Deposit Form Training Module

JUNE 2017

Background

WHAT HAPPENED TO THE CARBON PAPER?

Background

The Report of Collections process can be confusing
- The ROC forms have been used for 24+ years with minimal updates
- When do you use an accounting string? A detail code? What information is needed and used?

Carbon paper is expensive and cumbersome.
- Pick up from our office
- Cannot erase mistakes

OnBase offers tremendous benefits.
- Eliminates paper waste
- Allows users to view and search their documents and only their documents
- Easier error correction and updates

Purpose

Offer clarity to the process formerly known as Report of Collections

Provide a brief overview of detail codes

Facilitate use of the electronic deposit form by detailing the steps to successfully complete the online form

Provide reference documentation

What You Need To Know

The deposit form is the method used to deposit revenue.

This form was originally referred to as the Report of Collections (ROC).

Departments must have a 4-character alphanumeric detail code available in order to successfully complete the ROC.
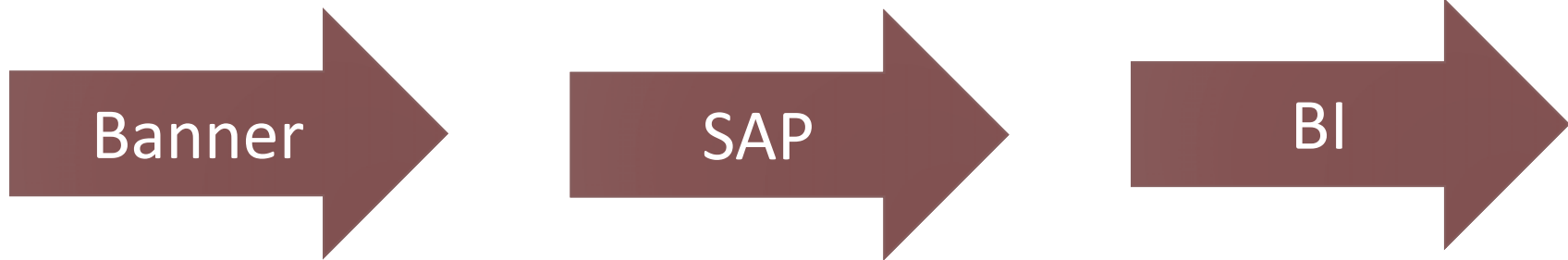
If you do not have a detail code, please contact the Office of Student Accounts (Ext: 5101) to look it up or create one for you.

System Overview

- Banner is our student software system
- SAP is our accounting system
- Business Intelligence (BI) is used to pull reports from the data in SAP

Banner → SAP → BI

- Banner activity feeds to SAP nightly
- SAP activity feeds to BI nightly

Detail Code
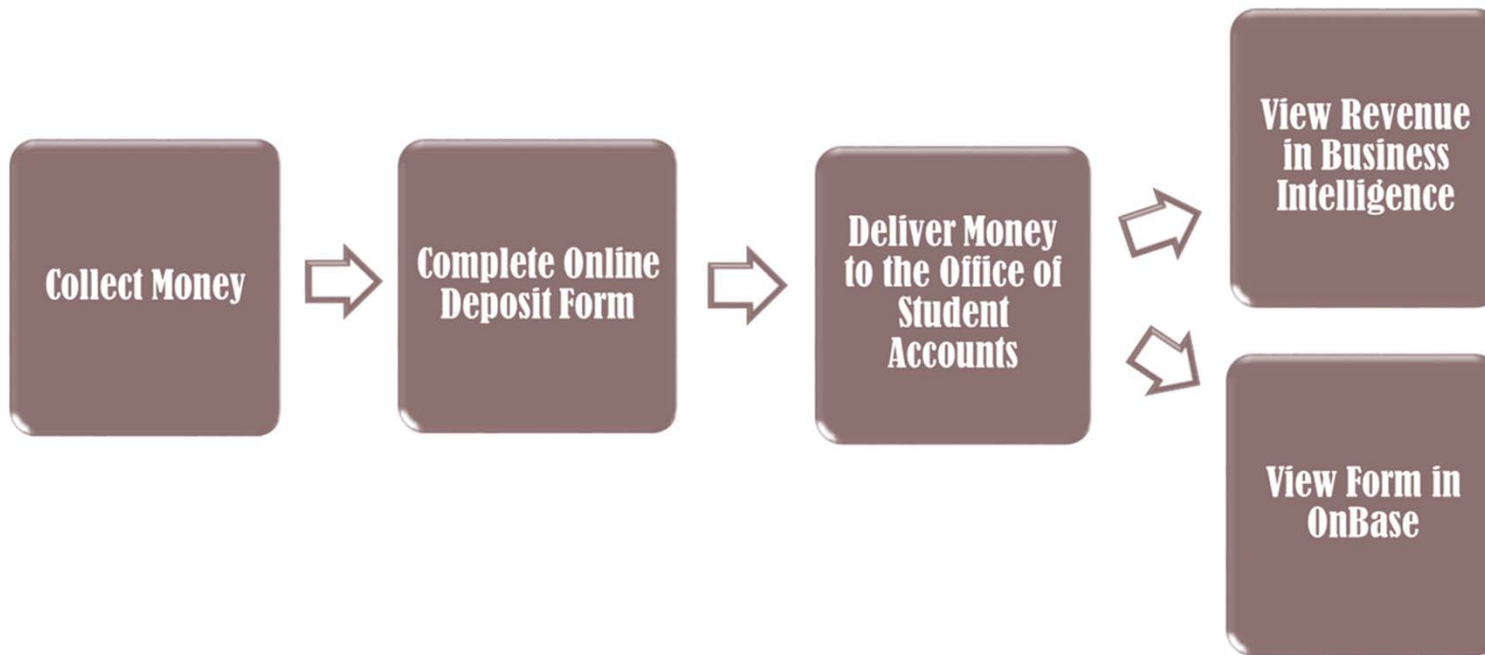
The detail code will always start with the letter "A".

Detail codes tell the system what fund center and account to which funds should be applied.
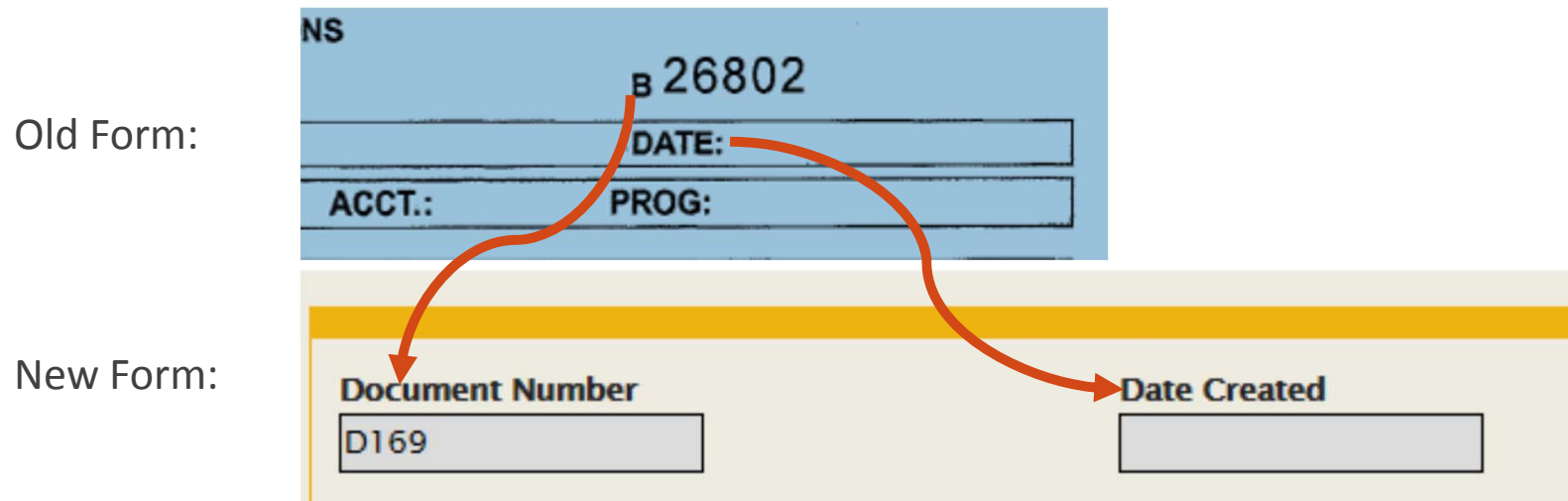
Deposit Process

Deposit Form

PAPER FORM TO ELECTRONIC FORM

Deposit Form

The "B" number becomes the "Document Number" and the "Date" becomes the "Date Created." Both fields are automated on the new form for your convenience.

Old Form:

New Form:

Deposit Form

The Banner Detail Code stays the same and the Description of Revenue has now become the Banner Detail Description and is automatically entered once a Banner Detail Code is entered.

Old Form:

New Form:

Deposit Form

Addresses are no longer included on the new form. You may wish to include this information if it may be necessary to issue a refund. "Name" becomes the "Payor" and the amount stays consistent. A description is not required.

Old Form:

New Form:

Deposit Form

"Prepared By" and "Ext." no longer need to be filled out because the individual who created the deposit is logged into OnBase and the information is recorded in that way. Instead of personally totaling checks/money orders, cash, credit cards, and the total, the online form calculates them for you.

Old Form:

PREPARED BY _____   EXT. _____

CALL THE BURSAR'S OFFICE FOR ASSISTANCE, EXT. 5101
SUBMIT FORM AND MONIES COLLECTED IMMEDIATELY TO THE BURSAR'S OFFICE
PLEASE MAKE CHECKS PAYABLE TO "MILLERSVILLE UNIVERSITY"

Millersville University
SEIZE THE OPPORTUNITY

CHECKS/MO
CASH
TOTAL

New Form:

Subtotals

Cash	Check/Money Order	Credit Card	American Express
$100.00	$520.23	$0.00	$0.00

Grand Total

$620.23

Completing a Deposit Form
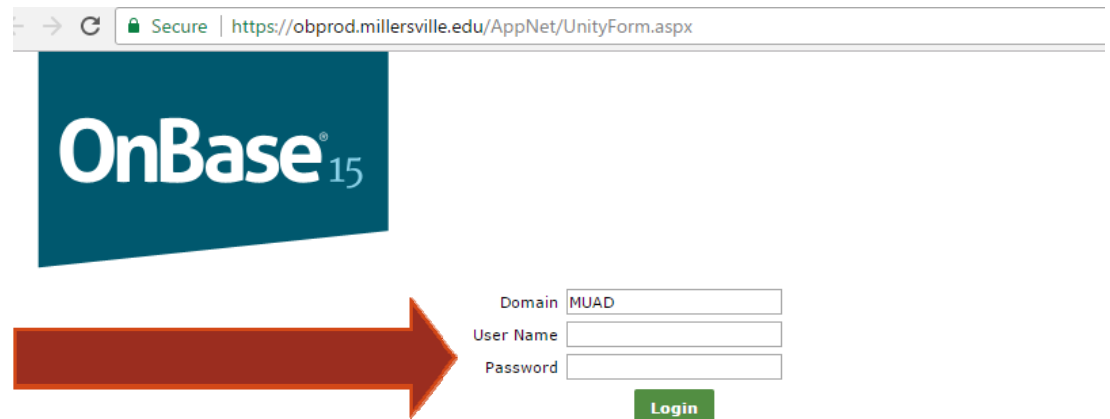
A STEP-BY-STEP GUIDE

Step 1: Logging into OnBase

Login into myVille and select "Deposit Form" under "OSA Cash Transactions."
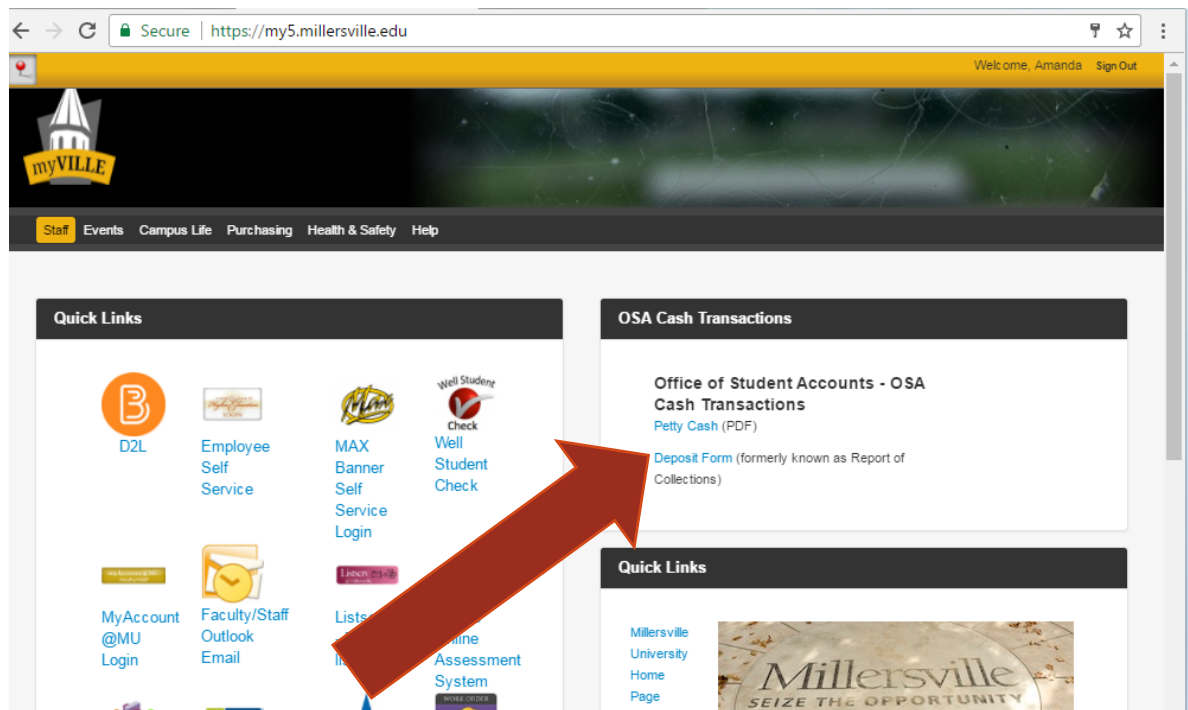
Step 1: Logging into OnBase

After selecting the Deposit Form, OnBase should appear. Login using your Millersville credentials in the User Name and Password fields.
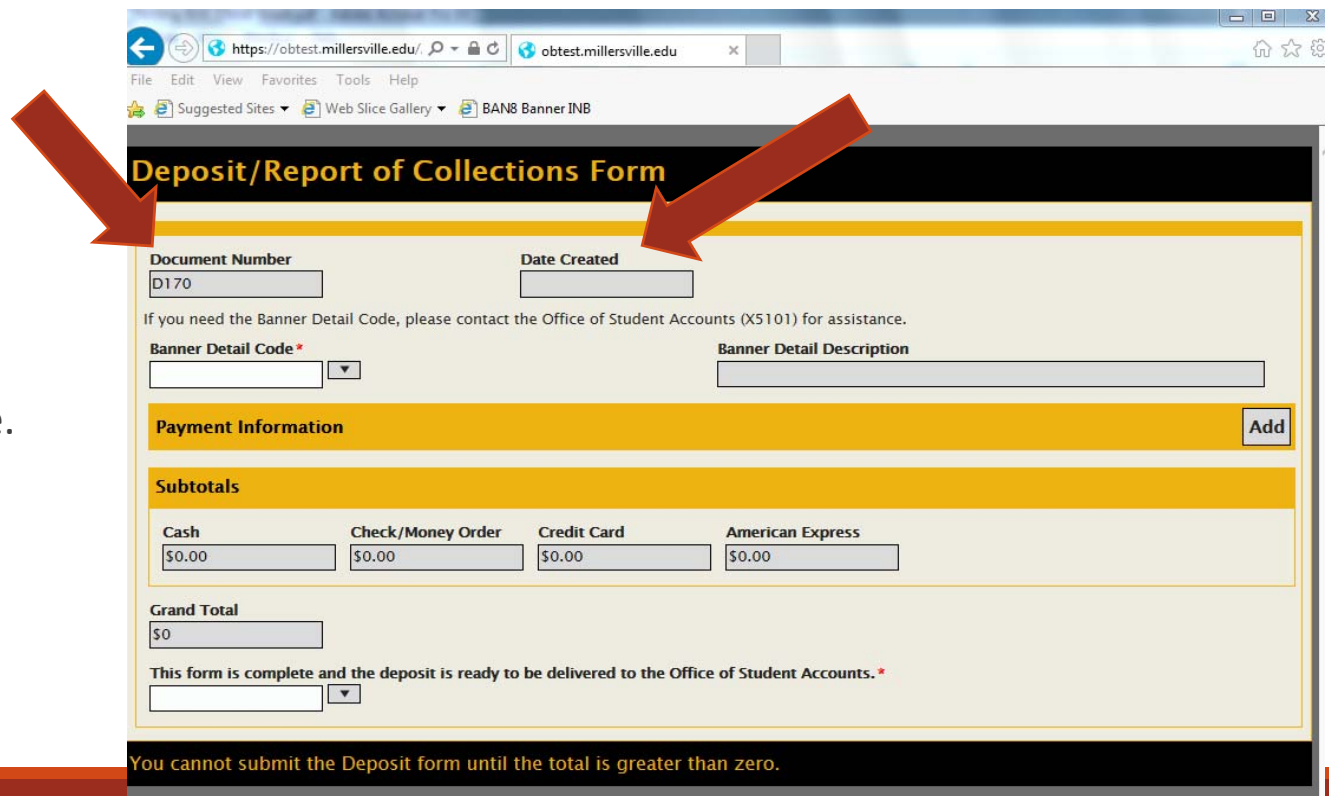
Step 1: Logging into OnBase

Once logged in, select "Forms" from the top bar and choose the Report of Collections from the left-hand menu.

The Deposit Form

Please do not fill in

the Document Number or the

Date Created, as these fields are

automated for your convenience.

Step 2: Enter Detail Code

Under Banner Detail Code, enter the detail code that begins with the letter "A". The Banner Detail Description will automatically appear with the selection of the Banner Detail Code. Please check to make sure the description is accurate to what you are depositing.

Step 3: Add Cash Payments

The next step is to add the various payment methods. Please start by adding all cash payments first.

Select "Add" across from "Payment Information" and select "Cash" as the Payment Type.

Step 3: Add Cash Payments

Please enter a description of the payment (optional), and the total amount of cash received as well.

Step 4: Add Check/Money Order Payments

Please add check/money order payments next. Select "Add" across from "Payment Information" and select "Check/Money Order" as your Payment Type.

Step 4: Add Check/Money Order Payments

After selecting "Check/Money Order", please enter the Check#, Payor, description of the payment (optional), and the amount of the check.

Step 4: Add Check/Money Order Payments

Continue selecting "Add" to enter additional checks and money orders.

PLEASE ENTER EACH CHECK SEPARATELY! The system will total the amount of all checks automatically.

Step 5: Add Credit Card Payments

Please add credit card payments next.

Visa, Mastercard, and Discover are

acceptable forms of tender.

Select "Add" across from

"Payment Information" and select

"Visa", "Mastercard", or "Discover" as

your Payment Type. Please also fill in a

description of the payment (optional),

and the total amount charged.

Step 6: Add American Express Payments

The last payment you should input is American Express.

Select "Add" across from "Payment Information" and select "American Express" as your Payment Type. Please also fill in a description of the payment (optional), and the total amount charged.

Step 7: Save or Submit Form

If the form is filled out in its entirety and accurate, select "Yes" from the drop-down menu and then select "Submit to the Office of Student Accounts." Once this is completed, you have the required number of business days, according to MU's Cash Collection, Receipt, and Deposit Policy Guidelines, to deliver the money to Student Accounts.

Step 7: Save or Submit Form

If the form is not completed or finalized, select "No" from the drop-down menu and select "Save." Once this is done, you will receive an email with a link that allows you to finish your incomplete form as well as daily reminders. You are allowed 7 days after saving the form to submit it. Once the 7 days passes, the form is removed from the system.

Step 7: Save or Submit Form

Pictured on the right is what the email text will look like regarding the saving of your incomplete form. Please click on the link and login using your Millersville credentials. This link will allow you to complete and submit your in-progress deposit. Once you submit the form to the Office of Student Accounts, you have the required number of business days, according to MU's Cash Collection, Receipt, and Deposit Policy Guidelines, to submit the money to the office.

Incomplete - Initial Notification to Submitter

Monday, May 22, 2017   5:53 PM

SUBJECT: Deposit Form Awaiting Completion

Dear %R,

Thank you for saving the Deposit Form. It has not been submitted to the Office of Student Accounts because it is not complete. Please complete this form within 7 days or it will be removed and not be processed.

https://obtest.millersville.edu/appnet/docpop/formpop.aspx?docid=%#&chksum=%S

Office of Student Accounts
MILLERSVILLE UNIVERSITY
P.O. Box 1002, Millersville, PA 17551-0302
Phone: 717-871-5101 | Fax: 717-871-7970 | osa@millersville.edu | www.millersville.edu

Step 7: Save or Submit Form

Once the form is saved, you will receive daily reminders, such as the text on the right, which notifies you that your form is still in process and not completed until you submit it.

Incomplete - Daily Reminder to Submitter

Monday, May 22, 2017   5:53 PM

SUBJECT: REMINDER: Deposit Form is Incomplete

Dear %W(K00356.1),

This is a reminder that you have not completed your Deposit Form. The form was created on %D. Please complete this form within 7 days or it will be removed and not be processed.

https://obtest.millersville.edu/appnet/docpop/formpop.aspx?docid=%#&chksum=%S

Office of Student Accounts
MILLERSVILLE UNIVERSITY
P.O. Box 1002, Millersville, PA 17551-0302
Phone: 717-871-5101 | Fax: 717-871-7970 | osa@millersville.edu | www.millersville.edu

Step 8: Deliver Payments

Deliver payments **in person** to the Office of Student Accounts.
- The OSA is on the first floor of the Dilworth Building.
- You may use the yellow OSA bank bag for your office deposit.
- Do not hold checks/money orders and cash in your office.

When you send your deposit:
- All items should be held together with a rubber band, paper clip, or binder clip.
- Clearly label the deposit with the document number (begins with D).

All checks need to be made out to Millersville University

Reviewing Your Deposit Form

USING ONBASE TO SEE WHAT YOU NEED

Viewing the Deposit Form in OnBase

Once the deposit form is successfully submitted and posted by the Office of Student Accounts, you will be able to view it in OnBase. Please allow 2-3 business days for processing.

Follow the steps listed in the upcoming slides to view the deposit form.
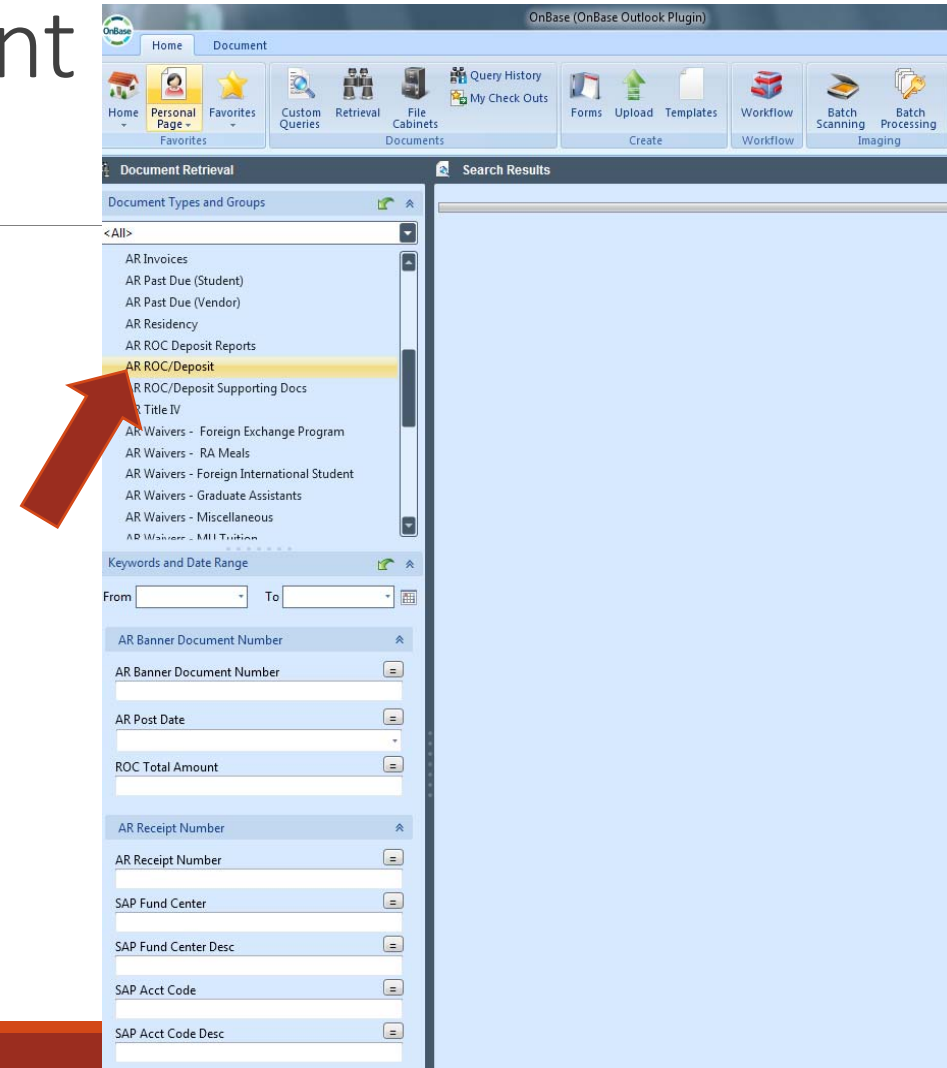
Step 1: Login and Retrieve Documents

Log into OnBase using your Millersville credentials. Once the homepage appears, select "Retrieval" from the bar.
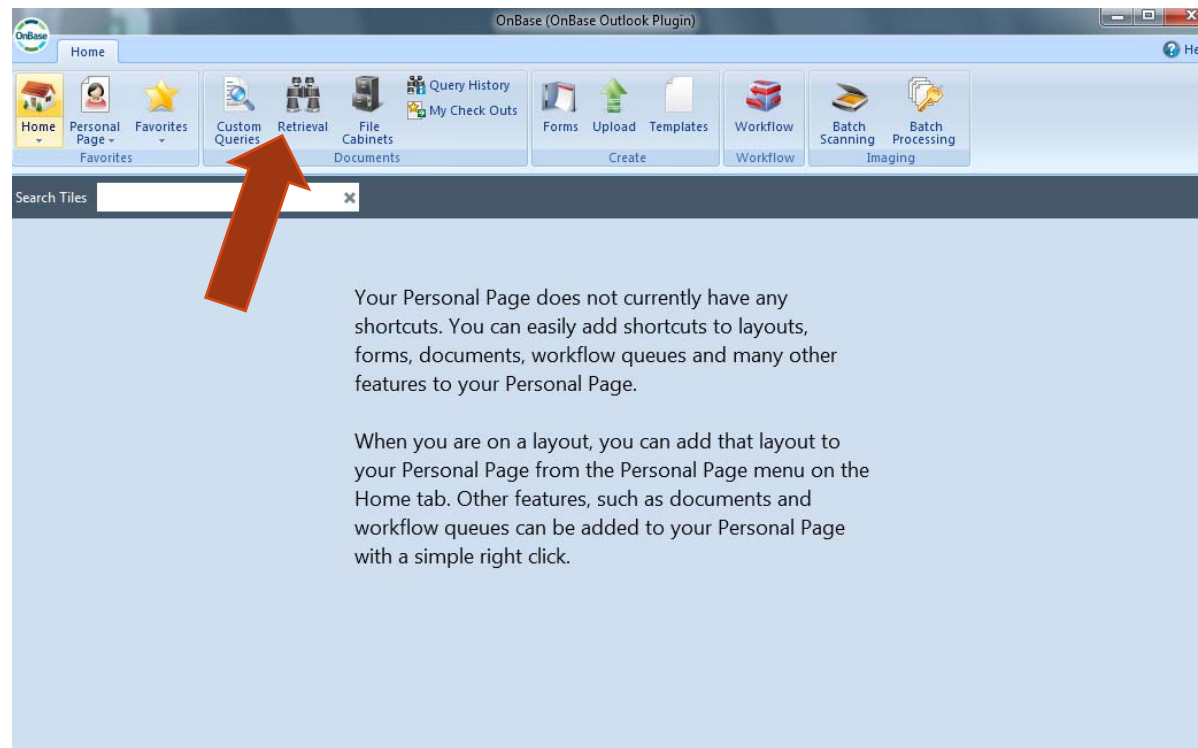
Step 2: Select Document Type

Scroll down the list on the left-hand side of the screen

until you come across AR ROC/Deposit. Select that

as your document type.

Step 3: Fill in the Fields

Once you select AR ROC/Deposit, you can input the date range, Banner document number, the date it was posted by the Office of Student Accounts, the total amount of the deposit, the fund center, and/or the account code. These various fields narrow down the results and make it easier and quicker to find your specific deposit form. Entering information into more fields leads to a narrower search.

Step 4: View the Form

Once you have filled in the field(s), select "Find"
and the results related to the information input
into the fields will appear. When the desired
document is located, double click on the document
and the deposit form will appear, as shown on the right.

Step 5: View the Fields

In order to see the information for each field that pertains to this specific deposit form, select "Keywords" on the bar and the list of fields will appear on the right-hand side of the screen with the data that can be used to retrieve this document.

Corrections

VIEWING CHANGES

Corrections

Shown on the right is what the payment information on the deposit form looks like once submitted. The Office of Student Accounts has the ability to revise the deposit form if there is an error. If Mickey Mouse did not sign his check, the deposit of Check# 123 will be removed.

Corrections

This is what the payment information on the deposit form looks like after the check for Mickey Mouse (Check# 123) is removed.

Corrections

Once the deposit is revised, the process of removing the transaction and then re-entering the transaction, without the check from Mickey Mouse, appears, as shown under "Keywords." Listed in the section termed "Notes," information regarding the error, revision, and what steps need to be taken next can be found.

Notes

Removed Check#123 Mickey Mouse not signed
Please pickup check and have it signed to reprocess
D183A reversed transaction
D183B re-entered without check 123

Keywords   Add

Banner Document Number	Post Date	Total Amount	
D183	06/12/2017	$90.00	Remove
D183A	06/12/2017	($90.00)	Remove
D183B	06/12/2017	$65.00	Remove

Thank you!

QUESTIONS?