This spreadsheet has some unique requirements to function properly. See Using Web ADI's for issues and addressing problems and also read Tips at the end of this guide.

DEPOSITING CASH RECEIPTS

Cash that departments receive should be regularly deposited in the Cashiering office. <u>Daily</u> deposits are *required* for receipts of $250 or more and <u>weekly</u> deposits are *required* for amounts less than $250. All credit card transactions are **required** to be deposited <u>daily</u>, regardless of amount.

Success in Depositing Cash Receipts depends on using *valid Oracle account code combinations* to complete this Excel spreadsheet. Web ADI provides users the tools to validate accounts before submitting spreadsheets (directions found in the Body section #6 and #7).

COMPLETING THE FORM

1) Retrieve the Excel form **Cash Receipts for Deposit** from UNI's Forms Repository**.**
2) Macros **must** be enabled for new features to work.
3) The **Header must be completed before** completing the **Body** of the spreadsheet.
4) Do NOT change Category, Source, Currency pre-populated fields
5) Enter the following information:

HEADER:

- **Accounting Date field** - enter today's date (i.e. 07/01/2006).
- **Journal Name** – enter your ORG, your initials and mmddyy (example – 40011pbw051006). If you are doing more than one deposit on the same day, you may add a letter (example - 40011pbw051006A).
- **Journal Description** – enter a description for the deposit.

BODY: directions for completion
1) **Enter** your account code combination. *To search for valid accounts see directions on page 2.*
2) **Validate** your account code combination by double clicking any segment of the account code combination.
3) You will be prompted to **login** to MEMFIS with your MEMFIS Username and MEMFIS Password.
4) **Choose** your "UNI Employee Self-Service" responsibility (or "UNI Student Employee Self-Service" responsibility).
5) Click the **Select** button.
6) In the next screen click the **Select** button as seen in the next screen shot to determine if the account is a valid combination.

a) A message will appear as seen in the screen shot below and validate the combination. This review facilitates uploading the spreadsheet *without errors and avoids spreadsheets being returned to preparers for corrections.*

7) Click Select to return to the spreadsheet.
8) **Debit/Credit** – enter the corresponding debit or credit amount for the account number listed.
9) **Description** – enter a meaningful description that will identify the expense or credit clearly. Always include the date the funds were received in you description. If you are moving an expense item that has already been posted to the account, you must credit the exact same account code combination and reference the original vendor and invoice number.
10) **Line DFF** – double click in the field and click the LOV button to select one of the following from the drop down menu (default is None).: selections that can be entered are:
    o Employee travel expense
    o None
    o Physical Plant expanse
    o Student with Financial Aid
    o UNI Foundation/Alumni expense (Fund = 9404 or 9405

See Values and Descriptions as displayed below. If a value is selected the Description will be entered also.

For questions, please contact the Cashier's Office at 3-2628 or email Cashiers-Office@uni.edu
Or contact the Help Desk at 3-5555, option #2 or email memfis-help@uni.edu.
For questions about this document, please contact Pat Whitt, MEMFIS Trainer, at 3-6881
Created 4/8/08 by pbw Revised 7/6/10 pbw
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Depositing Cash Receipts Using Web ADI

Based on what you entered in Type of expense, enter one of the following:

Enter Journals: Lines

| Type of expense | Employee travel expe | LOV |
| Employee Number | | LOV |

Note:
Employee Number LOV button does not work for employee number search. However when an employee number is entered and the select button is clicked, the employee's name appears.

- If you select Employee travel expense, **enter the employee number** (look-up in MEMFIS report Employee Listing by Organization) of the employee that the travel relates too. Note you can only enter one employee number per line; so if you have multiple employees, list each one on a separate line and split the expense appropriately.
- If None, **select None**.
- If you entered Physical Plant expense, **enter the job cost number.**
- If you select Student with Financial Aid, **enter the student number** of the student who should receive the aid.
- If you select UNI Foundation/Alumni expense – **enter the 6 digit** Foundation or Alumni account number
- **Messages** – leave blank.

ADDING LINES FOR ENTRY

If the spreadsheet does not have sufficient lines to enter all of your transactions, additional lines may be added. To do this you must unprotect the workbook.
- If using Office 2003, go to Tools > Protection > Unprotect Sheet
- If using Office 2007, go to Review > Unprotect Sheet

REVIEW AND COMPLETION

1) **Verify the Total** – verify that the credit amount equals the amount that is being deposited. The Cashiering Office will enter the debit side.
2) **Preparer's Information** – enter the following in the appropriate fields:
   a) Prepared by
   b) Campus Zip code
   c) Date form completed
   d) Email address of person sending deposit
   e) Date email sent
   f) Phone number of depositor

3) **Save** – save the file to your local drive as an Excel spreadsheet. The filename should be the journal name (example 40011pbw051006).

4) **Email** – email the file to: dept-deposits@uni.edu. The email subject line should include the file name **AND** the deposit amount (example – 40011pbw051006.xls $703.40).

5) **Print** – print your completed Cash Receipt for Deposit. If you would like a "receipt", print 2 copies.

6) Retrieve the Excel form **Cash Count Report** from UNI's Forms Repository. Fill out this form if you have cash, or any combination of currency, checks, credit cards, etc.

7) **Print** – print your completed Cash Count Report. If you would like a copy for your records, print 2 copies.

8) **Deliver** – deliver to Cashier's Office:
   - printed copy of the Cash Receipt for Deposit
   - printed copy of the Cash Count Report
   - the cash (currency, checks, credit cards, etc.)

9) **Questions**: see Cashiering web page for Cash Handling instructions:
   http://www.vpaf.uni.edu/obo/cashiering/index.shtml

HOW TO SEARCH VALID ACCOUNT CODE COMBINATIONS

1) Double click any segment of the account number.
2) **Enter** one or more segments of the account number.
3) If you have not already logged into MEMFIS, you will be prompted to **login** to MEMFIS with your MEMFIS Username and MEMFIS Password.
4) **Choose** your "UNI Employee Self-Service" responsibility (or "UNI Student Employee Self-Service" responsibility).
5) Click the Combinations button as seen in the screen shot below and all of the possible combinations will display.

UNIA Accounting Flexfield

Fund	0011	LOV	Gnl Educ Fund
Appropriation Year	08	LOV	APY 2008
Organization	40011	LOV	VP Administration & Finance
Object		LOV	
Program		LOV	
Function		LOV	
Activity		LOV	
Line Number		LOV	

(Combinations) (Select) (Cancel)

TIPS:
- **Macros must be enabled** for new features to work properly. If you have problems with enabling macros, check with your Information Technology Support team.
- Spreadsheets can be completed using a MAC computer running Office 2008, but **account code combinations can not be validated when using a MAC**.
- **When checking account code combinations**, click Cancel to move from one account to another and you will not be logged out of "Employee Self Service" and have to login again.

For questions, please contact the Cashier's Office at 3-2628 or email Cashiers-Office@uni.edu
Or contact the Help Desk at 3-5555, option #2 or email memfis-help@uni.edu.
For questions about this document, please contact Pat Whitt, MEMFIS Trainer, at 3-6881
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