  
**Merchant ID**: 420026420881  
**Purpose**: L1AALU  
**Account**: L1AALU  
**Amount**: $412.06  
**Year-Month**: 2013-07  
**Action**

- Detail
- Download
- Reviewed on 2013-07-22

Showing 1 to 1 of 1 entries