

Submitting, Updating and Viewing Departmental Deposits

Campus Solutions 9.2 - June 2022

Staff, Faculty, Students or other submitters in Campus Connection should have an eForms tile in Campus Connection. The tile provides access to the forms for submitting, updating, withdrawing, or viewing a departmental deposit form. The link to access Campus Connection is: [Campus Connection](#) .


Staff, Faculty, and Students should already have access to Campus Connection, using their IDM (firstname.lastname and password). Once logged in, there should be an eForms tile. If you do not have the eForms tile, send an email with your name and EMPLID to: UND.reginfo@UND.edu. Please indicate that you do not have the eForms tile.

There are four different types of deposit forms:

1. Departmental Deposit form – submitted by any UND department.
2. Student Organization Deposit form – submitted by students and student organization advisors.
3. Grants Deposit form – submitted by UND Grants Accounting Office.
4. CTS Departmental Deposit form – submitted by NDUS CTS staff – for Business Unit SITS1.

The procedures below pertain to the first option: **Departmental Deposit form**. Procedures for the other options are available on the UND Treasury website. Departmental Deposit procedures are also available by selecting the “**here**” link below, within Campus Connection. This is located at the top of the deposit form once you begin the submittal process.

< Campus Solutions Administrator UND_NDUS_eForms

 **Departmental Deposit : Departmental Deposit**

Please refer to Departmental Deposit procedures located [here](#)

This deposit is subject to verification. Any errors, involving the completion of this form or the amount of the deposit, will be charged back to your department.

Issuance of a receipt does not prevent a later charge-back

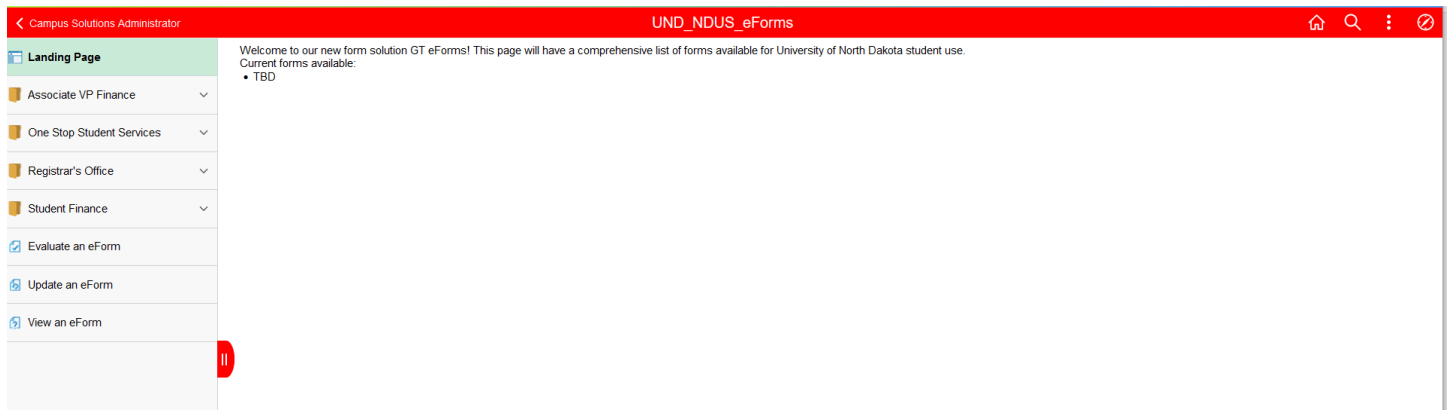
Submitting an eForm Departmental Deposit Form

Log into Campus Connection

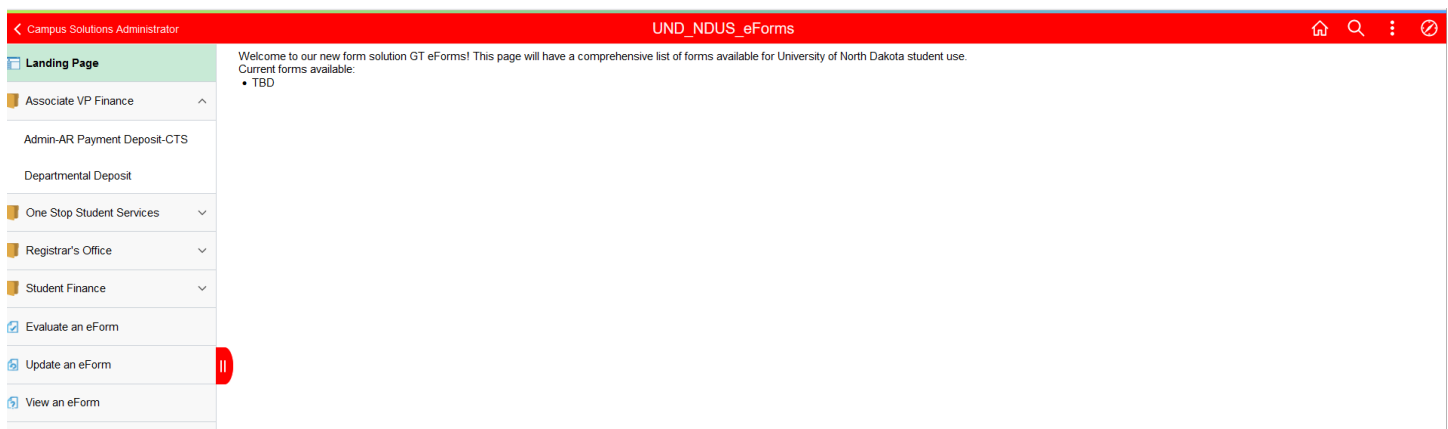
Select the eForms tile.



Select **Associate VP Finance** to review the drop down options.



Select **Departmental Deposit** from the drop down list.



Complete each section of the Departmental Deposit form.

NOTE: When entering information into each field requested, please enter the information into one field, wait for the spinning blue dots to stop, then enter the information into the next field. This pause/slowness is due to a "background process" within the software. There will be an upgrade to the system this summer that should reduce the delays of entering each field of information.

Requestor Information:

Description: Write a useful description, instead of writing just "Deposit". **Only the first thirty (30) characters of the description will show on queries and on the "Receipts Information" listing**, accessible on the UND Treasury website. Please try to limit your description to 30 characters.

Reasons for the Deposit and Examples of Description's include:

Departmental Daily Business Deposit: For departments that collect revenue on a daily basis, the daily business date should be included in the description. This will help departments (such as Center for Family Medicine, Parking, Golf Course, Student Health, etc) that have daily deposits associated with their business to know which day of business the deposit was for. **Description Example: Daily Deposit 5/05/2022.**

Refunds: If the deposit is for a refund from a vendor, indicate that it is a refund, who the refund is from, and the original voucher number that is being refunded. **Description Example: Refund Amazon V0314056.**

Sale of Goods or Services: Indicate what the payment is for. **Description Example: Book Sales**

Foundation Payments: this would include dollars received from a UND-affiliated foundation, such as the UND Alumni Foundation (ALUMNI) or the Center for Innovation Foundation (CTR INNOV). The first word of the description should include the abbreviation for the Foundation, as indicated above.

Description Example: *ALUMNI – Medical Supply Reimb.*

Campus Solutions Administrator | UND_NDUS_eForms | Form ID 131359

Departmental Deposit : Departmental Deposit

Please refer to Departmental Deposit procedures located [here](#)

This deposit is subject to verification. Any errors, involving the completion of this form or the amount of the deposit, will be charged back to your department.

Issuance of a receipt does not prevent a later charge-back

Requestor Information

Deposit Prepared By Heher,Lisa Marie
Email LoadTest@NDUS.edu

*Description

*Select your Deposit type

Action Items

Acknowledgement		1 row
1	<input type="radio"/> No I hereby certify that this information is to the best of my knowledge and belief, true and correct and accurately reflects my status at the present time.	

Comments

Submit

Select your Deposit type: Select **Departmental Deposit**. Once selected, additional fields to complete are displayed. Select the **Department Number** and **Departmental Name** fields from the drop down listing for each field. Enter **Phone**, using format NNN-NNN-NNNN.

Campus Solutions Administrator | UND_NDUS_eForms | Form ID 131359

Departmental Deposit : Departmental Deposit

Please refer to Departmental Deposit procedures located [here](#)

This deposit is subject to verification. Any errors, involving the completion of this form or the amount of the deposit, will be charged back to your department.

Issuance of a receipt does not prevent a later charge-back

Requestor Information

Deposit Prepared By Heher,Lisa Marie
Email LoadTest@NDUS.edu

*Description ENTER A USEFUL DESCRIPTION FOR YOUR DEPOSIT. IF IT IS FOR DOLLARS RECEIVED FROM A UND-AFFILIATED FOUNDATION, START THE DESCRIPTION WITH THE FOUNDATION NAME (EXAMPLE: IF FROM UND ALUMNI FOUNDATION, THE FIRST WORD OF THE DESCRIPTION SHOULD START WITH ALUMNI)

*Select your Deposit type Departmental Deposit

*Department Number 3100

*Department Name Associate VP for Financ

*Phone 701-777-4575

Chartfield Information:

Enter **Amount** and Funding Sources (**Account, Department, Project** (if needed), **Fund**, and **Program** (if needed) for each line. Select each funding source field from the drop down listings. After entering one field, there will be a pause indicated by the spinning blue circles. Please wait to enter the next field until the spinning blue circles have stopped.

To add an additional line, select "+" under **Insert a Row**. To delete a row, select "-" under **Delete a Row**. Enter the entire line of information prior to adding an additional row.

Enter the **Amount** using two decimal places (example xxx.xx). Do not input the "\$" preceding the amount.

Chartfield Information

	*Amount	*Account	*Department	Project	*Fund	Program	Insert A Row	Delete A Row
1	259.10	470295	3100		22097		+	-
2	500.00	462030	2040		22080		+	-
3	100.00	470295	2030		22290		+	-

Cash Short

*Will this deposit have a Cash Short? No

Cash Short:

Select the appropriate response (No/Yes) for the question: **Will this deposit have a Cash Short?**

If "No" is selected, no additional fields, associated with Cash Short, will display.

If "Yes" is selected, additional fields will be displayed, as shown below.

Cash Short

*Will this deposit have a Cash Short? Yes

*Cash Short Amount 7.00

*Revenue Account 462110

*Department 3100

Project

*Fund 22097

Program

Enter the **Cash Short Amount**.

Enter the **Revenue Account, Department, Project** (if needed), **Fund**, and **Program** (if needed).

The funding source (Revenue Account, Department, Project, Fund, Program) to include in the Cash Short section is the funding source that would have been used for the amount of cash short, had there not been a cash short.

Based on the information provided, the UND Treasury department will initiate a journal entry to record any cash short amounts to the general ledger.

Cash Information:

When cash or coin is being deposited, this section must be completed.

Select **Cash Type**: Complete a line for each type of currency being deposited. Select each type of currency from the drop down listing, which includes coin and each type of currency (**\$100, \$50, \$20, \$10, \$5, \$2, coin**).

Enter the **Cash Amount** for each type of currency being deposited, using two decimal places (example xxx.xx). Do not input the "\$" preceding the amount.

To add an additional line, select "+" under **Insert a Row**.

Enter the entire line of information prior to adding an additional row.

If a row needs to be deleted after it has been entered, only remove the amount from the **Cash Amount** field, instead of deleting the row. At this time, do not delete a row in this section.

Other Tender Information:

Complete each of the fields, as needed. Enter the total amount for **Checks, Credit Cards, Off Site Coin, and Wire/ACH** that are included in the deposit. NOTE: Only previously authorized departments are able to deposit Off Site Coin, Wire/ACH. Enter the amounts using two decimal places (example xxx.xx). Do not input the "\$" preceding the amount.

Cash Information

Select the CASH TYPE for each type of currency/bills being deposited. Then enter the total amount for the type of each currency selected. For example, if you are depositing five \$100 bills, select CASH TYPE as \$100. Then, enter 500.00 in the CASH AMOUNT field.

	Select Cash Type	Enter Cash Amount	Insert A Row	Delete A Row
1	\$100	100.00	+	-
2	Coin	0.10	+	-

Other Tender Information

Checks

Credit Cards

Off Site Coin

Wire/ACH

Gift Deposit Information:

If depositing to a gift account code, 478005 or 478010, the Gift Deposit Information section must be completed. For the field, **Purpose of Gift**, select an option from the drop down listing. If the specific purpose is not listed, select "Other". If "Other" is selected, an additional field, **Provide Other Purpose** is displayed. Enter the purpose/restriction associated with the gift. If there is no restriction associated with the gift, enter "No Restriction". Enter **Donor Name** (individual or agency name) and **Donor Address**. Any documentation received with the donation, will be required to be submitted as an attachment to the deposit form (see **File Attachment** section).

Gift Deposit Information

If depositing to gift account 478005 or 478010, please complete the following information. Documentation related to the gift, such as letter received, will be required in the File Attachments section below.

Purpose of Gift

*Provide Other Gift Option

*Donor Name

*Address Line 1

*City

*State

*Zip Code

Departmental Deposit Totals:

In this section, each subtotal will be automatically calculated, based on the information input within the **Chartfield Information** section, **Cash Information** section and **Other Tender Information** section. Verify that the amounts are correct, based on the Coin, Currency, Checks, Credit Card, Off Site Coin, and Wire/ACH amounts that will be submitted for deposit. **The Chartfield Subtotal must equal the Deposit Total.**

Departmental Deposit Totals

Cash Subtotal	\$100.10
Checks Subtotal	\$259.00
Credit Card Subtotal	\$500.00
Off Site Coin Subtotal	
Wire/ACH Subtotal	
Chartfield Subtotal	\$859.10
Deposit Total	\$ 859.10

File Attachments:

This section is used for attaching all required supporting documentation and other optional documentation.

Attachments Required: The following attachments will be **required** to be provided:



Listing of Checks Deposited: When more than one check is being deposited, a listing of the checks should be attached (preferably in an excel format). The listing should include check number, payer/remitter, and amount. The listing should include the total amount for the batch of checks. This total should equal the check total on the deposit form.

Credit Card Settlement: All deposits that include credit card transactions require the credit card settlement report to be attached. Ensure that it is a legible, clear copy.

Gift Documentation: All deposits that include a donation requires the documentation received with the donation to be attached. Documentation could include a letter from the donor, the check stub, or any other information indicating any restrictions set forth by the donor. If no documentation was received, attach a document indicating that no documentation was received. **DO NOT ATTACH A COPY OF THE CHECK.**

Any documentation that is required to be attached, will be identified by a red, circled exclamation point, as shown below. To attach a document, select Upload. Browse for the document, then select Upload. Once it has finished uploading, select "Done".




File Attachments

Attachment Required	Action	Description	File Name	Delete
1 	<input type="button" value="Upload"/>	Credit Card Settlement		<input type="button" value="Delete"/>
2 	<input type="button" value="Upload"/>	Gift Documentation		<input type="button" value="Delete"/>

To add an additional attachment line for adding the **Listing of Checks Deposited** document or to add additional optional documents, select the "Add" button. Select the document and Upload the document. Select "Supporting Documentation" in the **Description** field.

After documentation has been successfully attached, a green-circled check mark will appear, as shown below.

File Attachments

Attachment Uploaded	Action	Description	File Name	Delete
1 	<input type="button" value="View"/>	Credit Card Settlement	CREDIT_CARD_SETTLEMENT_REPORT.docx	<input type="button" value="Replace"/>
2 	<input type="button" value="View"/>	Gift Documentation	GIFT_DOCUMENTATION.docx	<input type="button" value="Replace"/>
3 	<input type="button" value="View"/>	Supporting Documentati	OTHER_SUPPORTING_DOCUMENTATION.docx	<input type="button" value="Delete"/>

Documents are able to be viewed by selecting the "View" button.

Action Items:

Once the form is completed, read the certification statement. To certify, change the "No" to "Yes".

Note: If you select "Yes" and then go back to make any revisions or additions to the form, the "Yes" will change to "No" and you will need to certify the form again, by changing it to "Yes".

Action Items

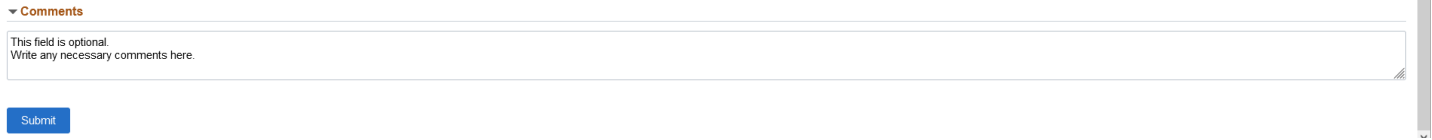
Acknowledgement
1 <input checked="" type="radio"/> Yes <input type="radio"/> No I hereby certify that this information is to the best of my knowledge and belief, true and correct and accurately reflects my status at the present time.

Comments:

Departments may include comments on the deposit form. Comments are optional.

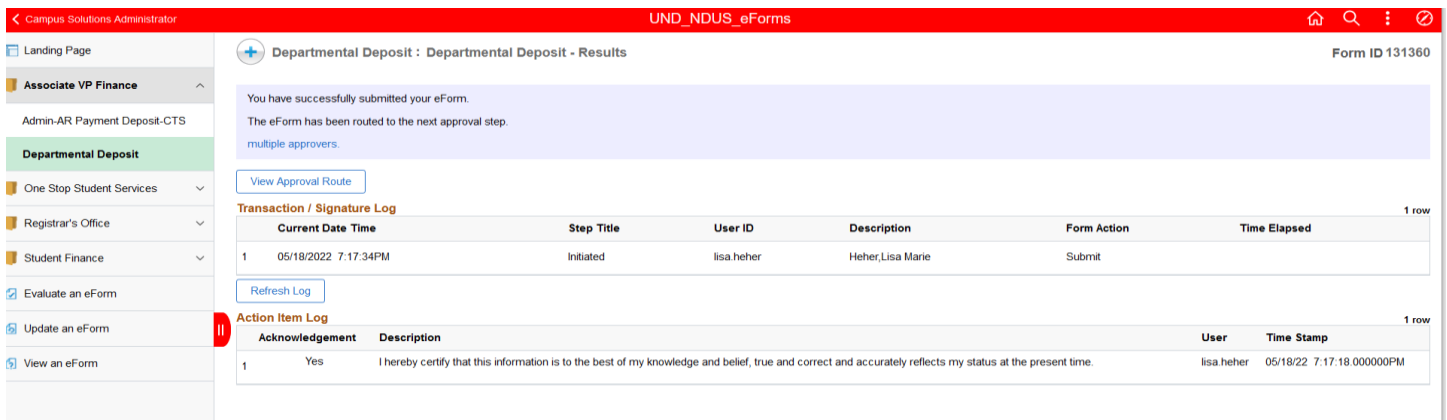
To add a comment, select the triangle to the left of the **Comments** heading. This will display a comments box. Enter the comment. If the comment was added after the **Action Items - Acknowledgement** section was completed, the **Acknowledgement** will need to be marked "Yes" again.

After form is complete, select **Submit**.



Once submitted, the following screen will appear. The **Form ID** number is located in the upper right corner. The **Form ID** will also be included on the submission confirmation that is emailed once the form has been submitted.

To view the approval route, select the **View Approval Route**.



Current Date Time	Step Title	User ID	Description	Form Action	Time Elapsed
1 05/18/2022 7:17:34PM	Initiated	lisa.heher	Heher,Lisa Marie	Submit	

Acknowledgement	Description	User	Time Stamp
1 Yes	I hereby certify that this information is to the best of my knowledge and belief, true and correct and accurately reflects my status at the present time.	lisa.heher	05/18/22 7:17:18.000000PM

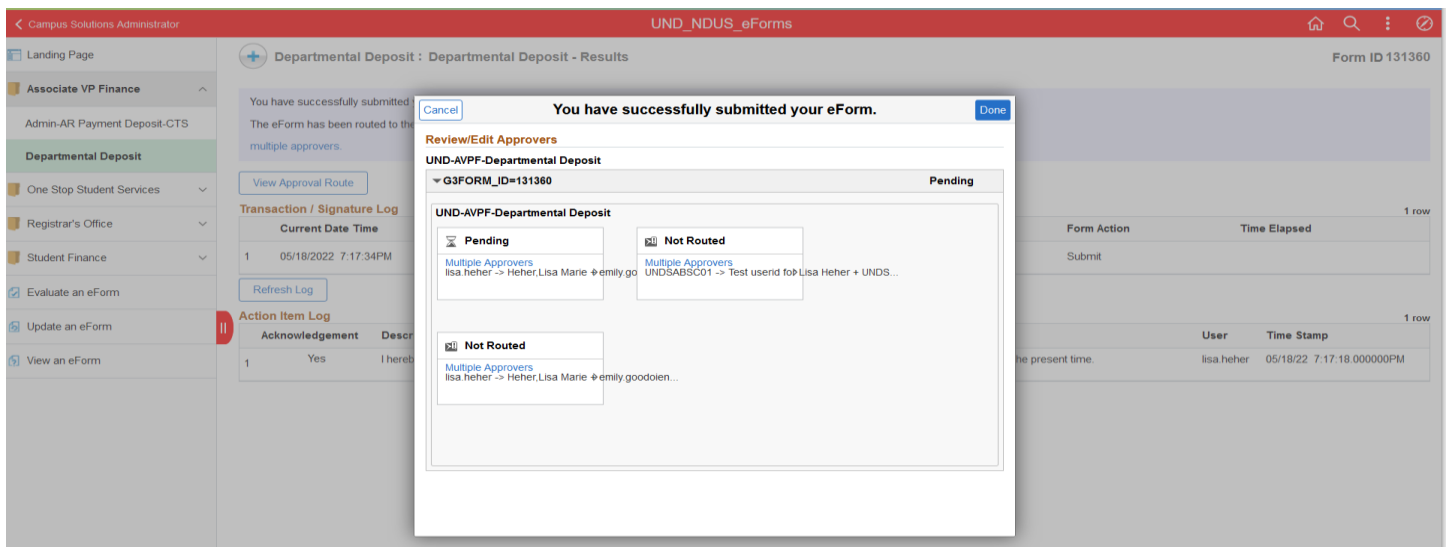
Review/Edit Approvers:

Under the **UND-AVPF-Departmental Deposit** section:

First Box (as indicated by Pending below): This indicates whether UND Treasury has audited the deposit form.

Second Box (as indicated by Not Routed below next to Pending): This indicates whether UND has processed the deposit form.

Third Box (as indicated by the second Not Routed below): This indicates whether UND Treasury needs to record a cash short for the deposit form.



Review/Edit Approvers

UND-AVPF-Departmental Deposit

G3FORM_ID=131360 Pending

UND-AVPF-Departmental Deposit

- Pending**
Multiple Approvers: lisa.heher -> Heher,Lisa Marie + emily.go...

- Not Routed**
Multiple Approvers: UNDSABSC01 -> Test usend fo Lisa Heher + UNDS...

- Not Routed**
Multiple Approvers: lisa.heher -> Heher,Lisa Marie + emily.goodoen...

The submission confirmation will be emailed to the submitter and will include the **Form ID** in the Subject line, as indicated below. The email has a “generic” message and will refer any questions to “your ND University System campus.” If you have questions, please contact UND Treasury at und.treasury@UND.edu or by phone to Emily Goodoien at 777-2967.

From: helpdesk@ndus.edu
To: [Heher, Lisa](#)
Subject: SUBMITTED: AVPF-Departmental Deposit - Form ID: 131360
Date: Wednesday, May 18, 2022 7:17:44 PM

Hello,

Thank you for your submission. To view your request, please click [here](#). If you have any questions, please contact your ND University System campus.

Thank you

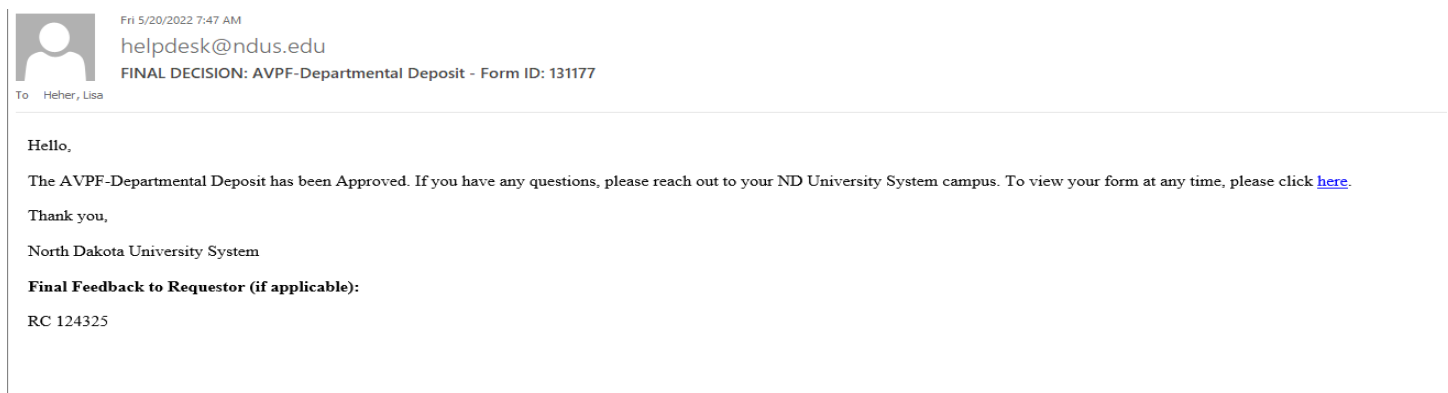
Dropping off cash and check associated with the deposit form:

When forwarding the cash/coin or checks to UND Treasury for deposit, do the following:

1. Attach the submission confirmation email to the cash/coin/checks.
 - a. Do not staple the items together; paperclips should be used.
2. Put the submission email and cash/coin/checks into a sealed envelope or a locked departmental bank bag.
 - a. To seal the envelope, do not staple it closed. Use the adhesive on regular envelopes or the ties on intercampus envelopes.
3. Deliver the sealed envelope or bank bag to the **Departmental Drop Box, located in Twamley Hall, Room 107**.
 - a. The drop box is clearly marked as a Departmental Drop Box.
 - b. Do not drop loose cash/checks into the drop box.
4. Cash/coin/checks should be submitted to the drop box within one day (preferably the same day) after submitting the departmental deposit form.
5. **For ease in dropping off the deposits, there is a new drop-off parking space located in the Twamley parking lot that can be used for short-term parking (5 minute limit). This space is marked with signage.**

The submitter will receive a notification when the form has been approved/executed, denied, or recycled back for additional updates/corrections.

Once a departmental deposit form has been processed, the submitter will receive a notification email. This email will include the receipt number that is associated with the deposit form, located after **Final Feedback to Requestor (if applicable)**, as shown below.



Receipts can also be reviewed on the Receipt Information listing, located on the UND Finance website, located at: <https://campus.und.edu/finance/treasury/departmental-receipts.html>

If you have any questions, please contact UND Treasury at und.treasury@UND.edu or by phone at 701-777-2967.

Updating an eForm Deposit form (Revising a submitted, but unprocessed deposit form)

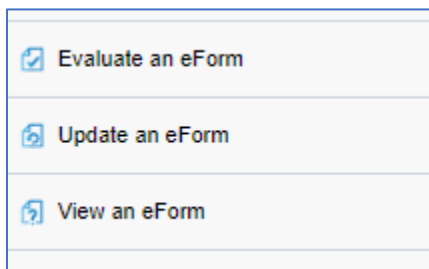
Submitters can also update their previously submitted forms, if the form has not been fully processed/executed.

Log into Campus Connection

Select on the eForms tile.



Select **Update an eForm** on the left-hand menu



Select the form that needs to be updated. Selecting **SEARCH** will list any open/unprocessed deposit forms that the user has submitted. The submitter can choose to withdraw the deposit form entirely or make revisions to the form and resubmit the deposit form to be processed.

After selecting the form and making the necessary revisions, the submitter must complete the Acknowledge step, and select Resubmit to forward the form for processing.

A screenshot of the 'Action Items' section of the eForm process. It shows an 'Acknowledgement' step with a 'Yes' radio button selected. Below it is a 'Comments' section with three buttons: 'Search', 'Withdraw', and 'Resubmit'.

Action Items

Acknowledgement

1 Yes I hereby certify that this information is to the best of my knowledge and belief, true and correct and accurately reflects my status at the present time.

Comments

Once an action is taken, the submitter will receive the results page and also an email acknowledging submission of the deposit form. The submitter can review the Approval Route from this page.

A screenshot of the 'Program Change : Program Change - Results' page. It shows a success message, a 'View Approval Route' button, and a 'Transaction / Signature Log' table with columns for Current Date Time, Step Title, User ID, and Description.

Program Change : Program Change - Results

You have successfully submitted your eForm.
The eForm has been routed to the next approval step. .

Transaction / Signature Log

	Current Date Time	Step Title	User ID	Description
1	04/26/2022 12:17:35PM	Initiated	crystal.hotchkiss	Hotchkiss,Crystal

Once the form is processed, the submitter will receive a notification indicating the form was approved, executed, denied, or recycled back for corrections.

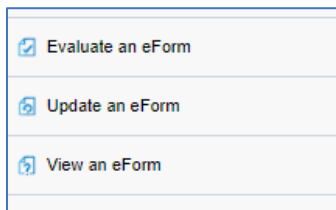
Viewing an eForm (Viewing a Processed Deposit Form)

Log into Campus Connection

Select the eForms tile.



Select **View an eForm** on the left-hand menu.



Selecting **Search** will list all forms that were previously submitted by the user **OR** if the user previously was an approver on the eForm form.

Users can also filter to a specific Form ID, Form Type or Form Status, if necessary.

Search by:

Form ID: Begins With []

Form Type: Begins With []

Form Status: Is Equal To []

Student Name: Begins With []

Student ID/EmpID: Begins With []

Search [] Clear []

Use these Search options to filter your search results, if necessary

Form ID	Form Type	Form Status	Student ID/EmpID	Student Name	Term	Original Operator	Original Date	Last Operator	Last Date
1 100149	NDUS_NAME	Pending	(blank)	(blank)	dhuth		2021-04-19	dhuth	2021-04-19
2 100150	NDUS_NAME	Pending	(blank)	(blank)	dhuth		2021-04-19	dhuth	2021-04-19
3 100248	NDUS_NAME	Pending	(blank)	(blank)	dhuth		2021-05-03	dhuth	2021-05-03
4 100250	NDUS_NAME	Pending	(blank)	(blank)	dhuth		2021-05-03	dhuth	2021-05-03

The deposit form will display as a **view only** of the form.

The completed deposit form will display. For additional information, select the "NEXT" button at the bottom of the screen (under the Comments section).

► Comments



Selecting **NEXT** at the bottom will open the history page where the workflow details and any other information is viewable.

The View Approval Route will display information pertaining to the routing and approvals, as mentioned earlier in this document.

To review the **Signature/Action Logs**, select the triangle to the left of **Signature/Action Logs**. The log will display with information pertaining to the deposit that you are inquiring on.

The screenshot shows the 'UND_NDUS_eForms' interface. On the left is a navigation menu with options like 'Landing Page', 'Associate VP Finance', 'One Stop Student Services', 'Registrar's Office', 'Student Finance', 'Evaluate an eForm', 'Update an eForm', and 'View an eForm'. The main content area is titled 'Departmental Deposit : Departmental Deposit - History' with 'Form ID 131141'. A 'View Approval Route' button is visible. Below it, the 'Signature/Action Logs' section is expanded, showing a table with 4 rows. Below the table is a 'Refresh Log' button. The 'Action Item Log' section shows 1 row with columns for Acknowledgement, Description, User, and Time Stamp. At the bottom are 'Search' and 'Previous' buttons.

Transaction / Signature Log							4 rows
Current Date Time	Step Title	User ID	Description	Form Action	Time Elapsed		
1 05/10/2022 2:28:02PM	Initiated	emily.goodoiem	Goodoiem,Emily May	Submit			
2 05/18/2022 2:46:06PM	lisa.heher -> Heher,Lisa Marie + emily.goodoiem...	lisa.heher	Heher,Lisa Marie	Approve	8 days 18 minutes		
3 05/18/2022 2:55:51PM	UNDSABSC01 -> Test userid for Lisa Heher + UNDS...	UNDSABSC02	Test userid for Lisa Heher	Authorize	9 minutes		
4 05/18/2022 2:57:24PM	System	System		Execute	1 minute		

Action Item Log				1 row
Acknowledgement	Description	User	Time Stamp	
1 Yes	I hereby certify that this information is to the best of my knowledge and belief, true and correct and accurately reflects my status at the present time.	emily.goodoiem	05/10/22 2:27:51.000000PM	