



# Web Departmental Deposit

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Oregon State University Business Affairs

*April 2014*

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## Introduction

Web departmental deposits are batch deposits that can be submitted electronically using the TouchNet Cashiering Operations Center. This allows you to quickly and easily submit your deposits to the Cashiers. It also allows for better tracking of deposits for your department.

Web departmental deposits can include:

- Cash – includes currency and coin.
- Paper checks – includes checks, money orders, and cashiers' checks.
- Bank deposits (deposits already made at the bank) – includes ACHs, direct deposits, and wire transfers.
- Credit card settlements – batch settlements.

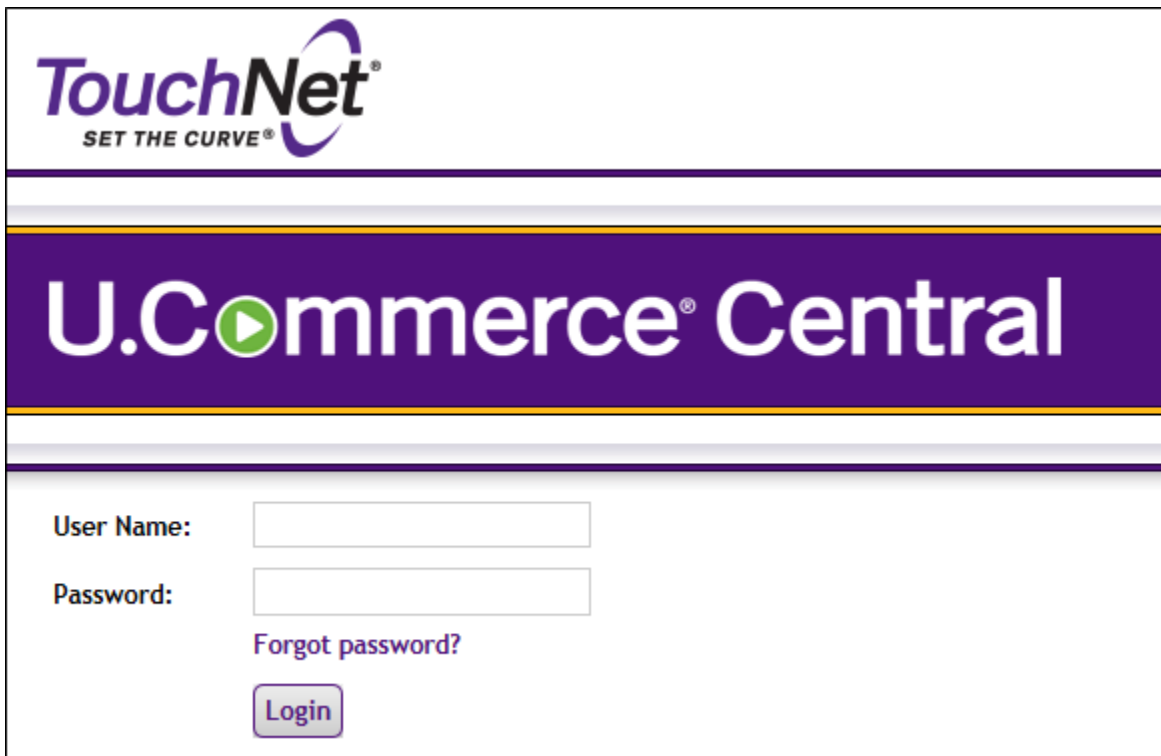
## Accessing TouchNet Cashiering Operations

You must first be set up with the appropriate user role to access TouchNet Cashiering Operations. Contact the Business Affairs Process Improvement Team at [BusinessAffairsPITCrew@oregonstate.edu](mailto:BusinessAffairsPITCrew@oregonstate.edu) for assistance.

Access the system at:

<https://secure.touchnet.net/central>

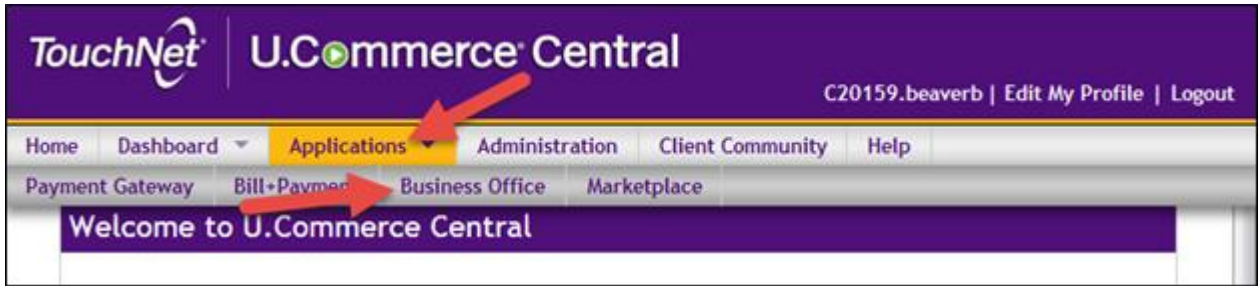
Enter your Username and Password to log in.



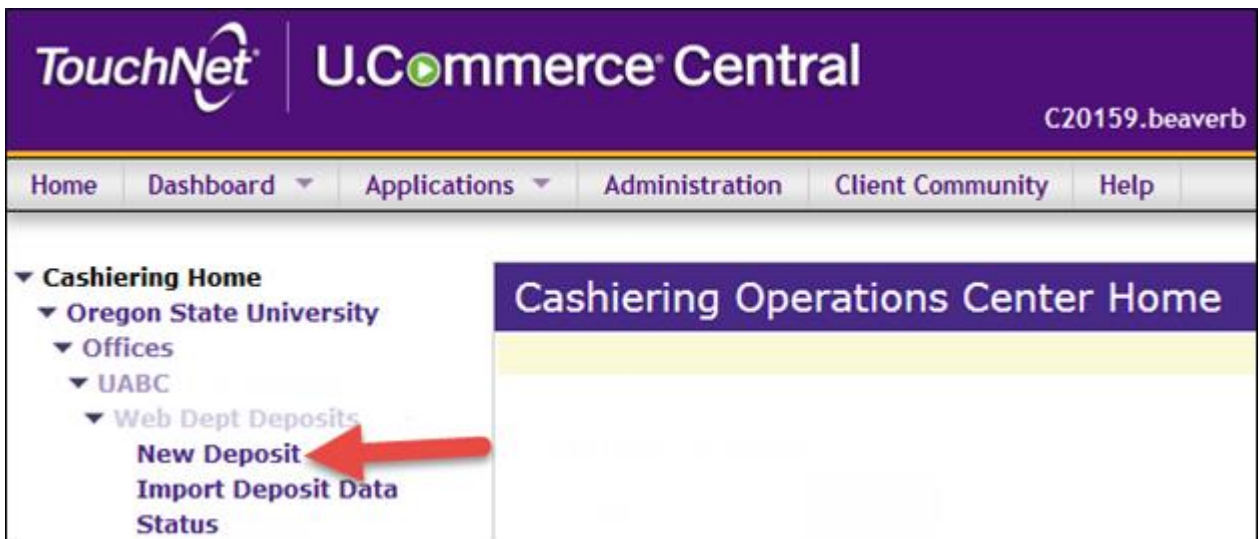
The screenshot shows the login interface for TouchNet U.Commerce Central. At the top, the TouchNet logo is displayed with the tagline "SET THE CURVE". Below this is a purple banner with the text "U.Commerce Central" in white. The main login area contains two input fields: "User Name:" and "Password:". Below the password field is a link for "Forgot password?". At the bottom of the login area is a "Login" button.

## Create a Web Departmental Deposit

1. Once logged in, select Applications then Business Office to access the Cashiering Operations Center Home:



2. From the Cashiering Operations Center Home, click on Cashiering Home>Oregon State University>Offices>Your Business Center\*>Web Dept Deposits>New Deposit:



\*Your actual business center will be listed: AABC, AMBC, ASBC, BEBC, FOBC, HSBC, or UABC.

- On the Create Web Departmental Deposit page, enter the credit amount and description and the debit type, amount, and description:

**Create Web Departmental Deposit**

**Enter Credit Information**

Amount	Description	Coas	Index
A \$ <input type="text"/>	B <input type="text"/>	→ C <input type="text"/>	<input type="text"/>

**Add Row**

**Enter Debit Information**

Tender Type	Amount	Description
C Select One	D \$ <input type="text"/>	E <input type="text"/>

**Add Row**

**Calculated Totals**

Credits:\$0.00

Debits:\$0.00

**Validate**

**Make Deposit**

Note: the page will default one row for credits and debits; you can add additional rows by clicking on the Add Row button for that section.

- Credit Amount: the amount of the deposit. Additional rows should be used for different indexes or accounting.
- Credit Description: the description will appear on the general ledger and is for department use.
- Debit Tender Type: select Cash, Bank Deposit, Crdt Card Settlement, or Paper Check from the drop down menu.
- Debit Amount: the amount of the deposit for that Tender Type.
- Debit Description: the description should include your department; this field is used by the Cashiers' office.

- Click Validate to ensure the credit amount matches the debit amount:

**Enter Credit Information**

Amount	Description

**Calculated Totals**

Credits:\$0.00

Debits:\$0.00

**Validate**

**Make Deposit**

Note: you will get the error message below – ignore the error and continue with the steps below to make your deposit:

**Create Web Departmental Deposit**

**There was an error validating the detail code(s) and/or the foapals string(s). Please review any highlighted areas for errors.**

**Enter Credit Information**

Amount	Description	Coas	Index

**Calculated Totals**

Credits:\$100.00

Debits:\$100.00

Ignore the error! Check to make sure the credit amount equals the debit amount.

- Enter the index for each credit line in the Enter Credit Information section:

**Enter Credit Information**

Amount	Description	Coas	Index
\$ 100 .00	Description	C	

Note: the index must be entered in all caps to validate correctly.

- Click Validate to populate the Fund, Orgn, and Program for the Index(es) entered:

**Create Web Departmental Deposit**

There was an error validating the detail code(s) and/or the foapals string(s). Please review any highlighted areas for errors.

**Enter Credit Information**

Amount	Description	Coas	Index	Fund
\$ 100 .00	Description	C	QBA037	

Credits: \$100.00  
Debits: \$100.00

**Validate**

Note: you will get another error message; ignore the message and continue with the steps below.

- Enter the Account (Acct) and, if needed, the Activity Code (Actv) and Location Code (Locn) for each credit line:

**Enter Credit Information**

Amount	Description	Coas	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Rucl
\$ 100 .00	Description	C	QBA037	001100	410200		61000			8CB1

- Once you have entered all the FOAPAL elements required, click Validate:

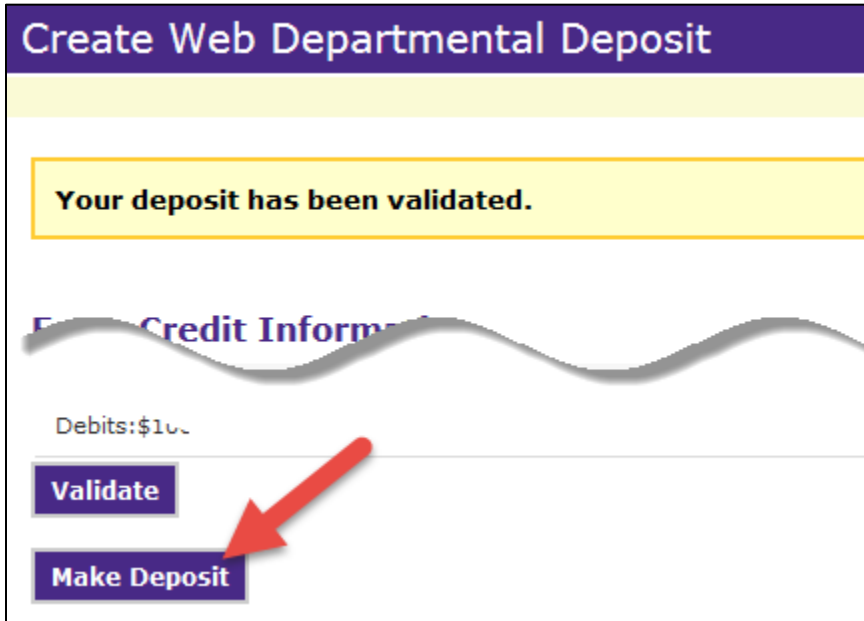
**Enter Credit Information**

Amount	Description	Coas	Index	Fund	Orgn	Acct	Prog
\$ 100 .00	Description	C	QBA037	001100	410200	06003	61000

Debits: \$100.00

**Validate**  
**Make Deposit**

9. Once the deposit has been validated, click Make Deposit to submit the deposit to the Cashier's office:



10. Click on Show Printable Detail to print the deposit screen:
  - a. If depositing only bank deposits and/or credit card batch settlements, email the deposit screen and a copy of the settlement to [Departmental.Deposits@oregonstate.edu](mailto:Departmental.Deposits@oregonstate.edu).
  - b. If depositing cash/checks, bring the deposit screen along with the deposit to the cashier's office.

Deposit 18 has been successfully submitted for approval.  
Please take your cash, checks, credit card slips, and this deposit slip to the cashing office to complete this deposit.  
To view a printable deposit ticket click below

Report for Deposit #18

User: Benny Beaver      Date: 04/17/2014  
Status: Pending              17:50:11

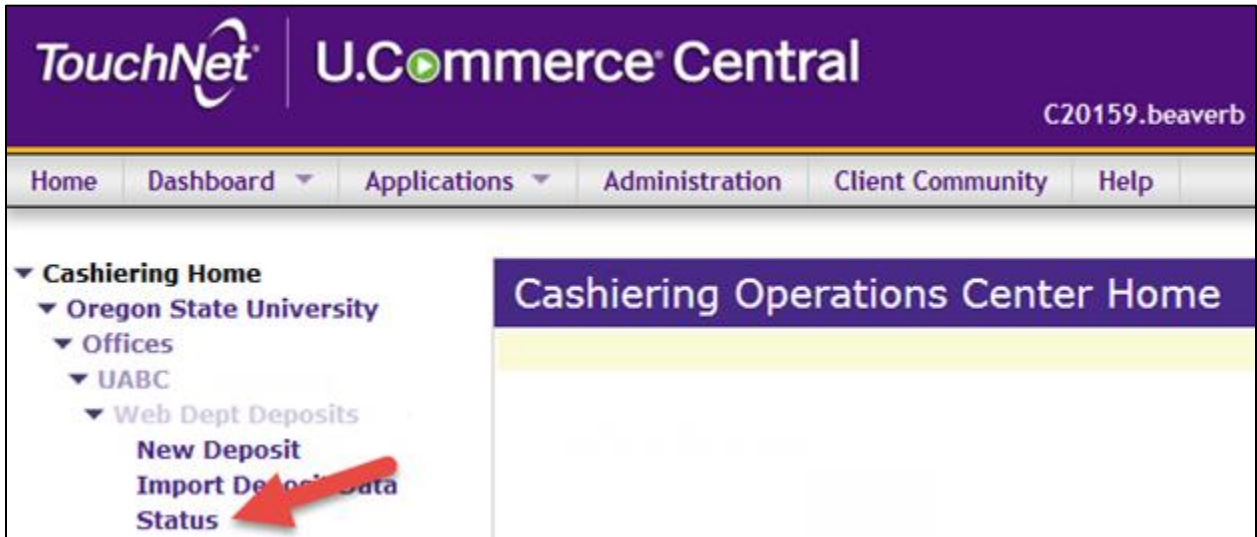
Detail Code/Tender	Description	G/L Fields									Credit Amt	Debit Amt
		Coas	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Rucl		
FRFC	Description	C	QBA037	001100	410200	06003	61000			8CB1	100.00	
99D	Description	C		A00000		A0001				8PA1		100.00

## View Deposit History

1. Log on to Touchnet then select Applications>Business Office:



2. From the Cashiering Operations Center Home, click on Cashiering Home>Oregon State University>Offices>Your Business Center\*>Web Dept Deposits>Status:



\*Your actual business center will be listed: AABC, AMBC, ASBC, BEBC, FOBC, HSBC, or UABC



3. On the Deposit Summary page, you will see all pending deposits as well as the deposits submitted by the Cashier's office:

## Deposits Summary

### Pending Deposits

Business Date: Default Change

Date	Deposit ID	Amount	Status
<a href="#">03/03/2014</a>	<a href="#">7795</a>	<a href="#">384.93</a>	<a href="#">Pending</a>
<a href="#">02/10/2014</a>	<a href="#">7529</a>	<a href="#">736.00</a>	<a href="#">Pending</a>

### Deposit History

Last 30 Days  
  Year To Date  
  All

Date	Deposit ID	Amount	Status
<a href="#">03/03/2014</a>	<a href="#">7789</a>	<a href="#">222.00</a>	<a href="#">Submitted</a>
<a href="#">03/03/2014</a>	<a href="#">7788</a>	<a href="#">1408.00</a>	<a href="#">Submitted</a>

a. Status descriptions:

- i. Pending: the deposit is still pending approval by the cashier's office.
- ii. Submitted: the cashier's office has reviewed and submitted the deposit.
- iii. Changed and Pending: the deposit was changed by an accounting user and is still pending approval by the cashier's office.
- iv. Changed and Submitted: the deposit was changed by an accounting user and has been reviewed and submitted by the cashier's office.
- v. Rejected: the deposit was rejected by an accounting user.

Please note: if there is an issue with the deposit or accounting, the cashier's office will contact you.

4. If you need to review the deposit, simply click on any link to see the deposit details. You will not be able to make changes to the deposit. If the status is still pending, the Accounting User for your department is able to make changes. Be sure to give them the Deposit ID for tracking.

## Questions/Assistance

If you need further assistance, please contact:

Janice Lee-Virnig, [Janice.Lee-Virnig@oregonstate.edu](mailto:Janice.Lee-Virnig@oregonstate.edu), 541-737-4109

Robin Whitlock, [Robin.Whitlock@oregonstate.edu](mailto:Robin.Whitlock@oregonstate.edu), 541-737-0622

## Create New Deposit Quick Reference

Note: you must complete the steps below in the order listed for proper accounting.

1. Login at <https://secure.touchnet.net/central>
2. Select Applications then Business Office.
3. On the left side, click Oregon State University>Offices>**Your Business Center**\*>Web Departmental Deposits> New Deposit.
4. Enter the credit line information for each row:
  - a. Enter the amount.
  - b. Enter the description – this will show up on the general ledger.
  - c. If additional rows are needed, click Add Row.
5. Enter the debit line information for each row:
  - a. Select the Tender Type from the drop down menu.
  - b. Enter the amount.
  - c. Enter the description – include your department name in the description.
  - d. If additional rows are needed, click Add Row.
6. Click Validate.
7. Ignore the error about accounting; ensure the Credit total equals the Debit total.
  - a. If the totals do not match, reenter the amounts and click Validate again.
8. For each credit line enter the index in the Index field – it must be entered in all caps.
9. Click Validate.
10. Enter the account code in the Acct field for each line; if needed enter an activity code in the Actv field and a location code in the Locn field.
11. Click Validate.
12. If the deposit is validated, click Make Deposit.
13. Click on Show Printable Detail to print the deposit screen.
  - a. If you only have bank deposits and/or credit card batch settlements, email the deposit screen and the documentation to [Departmental.Deposits@oregonstate.edu](mailto:Departmental.Deposits@oregonstate.edu).
  - b. If depositing cash/checks, bring the deposit screen along with the deposit to the cashier's office.

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