

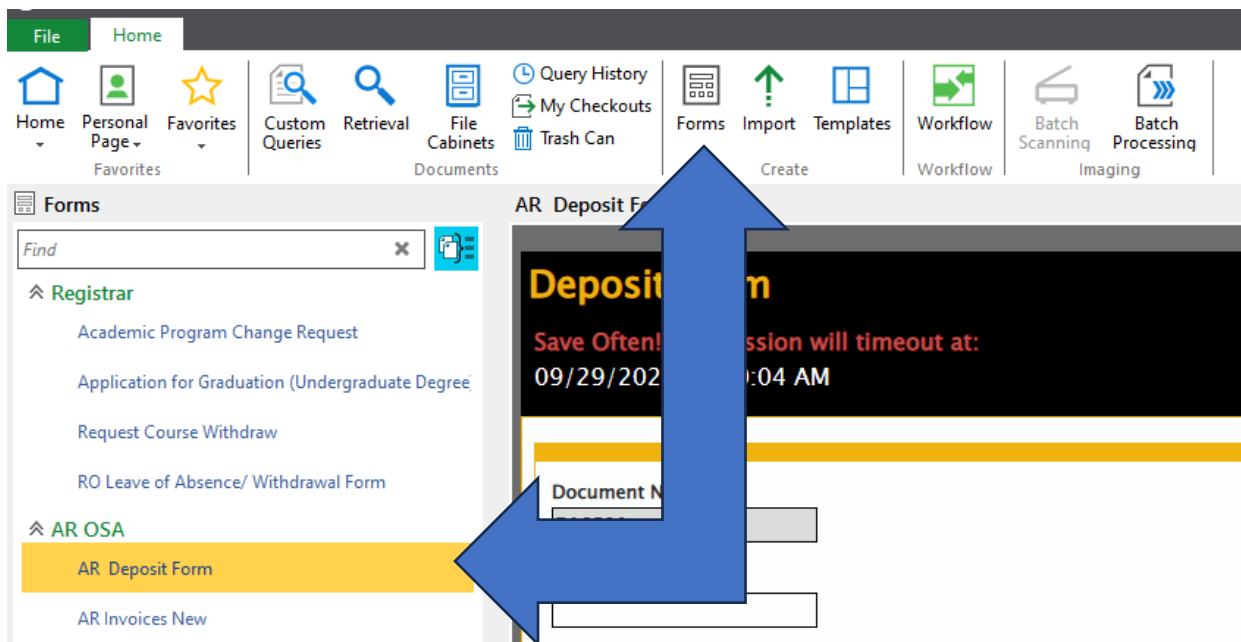
Deposit Form Instructions

The deposit form was developed to replace the paper form Report of Collections. It should be utilized to report all revenue and ensure proper and timely delivery of funds. The deposit form can only be used to deposit to a single detail code (fund center). If you are in possession of a check that needs split between two or more areas, please contact our office for assistance.

These instructions were developed to assist form creators. Questions should be directed to the Office of Student Accounts at osa@millersville.edu or (717) 871-5101.

Step 1 – Finding the Deposit Form

The Deposit Form is available via the Office of Student Accounts website, under the MU Internal Transaction and Forms header <https://www.millersville.edu/osadeposit> or by logging into OnBase, choose Forms, then AR Deposit Form.



Step 2 – Enter Detail Code

Document Number – automatically assigned.

Phone Extension – enter the extension belonging to the person who is creating the form.

Banner Detail Code – this is a 4-letter code that represents the fund center within the Banner system. It will always start with the letter 'A.' If you are unsure of what code to use, please contact OSA.

Banner Detail Description – this will automatically populate based on the Banner Detail Code you enter. Please check to make sure the description is accurate to what you are depositing.

Document Number
D18530

Phone Extension *

If you need the Banner Detail Code, please contact the Office of Student Accounts (X5101) for assistance.

Banner Detail Code *

Banner Detail Description *

Step 3 – Enter Payment Information

The next step is to add the various payment methods. Click 'Add' to begin entering the details of your deposit.

Payment Type – Choose from Cash, Check/Money Order, Visa, Mastercard, Discover or American Express

Additional form boxes will appear based on the Payment Type chosen.

- **Cash** – enter a brief Description (optional) of the where the funds generated from and an amount (required).
- **Check/Money Order** – enter the Check# (required), Payor (required), Description (optional) and Amount (required). Checks must be made payable to Millersville University. ****EACH CHECK SHOULD BE ENTERED SEPARATELY!!****
- **Visa, Mastercard, Discover or American Express** – enter a brief Description (optional) and an amount (required).

Subtotals – will update as you enter the Payment Information.

Grand Total – will update as you enter the Payment Information.

Step 4 - Attachments

It is highly recommended that you attach supporting documentation for your deposit. This may be a receipt tape containing a breakdown of the cash, images of each check or copies of credit card receipts. They are extremely helpful if an adjustment is necessary after posting.

Step 5 – 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.

This form is complete and the deposit is ready to be delivered to the Office of Student Accounts. *

Yes

Cash is required to be brought to the Office of Student Accounts on a daily basis.

Submit to the Office of Student Accounts

Pictured below is what the email text will look like confirming the submission of your Deposit Form.

From: osa@millersville.edu <osa@millersville.edu>
Sent: Friday, September 29, 2023 10:12 AM
To: test@millersville.edu <test@millersville.edu>
Subject: Deposit Form

Dear Test,

Thank you for completing the Deposit Form. Please bring the deposit of \$50.00 for document D18529 to the Office of Student Accounts in the Lyle Hall (Room 246) to complete the transaction.

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

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 pass, the form is removed from the system.

Pictured below is what the email text will look like regarding the saving of your incomplete form. Please click on the second link and login using your Mu credentials. This 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.

From: osa@millersville.edu <osa@millersville.edu>
Sent: Friday, September 29, 2023 9:54 AM
To: test@millersville.edu
Subject: Deposit Form Awaiting Completion

Dear Test,

Thank you for saving the Deposit Form. It has not been submitted to the Office of Student Accounts because it is not complete. Deposits must be made frequently based on the policy listed below. See page 5 section G.b

<https://www.millersville.edu/about/administration/policies/pdf/administration/cash-collection-receipt-and-deposit.pdf>

<https://millersville.hylandcloud.com/221idp/docpop/formpop.aspx?docid=3251695&chksum=cb20fc86b6d22c358e8ecd9e113ddabf1f30acf4a7d41010ead665fb9ab27587>

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 6 – Deliver Payments

Deliver payments in person to the Office of Student Accounts, Lyle Hall Room 246. The timeline for delivery of funds can be found in the MU Cash Collection, Receipt, and Deposit Policy Guidelines.

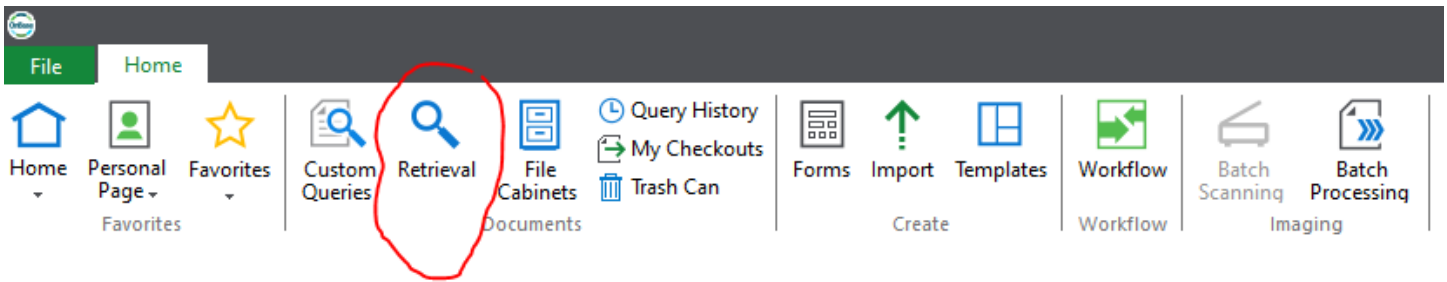
When delivering your cash and/or checks, all items should be organized and clearly labeled with the deposit number (begins with ‘D’).

Step 7 – Reviewing the Deposit Form in OnBase

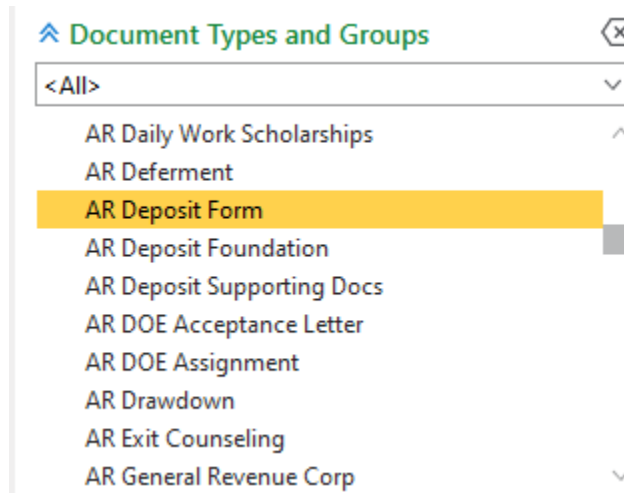
Once the deposit form is successfully submitted and posted by the Office of Student Accounts, you will be able to view it in OnBase. Please allow 2-3 business days for processing.

Follow these steps to view the deposit form after processing –

Login and Retrieve Documents → Log into OnBase using your MU credentials. Once the homepage appears, select “Retrieval” from the bar.



Select Document Type → Scroll down the list on the left-hand side of the screen until you come across AR Deposit Form. Select that as your document type.



Fill in the Fields → Once you select AR Deposit Form, you can input the date range, Banner document number, the date it was posted by OSA, 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 narrower search results.

Keywords and Date Range

From To

AR Deposit Old

AR Banner Document Number

AR Post Date

AR Deposit Total Amount

AR Deposit Detail

AR Receipt Number

SAP Fund Center

SAP Fund Center Desc

SAP Acct Code

SAP Acct Code Desc

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.

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 (shown below).

Document Information Panel ✖

Document Type
AR Deposit Form

Document
Deposit Form D21 Posted On 6/2/2017 \$160.00

Document Date

⌵ **Keywords**

⌵ **AR Deposit Old**

AR Banner Document Number

AR Post Date

AR Deposit Total Amount

⌵ **AR Deposit Detail**

AR Receipt Number

SAP Fund Center

SAP Fund Center Desc

SAP Acct Code

SAP Acct Code Desc

AR Deposit Username

AR Deposit Username




AR Deposit Username

AR Detail Code

AR Detail Transaction

ADV Banner Session

Save Keywords

Step 8 – Corrections

The Office of Student Accounts can revise the deposit form if there is an error. If a check does not meet the requirements of the MU Cash Collection, Receipt, and Deposit Policy Guidelines, it will be removed from the deposit.

Once the deposit is revised, the process of removing the transaction and then re-entering appears as shown under “Adjustments.”

Adjustments

If you would like to email this document to the person who initiated this form, click on "Email Deposit Form to Originator" in the "Tasks" tab.

Banner Document Number	Post Date	Total Amount	
D18531	9/29/2023	75.00	Remove
D18351A	9/29/2023	(75.00)	Remove
D18351B	9/29/2023	75.00	Remove

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
D18351A reversed transaction
D18351B re-entered without check #123

If a deposit has been processed and OSA is notified that an associated check has been rejected by the bank, the deposit will be reduced by the amount of the returned item. A letter is also sent to the Department notifying them of the adjustment.