

TouchNet

Saint Louis University

**Web Departmental Deposits
User Guide**

Version 6.0

TABLE OF CONTENTS

| | | |
|------------|---|-----------|
| 1.0 | INTRODUCTION TO WEB DEPARTMENTAL DEPOSITS | 2 |
| 1.1 | What are Web Departmental Deposits?..... | 2 |
| 1.2 | User Roles and Responsibilities | 2 |
| 1.3 | Logging In to the UCommerce Central Dashboard | 3 |
| 1.4 | Logging out of the UCommerce Central Dashboard..... | 4 |
| 1.5 | Using the Cashiering Operations Center Help System..... | 4 |
| 2.0 | ADDING AND MANAGING USER ROLES | 4 |
| 2.1 | Request/Change/Remove a New User | 4 |
| 2.2 | Changing Your Password | 4 |
| 3.0 | ENTERING A NEW WEB DEPARTMENTAL DEPOSIT | 6 |
| 3.1 | Creating a New Deposit..... | 6 |
| 3.2 | Web Deposit Policies and Procedures | 11 |
| 3.3 | Web Deposit Templates..... | 13 |
| 4.0 | DEPOSITS HISTORY AND WEB DEPARTMENTAL DEPOSIT REPORT | 14 |
| 4.1 | The Deposits Summary Page | 155 |
| 4.2 | The Web Departmental Deposit Report | 166 |
| 5.0 | REQUESTING AND ACCESSING DETAIL CODES | 19 |
| 5.1 | Accessing detail codes | 19 |
| 5.2 | Requesting detail codes..... | 20 |

1.0 Introduction to Web Departmental Deposits

With web departmental deposits, you can now enter departmental deposits online through the TouchNet UCommerce Cashiering Operations Center. This streamlines operations in your department and the Treasury Department, providing a more accurate and efficient way to process departmental deposits.

1.1 What are Web Departmental Deposits?

Web departmental deposits are batch deposits that can be submitted remotely to the Treasury Department using the TouchNet UCommerce Cashiering Operations Center. Web departmental deposits:

- Include cash, paper check, and cash-like transactions (such as money orders or cashier's checks) or pre-authorized credit. Pre-authorized credit is defined as credit already processed in the department but that must still be credited to the General Ledger.
and...
- Do not require individual receipts for each payment item.

1.2 User Roles and Responsibilities

You have been assigned one or both of these roles in the TouchNet Cashiering Operations Center:

- **Web departmental deposit user**- All users will be assigned the web departmental deposit user role, which will enable users to process deposits online through TouchNet. This user role is limited to viewing and reporting on their own transactions.
- **Web departmental reporting user**- The web departmental reporting user role is assigned to users who require access to view all deposit history and reporting for a specific office.

Note: Both roles may be assigned to one user depending on the needs of your department.

1.3 Logging In to the Operations Center

1. Open Google Chrome.
2. In the Address field, enter the following address:
<https://secure.touchnet.com/ucommercecentral>
3. The following TouchNet log in screen should appear.



Example of TouchNet Login Screen

4. Enter your TouchNet username and password, click login or press enter.
Your username is: c20197.(your user ID minus the slU.edu)
Your password will be specifically for Touchnet (not your slU password).
If you have forgotten your password, please call Katie Benenati at 314-977-3701 or email sludeposits@slu.edu.
5. The UCommerce Central Home page will appear.
6. Highlight “Applications” on the menu and select “Business Office”.
7. The Cashiering Operations Center Home page will appear.

1.4 Logging out of the Operations Center

1. On the TouchNet UCommerce Central bar on the top right-hand corner, select the drop down by your name and select “logout” to exit web deposits.

1.5 Using the Operations Center Help System

To look up the steps for a task or information about a feature in the TouchNet Cashiering software, click the Help button located on the Tool Bar. Within the help system, look for the topic titled “Web Departmental Deposit Help.”

2.0 Adding and Managing User Roles

Before users can begin entering web departmental deposits, access must be requested by your departmental administrator. After the request has been submitted and approved, the user will be assigned a specific role for processing web departmental deposits.

This chapter shows web departmental deposit users how to request new users, change or remove user access and change passwords.

2.1 Request/Change/Remove a New User

1. To request access for an employee or to disable an employee who no longer needs access due to a job change, please contact Katie Benenati or email sludeposits@slu.edu

2.2 Changing Your Password

1. Log into the Operations Center.
2. On the Control Menu, go to the upper right hand corner and click the drop down with your name on it and select edit profile.



3. On the Update User Info page below, a web departmental deposit user can update their password, change their information, and security questions.

User Profile | Change Password | Security Questions

Personal Information

First Name: Catherine * Phone Number (work):
Last Name: Benenati * Phone Number (mobile):
E-mail Address: benenaticj@slu.edu *
Alternate E-mail Address:

Localization

Date Format: MM-dd-yyyy ▼
Time Zone: (UTC-6:00) America/Chicago - Centr ▼
Locale: English (United States) ▼

Save Cancel

Example of Update User Information Screen

Follow these steps to update your password from the Update User Information page. The only fields which can be updated by a web departmental user or reporting user is the “new password” field. See step 2.1 for any other fields which need to be changed or updated.

1. Click on the “change password” field.
2. Passwords must be between six and ten characters long and they must be alphanumeric. Passwords are case sensitive. Choose a new password and enter this value in both the “new password” field and the “confirm password” field.
3. When you finish making changes, click the Save button. The page will then update and display a message confirming that your changes have been successfully updated.

3.0 Entering a New Web Departmental Deposit

To enter a web departmental deposit, a web departmental deposit user enters the deposit information and submits credit card batches to sludeposits@slu.edu for approval. For cash and checks, they must be taken to the US Bank (located in the lower level of the BSC Center, next to Bread Co.)

The procedure for adding a new deposit is described in this chapter.

Note: Credit card deposits will not be processed on the same web deposit as cash and checks. Please submit separate web deposits for credit card deposits.

Funds from a grant should be forwarded to and deposited by Sponsored Programs. Gifts should be forwarded to Mike Findley in Development.

3.1 Creating a New Deposit

How to get to the New Deposit page:

1. Log into the Operations Center as a web departmental deposit user.
2. Highlight Applications – Choose Business Office – the Cashiering Operations Center Home page will appear.
3. On the left choose your office/Web Dept Deposits/New Deposit.

To enter a web departmental deposit from the “New Deposit” page, follow these steps.

| Enter Credit Information | | | | | | | |
|--------------------------|--------------------------|----------------------|---|----------------------|---|----------------------|----------------------|
| | Index Lookup | Detail Code | Amount | Description | | Coas | Index |
| | <input type="checkbox"/> | <input type="text"/> | <input type="text"/> . <input type="text"/> | <input type="text"/> | → | <input type="text"/> | <input type="text"/> |
| | <input type="checkbox"/> | <input type="text"/> | <input type="text"/> . <input type="text"/> | <input type="text"/> | → | <input type="text"/> | <input type="text"/> |
| | <input type="checkbox"/> | <input type="text"/> | <input type="text"/> . <input type="text"/> | <input type="text"/> | → | <input type="text"/> | <input type="text"/> |
| | <input type="checkbox"/> | <input type="text"/> | <input type="text"/> . <input type="text"/> | <input type="text"/> | → | <input type="text"/> | <input type="text"/> |

Add Row

| Enter Debit Information | | | | | | |
|-------------------------|--------------|---|----------------------|---|----------------------|----------------------|
| | Tender Type | Amount | Description | | Coas | Index |
| | Select One ▼ | <input type="text"/> . <input type="text"/> | <input type="text"/> | → | <input type="text"/> | <input type="text"/> |
| | Select One ▼ | <input type="text"/> . <input type="text"/> | <input type="text"/> | → | <input type="text"/> | <input type="text"/> |
| | Select One ▼ | <input type="text"/> . <input type="text"/> | <input type="text"/> | → | <input type="text"/> | <input type="text"/> |
| | Select One ▼ | <input type="text"/> . <input type="text"/> | <input type="text"/> | → | <input type="text"/> | <input type="text"/> |

Add Row

Example of Create Web Departmental Deposit Screen

1. In the Enter **Credit** Information section, complete the following fields.
 - **Detail Code** – This field determines the General Ledger (GL) accounts to be credited. Detail codes are four alpha-numeric characters that are used to represent the Banner FOAPAL which will be credited. After the detail code is entered and the deposit is validated, the Banner FOAPAL will populate and can only be corrected by changing the detail code. See section 5.0 for more information on detail codes.
 - **Amount** – Enter the total amount of funds to be credited to each individual Detail Code.
 - **Description** – Enter a detailed description of the deposit. Please use a description that will easily reference the deposit for future research and identification.

Note: The description field contains thirty character spaces which will feed to Banner. If additional space is needed, the description area will allow for additional text, although the additional text may only be viewed in TouchNet.

Each line in the “Enter Credit Information” field should now show the Detail Code to be credited, the amount to be credited, and a description.

2. In the Enter **Debit** Information section, complete the following fields:

- **Tender Type**-select a tender type from the dropdown list (cash, paper check, pre-authorized credit, or other)

Note: The “other” option allows you to debit a Detail Code rather than a tender type.

- **Amount**-In each available row, enter the total amount of each tender type. The tender types can be entered individually (as a series of checks) or as a group (the series of checks totaled together).
- **Description**-Enter date of deposit and initials in the description area, if the tender type is cash or check. If the tender type is preauthorized AMEX, Discover or MC/Visa, please enter your merchant name, date credit card batch was processed and your initials.

Each line in the “Enter Debit Information” field should now show the selected tender type, the amount to be debited, and a description.

3. Click the Validate button to confirm that your totals balance and that the Detail Codes you have entered are valid. If all the values are correct, the page will update and display a validation message.

Now the account information associated with each Detail Code you entered will be displayed in the FOAPAL fields to the right of that code. If you are satisfied with your Detail Codes and FOAPAL string values and the validation message is displayed, please proceed to step 7.

An error message may display when:

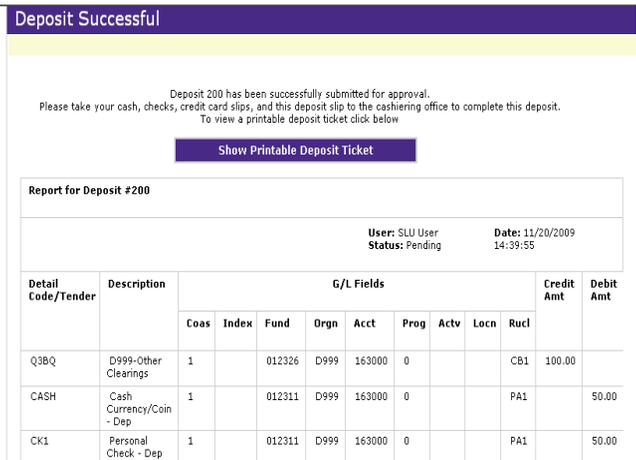
- You enter a Detail Code or a value in the FOAPAL string that cannot be validated by your Banner system.

Or...

- The totals for your credits and debits do not balance.

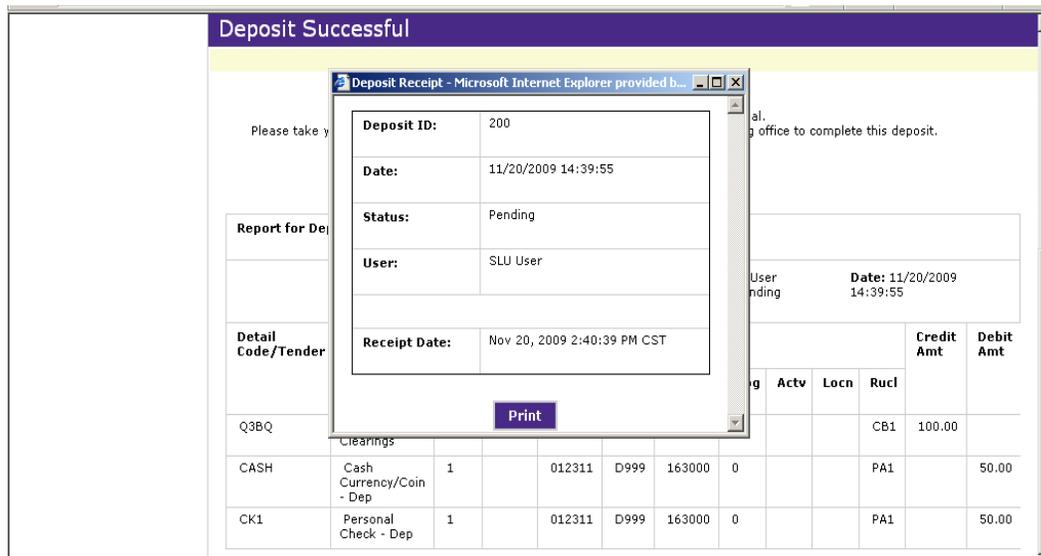
Note: These are the two most common error messages. If any other error message is displayed, follow the instructions provided, contact Katie Benenati or email sludeposits@slu.edu .

5. If you receive a message for an invalid Detail Code or value in the FOAPAL string, any field containing an error will be highlighted in red. A detail code may be corrected by deleting the row with the incorrect detail code. Click on the trash can icon to delete a row. Select “add row” to enter a new detail code.
4. Review the Detail Codes and the values in the FOAPAL string and ensure the Calculated Totals match for both debits and credits, then click the Validate button again. Please contact Katie Benenati at 314-977-3701 for assistance if you are unsure of how to correct any of these values.
5. Click the Make Deposit button. The Deposit Successful page is displayed. Print this page for your reference by clicking file, print. To capture the entire “Deposit Successful” screen, select the print orientation option of landscape.



Example of Deposit Successful Screen

- Your deposit is now pending approval by the Treasurer’s Office. Click the Show Printable Deposit Ticket button to open the Deposit Receipt window.



Example of Deposit Receipt Screen

- Print a copy of the deposit ticket to keep for your records. Take the deposit ticket and payment items including cash and checks to the US Bank to complete the deposit. Scan and email all credit cards slips to sludeposits@slu.edu. See 3.2 for Web Deposit Policies and Procedures. You may view the status of your deposit by viewing the deposit history under reporting.

8. After departmental deposits have been submitted, the Treasurer's Office will evaluate the batch information and payment types for accuracy and consistency before approving or rejecting the deposit.
9. Only the Treasurer's Office has the ability to edit or submit a pending deposit. You will be notified by the Treasurer's Office if your deposit is incorrect and has been edited.

Note: If you fail to print the deposit receipt which is to be submitted with the credit card batches, complete the following steps:

Control Menu>Cashiering Home>Saint Louis University>Offices>(Office Name)>Web Departmental Deposits>Status

- The Deposits Summary page will appear. Click on the deposit ID number in the Pending Deposits section. The deposit details will be displayed.
- Print the Deposit Details screen and submit with the credit card batches to sludeposits@slu.edu for their approval. To capture the entire deposit image, print the Deposit Details screen using the print orientation option of landscape.

3.2 Web Deposit Policies and Procedures

Departments and individuals receiving funds on behalf of the University are responsible for submitting deposits on a daily basis. All payments to the University become the property of Saint Louis University and are subject to its policies and procedures.

1. All web deposits submitted to sludeposits@slu.edu must be accompanied by a receipt.
2. All cash should be secured at all times and kept in locked storage at all times.
3. Access to cash must be limited to authorized staff.

4. Receipts which are to be recorded in a fund that has not yet been established, may request for a new detail code to be opened by emailing Katie Benenati at sludeposits@slu.edu.
5. All funds received by departments should be deposited to the US Bank (cash and checks) within 7 days and credit cards sent to sludeposits@slu.edu within 24 hours of receipt.
6. Verification of deposits can be made by reviewing the monthly fund statement or reviewing screens in Banner Self-Service Finance. Discrepancies should be promptly reported to the Treasurer's Office.
7. When processing deposits with **checks**, please follow the procedures below:
 - Write the Deposit ID# on the front of each check being deposited. This number can be found on the Deposit Receipt which was printed out of the system to be submitted with your deposit.
 - All checks received for deposit must be made payable or endorsed to Saint Louis University.
 - All checks should be endorsed with a "deposit only" stamp. Please contact Katie Benenati at 314-977-3701 to pick up a stamp.
8. When processing deposits with **cash**, please follow the procedures below:
 - The total cash amount must agree with your Web Deposit. Fill out the US Bank deposit slip (write the web deposit number on it) and take that along with the cash and checks to US Bank.
To place an order for additional deposit slips, please contact Katie Benenati at 314-977-3701 or email sludeposits@slu.edu.
 - Guard escorts can be requested, if necessary, from Public Safety. The amount of cash must be \$500.00 or greater in order to do so.
Optional: Tamper proof bags can be purchased through staples to transfer and secure large deposits. The purchase would be made through your department.

9. When processing **credit card** deposits, please follow the procedures below:
 - Attach daily batch documents to the web deposit receipt and scan to sludeposits@slu.edu. The daily batch documents can be obtained from the device used to process credit card transactions.
 - All credit card web deposits must be submitted separately from cash and check deposits.
 - When processing a credit card web deposit, all credit card types must be entered on separate rows, not as a total of all credit card types. The last four of the department merchant numbers must be noted in the description field.

3.2 Web Deposit G/L Templates

If your department features at least one deposit that consistently credits the same General Ledger account(s) and typically includes the same debit tender types, it's probably a good candidate for a G/L template; that is, a validated, pre-filled web departmental deposit that can be altered each time it is used by a web departmental deposit user, depending on which values are configured to be editable.

1. Log into the Operations Center as a web departmental deposit administrator and navigate to Cashiering Home > [Campus Name] > Offices > [Office Name] > Web Dept Deposits > Manage GL Templates. If any deposits have been stored off as G/L templates, the Manage GL Templates screen will display with the first template in the dropdown list defaulted. If no templates exist, the screen will display with at least one credit line item and one debit line defaulted.

Manage GL Templates

| Template | | | | | | | | | | | | | | |
|--|--------------|----------------|-------------------------|-------|-------|--------|------|--------|------|--------------------------|---------|------|-----|--|
| Select Template | Name | Description | | | | | | | | Active | Actions | | | |
| FWS DEPOSITS ▼ | FWS DEPOSITS | | | | | | | | | <input type="checkbox"/> | Delete | Copy | | |
| Template Credits | | | | | | | | | | | | | | |
| Index Lookup | Detail Code | Amount | Description | Coas | Index | Fund | Orgn | Acct | Prog | Actv | Locn | Rucl | | |
| | QT88 | 1892 .00 | Federal Work STudy Reim | → 1 | | 133923 | D373 | 920600 | 0 | | | | CB1 | |
| <input type="button" value="Add Row"/> | | | | | | | | | | | | | | |
| Template Debits | | | | | | | | | | | | | | |
| Tender Type | Amount | Description | Coas | Index | Fund | Orgn | Acct | Prog | Actv | Locn | Rucl | | | |
| Paper Check ▼ | 1892 .00 | Check 14711982 | → | | | | | | | | | | | |
| <input type="button" value="Add Row"/> | | | | | | | | | | | | | | |
| Deposit Description | | | | | | | | | | | | | | |
| Deposit Description: <input type="text"/> | | | | | | | | | | | | | | |
| <input type="button" value="Save Template"/> | | | | | | | | | | | | | | |

Example of G/L Template Screen

2. If you are reviewing and approving a template created by a web departmental deposit user, click to select the template from the dropdown list. The template's information loads automatically.

or...

If you are creating a new template, edit or enter the name and description of the template, then follow the instructions for creating a new a new deposit.

3. You may edit the fields as necessary and add rows if necessary. Make sure that the active box is enabled in order to use the template.

4.0 Deposits History and Web Departmental Deposit Report

You may need to track the status of a deposit, research the details of a specific deposit, or generate a Web Departmental Deposits report based on certain criteria. This section describes how users can view the Web Departmental Deposit report and monitor the status of a deposit using the Deposits Summary page.

4.1 The Deposits Summary Page

How to get to the Deposits Summary Page:

Log into the Operations Center.

On the Tool Bar, Scroll on>Applications >Select Business Office>Saint Louis University>Offices>(Office Name)>Web Departmental Deposits>Status

The web departmental deposit user and the reporting user are both authorized to view the Deposits Summary page. However, a web departmental deposit user may only view their own deposit history, whereas a reporting user may view all deposit history in their office.

The deposit history table displays the status of all deposits submitted to the Treasurer's Office. Deposits may have the following status types:

- **Pending**-The deposit has been submitted to the Treasurer's Office but not yet approved.
- **Changed and Submitted**-The deposit has been changed, approved and submitted by the Treasurer's Office. A change to a deposit will only be made by the Treasurer's Office if there is a discrepancy in the web deposit. Any discrepancies will be communicated to the user before any changes are made to a web deposit.
- **Submitted**-The deposit has been approved by the Treasurer's Office.

If you are a web departmental deposit user, you will use the Deposit Summary page to track the status of deposits you have submitted to the Treasurer's Office.

If you are a reporting user in addition to a web departmental deposit user, you will also use the Deposit Summary page to track the status of deposits you or users in your office have submitted.

Below is an example of the Deposits Summary page which displays the Deposit History Table. This screen displays a list of pending and completed deposits (pending, submitted or changed and submitted).

| Deposits Summary | | | |
|--|---------------------|-------------------------|---------------------------------------|
| Deposit History | | | |
| <input checked="" type="radio"/> Last 30 Days <input type="radio"/> Year To Date <input type="radio"/> All | | | |
| Date | Deposit ID | Amount | Status |
| 01/26/2010 | 236 | 1000.00 | Submitted |
| 01/27/2010 | 241 | 200.00 | Pending |
| 02/02/2010 | 246 | 100.00 | Pending |
| 02/03/2010 | 248 | 1000.00 | Changed and Submitted |

The Deposit History Table

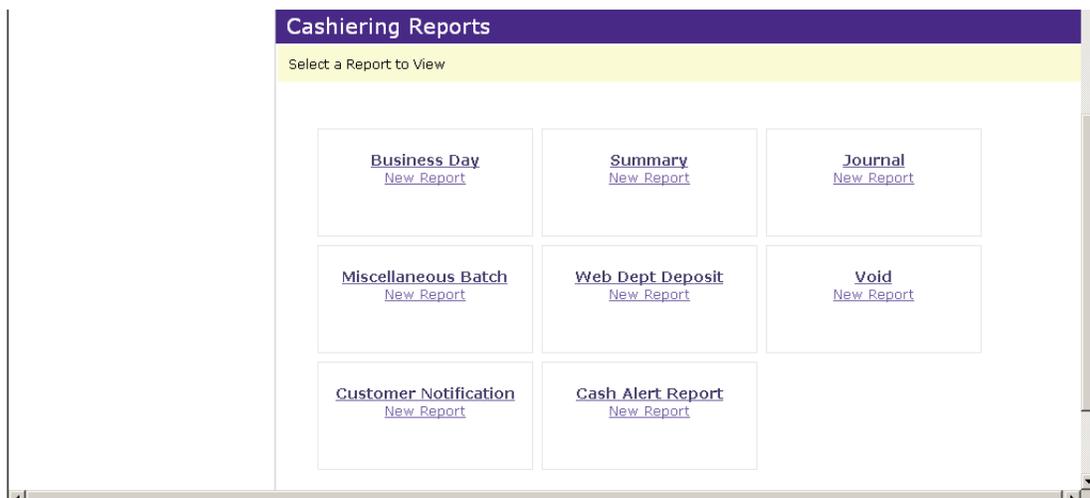
To see more information on a specific deposit, click any value in the four columns: Date, Deposit ID, Amount, or Status. The Deposit Details page is displayed.

4.2 The Web Departmental Deposit Report

How to get to the Web Departmental Deposit report:

Log into the Operations Center.

Applications>Business Office >Cashiering Reports>Web Dept Deposit Report



The Cashiering Reports page

In addition to the reports on the Deposits Summary page, reporting users can also generate reports based on more specific criteria, including certain users, specific value types (such as receipt numbers) or specific fields in the FOAPAL string.

These reports can be exported as CSV-format files for use in a spreadsheet application, or they can be printed directly from your browser window.

Note: The Web Departmental Deposit report is only available to a user who has both the Web departmental deposit and reporting role. All other reports listed on the Cashiering Reports page are unavailable to users of Web Deposits.

Follow these steps to generate a Web Departmental Deposit Report.

1. From the Cashiering Reports page, click the Web Dept Deposit New Report link. The Web Departmental Deposit Report page is displayed.

| Web Departmental Deposit Report | |
|---------------------------------|--|
| Select Search Criteria | |
| Search Criteria | |
| Campus | Saint Louis University Select All |
| Office | Treasurer's Select All |
| Approval user | All Sluuser |
| Entry user | All Sluuser |
| Deposit status | Any Status Changed and Pending Changed and Submitted Pending Rejected |
| Date range | Today Yesterday Month YTD |
| From | February 25 2010 |
| To | February 25 2010 |
| Specific value | <input type="checkbox"/> TCS Receipt Number: <input type="checkbox"/> TPG Reference Number: <input type="checkbox"/> Web Deposit ID: |
| G/L field | <input type="checkbox"/> Select All <input type="checkbox"/> Coas <input type="checkbox"/> Index <input type="checkbox"/> Ledger Fund <input type="checkbox"/> Orgn <input type="checkbox"/> Acct <input type="checkbox"/> Prog <input type="checkbox"/> Actv <input type="checkbox"/> Locn <input type="checkbox"/> Rucl |
| View Report | |

The Web Departmental Deposit Report screen

2. The Web Departmental Deposit Report page allows you to set variables to tailor the report to your specific needs. Select the search criteria variables you need to generate your report.

- **Campus** – Select the campus from which you need to report from.
- **Office** – Select a single office, multiple offices, or all offices from the list. Hold down the Ctrl key to select multiple offices.
- **Approval User** - Select a single approver, multiple approvers, or all approvers from the list. Hold down the Ctrl key to select multiple entry users.
- **Entry User** – Select a single departmental deposit user, multiple departmental deposit users, or all departmental deposit users from the list. Hold down the Ctrl key to select multiple entry users.
- **Deposit status** – Select a single status, a combination of statuses (changed and pending, for example), or all statuses from the list menu. Hold down the Ctrl key to select multiple deposit statuses.
- **Date range** – You can either select a specific date range by using the From and To dropdown menus or you can click one of the four options: Today, Yesterday, Month, or YTD.
When you set your date range, the “To” line defaults to today’s date.
- **Specific Value** – If you click any or all of the options for this setting, you must enter the value for the selection you have made. For instance, if you click the Web Deposit ID button, you will be prompted to enter the ID number of the specific deposit you want to find.

| | |
|----------------|--|
| Specific value | <input type="checkbox"/> TCS Receipt Number: |
| | <input type="checkbox"/> TPG Reference Number: |
| | <input checked="" type="checkbox"/> Web Deposit ID: <input type="text" value="199"/> |

The Specific value field when one or more options are selected

Note: If you are trying to find a deposit with a status of Pending or Changed and Pending, there will not be a TCS Receipt Number or TPG Reference Number. These numbers are only generated once the deposit has been approved and submitted to the General Ledger (GL).

- G/L Field(s) – This list includes options for specific fields in the FOAPAL string, such as the Ledger, Fund, or Account. You can select any number of variables or all variables in this field.

3. Click the View Report button to create a report based on the variables you have selected.

Once the page updates and displays your report, you can click the Export to CSV button to export your data to a CSV-format file, which can be opened using a spreadsheet application.

5.0 Requesting and Accessing Detail Codes

A detail code is a set of four alpha-numeric characters which are used to represent a Banner FOAPAL when processing a web deposit.

5.1 Accessing detail codes

Detail codes may be accessed from the Business and Finance Budget Domain. The Business and Finance Budget Domain may be accessed from the mySLU tools tab.

Note: Access to detail code listings is based on the user's Banner Finance Fund/Org security.

1. At the mySLU home page, click on the Tools tab, then click on the WebFOCUS Dashboard icon.
2. At the login screen, enter your SLU Net ID and Password.
3. Click Logon. The WebFOCUS Dashboard displays.
4. Select the Finance Budget Development Domain and click submit.
5. The Web Deposits Detail Code file can be found under standard reports in the Web Deposit folder.

5.2 Requesting detail codes

1. To assign a detail code to an existing Banner fund, please contact Katie Benenati or sludeposits@slu.edu.

For questions regarding Touchnet, please contact any of the following:

Katie Benenati: 314-977-3701

Email: sludeposits@slu.edu or benenaticj@slu.edu