This job aid covers the changes to the FFE Cash Module as it relates to Cash and Check Deposits.

New Process	Report	Help									
ash Batch											
nase print the Batch ID on the ba reportment: 7920103 Transac											
atch Identifier		0X02-321		ULID			79	0000			
Description	Test for		*	Deposi	Date			6/14/2017	(required	to save)	
intry Type	Receipt			Bank T	vpe		12	100 - Cance	ntration V		
urrent Status	OPEN				Next Action		RELEASE				
Note											
lote .					1	Name				Date	
ecalled for test						DONNA ULLIN	(du214	9)		2017.06.17 09:22	
hanged for testing						DONNA ULIJN				2017.06.17 09:21	
lecalled for testing						DONNA ULDN				2017.06.17 09:13	
hanging deposit date						DONNA ULIJN	(du214	9)		2017.06.17 09:10	
iction		Supplemental Info	rmation			Name				Date	
ECALLED (146) ELEASED (145)						DONNA ULUI DONNA ULUI				2017.06.17 09:23 2017.06.17 09:23	
ALID APPROVED (C30)						DONNA ULU				2017.06.17 09:21	
CREATED (143)						DONNA ULU				2017.06.17 09:05	
Batch Money Summary											
Satch Total Amount	\$500.00			Total # 1	of Transactions		1				
latch Net Total Amount	\$0.00										
Dieck Total Amount Cash Total Amount	\$0.00			Total # 1	of Checks		0				
and rotal perioding	\$255.55						-				
Cash Breakdown Section						_					
\$100 \$		\$20	\$10	\$5	\$2 x 0		\$1		Coin	Cash Total	
x 5 x	0 × \$0.00	0 x \$0.00	0 ×	\$0.00		×		x \$0.00	0.0000		\$500.0
\$200.00	30.00	84.00	\$0.00	\$0.00	1	\$0.00		30.00	\$0.00		\$200.0
Manager and the second s					Revers	Page 1		in al	No. of Concession, Name		
I IIU Dept Proj Activity Prog-			Description/Notes		Amount	Type		to, of thecks	Debit or Credit		Dele
COLUM-7920103 -UR001440 -0	11 -50380-02000000	3 -##### -40503	Test for live		5	00.00 CASH	~		Credit		×
				1							E

Changes for CUMC

Initiators

• When you create a new Batch, the Batch is immediately stamped with a ULID based on the Initiator's home department.

Department: 7920103 Tran	saction: 0001NS70		
Batch Identifier	R790000X02-321	ULID	790000
Description	Test for live ×	Deposit Date	06/14/2017
Entry Type	Receipt	Bank Type	Z000 - Concentrati
Current Status	OPEN	Next Action	RELEASE
Note			

Note: A ULID is a unique identifier which is assigned to each ARC Level 4 node School or Department and is used to identify departmental deposits.

• You are required to enter a **Deposit Date** in order to be able to Save the Batch.

Department: 7920103 Trans	action: 0001NS70					
Batch Identifier	R790000X02-321	R790000X02-321		790000		
Description	Test for live	×	Deposit Date	06/14/2017 (required to	save)	
Entry Type	Receipt	Receipt		2000 - Concentration 🗸		
Current Status	OPEN	OPEN		RELEASE		
Note						

Approvers

- You have the opportunity to change the **Deposit Date.** If you choose to change the date, a pop up window appears requesting information as to why.
- There is no teller approval. When you approve the transaction, it will have a status of *Ready for ARC* and appear on the Released Items screen.

Changes for Initiators with Dual Access or from Specified Departments

Initiators with both CUMC and Morningside access or from one of the following Departments:

- 090200X RES Core Operations
- 091100X RES Environ Health & Safety Off
- 091200X RES Institutional Review Board
- 120600X FAC Public Safety
- 1206103 FAC Pub Safety CUMC Ops
- 1636303 SFS CUMC3

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Cash - Batch Deposit Location

Must select the campus where you are making the deposit after you click to create a new Batch.

Specify the campus where the deposit for this batch will be processed.

Cashiers office at 210 Kent
Clase Branch, 180 Ft Washington Ave, Floor 01, New York, NY, 10032-3710
OR
Chase Branch, 3940 Broadway, New York, NY 10032

- If you select CUMC, a ULID will be stamped on the Batch and the rest of the CUMC process will be followed.
- If you select Morningside, there will be no ULID and the process will continue as normal for Morningside.
- If you are from one of the specified Departments listed above, use a 999999 Miscellaneous deposit ticket.

Columbia University Finance Training

FFE Cash Module Changes

Getting Help

Please contact the Finance Service Center <u>http://finance.columbia.edu/content/finance-service-center</u>

You can log an incident or request a service via Service Now

https://columbia.service-now.com

Or, you can contact the Service Center by phone: (212) 854-2122