

# Columbia University Finance Training

## Job Aid: Making Cash and Check Deposits on the Morningside Campus

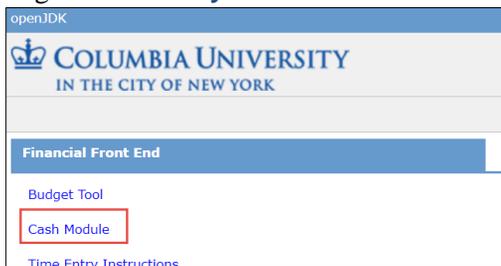
This job aid details the process of making cash and check deposits on the Morningside Campus, which includes entering the deposit information in FFE and making the deposit at a Chase Bank branch. If you have an RDC scanner you can use it to deposit checks, refer to the [Making a Deposit Using Your RDC Scanner](#) job aid. When making deposits, Initiators will enter the deposit details in the FinSys/FFE Cash Module and Release the batch. Approvers will approve the deposit and can print the details.

### Entering the Deposit into FFE

Departments should enter cash receipt in the FinSys Cash Module (FFE) on the same day of the deposit before depositing at a Chase Bank branch. If you do not have FFE access, you can request access by submitting an [Financial System Security Application \(FSSA\) via Service Now](#). Please contact [sfsaccounting@columbia.edu](mailto:sfsaccounting@columbia.edu) to activate your department's FFE profile before making the cash deposit.

### Initiating a Deposit in FFE

1. Login to the **FinSys/FFE Cash Module**.



openJDK

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Financial Front End

Budget Tool

Cash Module

Time Entry Instructions

2. Select **New**. The Cash – Bash Deposit Location screen deposit



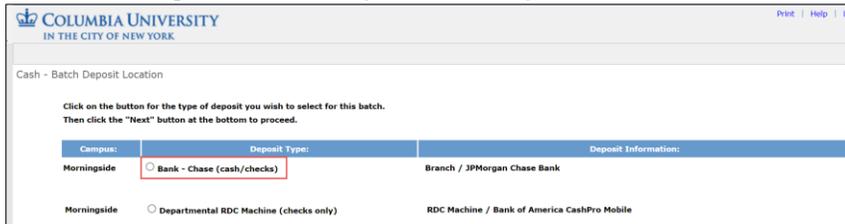
Financial Systems > Cash Module > Process > Open Items

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New Process Report Help

Cash - Open Items

3. Select **Morning Bank – Bank (cash/checks)**.

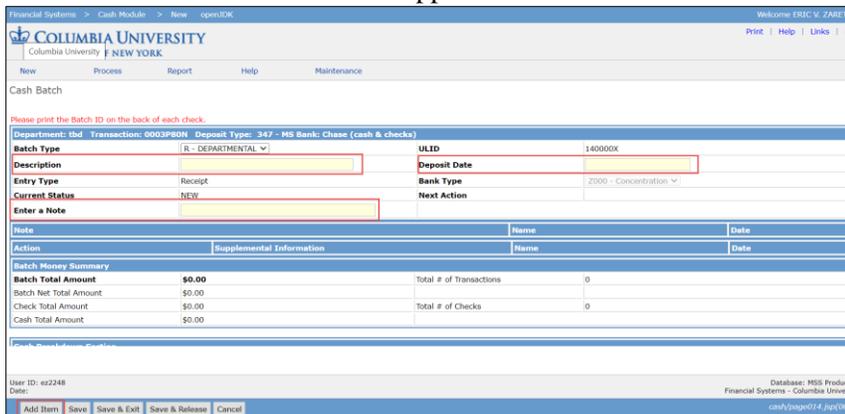


Cash - Batch Deposit Location

Click on the button for the type of deposit you wish to select for this batch.  
Then click the "Next" button at the bottom to proceed.

Campus:	Deposit Type:	Deposit Information:
Morningside	<input checked="" type="radio"/> Bank - Chase (cash/checks)	Branch / JPMorgan Chase Bank
Morningside	<input type="radio"/> Departmental RDC Machine (checks only)	RDC Machine / Bank of America CashPro Mobile

4. Click **Next**. The Cash Batch form appears.



Financial Systems > Cash Module > New openJDK

Cash Batch

Please print the Batch ID on the back of each check.

Department: 0003P80N Transaction: 0003P80N Deposit Type: 347 - MS Bank: Chase (cash & checks)

Batch Type	DEPARTMENTAL	ULID	140000X
Description		Deposit Date	
Entry Type	Receipt	Bank Type	2000 - Concentration
Current Status	NEW	Next Action	

Enter a Note

Note	Supplemental Information	Name	Date
<b>Batch Money Summary</b>			
Batch Total Amount	\$0.00	Total # of Transactions	0
Batch Net Total Amount	\$0.00		
Check Total Amount	\$0.00	Total # of Checks	0
Cash Total Amount	\$0.00		

User ID: 442248 Date: Database: MSS Product: Financial Systems - Columbia University

Add Item Save Save & Exit Save & Release Cancel

5. Enter the **Description**, today's date for the **Deposit Date**, and **Enter a Note**.
6. Click **Add Item** at the bottom of the screen.

User ID: ez2248  
Date:

Add Item Save Save & Exit Save & Release Cancel

The ChartString Selector screen appears

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Cash Add Detail - Chart String Selector

Business Unit:

Department:

Project:

Activity:

Initiative:

Segment:

Site:

Account:

7. Enter each **ChartField** for the ChartString to be credited and click **Next**. The Cash Batch screen appears with the ChartString in the Deposit Details.
8. For cash, select **CASH** for the **Type**, then enter the Deposit Details by entering the **Cash Breakdown** by denomination and entering the **Amount** (which should equal the *Cash Total*).

Cash Breakdown Section									
\$100	\$50	\$20	\$10	\$5	\$2	\$1	Coin	Cash Total	
x 0	x 0	x 7	x 1	x 0	x 0	x 0	x 0.0000		
\$0.00	\$0.00	\$140.00	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00	

#	BU-Dept-Proj-Activity-Prog-Seg-Site-Acct #####	Description/Notes	Amount	Type	No. of Checks	Debit or Credit	Delete
			150	CASH	0	Credit	<input type="checkbox"/>

For checks, select **CHECKS** for the Type, enter the total Amount of all checks, and the number of No. of Checks.

#	BU-Dept-Proj-Activity-Prog-Seg-Site-Acct #####	Description/Notes	Amount	Type	No. of Checks	Debit or Credit	Delete
			230	CHECK	3	Credit	<input type="checkbox"/>

If you are depositing both Cash and Checks (click **Add Item**, and repeat steps 7 and 8 to add a line for the additional type of deposit.

9. Click **Save & Release** at the bottom of the screen.

User ID: ez2248  
Date:

Add Item Save Save & Exit Save & Release Cancel

**Note:** Morningside departments that cannot record their cash deposits in FFE can email [sfsaccounting@columbia.edu](mailto:sfsaccounting@columbia.edu) with the following information to get temporary assistance with processing journals on the department's behalf.

- a. Request to record departmental cash deposit in ARC
- b. A copy of the deposit receipt
- c. Full ARC ChartString to be credited



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Cash - Released Items

Search

Batch ID	Department	Department Description	Status
<input checked="" type="checkbox"/> R 1			READY FOR ARC
<input type="checkbox"/> R 2			READY FOR ARC

Count: 2 Page 1/1

2. Click the check box for the deposit you want to view.
3. Click the **View** button from the bottom of the screen.

The Cash Deposit Report Detail View appears.

Department: 1403102 Transaction: 0001NV4M Deposit Type: 337 - MS Smart Safe (cash only)

Batch Identifier	R 1	ULID - PIN	1 X - 1 3
Description	Deposit from sales	Deposit Date	10/16/2017
Entry Type	Receipt	Bank Type	(Z000) Concentration
Current Status	READY FOR ARC	Next Action	TRANSMIT

Note	Name	Date
cash		2017.10.06 14:26
Notes		2017.10.06 14:17

Action	Supplemental Information	Name	Date
ULID/RDC APPROVED (C30)			2017.10.12 16:12
PRELIMINARILY APPROVED (CA1)			2017.10.06 14:26
RELEASED (145)			2017.10.06 14:26
CREATED (143)			2017.10.06 14:17

Batch Money Summary			
Batch Total Amount	\$110.25	Total # of Transactions	1
Batch Net Total Amount	\$0.00		
Check Total Amount	\$0.00	Total # of Checks	0
Cash Total Amount	\$110.25		

Cash Breakdown Section								
\$100	\$50	\$20	\$10	\$5	\$2	\$1	Coin	Cash Total
x 0	x 0	x 5	x 0	x 2	x 0	x 0	\$0.25	
\$0.00	\$0.00	\$100.00	\$0.00	\$10.00	\$0.00	\$0.00	\$0.25	\$110.25

#	BU-Dept-Proj-Activity-Prog-Seg-Site-Acct ##### = blank	Description/Notes	Amount	Type	No. of Checks	Debit or Credit
1			\$110.25	CASH	0	Credit

4. Click **Print** from the upper right corner of the FinSys/FFE screen to print the deposit details.

|  |  |

## Making the Deposit at the Bank

### Completing the Deposit Slip and Making the Deposit

1. Write your **UNI** on each deposit slip.
2. Enter the **Account Name**: The Trustees of Columbia University in the City of New York.
3. Enter the **Account Number**: (If needed, email SFS for account number information. Do Not share the Columbia Bank account number unless necessary).

### Depositing cash and checks at a Chase branch

- The deposit should be taken by the department to a Chase branch on the same day
- For checks, write the total of each batch of checks in the CHECKS box (no more than 100 checks per batch). Write out the amount of each check next to CHECKS when you have 6 or fewer checks. Write the total of your sums in the Total Deposit box.

### Getting Help

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