

UDeposit Guide – Cash Deposits

UDeposit is an online tool for depositing credit card and M&T remote account cash receipts into the University Financial System. **As of August 1, 2013, Cash Transmittal webforms can no longer be used for bank deposits to REMO account 2724-9647 ***

Important Features of UDeposit:

- Your credit card & cash receipts are grouped by your merchant number(s)
- Both credit card & cash deposit batches come directly from a bank file
- Your batches are displayed as summary totals
- Your transaction details are also available
- Your merchant number has a default Speedtype/Account for recording its revenue
- You can setup additional “accounting shortcuts” for other types of revenue
- You can allocate your deposit revenues in the summary page or the detail page
- UDeposit does not have an approval requirement
- Batches should be allocated daily. However, unallocated batches will be automatically posted to your default Speedtype/Account on the 2nd day of the next month (i.e. January 2nd)

Two roles for UDeposit:

- **Primary Administrator** – the person who allocates the credit card charges and/or cash deposits to the appropriate Speedtype/Account
- **Independent Reviewer** – the person who reviews the credit card/cash deposit allocations monthly for appropriateness and accuracy. This person is typically the person responsible for monitoring the affected Purpose codes. (ONE per Merchant ID)

Email General Accounting at general-accounting@udel.edu if you need to update a Primary Administrator or Independent Reviewer

For additional assistance, contact General Accounting at 831-2175 or email general-accounting@udel.edu.

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** Although the functionality will still exist to do a Cash Transmittal, doing so will result in duplicate revenue recognition*

1

Log into UDeposit

- www.udel.edu/udeposit
- Enter your **UDelNet ID** and **password** in UD Central Authentication Service (CAS)
- Click **Submit form**

Central Authentication Service

Login with your username

Username is either your UDelNet ID or your email address.

[More help.](#)

Username:

Password:

Log in

[Forgot your Username or Password?](#)

2

Main Menu

UDeposit

[Menu](#) [Logout](#)

Main Menu

Welcome to UDeposit, the University web-based revenue allocation tool. Use this system to deposit credit card receipts and cash deposits into the University Financial System.

Receipts and deposits are sorted by merchant number; you will access your deposit batch summaries which have been derived directly from a bank file by clicking on your merchant ID # via **View my Merchants**. Transaction detail can be accessed with this tool. You can direct the revenue to general ledger purposes and accounts or a default will be provided for you.

After 7 days the batches will be automatically allocated to your default account. Activity should be allocated by month end close.

If you have any questions please contact the General Accounting department at 831-2175 or email g-a@udel.edu.

- [View my Merchants](#)
- [Update my accounting shortcuts](#)
- [Reports / Query view](#)
- [Purpose reports for independent reviewers](#)

These are the four page links:

- **View my Merchants** – allocate your credit card & deposit revenues
- **Update my accounting shortcuts** – create or change the Speedtype/Account settings for your different revenue types
- **Reports / Query view** – generate reports based on your *completed* credit card transactions and bank deposit transactions
- **Purpose reports for independent reviewers**

3

Allocate your deposit revenue

View batches to allocate

A. View my Merchants

This page lists your batches that need allocating by **Merchant Name(s)** and **Merchant Number(s)** along with the count and amount of the transaction

View my Merchants

Choose a merchant number to view or allocate outstanding batches or deposits. After 7 days they will be automatically allocated to your default account. Activity must be allocated by month end close. If there is no activity, a value of zero dollars (\$0.00) will be shown. If you have any questions please contact the General Accounting department at 831-2175 or email g-a@udel.edu.

Merchants you administer

Merchant name	Merchant #	Trans. count	Amount
UD Library	42000000001	1	\$123.56
UD Conferences Virden	420020401881	16	\$3,504.10
UD Fred Rust Ice Arena/Pool	420020402889	96	\$6,932.00

Click on the **Merchant Name** or **Merchant Number** to view the open batches.

Allocate your deposit revenue

B. Allocate Revenue

This page displays your merchant name/# , default purpose codes, and the number of credit card batches and cash deposits in need of allocation

Allocate Revenue

A Journal will be created to allocate each item below. Allocate one batch at a time by choosing an account in the "Allocate to" column, or click on a batch ID to view or allocate by individual transaction. You will be prompted to complete the journal information on the next step.

After 7 days, unallocated batches will be automatically allocated to your default account, unless transactions are flagged as discrepancies. Activity must be allocated by month end close. If you have any questions please contact the General Accounting department at 831-2175 or email g-a@udel.edu.

Merchant

Merchant: UD Library (420000000001)
Default purpose code: A1CMCM (revenue), A1CMCM (fees)

Credit Card Batches (0)

Cash Deposits (1)

1

2

There are no credit card batches to be allocated.

Batch discrepancies

There are no credit card batch discrepancies to be displayed.

Previous step

Exit without saving

Next step

To view your cash deposits, simply click on the "Cash Deposits" tab

Allocate your deposit revenue

2 Multiple revenues - allocate individual transactions on the **Batch detail** page

- Use the **Allocate to** dropdown to select the Default Rev, one of your shortcuts or Other for *each* transaction
- **Discrepancy box** – use with care; the batch will not post if any are checked
- Click the **Next step**

Batch detail
Transactions may be individually allocated to "my shortcuts" or marked as a discrepancy from this page. If a transaction is marked as a discrepancy then the entire batch will be held from allocation until the discrepancy is resolved.

<< Back
Merchant: UD Athletics Web (420020448882) Batch Date: 09/16/09
Default purpose codes: TREA112115 (revenue), TREA112115 Batch ID: 416101001096
(fees)

Terminal Number	Transaction Date	Cardholder #	Ref	Trans Ref	Trans Amount	Discrepancy	Allocate to:
	09/15/09	XXXXXXXXXXXX5104	6105	24661009259120416010010	\$396.00	<input type="checkbox"/>	Default Rev
	09/15/09	XXXXXXXXXXXX9395	6106	55429799259120416010021	\$6.00	<input type="checkbox"/>	Default Rev
	09/15/09	XXXXXXXXXXXX9395	6107	55429799259120416010039	\$142.00	<input type="checkbox"/>	football
	09/15/09	XXXXXXXXXXXX8900	6108	24661009259120416010044	\$168.00	<input type="checkbox"/>	football
	09/15/09	XXXXXXXXXXXX8900	6109	24661009259120416010051	\$158.00	<input type="checkbox"/>	football
	09/15/09	XXXXXXXXXXXX6064	6110	55429799259120416010062	\$904.00	<input type="checkbox"/>	Other
	09/15/09	XXXXXXXXXXXX6384	6111	55429799259120416010070	\$51.40	<input type="checkbox"/>	Default Rev
	09/15/09	XXXXXXXXXXXX8084	6112	24661009259120416010085	\$8.00	<input type="checkbox"/>	Default Rev
	09/15/09	XXXXXXXXXXXX4155	6113	55429799259120416010096	\$1,104.00	<input type="checkbox"/>	Default Rev
	09/15/09	XXXXXXXXXXXX5431	6114	55429799259120416010104	\$10.00	<input type="checkbox"/>	football
Batch Total:					\$2,947.40		

[Next step](#)

C. Allocation Detail (top)

This page displays your accounting entry line(s) – one for each allocation in the batch.

- You may change the accounting or delete lines if needed.

Allocation Detail

Assign account, enter memo on each line (up to 10 characters) if desired. Enter comments (up to 30 characters) if desired. See the [Journals Documentation](#) for additional help on this page. If you have any questions please contact the General Accounting department at 831-2175 or email g-a@udel.edu.

Symbol key: * Required information, ! Error

Merchant

Merchant: UD Bleecker Street (420020455887)
Default purpose codes: AGCY912267 (revenue), AGCY912267
Total to be allocated: \$1,302.91
Batch Date(s): 12/07/11

Memo – use this field to record additional info (maximum – 10 characters).

It will be included in Trans Detail data as with a Journal ID beginning **UDP** and a Transaction Source of **UDP**.

Chart of accounts


Chartfield information	Amount	Action
1. SpeedType: AGCY912267 Account: <input type="text"/> UserField: <input type="text"/>	300.00	Delete
Fund: AGNCY Program: Department: 05101		
Purpose: AGCY912267		
Project/Grant: <input type="text"/> Source: <input type="text"/>		
Memo: <input type="text"/>		

Allocate your deposit revenue

C. Allocation Detail (bottom)

- If you do not need to add lines or change the accounting:
 1. **Description** (optional) – enter more information as desired, but it does not go into the general ledger, but stays in the UDeposit system
 2. **Send copies to:** (optional) - enter email of anyone who needs a copy
 3. **Add More Lines** – click this like to add emails
 4. **Toggle Transaction View** – click this link to see batch transactional data (see below)
- If you allocated a batch or individual transactions to **Other**, you will see an amount in the **Add a line** section:
 5. Enter a **Speedtype**
 6. Click the **ADD** button
 - a. Enter the Account and other chartfields on the **last line** added (it will be line 3 in this example)
- Click **Finish & Submit**

Add a line

5 SpeedType: 

Amount:

6 **Add line**


4


Transaction view


Notification


1 Description:

2 Send copies to: Primary administrator:









3 **Add more copies**

Previous step **Exit without saving** **Finish & submit**

Allocate your deposit revenue

C. Allocation Detail with Transaction View

- Now you are able to look at the individual transactions of the batch
- Click on any of the column headings to change the sort order

Transaction view

Batch #	Terminal #	Trans. date	Cardholder #	Prod code	Ref	Trans. ref	Trans. amount
583538060346	02583	12/06/11	*****7078	00002	30541	24761971341207538602434	\$3.64
583538060346	02583	12/06/11	*****4880	00001	30542	55460291341207538602443	\$2.49
583538060346	02583	12/06/11	*****0221	00001	30543	55460291341207538602450	\$1.95
583538060346	02583	12/06/11	*****3939	00002	30544	24761971341207538602467	\$1.95
583538060346	02583	12/06/11	*****4212	00002	30545	24761971341207538602475	\$2.49
583538060346	02583	12/06/11	*****3606	00002	30546	24761971341207538602483	\$3.64
583538060346	02583	12/06/11	*****0198	00002	30547	24761971341207538602491	\$2.15
583538060346	02583	12/06/11	*****9625	00002	30548	24761971341207538602509	\$4.20
583538060346	02583	12/06/11	*****8324	00002	30549	24761971341207538602517	\$7.38

583538060346	02583	12/06/11	*****5274	00002	30386	24761971341207538600883	\$1.55
583538060346	02583	12/06/11	*****4402	00002	30387	24761971341207538600891	\$6.49
583538060346	02583	12/06/11	*****0801	00002	30388	24761971341207538600909	\$6.59
583538060346	02583	12/06/11	*****9833	00002	30389	24761971341207538600917	\$5.59

Showing 1 to 293 of 293 entries

Notification

Description:

Copied to: Primary administrator: J_MUSSELMAN@FACILITIES.UDEL.EDU

Previous step

D. Copy of Allocation Detail

This page displays summary information at the top about the batch, including:

- **Total allocated** – batch total and amount allocated to GL
- **Completed By** – Employee ID of the person who submitted it
- **Batch Date** – this date comes from the processing bank and determines the Accounting Period to which the batch will be posted in the general ledger
- **UDeposit Form ID** – unique number given to a UDeposit form

Copy of Allocation Detail

Merchant

Merchant: UD Bleecker Street (420020455887)
Default purpose codes: AGCY912267 (revenue), AGCY912267 (fees)
Total allocated: \$1,302.91
Completed by: 702028603
Batch date(s): 12/07/11
UDeposit form ID: 842

Chart of accounts

	Chartfield information	Amount
1.	SpeedType: AGCY912267 Account: R17900 UserField: Fund: AGNCY Program: Department: 05101 Purpose: AGCY912267 Project ID/Grant: Source: Memo:	\$300.00
2.	SpeedType: TREA112115 Account: R17900 UserField: Fund: OPBAS Program: ADALL Department: 04710 Purpose: TREA112115	\$1,002.91
Total:		\$1,302.91

4 Update my accounting shortcuts

My Accounting – Add a new account

Use this page to create frequently used revenue types with Purpose/Account combinations that you can use again and again.

- Enter a **Nickname**
- **Type** – choose **Revenue** (Fees are not yet operational)
- Click the button
- **My Accounts** lists your current **Nicknames**
 - Use the **Action** buttons to delete or edit
 -

Update my Accounting Shortcuts

Use this form to save chartfield combinations to which you reconcile on a regular basis, and assign a nickname to it. Enter a nickname and provide one or more SpeedType and Percent (UserField optional). The Total percent must equal 100%. Nicknames will display in the **Allocate** to select list on the allocation screens.

Symbol key: * Required information, ! Error

Add a new account

Nickname: *

Type: *

My Accounts

Nickname	Type	SpeedType	Action
football	Revenue	ATHL212112	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Update my accounting shortcuts

Edit my Accounting Shortcut

- Enter a **Speedtype**
- Click the button

Edit my Accounting Shortcut

Provide an account number for each SpeedType below and update other Chartfields below, if necessary. The Total percent distributed must equal 100%.

Symbol key: * Required information, ! Error

Accounting shortcut

Nickname: baseball

Type: Revenue

No Chartfields linked.

Add a line

SpeedType: * 

Update my accounting shortcuts

My Accounting – Account Detail

- Enter an **Account** and any other appropriate chartfields
- Click **Save and Exit** button

(Hint for units that have many different revenue types – Create a shortcut and enter your most frequently used revenue types with the appropriate Speedtypes/Accounts on multiple lines. Click **Save and Exit**. When you allocate a batch with a multiple-line shortcut, you will be able to enter the correct deposit amounts when you get the Allocation Detail page of the form. You can have any number of these shortcut with multiple accounting lines.)

Edit my Accounting Shortcut

Provide an account number for each SpeedType below and update other Chartfields below, if necessary. The Total percent distributed must equal 100%.

Symbol key: * Required information, ! Error

Accounting shortcut

Nickname: baseball

Type: Revenue

Distribution

Chartfield information		Action
1. SpeedType: TREA112115	Account: <input type="text" value="R17900"/>	UserField: <input type="text"/> <input type="button" value="Delete"/>
Fund: OPBAS	Program: ADALL	Department: 04710
Purpose: TREA112115		
Project ID/Grant:	Source: <input type="text"/>	

If you will be splitting the revenue among *multiple* Speedtypes/Accounts:

- Enter an **Account** and any other appropriate chartfields
- Enter the next **Speedtype**
- Click the **ADD** button
- Enter the **Account** for the 2nd line
- Click **Save and Exit** button

5 Independent Reviewer information

Independent Reviewers have a specific page in UDeposit from which to monitor the credit card batches and/or cash deposits that are posted to their **Purpose codes**. We require that UDeposit information be reviewed on a monthly basis by the Independent Reviewer associated with each Merchant.

- Click **Purpose reports for independent reviewers**

UDeposit Menu Logout

Main Menu

Welcome to UDeposit, the University web-based revenue allocation tool. Use this system to deposit credit card receipts and cash deposits into the University Financial System.

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- View my Merchants
- Update my accounting shortcuts
- Reports / Query view
- Purpose reports for independent reviewers

Purpose Reports

The reports generated on this page are summarized by **Purpose**, Fiscal Year and Accounting Period.

- **Year-Month** – select a **Fiscal Year - Accounting Period** combination
- **Merchant(s)** – the box will contain only the Merchants for which you are the Independent Reviewer – *highlight one or more*
- Click **Submit**

Purpose Reports for Independent Reviewers

Symbol key: * Required information, ! Error

Search options

Year-Month: *

Merchant(s): *

Independent Reviewer Information

The results appear below the **Submit** button.

- **Detail** – this provides more information about the credit card deposit(s) for the month and Merchant(s) selected
- **Download** – this will take the results to Excel
- **Mark as Reviewed** – click on this to show you reviewed the line

Year-Month: * 2010-03 ▼

Merchant(s): *
 Cashier's Transaction Limbo (428888888888)
 General Acctg Trans Limbo (429999999999)
 UD ALUMNI/UNIV RELATION (420020420881)
 UD Athletics Dept (420020417887)

Submit

Search results

Merchant name	Merchant ID	Purpose	Account	Amount	Year-Month	Action
UD ALUMNI/UNIV RELATION	420020420881	L1AALU	L1AALU	\$412.00	2010-03	Detail Download Mark as reviewed

Showing 1 to 1 of 1 entries

- **Mark as Reviewed** – the wording will change to reflect your review and the current date

Year-Month: * 2010-03 ▼

Merchant(s): *
 Cashier's Transaction Limbo (428888888888)
 General Acctg Trans Limbo (429999999999)
 UD ALUMNI/UNIV RELATION (420020420881)
 UD Athletics Dept (420020417887)

Submit

Search results

Merchant name	Merchant ID	Purpose	Account	Amount	Year-Month	Action
UD ALUMNI/UNIV RELATION	420020420881	L1AALU	L1AALU	\$412.00	2010-03	Detail Download Reviewed on 2013-07-22

Showing 1 to 1 of 1 entries