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 <u>Making a Deposit Using Your RDC Scanner</u> 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 <u>Financial System Security</u> <u>Application (FSSA) via Service Now</u>. Please contact <u>sfsaccounting@columbia.edu</u> 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.



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



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

COLUMBIA U	COLUMBIA UNIVERSITY IN THE CITY OF NEW YORK							
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	Bank - Chase (cash/checks)	Branch / JPMorgan Chase Bank						
Morningside	\bigcirc Departmental RDC Machine (checks only)	RDC Machine / Bank of America CashPro Mobile						

4. Click Next. The Cash Batch form appears.

nancial Systems > Cash Module > New open/DK Welcome ERIC V. ZARETS						
Columbia University	SITY				Print Help Links E	
New Process Re	port Help Maintenand	ce .				
Cash Batch						
Please print the Batch ID on the back of each	h check.					
Department: tbd Transaction: 0003P8	ON Deposit Type: 347 - MS Bank: Chase (o	cash & checks)			
Batch Type	R - DEPARTMENTAL V	_	ULID	140000X		
Description			Deposit Date			
Entry Type	Receipt		Bank Type	Z000 - Concentration ∨		
Current Status	NEW		Next Action			
Enter a Note						
Note			Name		Date	
Action	Supplemental Information		Name		Date	
Batch Money Summary						
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: ez2248 Date:					Database: MSS Product Financial Systems - Columbia Univers	
Add Item Save Save & Exit Save &	Release Cancel				cash/page014.jsp(002	

- 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.



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The ChartString Sele	ector screen appea
UN THE CITY OF N	JNIVERSITY
Cash Add Detail - Chart	String Selector
Business Unit:	
Department:	Q
	-
Project:	
Project:	Q
Project: Activity:	Q.
Project: Activity: Initiative:	Q.
Project: Activity: Initiative: Segment:	Q Q
Project: Activity: Initiative: Segment:	Q Q Q
Project: Activity: Initiative: Segment: Site:	4 4 4
Project: Activity: Initiative: Segment: Site: Account:	Q Q Q Q

- 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*).

C	ash Brea	ikdown Se	ction															
	\$1	00		\$50		\$20		\$10	\$5		\$2		\$1		Coir	ı	Cash Total	
	x	0	x	0	x	7	×	1	x 0	×	< 0	x	0	x	0.000	D		
		\$0.00		\$0.00		\$140.	.00	\$10.00	\$0.00)	\$0.00		\$0.	00		\$0.00		\$150.00
#	BU-De = blan	pt-Proj-Ac k	tivity-P	rog-Seg-Site	-Acct	#####	Descri	iption/Notes			Amount		Туре	No. o Chec	f (S	Debit or Credit		Delete
	20.00	5400 BBC -	10040	at -01 -00000	-	1					150		CASH 🗸		0	Credit		~
										11								

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 ##### = blank	Description/Notes	Amount	Туре	No. of Checks	Debit or Credit	Delete
00.19 10000 0800498 01 0000-		230		3	Credit ~	
	11					

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.

Use Dat	er ID: ez2248 te:	3				
	Add Item	Save	Save & Exit	Save & Release	Cancel	

Note: Morningside departments that cannot record their cash deposits in FFE can email 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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Approving a Cash Deposit

Approvers need to approve the deposit.

1. Click the Process menu and select Items Awaiting Approval.

Financial Systems		Cash Module				Open Items		
COLUMBIA UNIVERSITY IN THE CITY OF NEW YORK								
New	- [Process		Report		Help	Maintenance	

The Cash - Items Awaiting Approval page appears.

Q			Search		
	Batch ID	Department	Department Description	Status	Modifie
	R1	14		PRELIMINARILY APPROVED	

- 2. Click the check box for the deposit you want to approve.
- 3. Click the Approve button from the bottom of the screen.

View	Approve	Recall

The Cash – Department Approval View appears.

Batch Iden	tifier	R1	1		ULID	ULID 1. X								
Description		Depos	it from sales		Depo	Deposit Date 10/16/2017					7			
Entry Type		Receip	t		-	-								
Current Sta	itus	PRELI	MINARILY APP	ROVED	Next Action				DEP	DEPARTMENTAL APPROVAL				
Note								Name			D	ate		
cash and a second se							1000	2	017.10.06 14	:26				
Notes							E			(2	017.10.06 14	:17	
Action			Supplemen	tal Informatic	on			Name				Date		
PRELIMINARILY APPROVED (CA1)								Error of	-		i) [2017.10.06 1	4:26	
RELEASED (145)							E	-	-	l) [2017.10.06 1	4:26		
CREATED (14	43)								100	a second		2017.10.06 1	4:17	
Batch Mone	y Summar	1												
Batch Total	Amount	\$110	.25			Total # (of Trar	isactions		1				
Batch Net Total Amount \$0.00														
Batch Net To	Rai Amount		Check Total Amount \$0.00 Total # of Checks					cks		0				
Batch Net To Check Total A	Amount	\$0.00	25											
Batch Net To Check Total A Cash Total A	Amount mount	\$0.00	.25			_								
Batch Net To Check Total A Cash Total An Cash Break	Amount mount down Secti	\$0.00 \$110	.25				_		_				_	
Batch Net To Check Total A Cash Total A Cash Break \$100	Amount mount down Secti	\$0.00 \$110. \$50	.25 \$20	\$10		\$5		\$2		\$1	Coin	Cast	n Total	
Batch Net To Check Total / Cash Total A Cash Break \$100 < 0	Amount mount down Sections x	\$0.00 \$110. \$50 0 x	25 \$20 5	\$10 × 0	×	\$5 2	x	\$2 0	x	\$1 0	Coin \$0.25	Cast	n Tota	

The ULID is based on the department (ARC node level 6) of the Approver.

- 4. Enter a **Deposit Date**.
- 5. Click the **Save & Continue** button from the bottom of the screen.

Cancel Save & Continue

Printing the Deposit Information

Approvers can print the deposit details if needed.

1. Click the **Process** menu and select **Released Items**.



The Cash - Released Items page appears.

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Cas	h - Released	Items		
Q			Search	
	Batch ID	Department	Department Description	Status
	R: 1	1403102	freit Human Resources	READY FO ARC
	R)2	140000	THE Number Resources	READY FO ARC
Coun	t: 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.

View	Recall
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The Cash Deposit Report Detail View appears.

Batch Identifi	er	R	1				ULID - P	IN		1 X	- 1 3			
Description		Depos	sit from sales	s			Deposit	Date	8	10/16/2017				
Entry Type		Recei	pt				Bank T	pe		(Z000) Cond	entration			
Current Statu	5	READ	Y FOR ARC				Next A	tion		TRANSMIT				
Note								Т	Name			Date		
ash									MALE N. DAR	The last of		2017.10.06 14	:26	
Notes												2017.10.06 14	:17	
Action			Suppleme	ntal I	nformation				Name			Date		
ULID/RDC APPR	OVED (C30)										.,	2017.10.12 16:12		
PRELIMINARILY	APPROVED (C	A1)							1700 V.		.,	2017.10.06 1	4:26	
RELEASED (145	5)								DRUG W.		.,	2017.10.06 1	4:26	
CREATED (143)	1								0700 0.		.,	2017.10.06 1	4:17	
Batch Money S	Summary													
Batch Total Ar	nount	\$110	.25				Total #	of Tra	nsactions	1				
Batch Net Total	Amount	\$0.00												
Check Total Amount \$0.0			00					Total # of Checks 0			1			
Cash Total Amo	unt	\$110.	25											
Cach Breakdor	un Section													
\$100	\$50		\$20		\$10		\$5		\$2	\$1	Coin	Cash	Total	
c 0	× 0	×	5	×	0	x	2	x	0	x O	\$0.25			
\$0.00	\$0.00		\$100.00		\$0.00		\$10.00		\$0.00	\$0.00	\$0.25	\$11	0.25	
# BU-Dept-Pi	roj-Activity-Pi	rog-Seg-	Site-Acct	***	## = blank		Description	on/Ne	otes	Amount	Туре	No. of Checks	Debi Cred	

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

Print Help Links Exit	Print Help Links Exit
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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.

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Getting Help

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