Making University Deposits -Direct Journal

VERSION: 08/16/2022

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1 Direct Journal University Deposits

In this chapter, you will learn to:

- Understand the University deposit process
- Enter a deposit to University Cashier's Office or General Administration which may include:
  - Cash and/or check
  - Electronic deposits, such as credit card receipts, Automated Clearing House (ACH), lockbox or wire transfers
- Enter an electronic deposit to Accounting Services which may include:
  - credit card receipts
  - Automated Clearing House (ACH)
  - wire transfers
  - lockbox
  - deposits made directly to the bank by the department

Understanding University Deposits for Incoming Payments

Overview

University deposits:

1. Identify and track incoming payments
2. Provide a record of money received by the University and the bank account to which it was deposited
3. Are a source of internal information for financial accounting, controlling, and budgeting purposes

Within a University deposit transaction, departmental users log incoming payments which may include cash, check, automated clearing house (ACH), credit card, wire transfer, lockbox, or deposits made directly to the bank by departments.

There are three designated cashier's offices for the University, and they are all charged with reconciling their assigned depositing unit's deposits. The cashier's offices are the University Cashier's Office, Accounting Services, and General Administration. The reconciliation process ensures that the right amount of money is deposited, and that the appropriate accounting is applied to the incoming payment.

If the deposit is irregular or unacceptable, the reconciling cashier will reject the deposit. Rejecting the deposit sends an email to the depositor, which includes written notes about why the deposit was rejected and instructions to correct the issue. The depositor then changes or corrects the existing deposit record and resubmits it.

University deposits can be broken down into two broad categories:

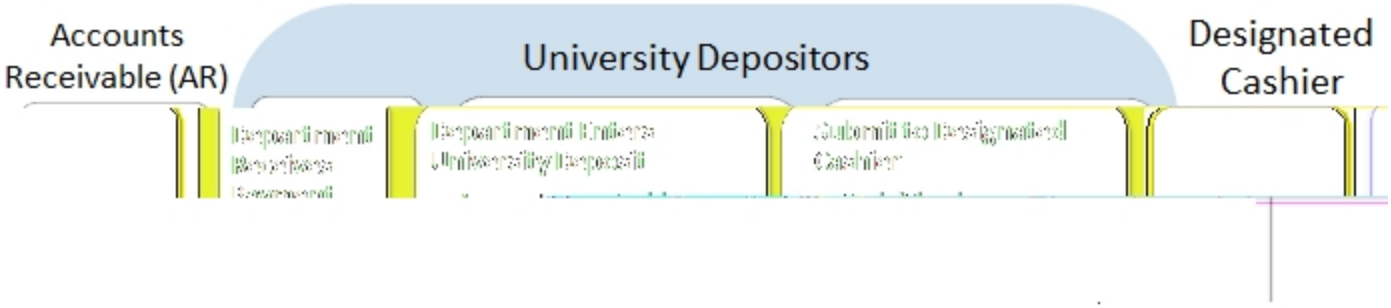
- direct journal deposits, when there are no accounts receivable invoices in the system
- payment predictor deposits, when departments such as the Office of Sponsored Programs (OSP), Housing and Residential Education, and Procurement Services match incoming payments against an accounts receivable invoice in the system.

University Deposits: Direct Journal

In direct journal accounting, when you create a deposit record, you enter appropriate chartfield accounting information to designate the appropriate accounts for incoming payments. Departments that don't use ConnectCarolina's billing or accounts receivable functionality do direct journal deposits.

University Deposits: Payment Predictor - Against Accounts Receivable Invoices

OSP, Housing and Residential Education, Procurement Services, and General Administration receive some payments that are matched against accounts receivable invoices in the system. This is done using the "payment predictor" process.



Entering Direct Journal University Deposits - to Cashier's Office or General Administration

Overview

A University deposit record is created by schools and divisions to account for incoming payments within the ConnectCarolina system. A "direct journal" is the type of University deposit that requires department personnel to enter the appropriate chartfield values.

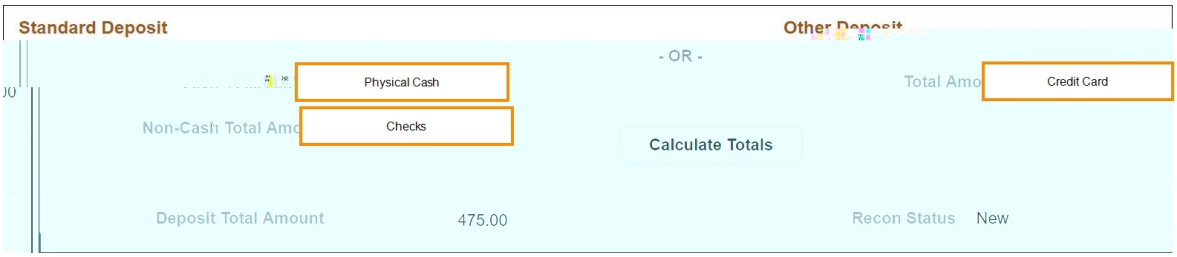
Gifts, contributions, and donations are processed by the Development Office. There are controls built into the system, called combo edits, that will not allow deposits to gift-designated accounts by non-Development Office personnel. If you need to deposit gifts, contributions, and donations, forward them to the Development Office.

Standard Deposit or Other Deposit

This document covers the steps for processing incoming deposits that are processed and reconciled through the University Cashier's Office or through General Administration.

Cash, check, and electronic deposits such as credit card receipts, Automated Clearing House (ACH) payments, or wire transfers are handled slightly differently within the same transaction. Physical cash amounts are entered in the Cash Total Amount field, check amounts are entered in the Non-Cash Total Amount field, and credit card, ACH payments, and wire transfers are entered in the Total Amount field.

Deposits to University Cashier's Office or General Administration



Related Reference

- For instructions on changing a deposit that has not been submitted, deleting a deposit, or revising a deposit that has been rejected, see*Updating a University Deposit Record, page 33*

Entering Direct Journal University Deposits - to Cashier's Office or General Administration

Folllow these steps to enter Direct Journal University Deposits to Cashier's Office or General Administration:

1. From the Admin WorkCenter home page, choose **Finance WorkCenter > AR/Billing > Regular Deposit**

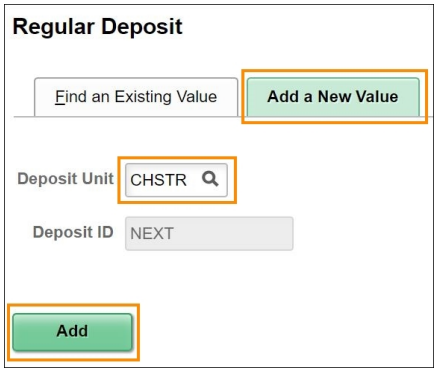
2. Click the **Add a New Value** tab.

Add a New Value Tab

3. Complete the fields:

In this field:	Do the following:
Deposit Unit	Enter the unit ID for the deposit. Each deposit unit ID is configured to deposit to specific bank accounts and drive the path for follow-on reconciliation. **Note:** This information is filled in by default based on your unique user profile, but can be changed if necessary.
Deposit ID	Always leave the default value NEXT. When you save the deposit, the system will assign the next available deposit ID.

4. Click the **Add** button.

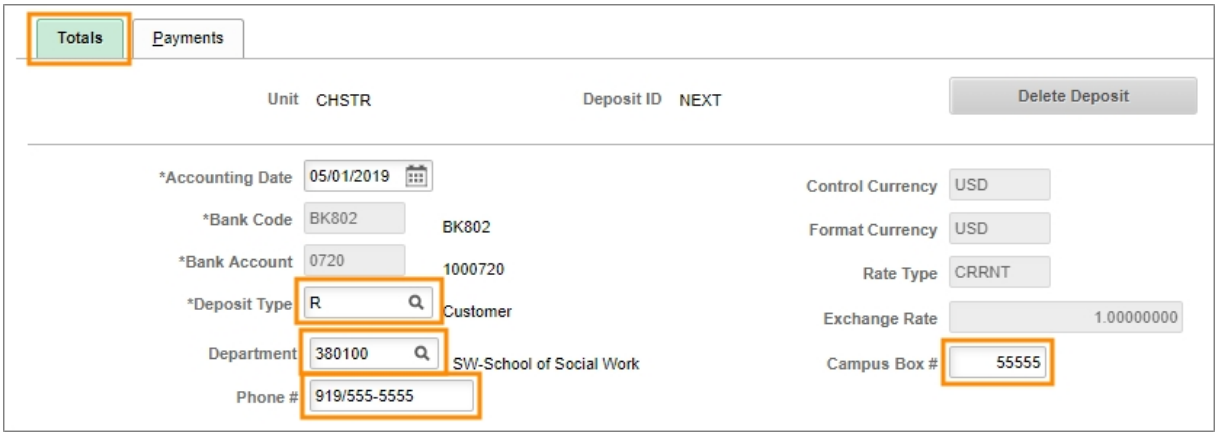


Totals Tab

1. Complete the fields:

In this field:	Do the following:
Accounting Date	Leave the default value of today's date.
Bank Code	The bank code value is filled in based upon the deposit unit you initially entered and cannot be changed. **Note:** Users in the General Administration Miscellaneous (GAMSC) and (CHSTU) deposit units can change the default bank code if necessary.

In this field:	Do the following:
Bank Account	The bank account value is filled in based on the deposit unit you initially entered and cannot be changed. **Note**: Users in the General Administration Miscellaneous (GAMSC) and (CHSTU) can be change the bank account if necessary.
Deposit Type	The deposit type is filled in based on the deposit unit you initially entered. Leave the deposit type value. **Note**: Deposit type is primarily used for reporting purposes, and does not have any Accounting-related impacts.
Department	Enter the department ID for the department receiving the payment. **Note**: This field is primarily used for reporting purposes, and does not have any Accounting-related impacts.
Phone #	Enter the phone number of the person to contact if there are questions about the deposit.
Campus Box #	Enter the campus mailbox number to be used for any follow up correspondence.



2. In the Standard Deposit and Other Deposit sections, complete the fields:

   Note: Cash and Check Standard deposits cannot be included in the same deposit record as electronic Other deposits.

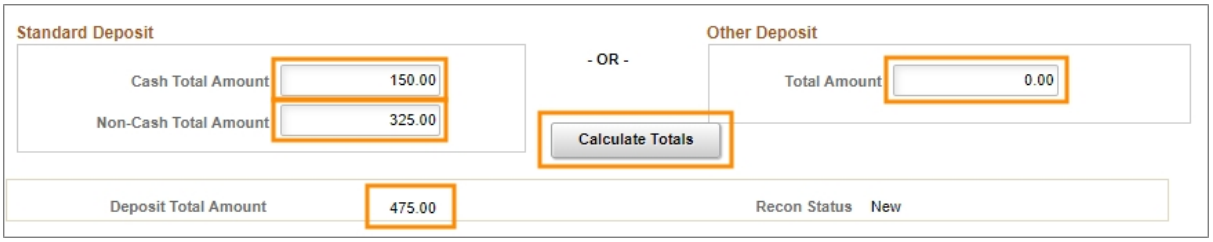
Standard Deposit

In this field:	Do the following:
Cash Total Amount	Enter the total amount of incoming cash in the deposit.
Non-Cash Total Amount	Enter the total amount of incoming checks in the deposit.

Other Deposit

In this field:	Do the following:
Total Amount	Enter the total amount of incoming credit card, ACH, lockbox, and wire payments in the deposit.

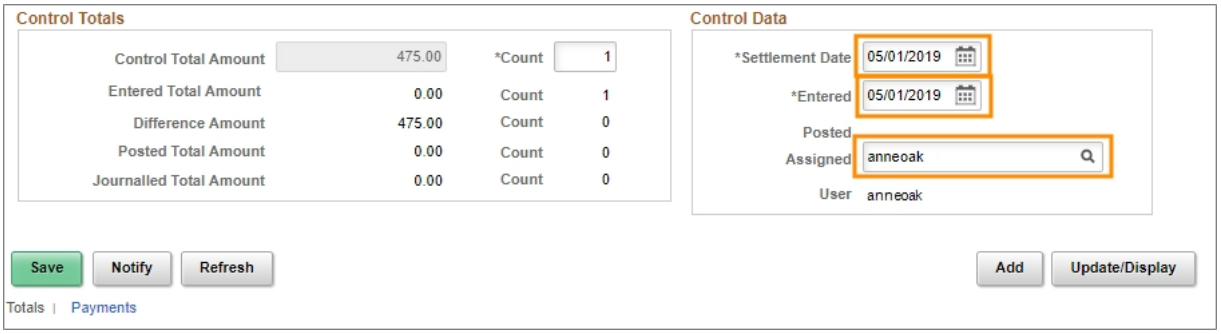
3. Click the **Calculate Totals** button.



Result: The system displays the calculated deposit total amount.

4. In the Control Totals and Control Data section on the Totals tab, complete the fields:

In this field:	Do the following:
*Count	Leave the default value of 1 when making a deposit that has one payment. Standard deposits may have more that one payment. If this deposit has more than one payment, enter the number of payment lines for the deposit. It's important that this number is accurate for the deposit to be in balance. **Note:** For more information on using multiple payments, see the section later in this reference Multiple Payments for Standard Cash/Check Deposits to the University Cashier.
Settlement Date	For cash and check deposits, accept the default value of today's date. For credit card, ACH, lockbox, or wire payments, enter the bank settlement date.
Entered	Accept the default value of today's date.
Assigned	The system fills in the field with your user ID. Accept this default value. **Note:** This value can be used later for reporting and inquiry purposes.



5. Click the **Payments** tab.

Payments Tab

1. In the Payment Information section, complete the fields:

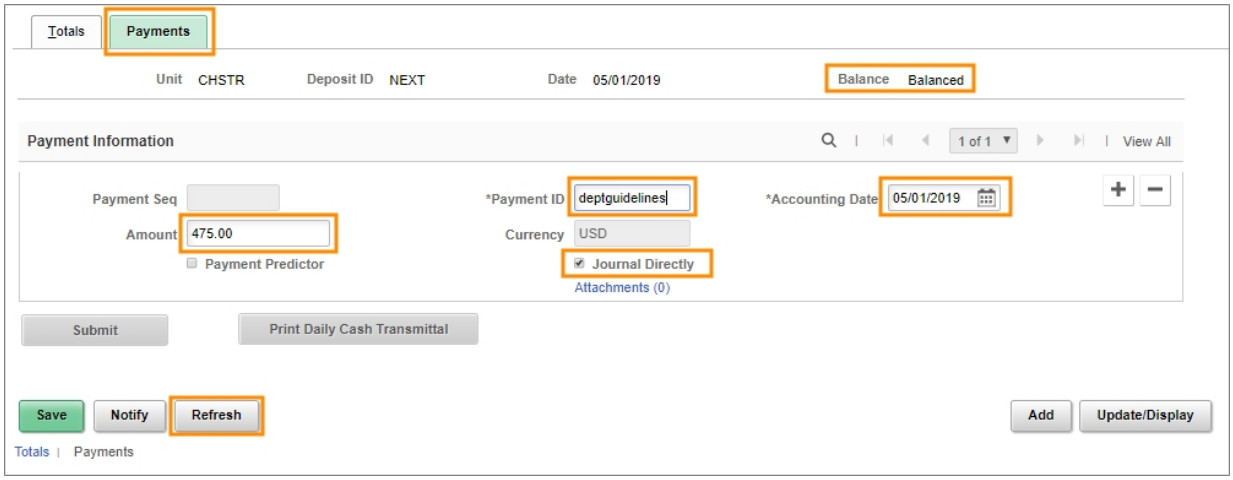
In this field:	Do the following:
Payment/ Merchant ID	For credit card, ACH, wire, or lockbox payments, enter the last six digits of the merchant ID that appears on the bank statement. This is used for follow-on reconciliation purposes. For cash and check deposits, enter values specified by your department for tracking purposes. **Note:** This value is printed on the Daily Cash Transmittal (DCT) form, and can be used for historical reference and reporting.
Accounting Date	The system fills in this date based on the accounting date entered on the Totals tab. Leave the filled in date.
Amount	Enter the total amount for the payment. When creating a single payment for the deposit record, this amount should match the system-calculated deposit total amount from the Totals tab.

2. To attach a reference file to the payment, click the **Attachments** link. Otherwise, skip this step.

3. Mark the **Journal Directly** checkbox on the payment line.

   Caution! For the following step, use the refresh button within the system, and not the refresh button in your browser.

4. At the bottom of the screen, click the **Refresh** button.



Result: The system validates your entries. Additionally, in the upper right portion of the screen, the system indicates if the payment is Balanced with the amounts entered on the Totals tab.

Caution! The deposit record must be Balanced before payment accounting can be entered. If the system indicates Not Balanced, but you suspect it should be, click the Calculate Totals button on the Totals tab to try to rectify the discrepancy. Verify that the amounts you entered on the Totals and Payments tabs balance each other.

- If the value in the Cash Amount or Non-Cash Amount field on the Totals tab is incorrect, make the necessary change, click Calculate Totals to ensure that the Control Total Amount equals the Entered Total Amount, click Save, and then continue with the Accounting Entries on the Payments tab.
- If the amount entered on the Payments page is incorrect, change it to agree with the Control Total Amount on the Totals tab, click Save, and verify that the transaction is Balanced before continuing with the Accounting Entries.

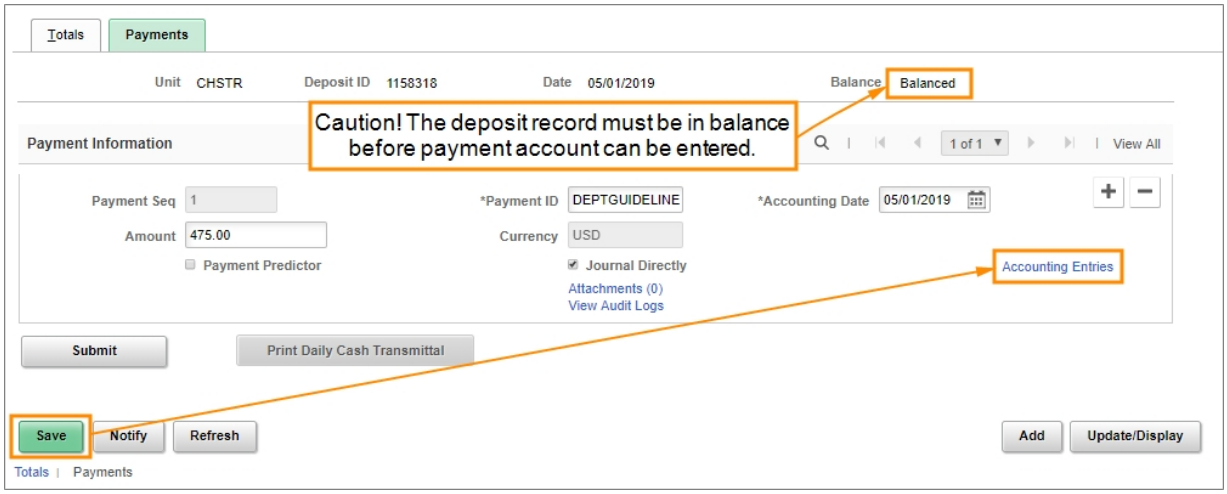
5. Click the **Save** button.

Result: If you marked the Journal Directly checkbox before saving the transaction, the system displays the Accounting Entries link in the Payment Information section.

Caution! Be sure your transaction is Balanced before moving on to the next step, and do not click the Accounting Entries link if the system indicates your deposit is Not Balanced. If you do, the system will display the Create Accounting Entries screen. If this happens, you will have to re-access and edit the deposit to process it further.

If you do click the Accounting Entries link when the system shows the deposit is "Not Balanced", navigate to the Find an Existing Value tab of the Regular Deposit screen and enter your User ID to search for the deposit you just started. The system will display a list of all deposits in New status if you have more than one, or display the original deposit if it is the only new one, providing you an opportunity to balance it.

5. Click the **Accounting Entries** link.



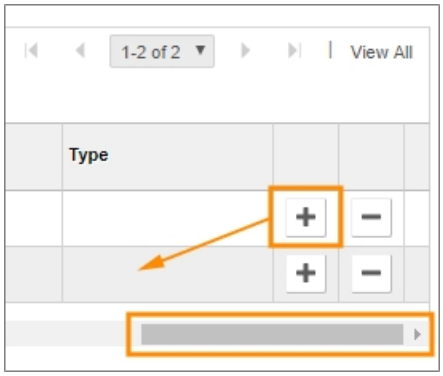
Result: The system displays the Accounting Entries tab that corresponds with the payment line.

Accounting Entries Tab

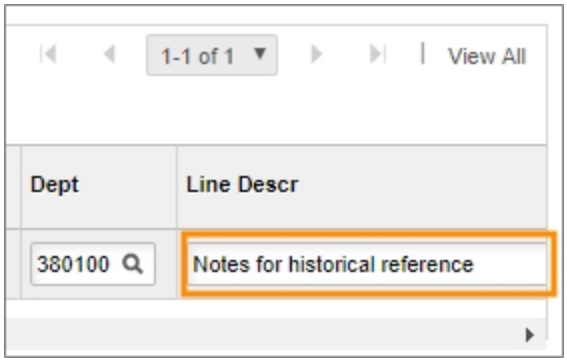
1. Enter the chartfield accounting and line amount on the Chartfields tab of the Distribution Lines section.

   Notes:

   - For incoming payments, always enter the Line Amount as a negative value. For outgoing payments and refunds, the Line Amount will always be positive. The sum of the distribution lines you enter need to be the opposite of the payment amount. For example, if the incoming payment amount is $100, the sum of the distribution lines should be -$100.
   - You can distribute the payment amount to multiple distribution lines. The total value for the distribution lines needs to equal the payment amount. To create an additional line, scroll to the right and click the **Add a New Row** button.



   - In the Line Description field on the Currency Details tab of the distribution lines, enter values specified by your department for tracking purposes. Whatever you enter in this field in printed on the DCT form, and can be used for historical reference and reporting.

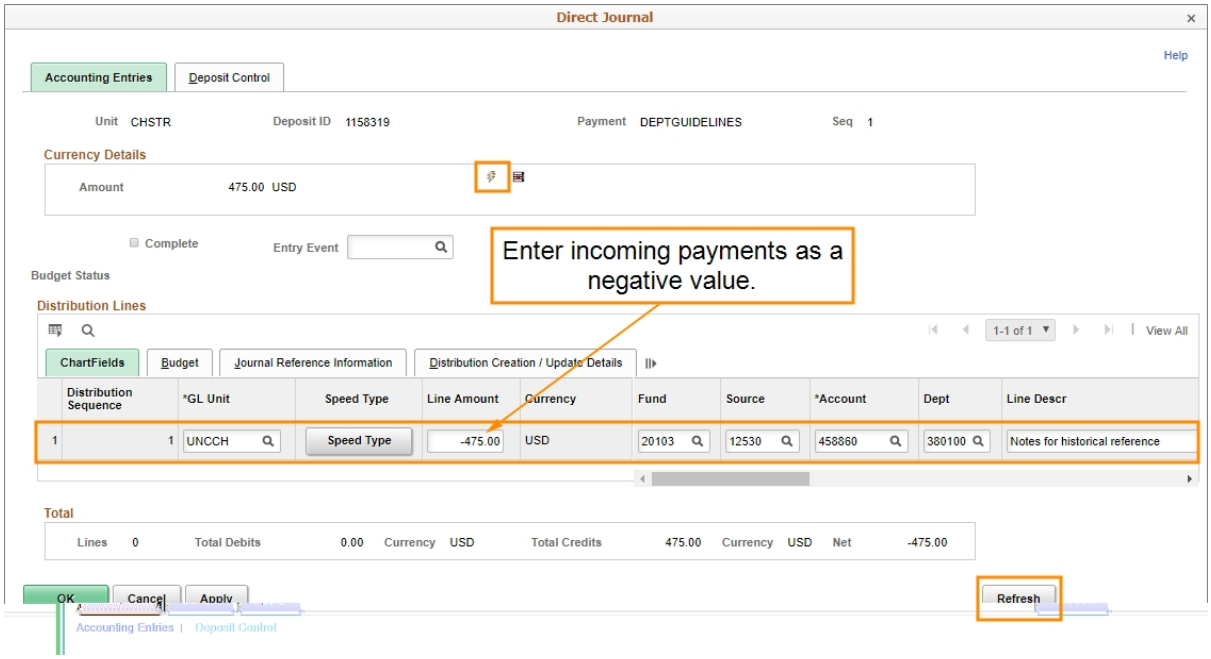


   - For more information on entering chartfield values, see Chartfield Structure and Chartfield Structure Insert. Additionally, consult with the key accounting personnel in your department for guidance.

Caution! For the next step, use the refresh button within the system, and not the refresh button in your browser.

2. Click the **Refresh** button located in the lower right section of the screen.

3. Click the **Lighting Bolt** icon to automatically generate offsetting cash entries.



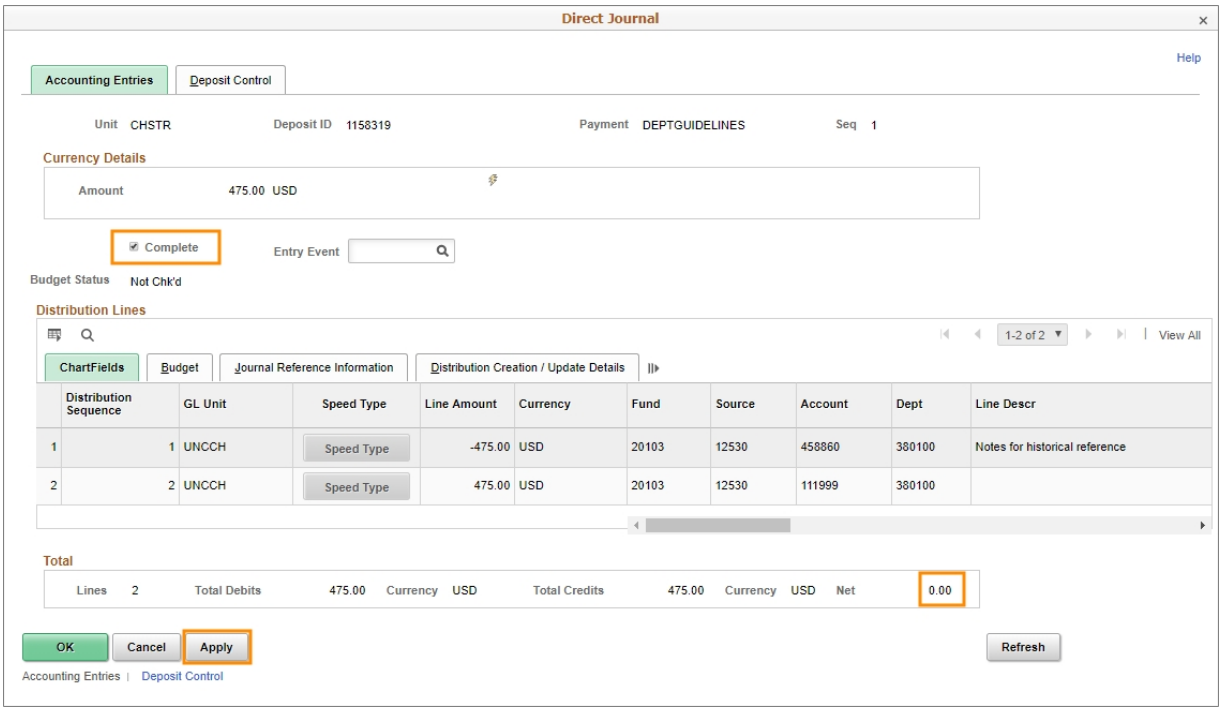
Result: The system generates additional offsetting line items. These additional accounting lines are for a debit to a cash clearing account.

Notes:

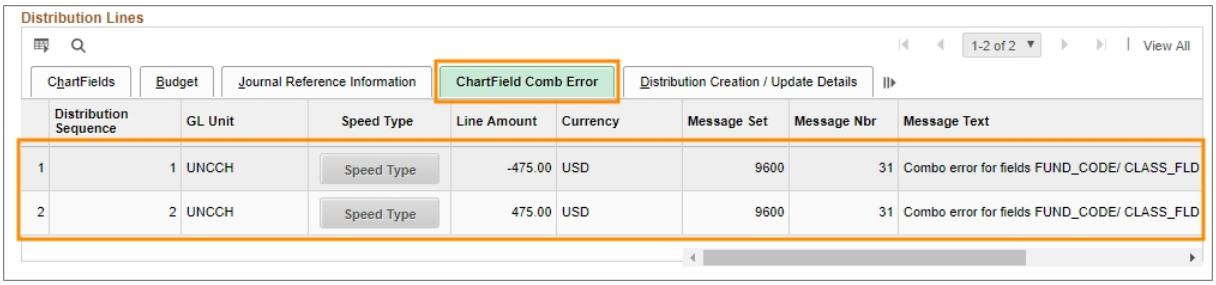
- After generating the additional lines, by default the system prevents you from changing your distribution line entries. If you need to make a change, click on the Delete icon next to the Lightning Bolt icon to reverse the automated creation of the line entries. Then make changes as necessary.
- The Net amount in the Totals section should be zero. This is the combination of the payment amount and the distribution line total amount.

4. Mark the **Complete** checkbox.

5. Click the **Apply** button.



6. If you receive a Combo Edit error, click on the **ChartField Comb Error** tab on the distribution line to view and resolve the error.

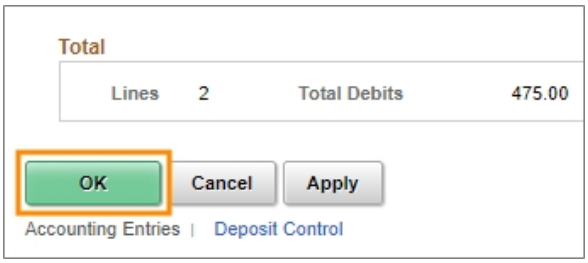


Notes on combo edit errors:

- When the Complete checkbox is marked, and the Apply button is clicked, the system will perform a combo edit check. This is a validation of the chartfield distribution entries, and their use in combination, with a pre-configured table of valid entries. If the combination of chartfield distribution entries is not valid, the record cannot be saved or processed. If you receive an error message, double check your entries, see Chartfield Structure and Chartfield Structure Insert, or consult with the key accounting personnel in your department for assistance.

- There are specifically-designed combo edit controls that prevent non-Development Office personnel from making a deposit to a gift-designated account

6. Click **OK** to return to the Payments tab.



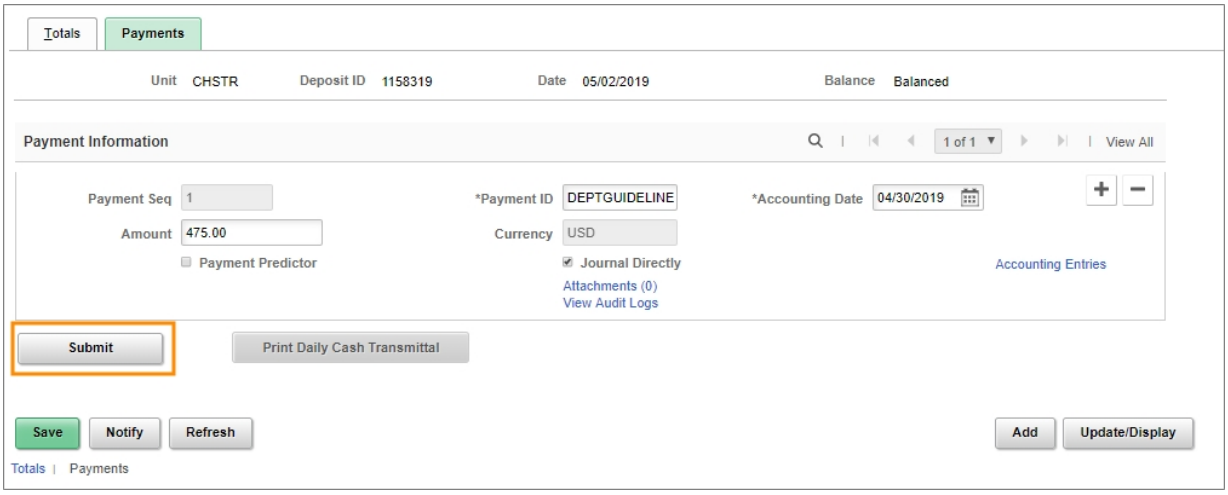
Multiple Payments For Standard Cash or Check Deposits to the University Cashier

For standard cash or check deposits to the University Cashier, you can enter multiple payments. The total of all payments must equal the Deposit Total Amount entered on the Totals tab. Additionally, if you enter multiple payments, you must change the Count field on the Totals tab to match the number of payments you enter. To create additional payment lines, click the Add a New Row button on an existing payment. Each payment must have its own accounting distribution lines.

One reason why you may want to enter multiple payments is to create a logical grouping or segmentation of deposits, based on criteria your department finds useful. These may include chartfield distributions, type of deposit, or payment source. You can use the free-form Payment/Merchant ID field as a label for your grouping, and can view it in your reports.

Payments Tab

1. Click the **Submit** button to save and finalize the deposit record.

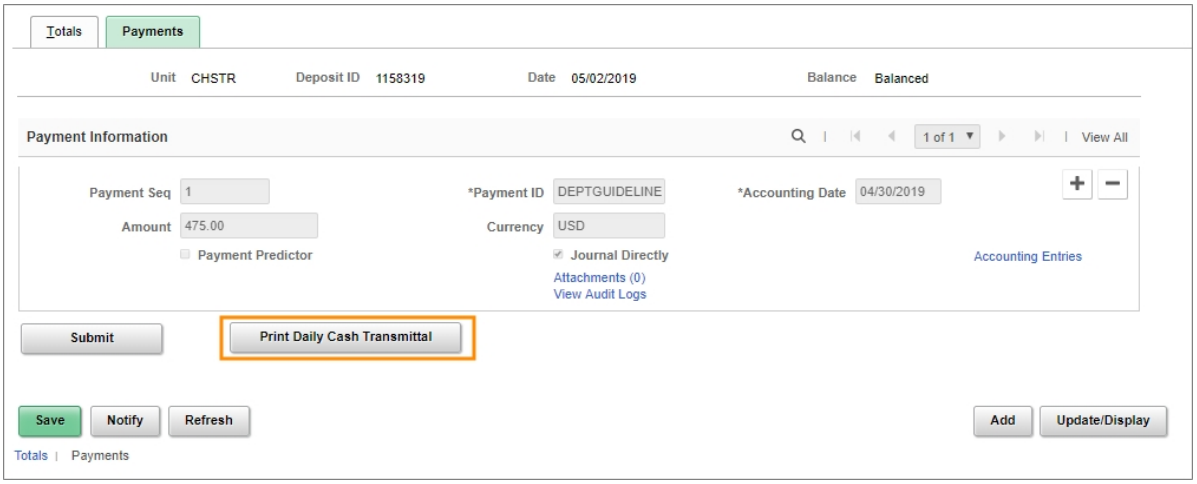


Results:

- Clicking submit enables follow-on reconciliation and processing by your department or school's designated cashier.
- Once you click Submit, the Print Daily Cash Transmittal button is enabled.

2. Click the **Print Daily Cash Transmittal** button.

Note: The Print Daily Cash Transmittal button is disabled until you click the Submit button.



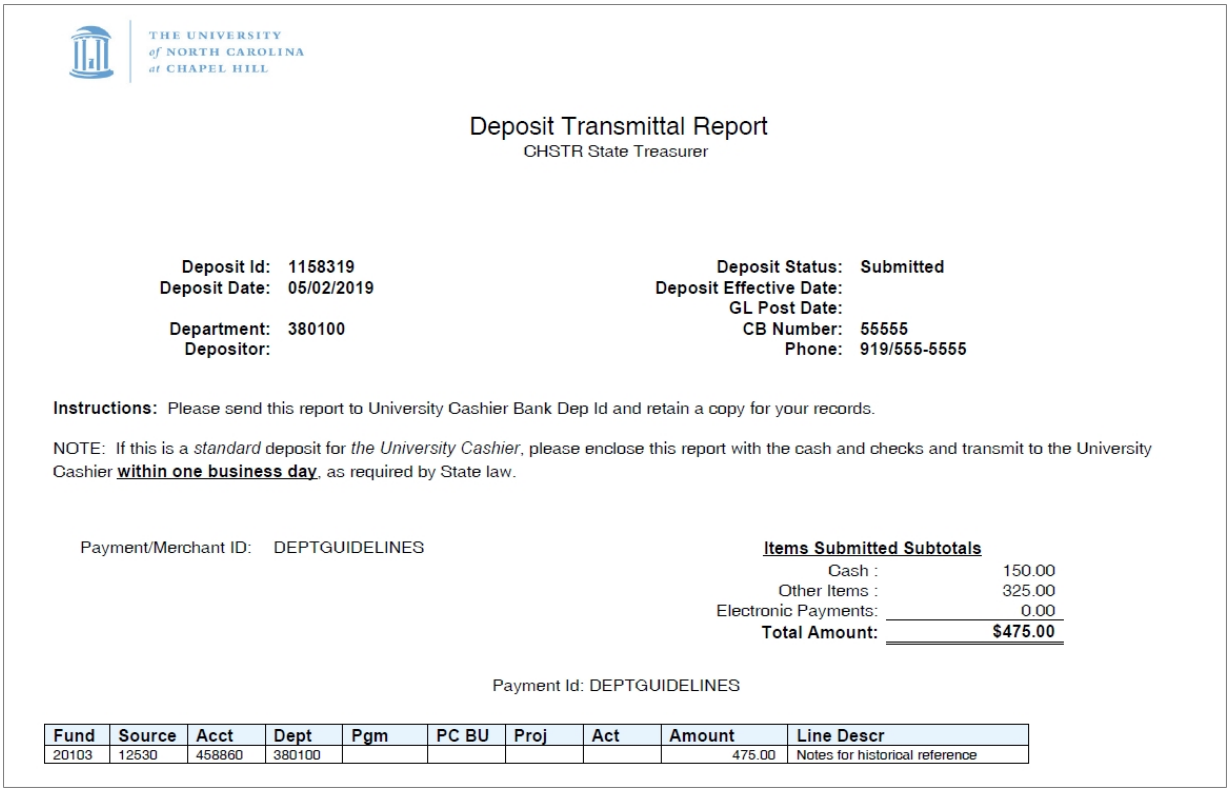
Result: The system opens a new browser tab that displays the DCT form.

Daily Cash Transmittal Form

1. Use the browser's print function, typically File > Print, to print the DCT form.

2. When finalizing the University deposit record, department personnel can print or save a copy to keep on file in the department, and one to accompany the monetary payments to the Cashier's office.

3. Deliver the monetary payments and accompanying DCT form to your department's designated cashier.



THE UNIVERSITY of NORTH CAROLINA at CHAPEL HILL

Deposit Transmittal Report

CHSTR State Treasurer

Deposit Id: 1158319
Deposit Date: 05/02/2019
Department: 380100
Depositor:

Deposit Status: Submitted
Deposit Effective Date:
GL Post Date:
CB Number: 55555
Phone: 919/555-5555

Instructions: Please send this report to University Cashier Bank Dep Id and retain a copy for your records.

NOTE: If this is a *standard* deposit for *the University Cashier*, please enclose this report with the cash and checks and transmit to the University Cashier **within one business day**, as required by State law.

Payment/Merchant ID: DEPTGUIDELINES

Items Submitted Subtotals

Cash :	150.00
Other Items :	325.00
Electronic Payments:	0.00
Total Amount:	**$475.00**

Payment Id: DEPTGUIDELINES

Fund	Source	Acct	Dept	Pgm	PC BU	Proj	Act	Amount	Line Descr
20103	12530	458860	380100					475.00	Notes for historical reference

Entering Direct Journal University Deposits - to Accounting Services

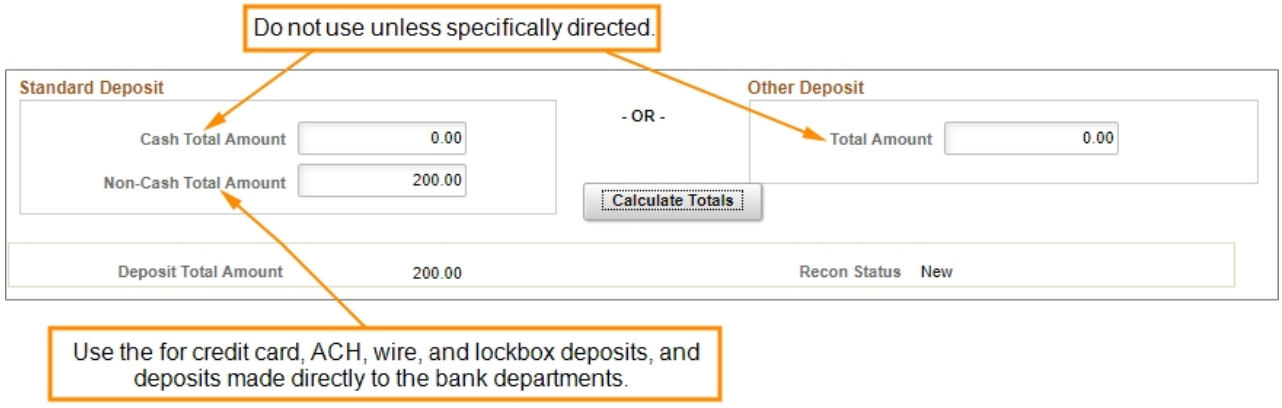
Overview

A University deposit record is created by school or division personnel to account for incoming payments within the ConnectCarolina system. A "direct journal" is the type of University deposit that requires department personnel to enter the appropriate chartfield values.

Standard Deposit or Other Deposit

This document covers the steps to process incoming deposits that are processed and reconciled through Accounting Services. This includes electronic deposits such as credit card receipts, Automated Clearing House (ACH), wire transfers, lockbox, and deposits made directly to the bank by the department. These deposits to Accounting Services are entered differently than deposits to the University Cashier's Office or through General Administration.

Deposits to Accounting Services



Related Reference

- For instructions on changing a deposit that has not been submitted, deleting a deposit, or revising a deposit that has been rejected, see*Updating a University Deposit Record, page 33*

Entering Direct Journal University Deposits - to Accounting Services

Follow these steps to enter Direct Journal University Deposit to Accounting Services:

1. From the Admin WorkCenter home page, choose **Finance WorkCenter > AR/Billing > Regular Deposit**

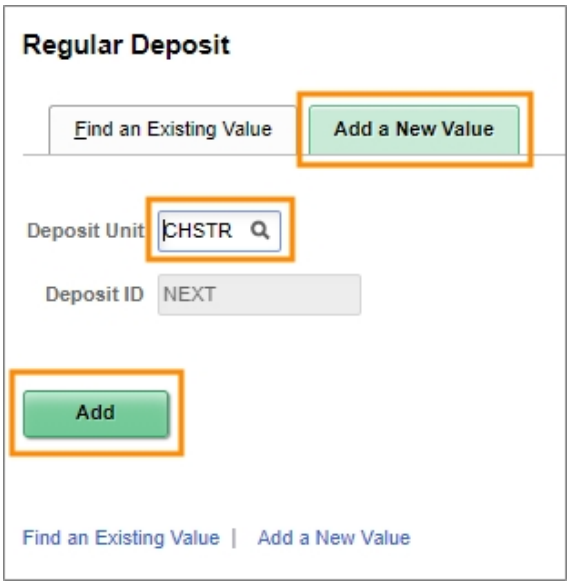
2. Click the **Add a New Value** tab.

Add a New Value Tab

3. Complete the fields:

In this field:	Do the following:
Deposit Unit	Enter the unit ID for the deposit. Each deposit unit ID is configured to deposit to specific bank accounts and drive the path for follow-on reconciliation. **Note:** This information is filled in by default based on your unique user profile, but can be changed if necessary.
Deposit ID	Always leave the default value NEXT. When you save the deposit, the system will assign the next available deposit ID.

4. Click the **Add** button.

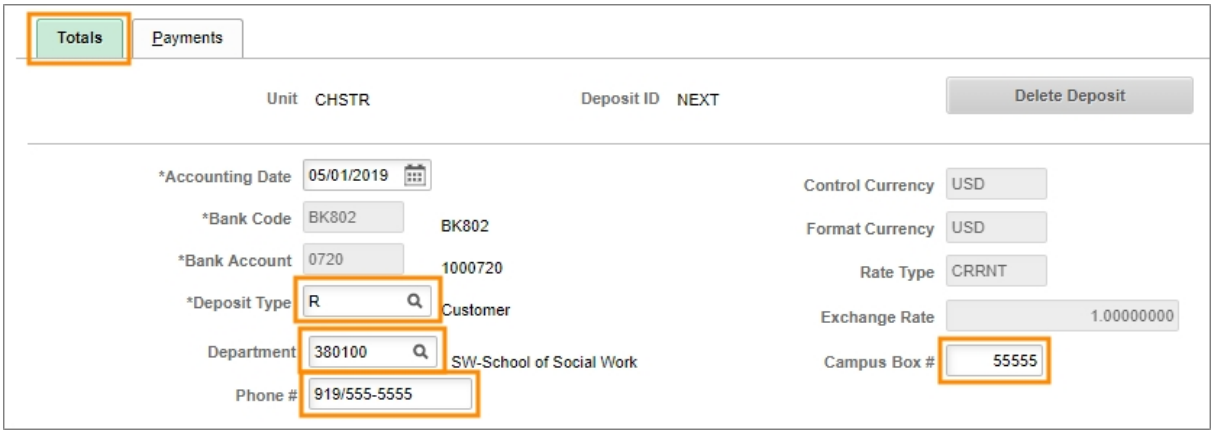


Totals Tab

1. Complete the fields:

In this field:	Do the following:
Accounting Date	Leave the default value of today's date.

In this field:	Do the following:
Bank Code	The bank code value is filled in based upon the deposit unit you initially entered, and cannot be changed. Note: Users in the General Administration Miscellaneous (GAMSC) and (CHSTU) deposit units can change the default bank code if necessary.
Bank Account	The bank account value is filled in based on the deposit unit you initially entered and cannot be changed. Note: Users in the General Administration Miscellaneous (GAMSC) and (CHSTU) deposit units can change the default bank account if necessary.
Deposit Type	The deposit type is filled in based on the deposit unit you initially entered. Leave the deposit type value. Note: Deposit type is primarily used for reporting purposes, and does not have any Accounting-related impacts.
Department	Enter the department ID for the department receiving the payment. Note: This field is primarily used for reporting purposes, and does not have any Accounting-related impacts.
Phone #	Enter the phone number of the person to contact if there are questions about the deposit.
Campus Box #	Enter the campus mailbox number to be used for any follow-up correspondence.



2. In the Standard Deposit and Other Deposit sections, complete the fields:

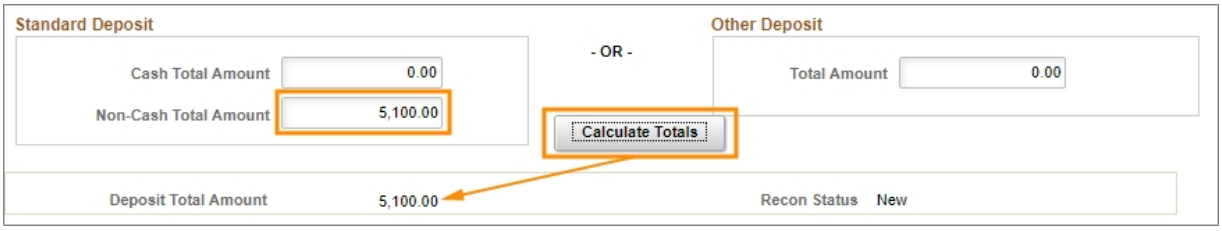
Standard Deposit

In this field:	Do the following:
Cash Total Amount	Leave the field blank. Do not use this field for electronic deposits that are reconciled with Accounting Services, unless specifically directed to do so.
Non-Cash Total Amount	Enter the total amount of the electronic payments included in the deposit.

Other Deposit

In this field:	Do the following:
Total Amount	Leave the field blank. Do not use this field for electronic deposits that are reconciled with Accounting Services, unless specifically directed to do so.

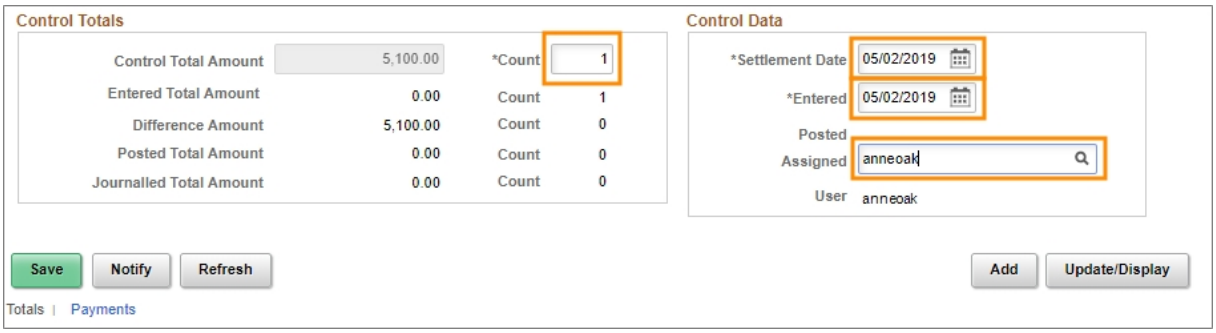
3. Click the **Calculate Totals** button.



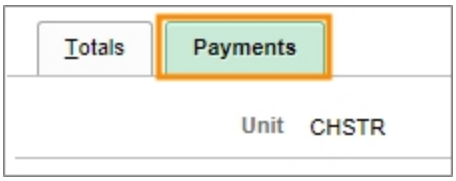
Result: The system displays the calculated deposit total amount.

4. In the Control Totals and Control Data section of the Totals Tab, complete the fields:

In this field:	Do the following:
*Count	Leave the default value of 1 when making a deposit that has one payment. Standard deposits may have more that one payment. If this deposit has more than one payment, enter the number of payment lines for the deposit. It's important that this number is accurate for the deposit to be in balance.
Settlement Date	For cash and check deposits, accept the default value of today's date. For credit card, ACH, lockbox, or wire, enter the bank settlement date.
Entered	Accept the default value of today's date.
Assigned	The system fills in the field with your user ID. Accept the default. Note: This value can be used later for reporting and inquiry purposes.



5. Click the **Payments** tab.



Payments Tab

1. In the Payment Information section, complete the fields:

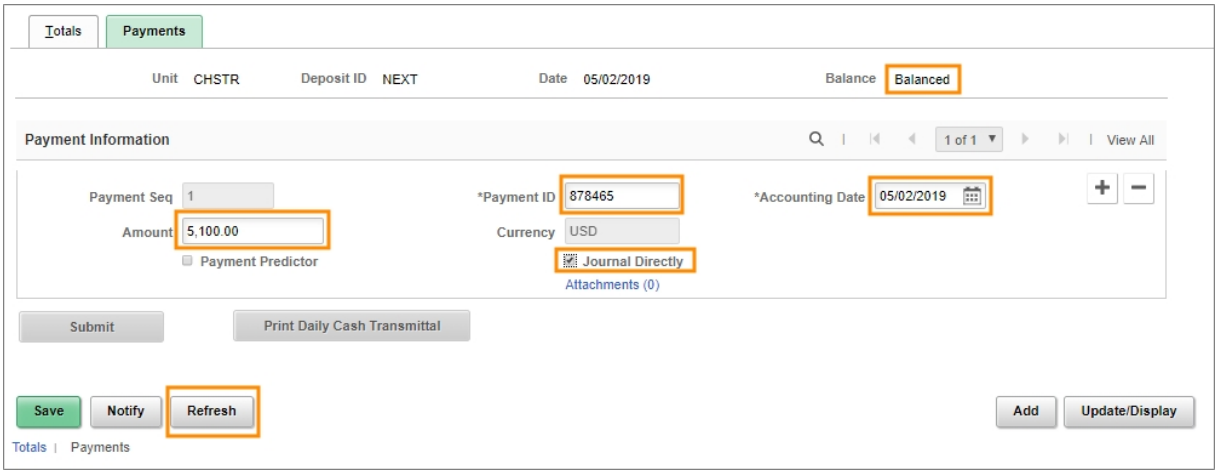
In this field:	Do the following:
Payment/ Merchant ID	For credit card, ACH, wire, or lockbox payments, enter the last six digits of the merchant ID that appears on the bank statement. This is used for follow-on reconciliation purposes. Note: What you enter in this field is printed on the Daily Cash Transmittal (DCT) form, and may be used for historical reference and reporting.
Accounting Date	The system fills in this date based on the accounting date entered on the Totals tab. Leave the filled in date.
Amount	Enter the total amount for the payment. When creating a single payment for the deposit record, this amount should match the system-calculated deposit total amount from the Totals tab.

2. To attach a reference file to the payment, click the **Attachments** link. Otherwise, skip this step.

3. Mark the **Journal Directly** checkbox on the payment line.

   Caution! For the following step, be sure to use the refresh button within the system, and not the refresh button in your browser.

4. At the bottom of the screen, click the **Refresh** button.



Result: The system validates your entries. Additionally, in the upper right corner of the screen, the system indicates if the payment is Balanced with the amounts entered on the Totals tab.

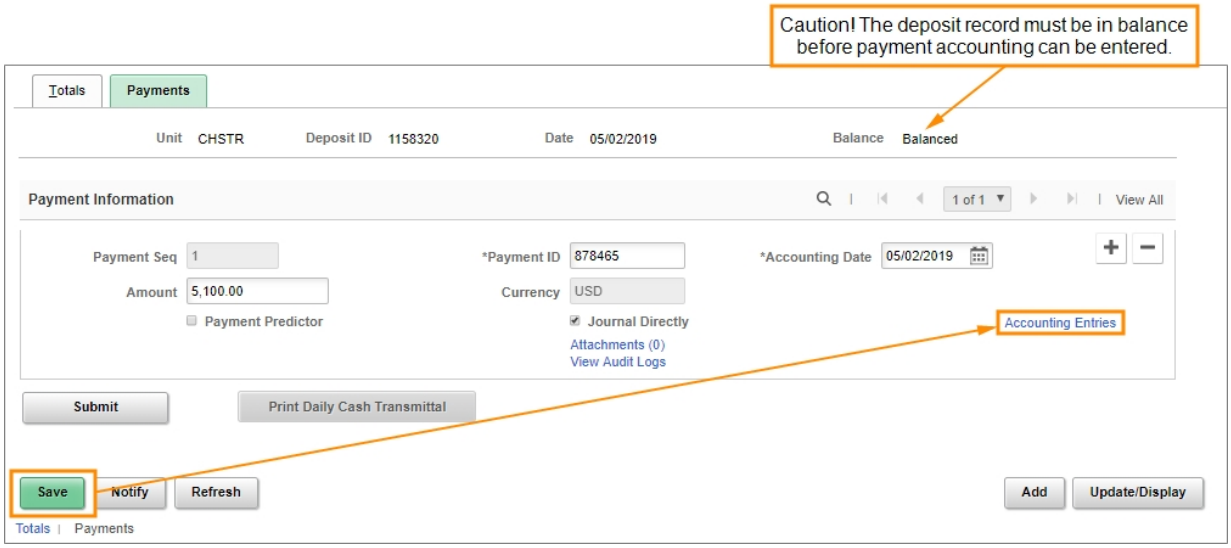
Caution! The deposit record must be "Balanced" before you can enter payment accounting information. If the system indicates Not Balanced, but you suspect it should be, click the Calculate Totals button on the Totals tab to try to rectify the discrepancy. Verify that the amounts you entered on the Totals and Payments tabs balance each other.

- If the Cash or Non-Cash Amount on the Totals tab is incorrect, make the necessary change, click Calculate Totals to ensure that the Control Total Amount = Entered Total Amount, click Save, and then continue with the Accounting Entries on the Payments tab.
- If the amount entered on the Payments tab is incorrect, change it to agree with the Control Total Amount on the Totals tab, click Save, and verify that Balance shows "Balanced" before continuing with the Accounting Entries.

5. Click the **Save** button.

   Result: The system displays the Accounting Entries link in the Payment Information section if you marked the Journal Directly checkbox before saving.

6. Click the **Accounting Entries** link.



Result: The system displays the Accounting Entries tab that corresponds to the payment line.

Caution! Do not click the Accounting Entries link if the system indicates your deposit is Not Balanced. If you do, the system will display the Create Accounting Entries screen. If this happens, you will have to re-access and edit the voucher to process it further.

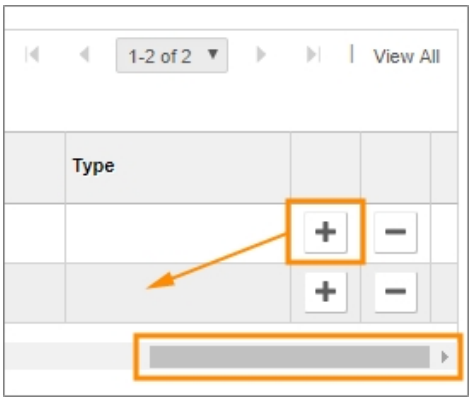
In this case, navigate to the Find an Existing Value tab of the Regular Deposit screen and enter your User ID to search for the deposit you just started. The system will display a list of all deposits in New status if you have more than one, or display the original deposit if it is the only new one, providing you an opportunity to balance it.

Accounting Entries Tab

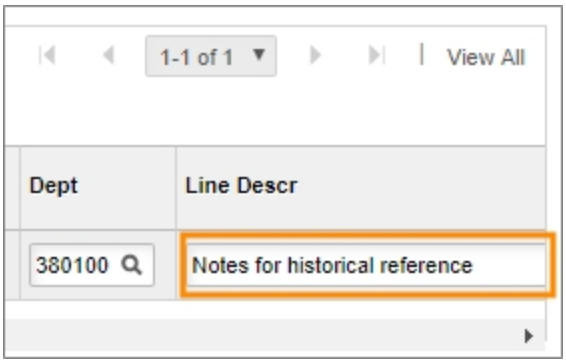
1. Enter the chartfield accounting and line amount on the Chartfields tab of the Distribution Lines section.

Notes:

- For incoming payments, always enter the Line Amount as a negative value. For outgoing payments and refunds, the Line Amount will always be positive. The sum of the distribution lines you enter must be the opposite of the payment amount. For example, if the incoming payment amount is $100, the sum of the distribution lines should be -$100.
- You can distribute the payment amount to multiple distribution lines. The total value for the distribution lines must equal the payment amount. To create an additional line, scroll to the right and click the **Add a New Row** button.



- In the **Line Descr** field on the Currency Details tab of the distribution lines, you can enter a description of this payment, or other information specified by your department for tracking purposes.



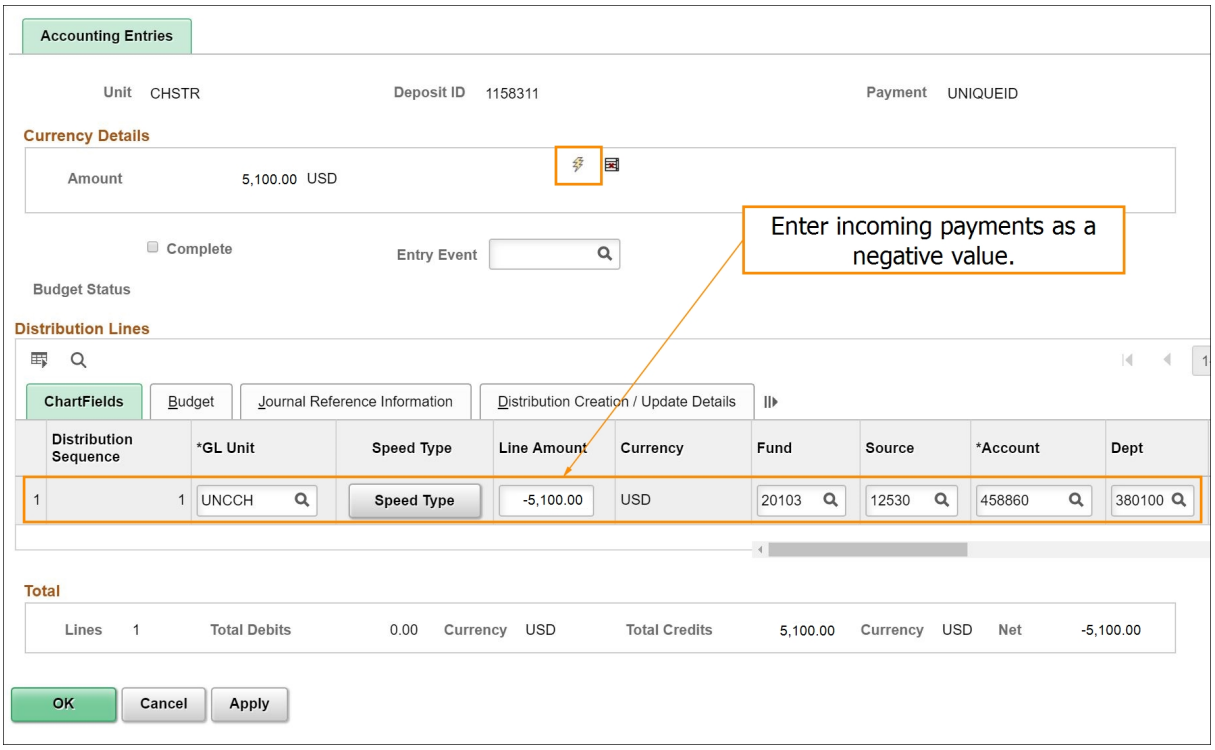
- For more detailed information on completing chartfield accounting entries, see the reference Chartfield Structure. Additionally, consult with the key accounting personnel in your department for guidance.

Caution! For the following step, use the refresh button within the system, and not the refresh button in your browser.

2. Click the **Refresh** button located in the lower right section of the screen.

3. Click the **Lighting Bolt** icon to automatically generate offsetting cash entries.

   Result: For each distribution line you entered, the system automatically generates an accounting line for a debit to the cash clearing account.



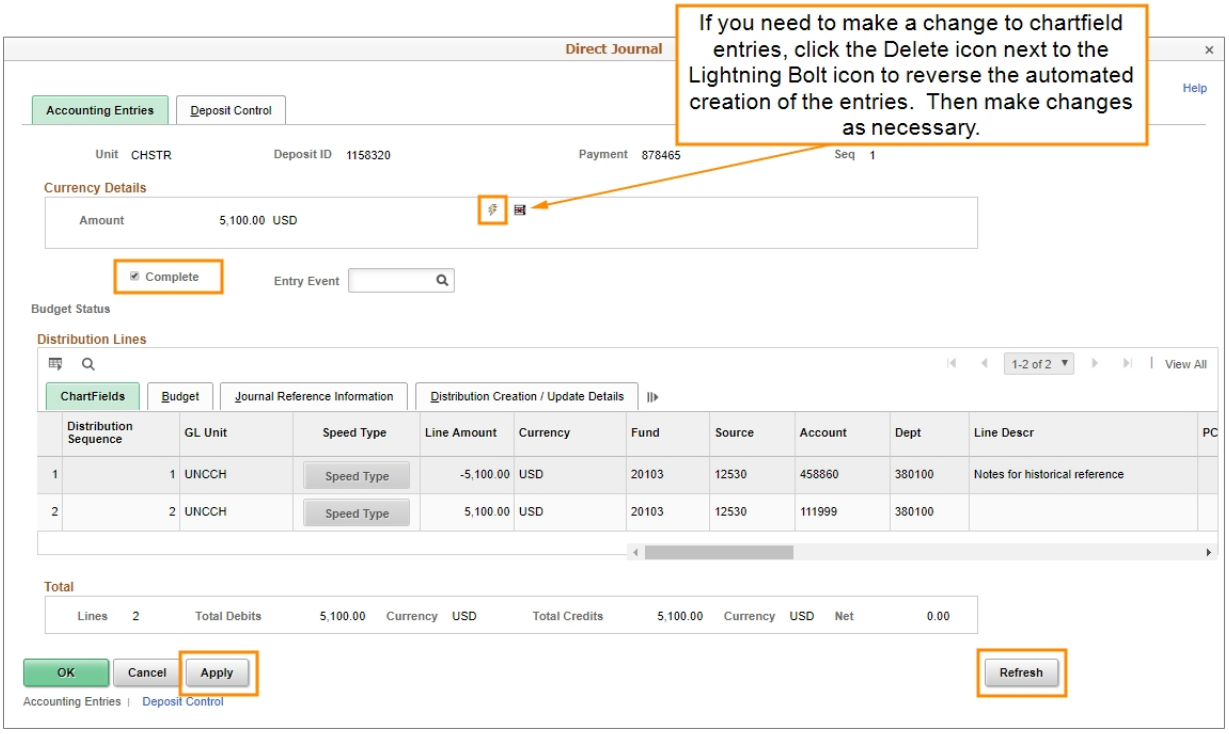
Result: The system generates additional offsetting line items. These additional accounting lines are for the debit cash clearing account and intra-fund accounting.

Notes:

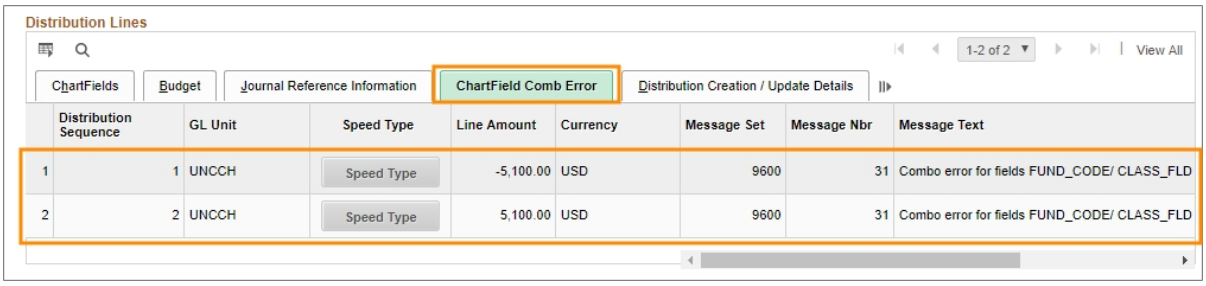
- After generating the offsetting lines, the system prevents you from changing your distribution line entries. If you need to make a change, click on the Delete icon next to the Lightning Bolt icon to reverse the automated creation of the line entries. Then make changes as necessary.
- There are specifically-designed combo edits that prevent deposits to gift-designated accounts by non-Development Office personnel.
- The Net amount in the Totals section should be zero. This is the combination of the payment amount and the distribution line total amount.

4. Mark the **Complete** checkbox.

5. Click the **Apply** button.



6. If you receive a "Combo Edit" error, click on the **ChartField Comb Error** tab on the distribution line to view and resolve the error.

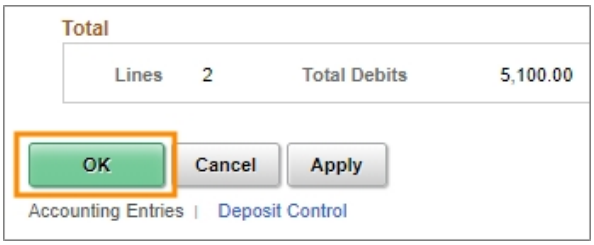


Notes on combo edit errors:

- When the Complete checkbox is marked, and the Apply button is clicked, the system will perform a "combo edit" check. This is a validation of the chartfield distribution entries, and their use in combination with each other, with a pre-configured table of valid entries. If the combination of chartfield distribution entries is not valid, the record cannot be saved or processed. If you receive an error message, double check your entries or consult with the key accounting personnel in your department for assistance.

- There are specifically-designed combo edit controls that prevent deposits to gift-designated accounts by non-Development Office personnel.

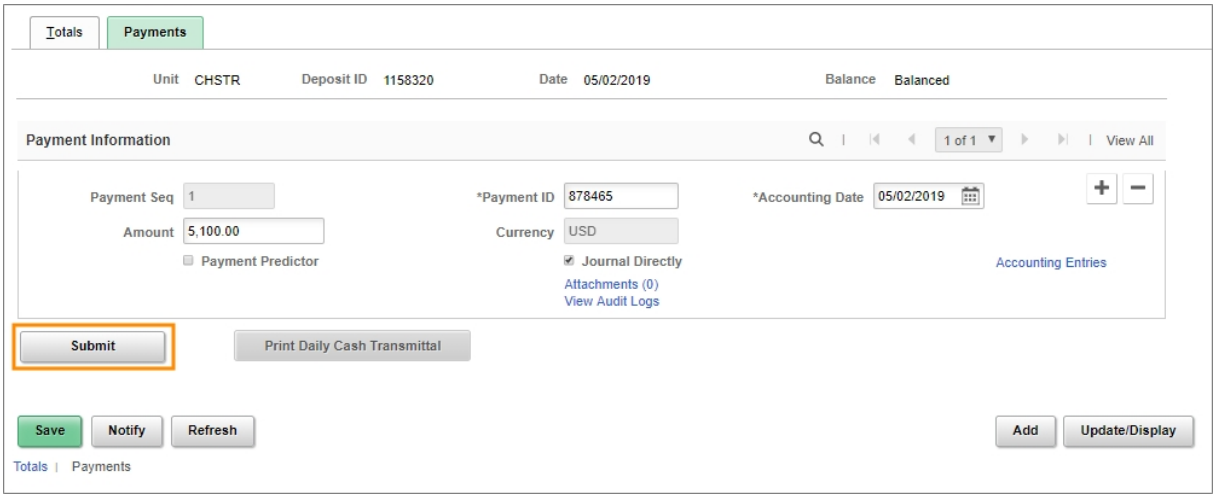
7. Click the **OK** button.



Result: The system takes you to the Payments tab.

Payments Tab

1. Click the **Submit** button to save and finalize the deposit record.

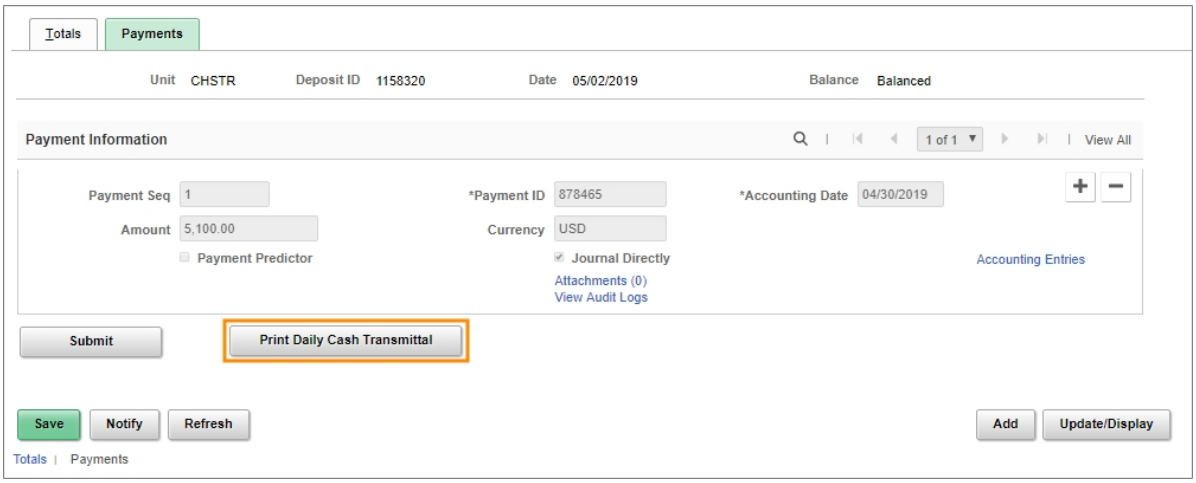


Result:

- Clicking submit enables follow-on reconciliation and processing by Accounting Services.
- Clicking the Submit button enables the Print Daily Cash Transmittal button.

2. Click the **Print Daily Cash Transmittal** button.

Note: The Print Daily Cash Transmittal button is disabled until you click the Submit button.



Result: The system opens a new browser tab that displays the Daily Cash Transmittal (DCT) form.

Daily Cash Transmittal Form

1. Use the browser's print function, typically File > Print, to print the DCT form.

2. When finalizing the University deposit record, department personnel should print two copies of the DCT form, keeping one locally on file in the department, and one to accompany any required supporting documentation to Accounting Services.

3. Deliver the receipts and accompanying DCT form to Accounting Services.

THE UNIVERSITY of NORTH CAROLINA at CHAPEL HILL

Deposit Transmittal Report

GHSTR State Treasurer

Deposit Id:	**1158320**	**Deposit Status:**	**Submitted**
Deposit Date:	**05/02/2019**	**Deposit Effective Date:**	
		GL Post Date:	
Department:	**380100**	**CB Number:**	55555
Depositor:		**Phone:**	919/555-5555

Instructions: Please send this report to University Cashier Bank Dep Id and retain a copy for your records.

NOTE: If this is a *standard* deposit for *the University Cashier*, please enclose this report with the cash and checks and transmit to the University Cashier **within one business day**, as required by State law.

Payment/Merchant ID: 878465

Items Submitted Subtotals

Cash :	0.00
Other Items :	5,100.00
Electronic Payments:	0.00
Total Amount:	**$5,100.00**

Payment Id: 878465

Fund	Source	Acct	Dept	Pgm	PC BU	Proj	Act	Amount	Line Descr
20103	12530	458860	380100					5,100.00	Notes for historical reference

Updating a University Deposit Record

Overview

Use this transaction to update a University deposit record prior to submitting it, or after it has been rejected by your designated reconciling cashier.

Things to know about rejected deposit records:

- If the deposit is irregular, the reconciling cashier may reject the deposit.
- When a deposit is rejected, the depositor receives an email which includes notes about why the deposit was rejected, and when appropriate, instructions to correct the issue.

From: jane.cashier@unc.edu
Sent: Thursday, July 24, 2014 1:14 PM
To: joe.depositor@unc.edu
Subject: AR Deposit 18 for Business Unit CHHRE failed Cashiers Reconciliation

The AR deposit 18 for Business Unit CHHRE has been rejected by Cashiers Office due to the following reason: Incorrect Amount - please correct and resubmit. Received $120

Click the link below to access this deposit:
https://ccfsspt.unc.edu/psp/fs91spt/EMPLOYEE/ERP/c/APPLY_PAYMENTS.PAYMENT_ENTRY.GBL?Action=U

- Rejected deposits have a reconciliation status of "Out of Balance" after rejection.

Things to know about deposits that you want to change after they have been saved, but before they have been submitted:

- You can make changes to a deposit at any time prior to submitting it.
- Deposits that have been saved, and not yet submitted, have a reconciliation status of "New."

Delete a University deposit record that was created in error:

- You can delete a University deposit that has a status of "New" or "Out of Balance".

Related Reference

- *Entering Direct Journal University Deposits - to Cashier's Office or General Administration, page 8*
- *Entering Direct Journal University Deposits - to Accounting Services, page 20*

Updating a University Deposit Record

Follow these steps to update a University Deposit Record:

1. From the Admin WorkCenter home page, choose **Finance WorkCenter > AR/Billing > Regular Deposits**

2. Click the **Find an Existing Value** tab.

Find an Existing Value Tab

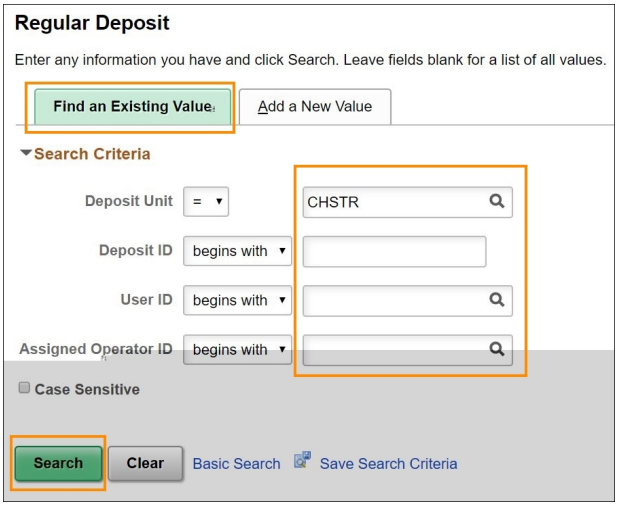
3. Complete the fields to refine your search results.

   Common searches include:

   - Deposit Unit, Deposit ID, and User ID, which will take you directly to the deposit you are looking for.

In this field:	Do the following:
Deposit Unit	Enter the unit ID for the deposit. Each deposit unit ID is configured to deposit to specific bank accounts and drive the path for follow-on reconciliation.
Deposit ID	If you know it, enter the deposit ID.
User ID	Enter the user ID of the person who created the deposit record you are searching for.
Assigned Operator ID	Enter the assigned operator ID, which typically is the same as the user ID, indicating the person who created the deposit record.

4. Click the **Search** button.



Result: The system displays the search results list, or goes directly to the deposit Totals Tab. If a search results list is displayed, click on the deposit record you want to update or display. Then, the system displays the Totals tab.

Totals tab

1. View and change the data on the Totals tab as necessary.

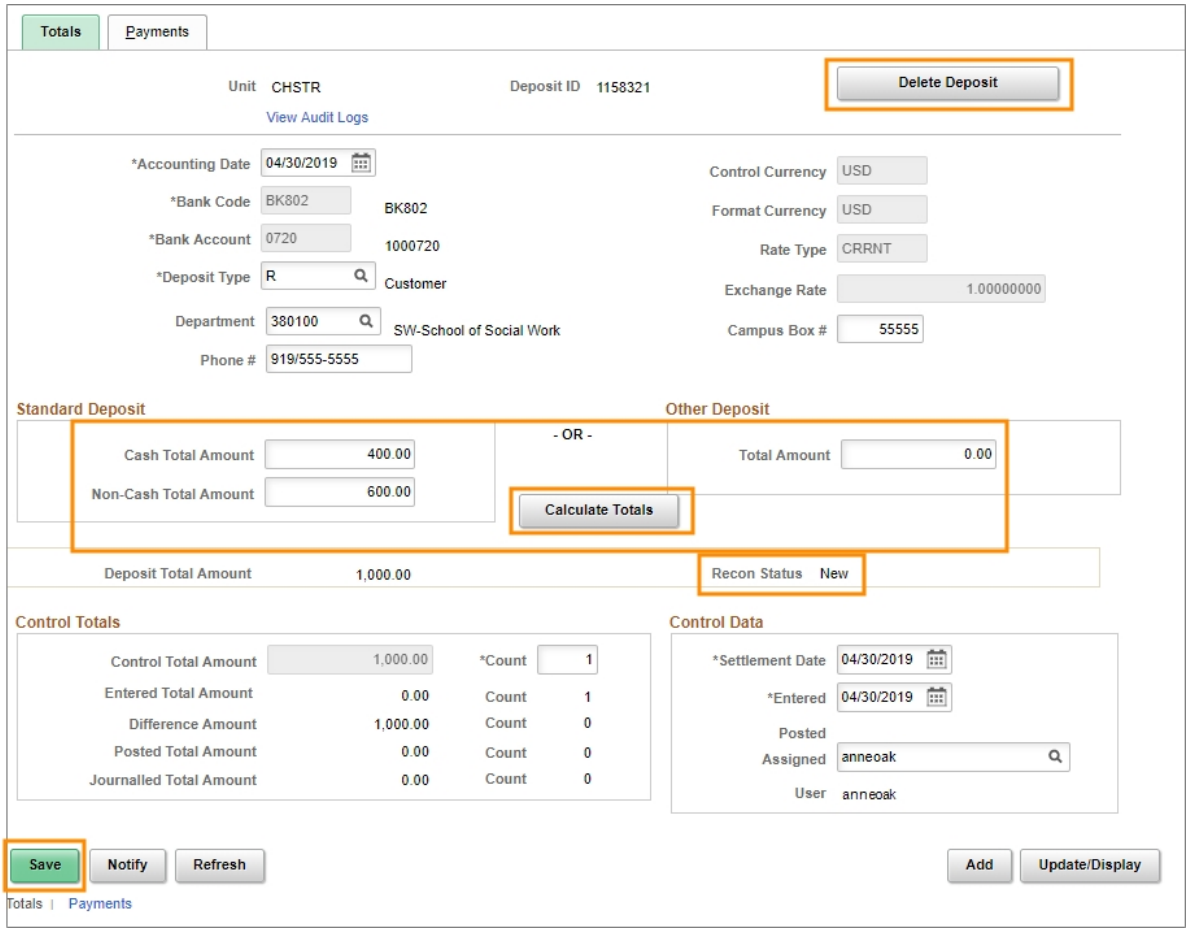
2. If necessary, view the Recon Status (reconciliation status). The reconciliation statuses include the following:

   - New, if the record has been created but is not in balance
   - Balanced, if the payments are in balance with the total on the Totals tab
   - Submitted, if the record is in balance, has proper accounting, and has been submitted for reconciliation
   - Out of Balance, if the record has been rejected by the designated cashier's office
   - Reconciled, if the overall deposit record has been reconciled by the designated cashier's office

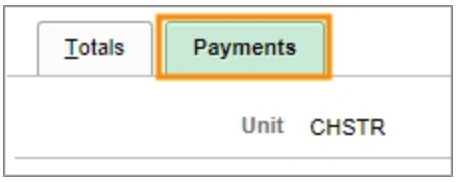
3. Change the deposit totals if necessary, then click the **Calculate Totals** button.

   Caution! You should only delete a deposit record when it is no longer relevant and will ultimately not be submitted. The designated cashier's office rejecting a deposit is not justification for you to delete it. Instead, change it and resubmit it.

4. If you want to delete the deposit, click on the **Delete Deposit** button, then click on the **Save** button. Otherwise, skip this step.



5. Click the **Payments** tab.



Payments Tab

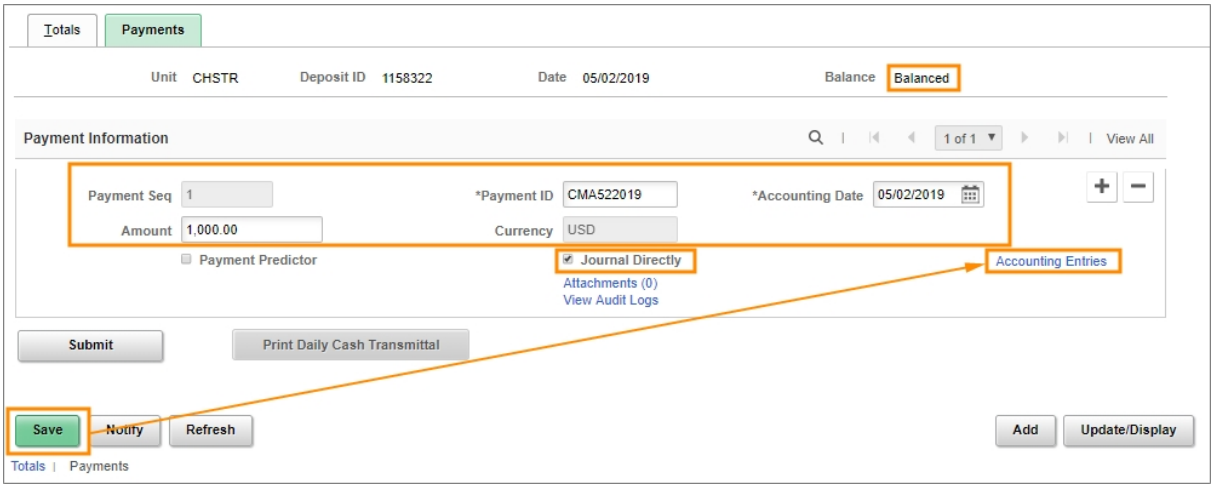
Note: If you've changed the totals on the Totals tab, you'll have to also change the payment amount and the payment distribution lines amounts.

1. View or change the payment data as necessary.

2. The Attachments link indicates the number of attachments, if any. To view, add or delete attachments, click the **Attachments** link.

   Caution! For the following step, be sure the deposit is Balanced before you click on the Accounting Entries link.

3. If the Journal Directly checkbox is marked, click the **Accounting Entries** link to view or change the chartfield accounting details, if necessary.



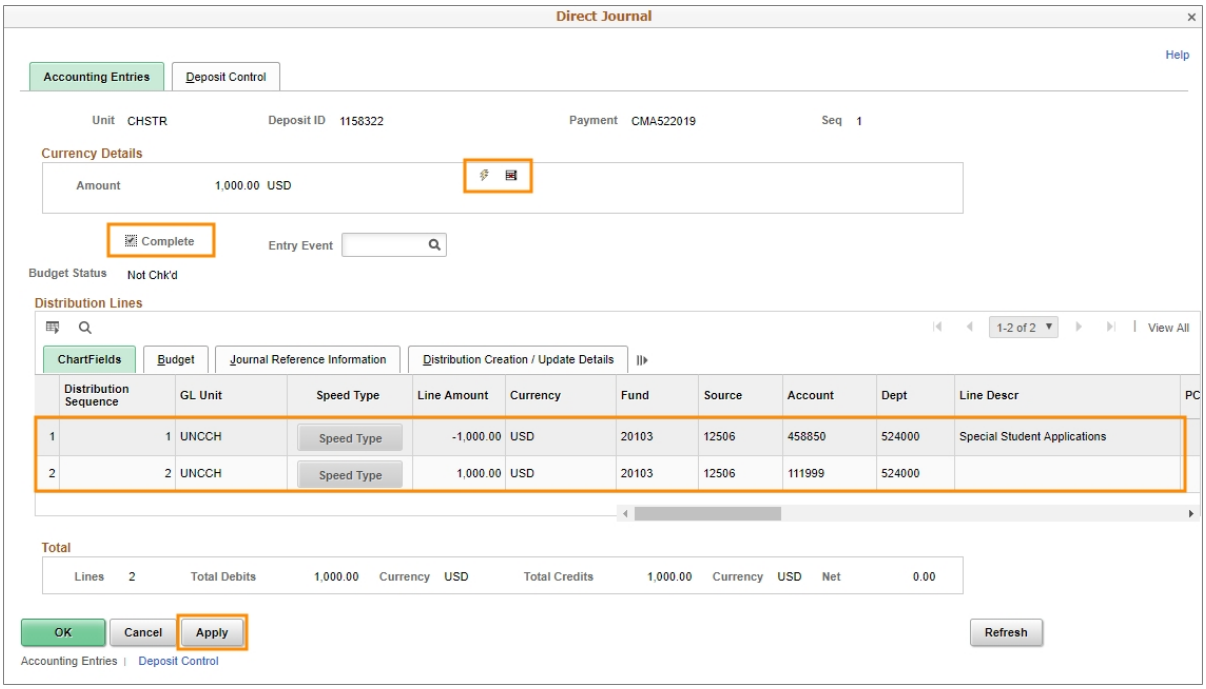
Result: The system displays the Accounting Entries tab.

Accounting Entries Tab

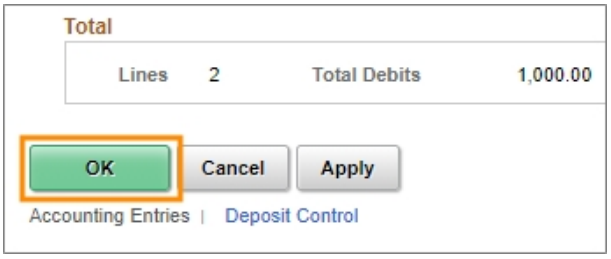
1. View or change the accounting entries for the payment.

   - If you need to make a change to the distribution lines, click the Delete icon next to the Lightning Bolt icon to reverse the automated creation of the line entries. Then make changes as necessary.

   - For detailed information on entering accounting distribution lines see *Entering Direct Journal University Deposits - to Cashier's Office or General Administration, page 8* or *Entering Direct Journal University Deposits - to Accounting Services, page 20*.



2. Click **OK** to return to the Payments tab.



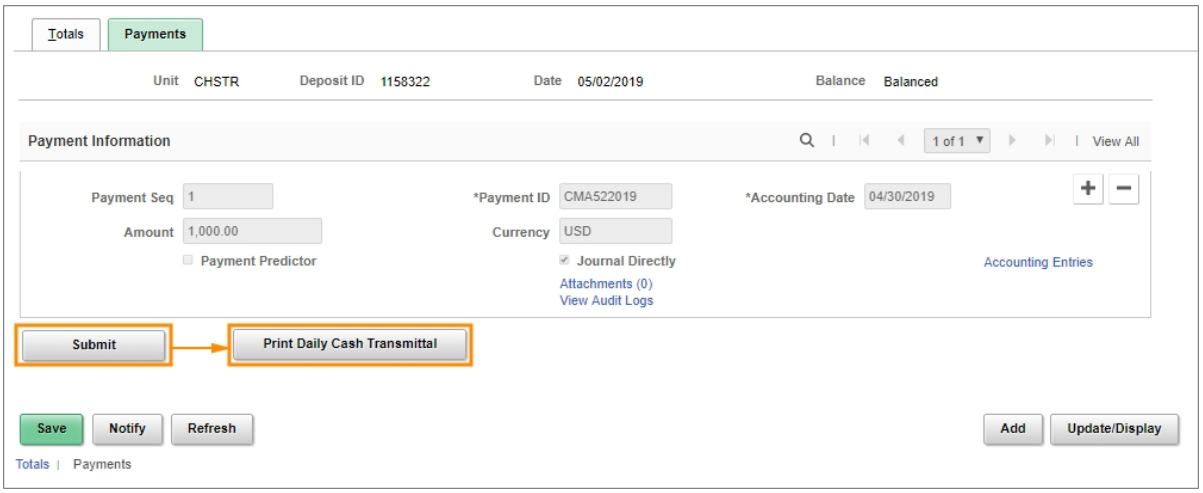
Payments Tab

1. Click the **Submit** button to save and finalize the deposit record.

   Result:

   - Clicking Submit enables follow-on reconciliation and processing by your department or school's designated cashier.
   - Once you click Submit, the Print Daily Cash Transmittal button is enabled.

2. Click the **Print Daily Cash Transmittal** button.



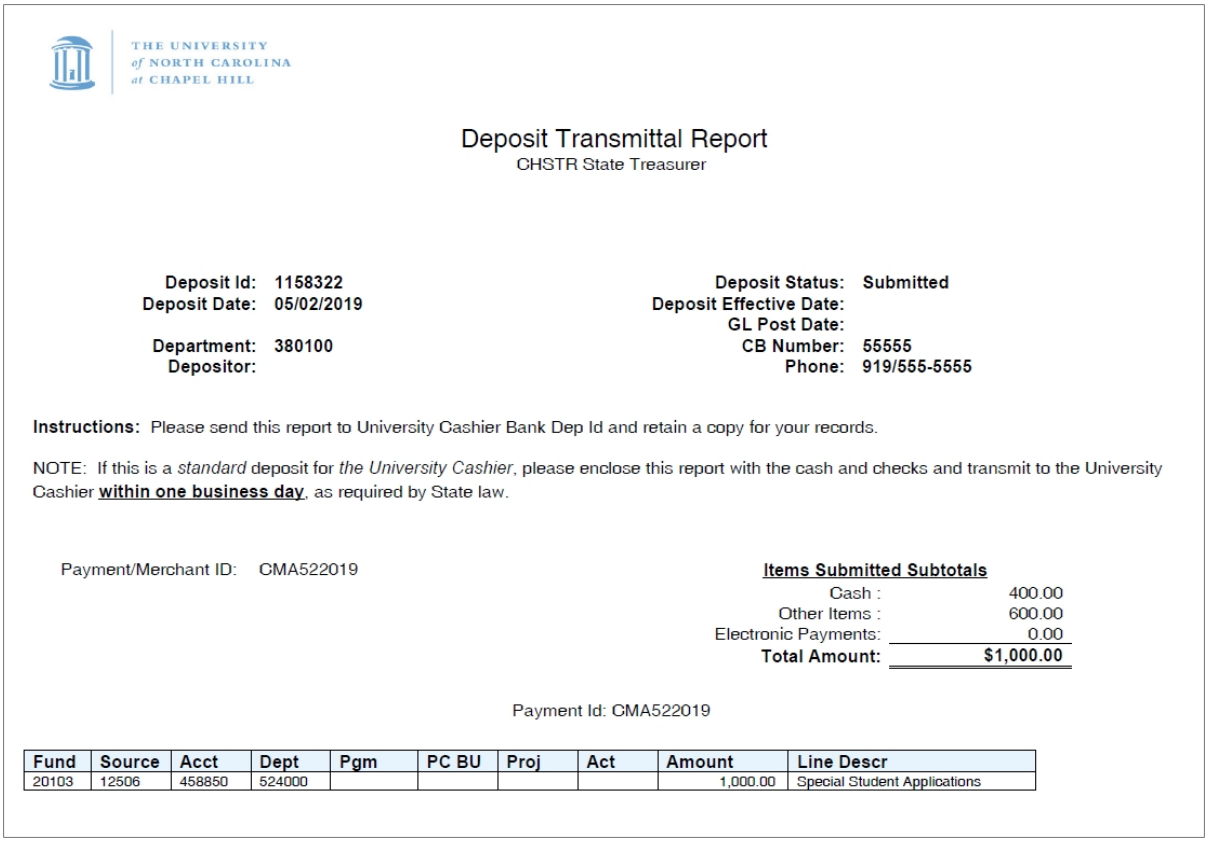
Result: The system generates a new browser tab that displays the Deposit Transmittal Report.

Deposit Transmittal Report

1. Use your browser's print function, typically File > Print, to print the Deposit Transmittal Report, also known as the Daily Cash Transmittal (DCT) Form.

   Note: When finalizing the University deposit record, follow your department's guidance about how many Deposit Tranmittal Reports to print. Some departments only print a single copy to accompany the monetary payments to the cashier's office, while others want an additional copy one to keep on file.

2. If necessary, deliver the monetary payments and accompanying Deposit Transmittal Report to your department's designated cashier.



THE UNIVERSITY of NORTH CAROLINA at CHAPEL HILL

Deposit Transmittal Report

CHSTR State Treasurer

Deposit Id:	**1158322**	**Deposit Status:**	**Submitted**
Deposit Date:	**05/02/2019**	**Deposit Effective Date:**	
		GL Post Date:	
Department:	**380100**	**CB Number:**	**55555**
Depositor:		**Phone:**	**919/555-5555**

Instructions: Please send this report to University Cashier Bank Dep Id and retain a copy for your records.

NOTE: If this is a *standard* deposit for *the University Cashier*, please enclose this report with the cash and checks and transmit to the University Cashier **within one business day**, as required by State law.

Payment/Merchant ID: CMA522019

Items Submitted Subtotals

Cash :	400.00
Other Items :	600.00
Electronic Payments:	0.00
Total Amount:	**$1,000.00**

Payment Id: CMA522019

Fund	Source	Acct	Dept	Pgm	PC BU	Proj	Act	Amount	Line Descr
20103	12506	458850	524000					1,000.00	Special Student Applications

Note: If you're resubmitting a deposit that was previously rejected, the Deposit Status will be "Resubmit".

Viewing a University Deposit and Attachments

Overview

Use this transaction to view high-level deposit information including attached supporting documentation.

Related Reference

- For viewing or updating a University deposit before it has been reconciled and posted, see *Updating a University Deposit Record, page 33*

Viewing a University Deposit and Attachments

Follow these steps to view a University Deposit and attachments:

1. Using the tool bar on the top right, click the **NavBar** icon (the one that looks like a compass).
2. On the NavBar, click the **Navigator** icon which opens the menu.
3. Choose this menu option:

   Finance Menu > Accounts Receivable > Payments > Review Payments > Payment Status

Payment Status

4. Complete the fields.

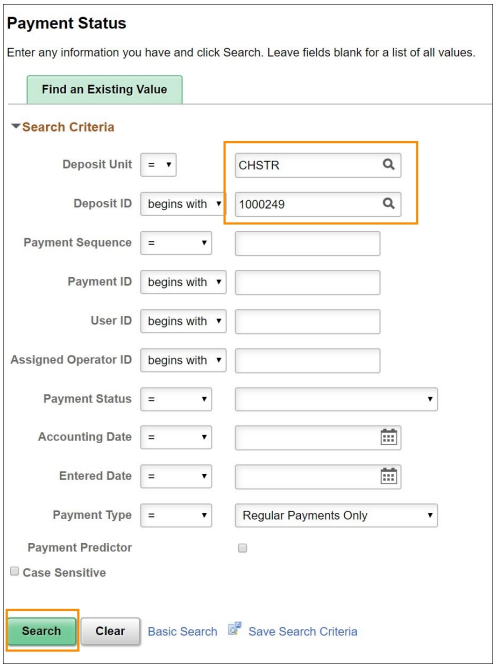
   Common searches include:

   - Deposit Unit and Deposit ID, which will take you directly to the deposit you are looking for.

In this field:	Do the following:
Deposit Unit	Enter the depositing unit for the deposit. **Note:** Each deposit unit ID is configured to deposit to specific bank accounts and drive the path for follow-on reconciliation.
Deposit ID	If you know it, enter the deposit ID.
Payment ID	If you know it, enter the payment ID for the deposit. **Note:** Depending on the nature of the deposit, the payment ID may be either the merchant ID for electronic deposits or your department's custom label for cash and check deposits.

In this field:	Do the following:
User ID	If you know it, enter the user ID of the user who created the deposit.
Assigned Operator ID	If you know it, enter the user ID of the user who created the deposit.
Payment Status	Leave this field blank.
Accounting Date	If you know it, enter the accounting date for the deposit.
Entered Date	If you know it, enter the date the deposit was created.
Payment Type	Leave the default value of Regular Payments Only.

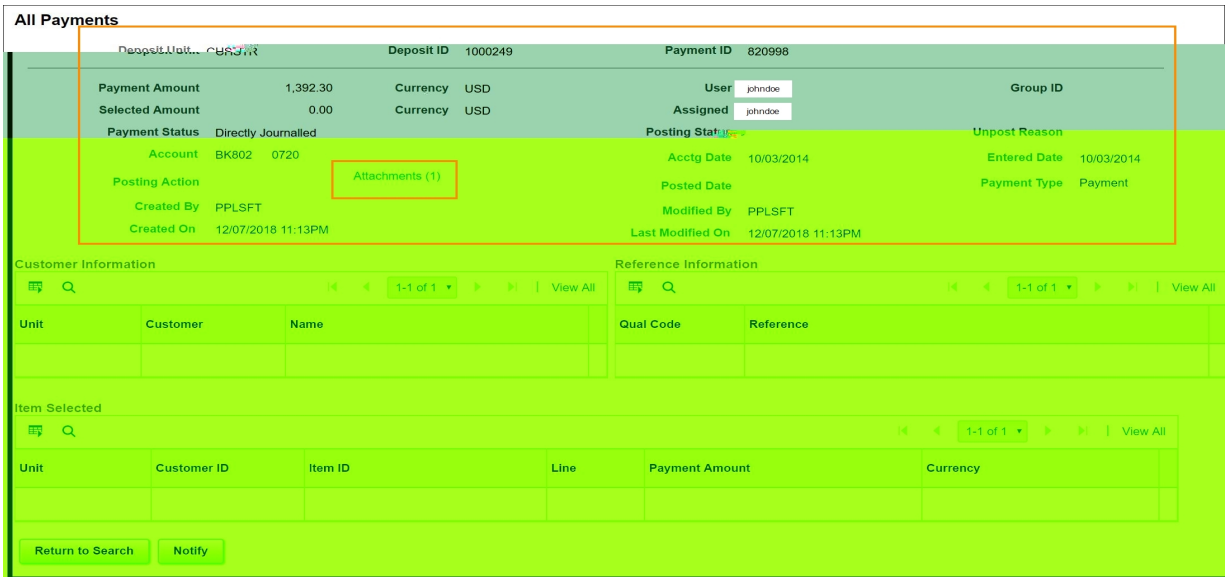
5. Click the **Search** button.



Result: The system displays the search results list, or goes directly to the All Payments page. If a search results list is displayed, click on the deposit you want to view. Then, the system displays the All Payments page.

All Payments

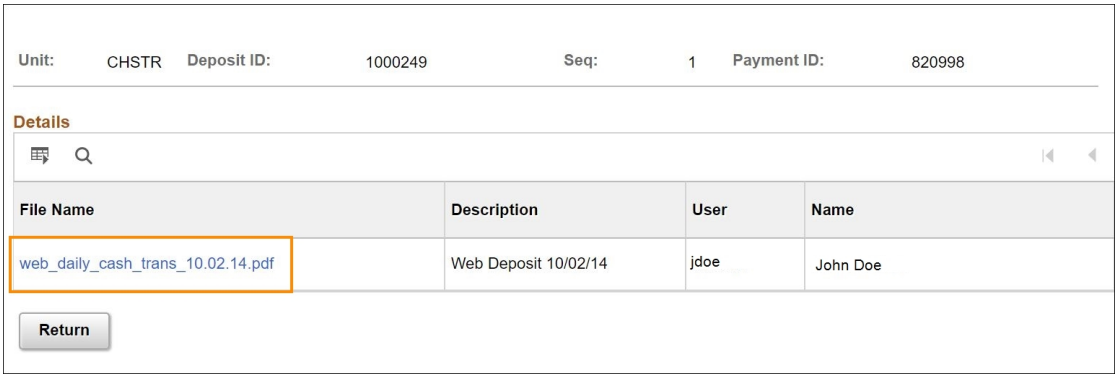
6. View the deposit details.
7. To view an attachment, click the **Attachments** link.



Result: The system displays the Attachments screen.

Attachments

8. Click the hyperlinked name of the file you want to view.



Result: The system displays the file you selected.

Running the Daily Cash Transmittal Report

Use this transaction to generate Daily Cash Transmittal (DCT) reports, in PDF format, based on criteria you specify.

Related Reference

- For more information about run controls, see *Understanding Run Controls, page 1*

Running the Daily Cash Transmittal Report

Follow these steps to run the Daily Cash Transmittal Report:

1. Using the tool bar on the top right, click the **NavBar** icon (the one that looks like a compass).
2. On the NavBar, click the **Navigator** icon which opens the menu.
3. Choose this menu option:

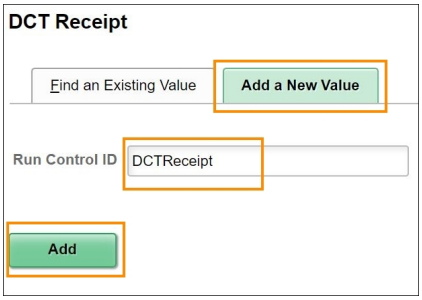
   Finance Menu > Accounts Receivable > UNC Account Receivable > DCT Receipt

Single Action Invoice Page

4. Click the **Add a New Value** tab.

In this field:	Do the following:
Run Control ID	Enter the name you're giving this run control. **Note:** For more information on run control IDs see *Understanding Run Controls, page 1.*

5. Click the **Add** Button



Result: The system displays the Nc Ar Dct001 Run tab.

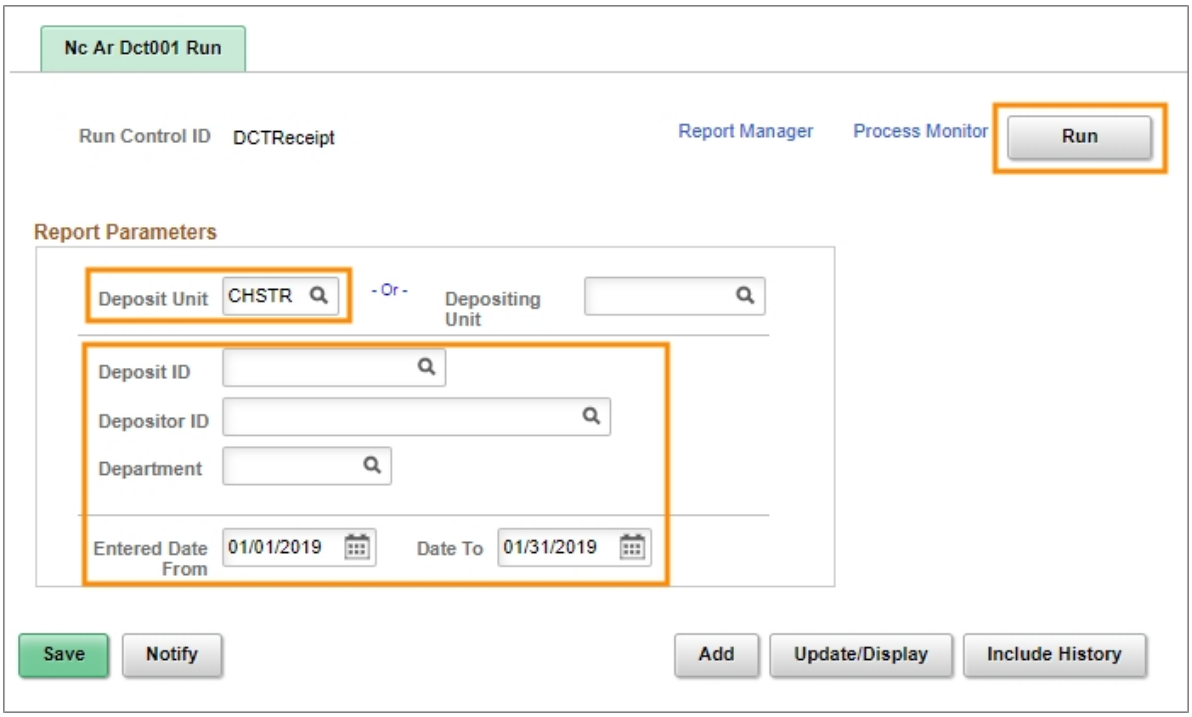
Nc Ar Dct001 Run Tab

6. Complete the Deposit Unit and as many other fields a necessary to refine your search results.

In this field:	Do the following:
Deposit Unit	Look up, or enter, one of the following Accounts Receivable Depositing Units. • **CHSTR** State Treasurer • **CHDEV** Development Office • **CHFIN** Finley Golf Course • **CHFPH** Faculty Physicians (P&A) • **CHOSR** Office of Sponsored Programs • **CHPRK** Parking • **CHSPC** Generic - Memo Bank 01 - Accounting Services • **CHSST** Student Stores • **CHTKT** Athletics Ticket Office • **CHHRE** Housing and Residential Education • **CHOSR** Office of Sponsored Programs • **CHPRO** Procurement Services • **CHSTU** Generic - Memo Bank 02 - ASV • **GAMSC** Miscellaneous • **GAOSR** Office of Sponsored Programs - General Administration
Depositing Unit	Leave this field blank.
Depositing ID	Enter the deposit ID.
Department	Enter the depositing department. This is the department on the Totals tab of the deposit and is not the department identified in the chartfield string.
Depositor	Enter the Onyen of the person who created the deposit.
Date From	To see a report of DCTs for a given date range, enter the starting date of the range in this field. This date is the earliest in the range when the deposit would have been created. **Note:** If you enter a date in this field, you also need to enter a date in the Date To field.
Date To	If you entered a date in the Date From field, enter the ending date of the range in this field. This date is the last date in the range when the deposit would have been created. **Note:** If you enter a date in this field, you also need to enter a date in the Date From field.

7. If you want to save the run control and its criteria for future use, click on the **Save** button. Otherwise, skip this step.

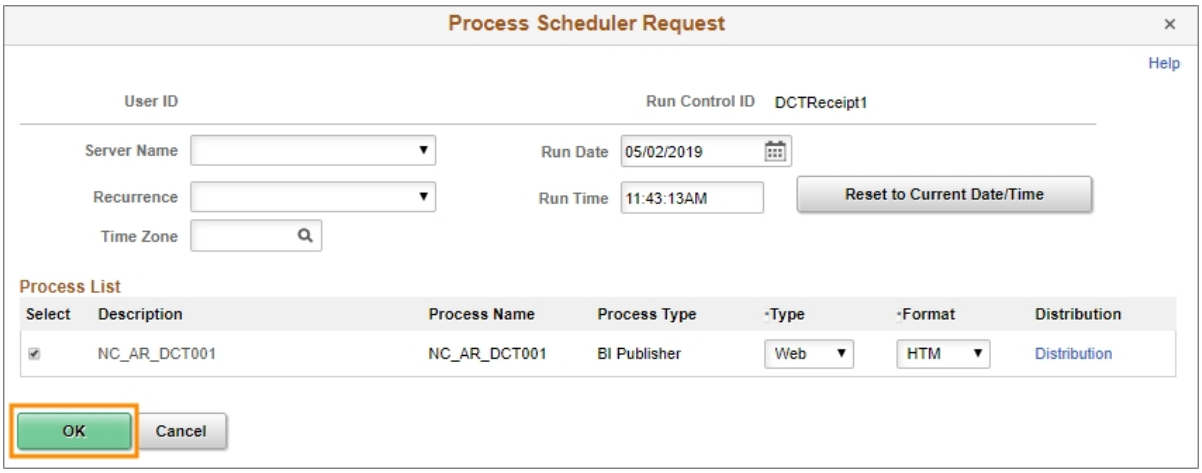
8. Click the **Run** button.



Result: The system displays the Process Scheduler Request page.

Process Scheduler Request

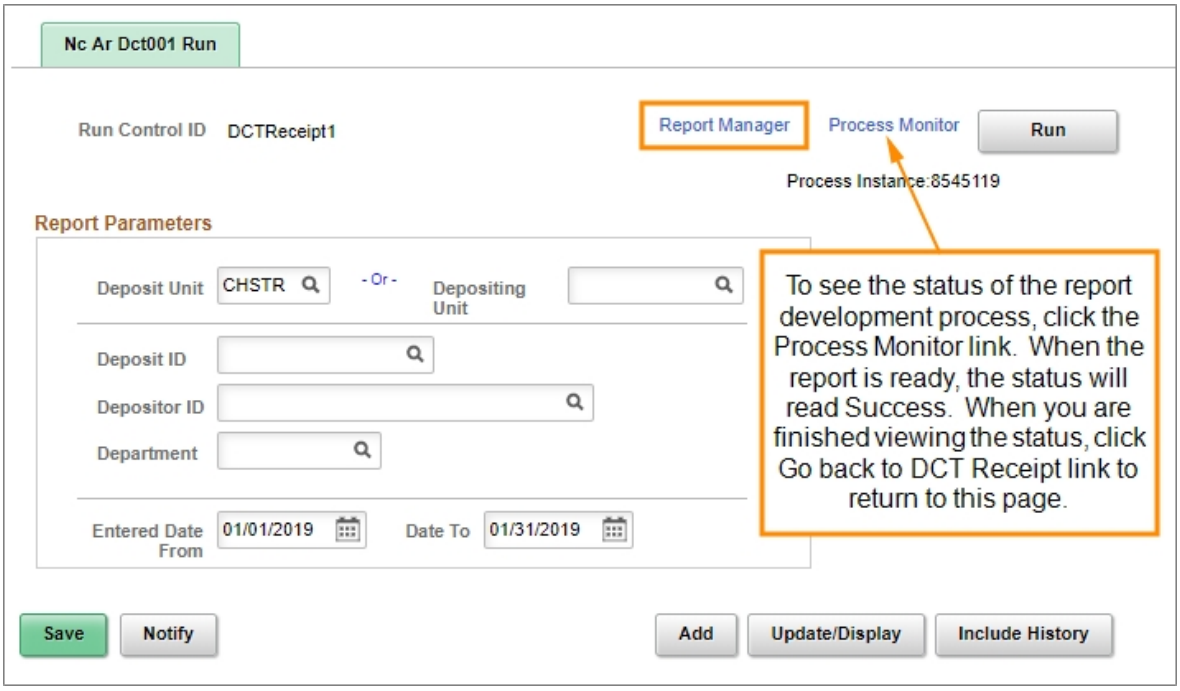
9. Click the **OK** button.



Result: The system displays the Nc Ar Dct001 Run tab.

Nc Ar Dct001 Run

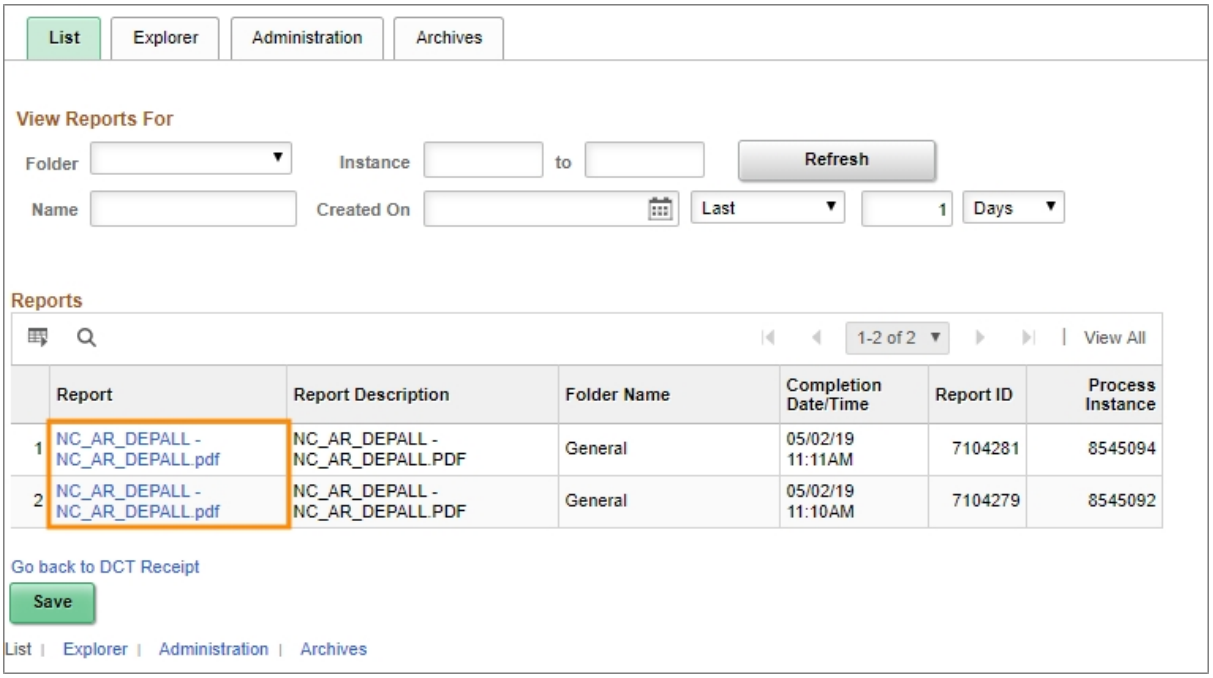
10. Click on the **Report Manager** link to access the report.



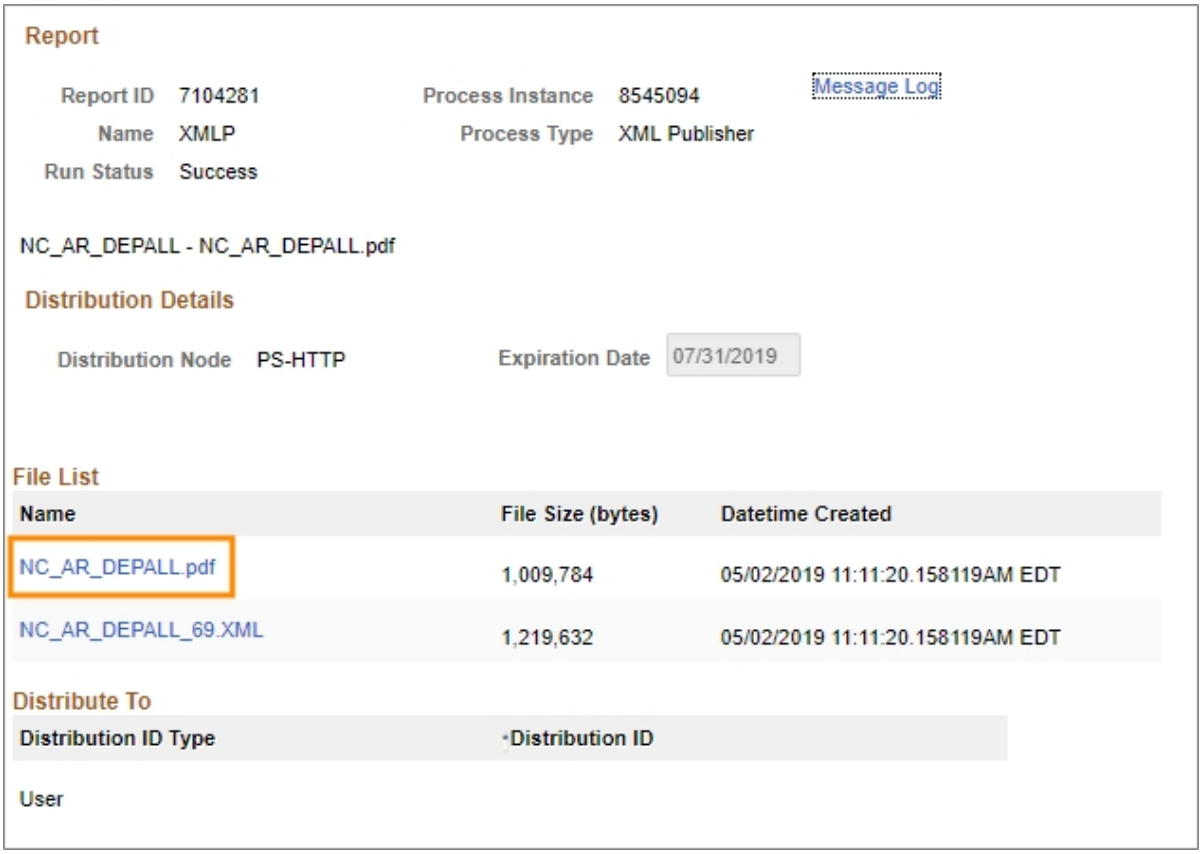
Result: The system displays the List tab.

List Tab

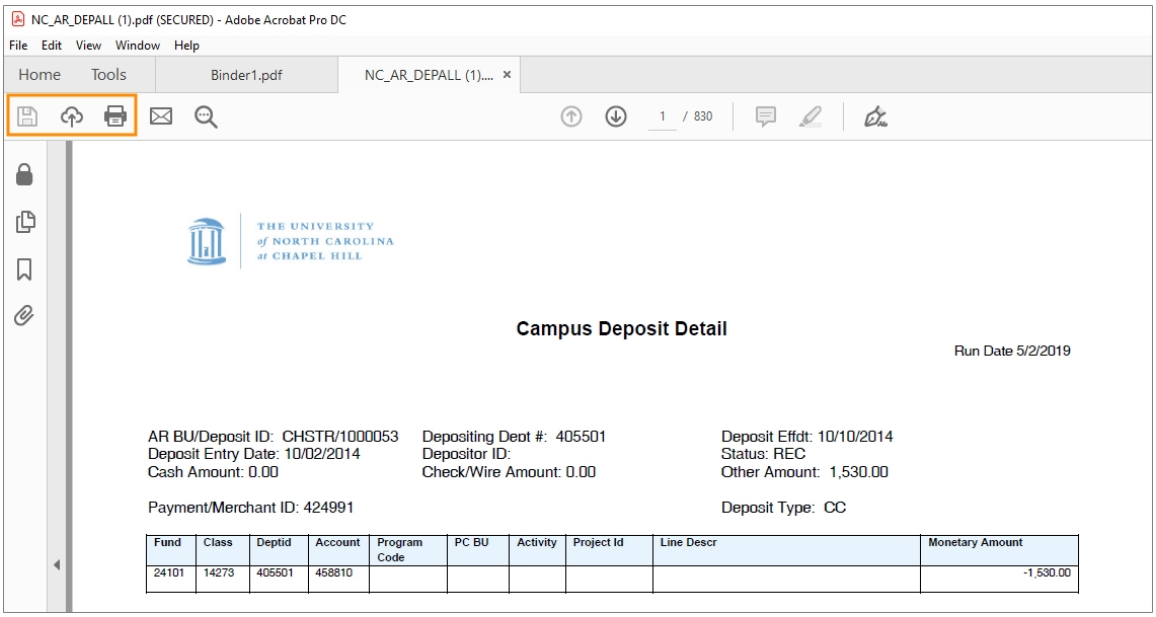
1. In the Reports list, click on the **.pdf** link that corresponds with the date and time you generated the report.



2. In the Distribution Details section of the page, click the file name in the File list for the .pdf report you want to view.



Result: The system opens a new browser window and displays the report.



3. Using your computer's PDF viewer's or browser's functionality, save, print, or view the report.

Running the Deposit Status Report

Use this report to generate the Deposit Status Report, based on criteria you specify.

The system generates the report in PDF format, and you can choose between:

- Summary, for the report to display high-level deposit information for a collection of deposits
- Non Summary, for the report to display a page of detail for each deposit

Related Reference

- For more information about run controls, see *Understanding Run Controls, page 1.*

Running the Deposit Status Report

Follow these steps to run the Deposit Status Report:

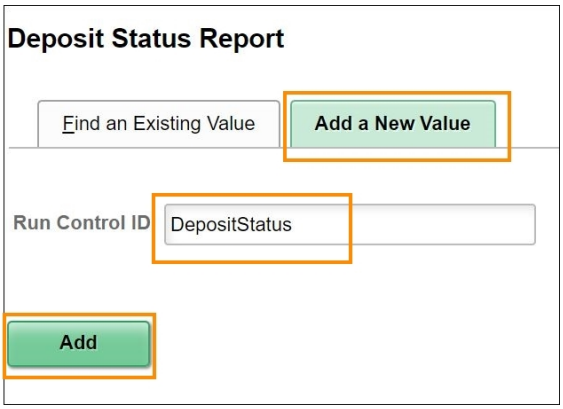
1. Using the tool bar on the top right, click the **NavBar** icon (the one that looks like a compass).
2. On the NavBar, click the **Navigator** icon which opens the menu.
3. Choose this menu option:
   Finance Menu > Accounts Receivable > UNC Account Receivable > Deposit Status Report

Deposit Status Report Page

4. Click the **Add a New Value** tab.

In this field:	Do the following:
Run Control ID	Enter the name you're giving this run control. **Note:** For more information on run control IDs, see *Understanding Run Controls, page 1.*

5. Click the **Add** button.



Result: The system displays the Campus Deposit All Statuses tab.

Campus Deposit All Statuses Tab

1. Mark the **Summary Report** checkbox if you want the report to show high-level deposit information. If you'd rather have a page of detail for each deposit, leave this checkbox unmarked.

2. Complete the Department and as many other fields as necessary to refine your search results.

In this field:	Do the following:
Department	Enter the depositing department. This is the department on the Totals tab of the deposit, and is not the department identified in the chartfield string.
Department Date	Enter the date the deposit was first created and saved.
Department Oprid (% for all)	Enter the Onyen of the person who created the deposit, or enter **%** to report on all depositors.
Transaction Type	Choose one deposit status you want to report on. To see a report for another deposit status, run the report again. • **Balanced**: Do not choose this option. • **New**: for deposits that have been saved, but have not yet been submitted. • **Out of Balance**: for deposits that have been rejected by the Central Office cashier, Accounting Services, or General Administration. • **Reconciled**: for deposits that have been reconciled by the Central Office cashier, Accounting Services, or General Administration. • **Resubmit**: for deposits that have been resubmitted by the department after previously being rejected. • **Submitted**: for deposits that have been submitted to the Central Office cashier, Accounting Services, or General Administration, and have not yet been reconciled.

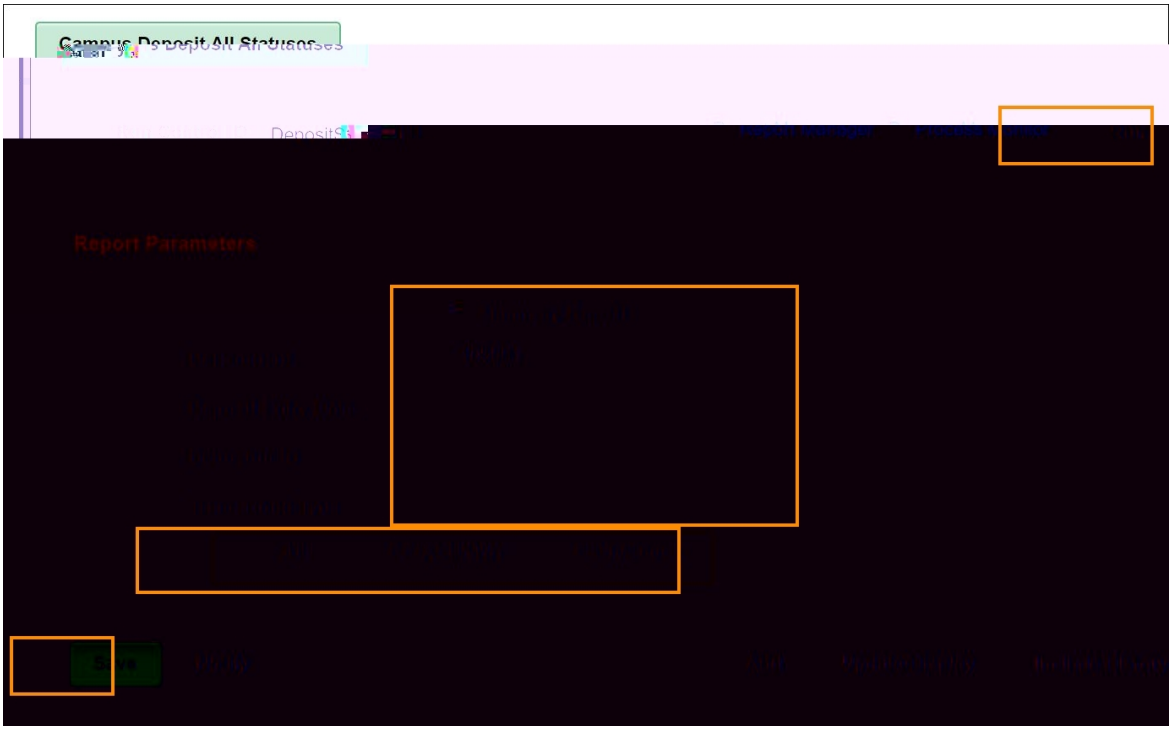
In this field:	Do the following:
Depositor	Enter the Onyen of the deposit creator.

3. Mark the radio button for the option you want:

   - **All** to report on all deposits, regardless of the fields that amounts were entered on the Totals tab.
   - **CC/ACH/Wire** to report on amounts that were entered on the Totals tab in the Other Deposit: Total Amount field.
   - **Cash/Check** to report on values that were entered on the Totals tab in either of these two Standard Deposit fields.

4. If you want to save the run control and its criteria for future use, click on the **Save** button. Otherwise, skip this step.

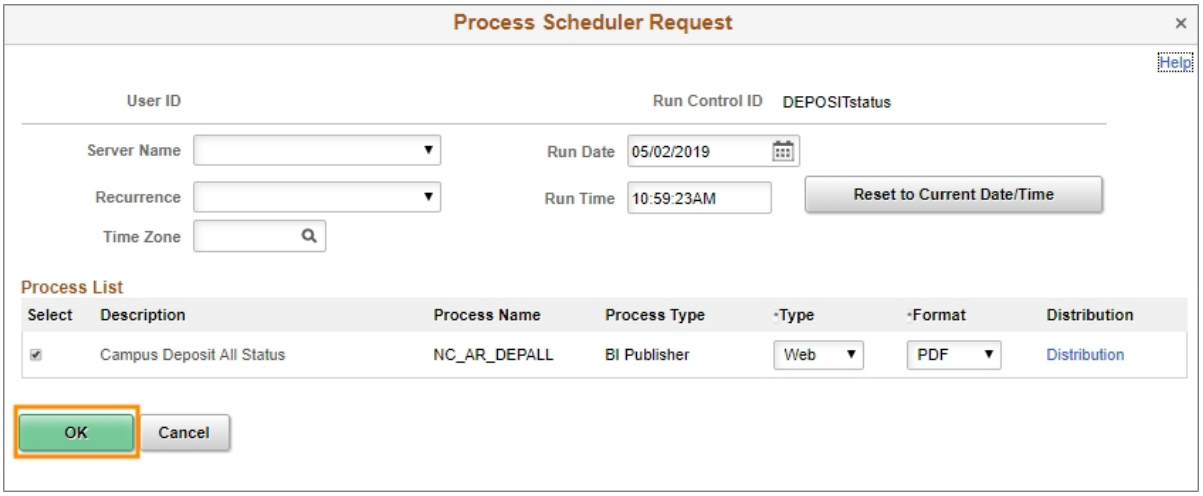
5. Click the **Run** button.



Result: The system displays the Process Scheduler Request screen.

Process Scheduler Request

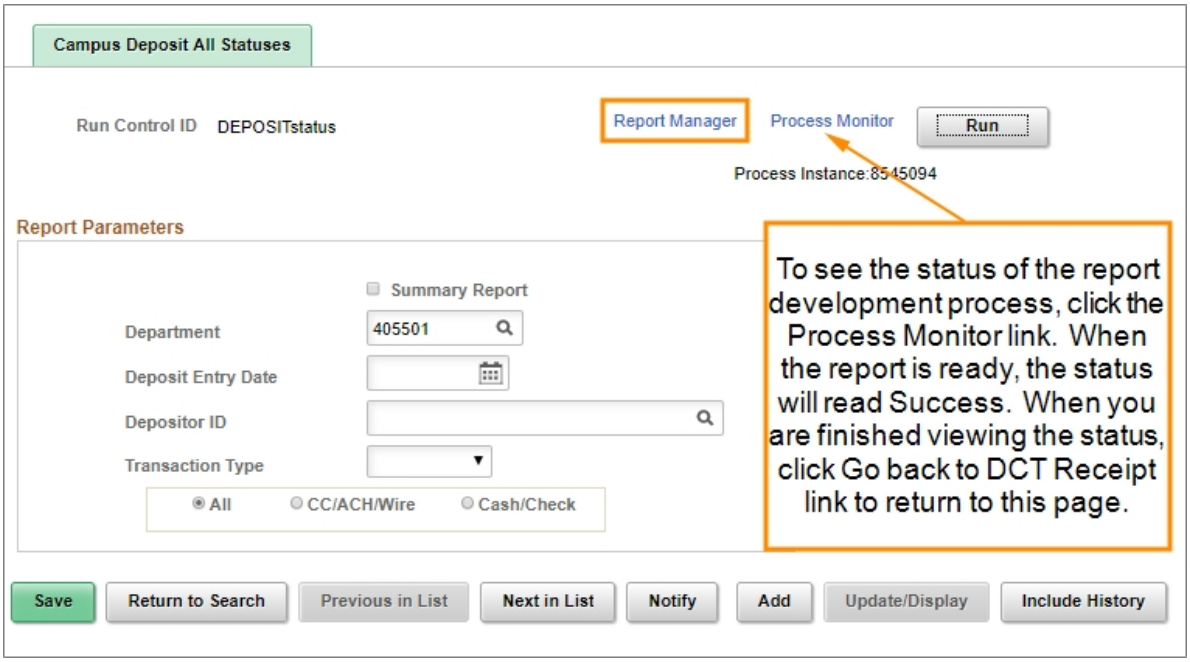
1. Click the **OK** button.



Result: The system displays the Campus Deposit All Statuses tab.

Campus Deposit All Statuses

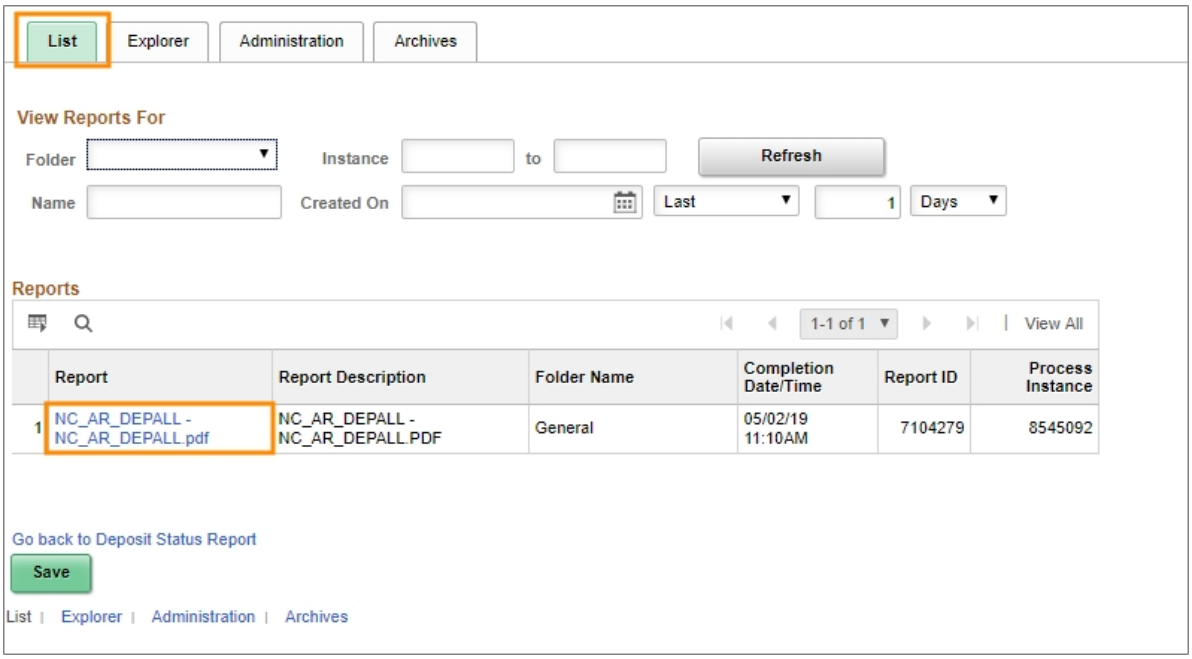
2. Click on the **Report Manager** link to access the report.



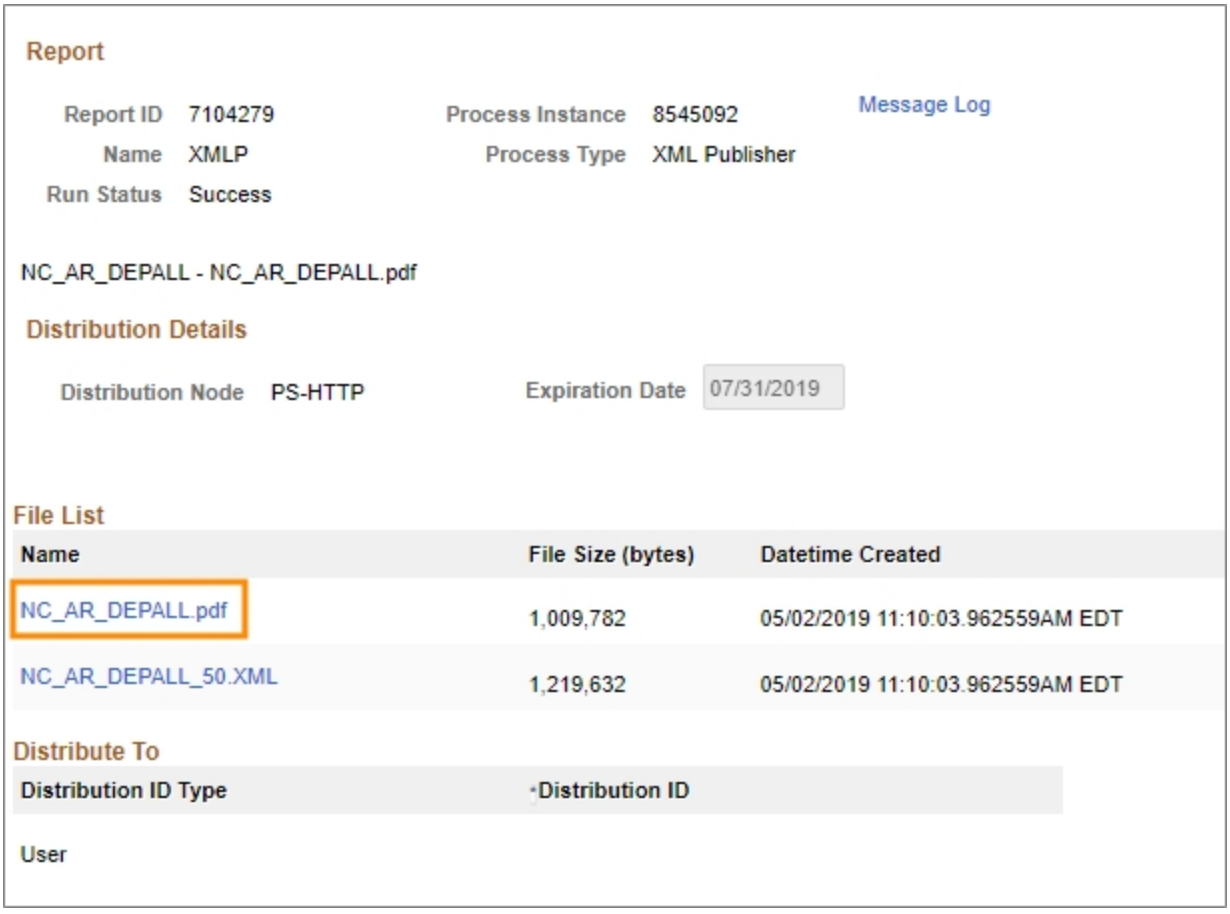
Result: The system displays the List tab.

List Tab

1. In the Reports list, click on the**.pdf** link that corresponds with the date and time you generated the report.

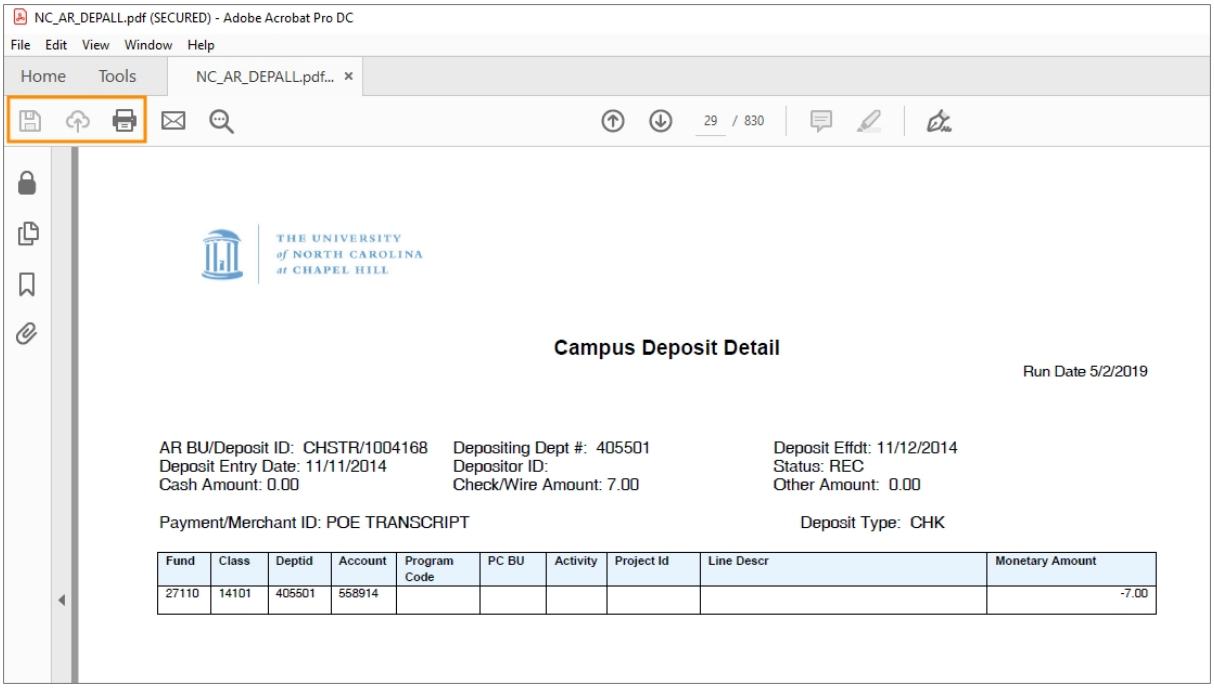


2. In the Distribution Details section of the page, click the file name in the File list for the .pdf report you want to view.



Result: The system opens a new browser window and displays the report.

3. Using your computer's PDF viewer's or browser's functionality, save, print, or view the report.



Infoporte Finance Transactions

Overview

InfoPorte is the principal reporting tool for finding balances, individual transactions, and various other information. The purpose of this document is to show you how to sign on to InfoPorte and find finance transactions.

This document is not intended to be the complete training on InfoPorte. To attain the necessary understanding of InfoPorte, you need to attend the Financial Reporting with InfoPorte class.

Access to InfoPorte is controlled by your InfoPorte Administrator. Generally, you are granted access to the pages and departments within the purview of your job. New users need to request access through their InfoPorte Administrator.

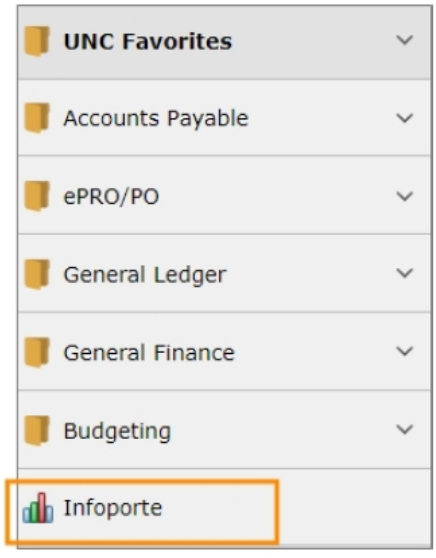
To access the request form and to see the list of InfoPorte Access Administrators, go to: https://infoporte.unc.edu/tools/data_dictionary_documents.php. In the first column, look for Infoporte Admin/Access Request Coordinator list. In the column to the far right, click Download to view the list in Excel.

Accessing InfoPorte and Finding Finance Transactions

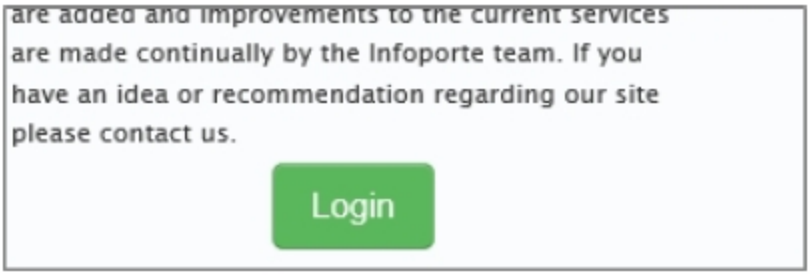
Follow these steps to access InfoPorte and find finance transactions:

There are two ways to access InfoPorte. Choose either Step 1 or 2.

1. From the Admin WorkCenter home page, choose Finance WorkCenter, click InfoPorte from the left menu.



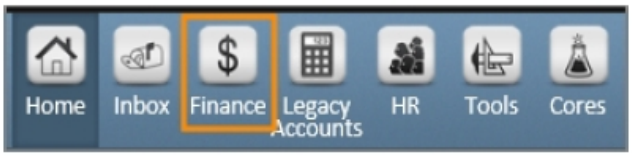
2. Click the **Login** button.



Result: The buttons that you have access to appear in the top toolbar. A useful button is the Tools button. This button contains the following tabs:

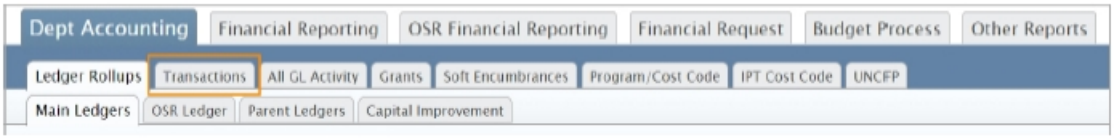
- Data Dictionary Data Dictionary > Account Mapping tab. This tab allows you to look up the translation from an FRS account to the equivalent chartfield string in ConnectCarolina.
- Data Dictionary > Chartfield Lookup tab. This tab allows you to search for ConnectCarolina chartfields by an alpha or numeric search.
- Data Dictionary > General Info tab. This tab contains a list of forms and files, such as the Access Request Form for InfoPorte and a list of the InfoPorte Administrators

3. Click the **Finance** button.



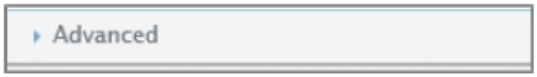
Result: The system displays the landing page for the Finance tab, which is the Dept Accounting tab.

4. Click the **Transactions** tab.



Result: The system displays the basic search fields. There is also an Advanced search field section beneath the Basic search section, which allows you to search at an additional level of detail.

5. Click the **Advanced** link to open the Advanced search section.



6. The Fiscal Year, Budget Year, and Acct Period fields default to the current period. Change these fields if you are looking for a transaction in a different accounting period.

   Note: For each accounting period you select, you will see transactions for just those accounting periods, rather than transactions life-to-date up to the period selected.

7. Complete the search fields per the table below. Keep in mind the following:

   - The list in the table below focuses on finding each transaction type, but it is not an exhaustive list of ways you can search. For example, you could search by a specific cost code, but that is not listed in this table.
   - Your complete set of search fields impacts your overall search results. For example, if you select STAT_EX_EX ledger in the Basic search section, and then enter a journal ID in the Advanced section that does not have a State fund, you will get no results.
   - There is an optimal set of chartfield combinations for reconciling. Those combinations are listed in the table at the end of this document.

To find this transaction	From the Basic search section, enter:	From the Advanced section, enter:

purchase requisitions
 	
vendor catalog orders
 	
Note: These requirements will have an associated voucher if they have been invoiced to the vendor.
	• one or combination of pre-encumbrance ledgers:
	  • F&A_PRE
	  • OSP_PRE
	  • STAT_EX_PR
	  • TRST_EX_PR
	• your department
		REQ_PREENC in the Trans Type field - to see all reqs for your dept
		
		Requisition ID in the Trans ID field - to see one specific requisition
		
		Acct Date From and Acct Date To - to see requisitions within a date range

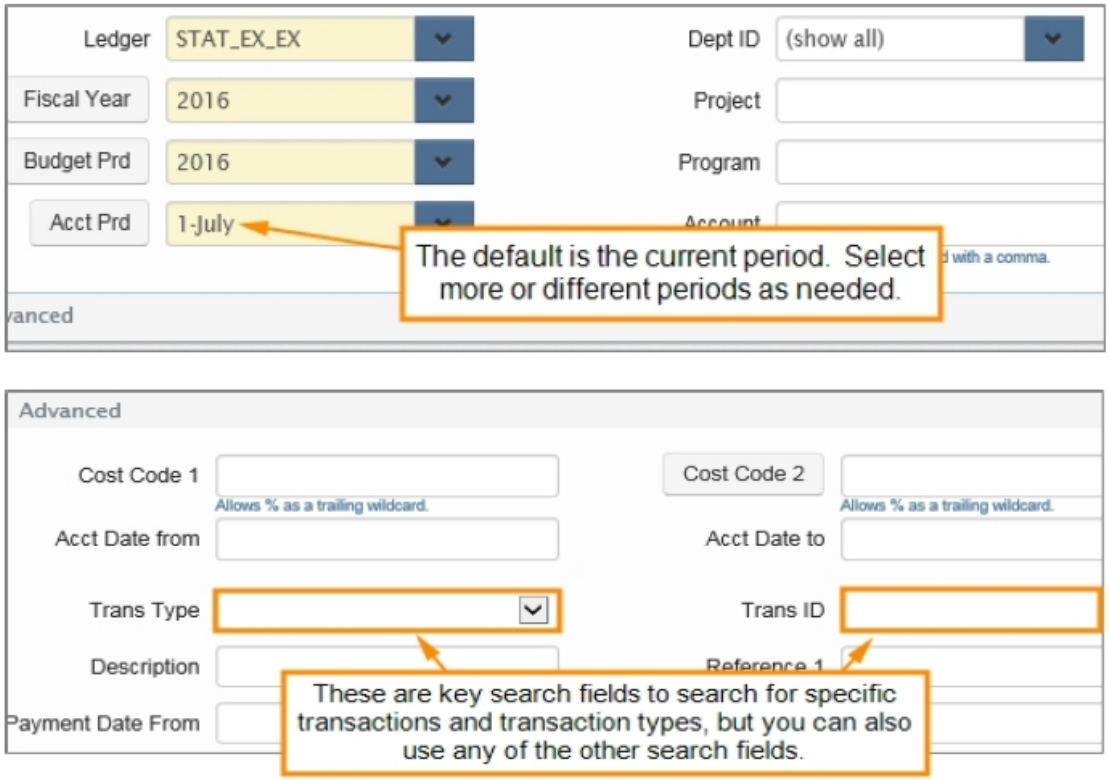
vouchers
 	
Note: This includes travel vouchers, and purchase requisitions and vendor catalog orders that have been invoiced to the vendor.
	• one or combination of pre-encumbrance ledgers:
	  • F&A_PRE
	  • OSP_ PRE
	  • STAT_ EX_PR
	  • TRST_ EX_PR
	• your department
		AP_VOUCHER in the Trans Type field - to see all vouchers for your department
		
		Voucher ID in the Trans ID field - to see one specific voucher

Campus journals	• leave blank	Journal ID in the Trans ID field - to search for a single journals

expense from data collect batches, such as FEDEX, medical insurance, and core data fees	• one or combination of pre-encumbrance ledgers:
	  • F&A_PRE
	  • OSP_ PRE
	  • STAT_ EX_PR
	  • TRST_ EX_PR
	• your department
		GL_JOURNAL in the Trans Type field

deposits	• your department	AR_MISCPAY in the Trans tpe field - to see all deposits Deposit ID in the Trans ID field - to see a specific deposit

budget journals or transfers	• one or combination of pre-encumbrance ledgers:
	  • F&A_PRE
	  • OSP_ PRE
	  • STAT_ EX_PR
	  • TRST_ EX_PR
	• your department	



9. Click the **Search** button.

Result: The system displays the journals based on your search criteria. The table below shows the information in key fields by transaction type.

Transaction type	Description	Trans Type	Trans ID	Reference 1	Refrence 2

Purcahse requisitions vendor catalog orders	VendorID_ Vendor name	AP_ VOUCHER	Voucher ID_ Invoice #	Payment Ref #_Payment Date	Requisition ID
Campus vouchers	VendorID_ Vendor name	AP_ VOUCHER	Voucher ID_ Invoice #	Payment Ref #_Payment Date	not used
Travel vouchers	VendorID_ Vendor name	AP_ VOUCHER	Travel ID_ Invoice #	Payment Ref #_Payment Date	not used
Campus journals	Journal line description, if used	GL_ JOURNAL	Journal ID_ Journal Date	Journal line reference, if used	not used
CABS	Journal line description, if used	GL_ JOURNAL	Journal ID_ Journal Date	Journal line reference, if used	not used
PCard	Merchant name	GL_ JOURNAL	Journal ID_ Posted Date	Transaction date	not used
other data collect batch files, such as fedex or core data fees	file description	GL_ JOURNAL	Journal ID_ Journal Date		not used
depostis	not used	AR_ MISCPAY	AR Business Unit_ Depost ID	not used	not used
budget journals	not used	GL_BD_ JRNL	Journal ID_ Posted Date	not used	not used

Search fields for reconciling

When you reconcile, it is best to search for transactions by specific chartfield string. Below are recommended chartfield combinations for reconciliation purposes.

Fund type	**Chartfield combination**
State	Fund- Source - Department ID
F&A	Source - Department ID
OSP	Source - Project ID

Trust	Source only, with two exceptions: • Endowments: Enter fund and source to see principal and income • Trusts allocated across multiple departments: Enter source and department ID