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

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.

> **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.

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

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

- 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.

Getting Help

Please contact the Finance Service Center

http://finance.columbia.edu/content/finance-service-center

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

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