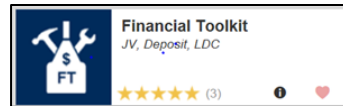


ACCESS ONLINE DEPOSIT (USING GOOGLE CHROME)

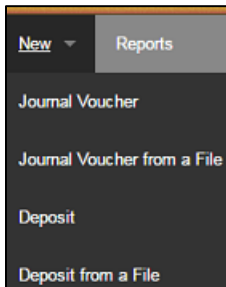
1. Go to [insideND](#)
2. From the search box enter **Deposit**
3. Click Financial Toolkit icon



SUBMIT DEPOSIT

These instructions are common to both the online *Deposit* and *Deposit from a File*. If a topic is specific to only one it will be noted. Note that the application is designed to work with Google Chrome.

1. Click **New** then select **Deposit** or **Deposit from a File**.



2. For **Deposit from a File**:

Click **Browse** and select a file to import. It must be a .csv file and contain the column headings as shown below:

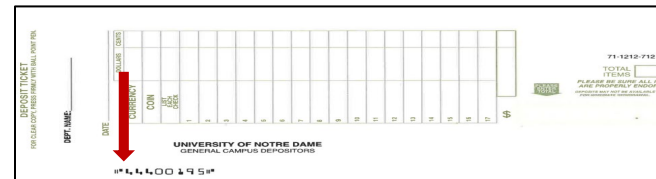
	A	B	C	D	E	F	G	H	I
1	Fund	Orgn	Acct	Prog	Actv	Locn	Debit Amount	Credit Amount	Description

You can download a template of this file [here](#). The file should contain valid FOAPAL's to expedite the process. FOAPAL errors will be identified during the upload process.

3. For a **Deposit**, transactions are input manually. Additional transactions may also be added manually, deleted or revised on a Deposit from a File.
4. Ensure a correct bank account is checked, enter deposit information and Business Purpose. This information is required. You will be presented with one of two screens depending on your access and set-up.

5. **First Screen:** 1st Source box is checked. Form requires a Deposit ID; it must be 8 digits and match the number on the deposit ticket you are using. The Deposit ID will prefill the description in the first line of entries.

Deposit ID number from the deposit ticket.



6. **Second Option:** *Remote Deposit* box is checked. Form requires a 3-digit numeric department code which can be found [here](#). The deposit ID will automatically be assigned when department code is entered and will prefill the description in the first line of entries.

Enter Deposit Amount. This amount will populate the debit amount in the first line of entries for the Deposit and Deposit from a File forms.

For **Business Purpose**, please use a description which is comprehensive and pertinent as it will be displayed on status and summary reports you may need to refer to in the future.

7. Attach documents to support transaction rows.

Click the paper clip icon within the *Attachments* section and **Choose File** to select files. Only PDF files may be attached. Check box if you want attachment to be linked to all rows that do not currently have an attachment associated with them.

Documents may be attached by row if they do not pertain to whole document. Clicking on blank page icon (above red "X") by each entry will display available attachments. Icon will be color coded to match attachment in list. Attachments may be removed by utilizing the red "X" on each row.

NOTE: Bank routing and account numbers are not classified as highly sensitive information and may be scanned as documentation when appropriate. However, these documents should only be scanned if needed as part of necessary documentation to support business purpose. PIN numbers are considered highly sensitive information and should never be scanned.

8. For **Deposit**, enter FOAPAL (FOAP required). As you type, available elements display. Do not use transfer accounts (account codes 81xxx).

Fund	Orgn	Acct	Prog	Actv	Locn
100000	47	Acct	Prog		
	47000 - Office of the Controller				
	47005 - Accounting Operations				

9. If needed, enter **Debit Amount** or **Credit Amount**, not both and Description. Hit Enter after typing description or click "ADD FOAPAL" to add another line or hit "X" to eliminate a line.

Fund	Orgn	Acct	Prog	Actv	Locn	Debit Amount	Credit Amount	Description	
999999	58050	11102	99000			2.00	Amount	Deposit ID	
100000	47000	56130	70000			Amount	2.00	CPE materials	
						Total	\$2.00	\$2.00	Net \$0.00

- 10. For **Deposit from a File**, enter additional transactions manually. Adjust *Deposit Amount* at top of page, **not** on first line of entries. First line will change automatically when you change *Deposit Amount*.
- 11. Documents must have all required information overall debits must equal overall credits. Form cannot be reviewed unless in balance. If you inadvertently used a transfer account (81xxx), it will display as an error after review.
- 12. Add notification and approvals.

Click **Add Notification/Approval** to query on *Last Name, Last Name* and *First Name* or *Net ID*. Click name from listing to select.

Required: For Remote Deposits, add yourself for Notification then print a hard copy of that email to take with the checks for deposit to your Grace Hall or Main Building depositor

- 13. Check Approval for those you want to approve entry. Entry will be forwarded to Banner only when all approvals are complete.

Search for an Employee to Notify.

You may enter all or part of the Last Name and First Name or

Last Name: DeCola First Name:

Find

on one of the following employees to select. Note: Only the f
d, refine your search and try again.

Victor	DeCola	VDECOLA	47005, Accounting
Kelsey	DeCola	KDECOLA	17055, University

14. Provide **additional information** when needed (optional).

Provide additional information or instructions.

Save

15. Click **Save**.

Your entry will appear under the submissions tab as **Not Submitted** and can be accessed from there.

In Process	Not Submitted	Completed	All	New	Reports
Not Submitted					
Trans	Type	Description			
2208	DEPOSIT	event school year 2016-2017			

Saving the form also gives the chance to dispose of the document by clicking **Void**.

Void

16. When the Deposit is ready for posting, click on **Review Form**. Make necessary corrections.

Review Form

The following are examples of errors:

New Deposit

The following errors were encountered. Please correct before continuing.

- Deposit ID must be provided.
Deposit ID must be 8 characters.
Deposit ID cannot contain characters other than numbers.
- Please provide a brief description for this deposit.
- A description for the entry must be added.

17. Entry will display pertinent information when all errors are corrected and can be submitted for approvals and posting. There is still the opportunity to correct spelling, amounts, add lines, etc.

Click on **Edit Form** if you want to make revisions.

Return to step 15 if you edit form to perform another review. Return to step 13 if you wish to save it for future edits.

Click **Submit** when you have completed the document.

TRACK DEPOSITS

There are distinct *In Process* statuses for your *Deposits*.

The **In Process** statuses are:

- **Pending Approval/Locked for Approval:** Approvals are required and will not advance until all complete.
- **Pending Banner Load:** In queue for push to Banner from toolkit (automatically occurs every 15 minutes).
- **Pending Posting in Banner:** Waiting to post in Banner.

Please note that recently completed records will list under *In Process* also.

All completed documents will list under *Completed*.

APPROVAL PROCESS

Open Pending. Documents needing your approval will have a status of **Pending Approval** or **Locked for Approval**.

Click on a Document to view it. The following actions are available:

Approve.

Edit. Allows the Approver to make changes and re-submit. This action requires a comment.

Return for Correction. Requires comment and is returned to submitter. Submitter has option to **save**, **void**, or **re-submit** form.

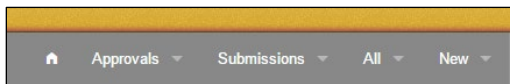
Documents are not loaded into Banner until all Approvals are complete.

Open “Approved” to view documents you have approved. The following statuses will be indicated:

- **Locked for Approval.** Still requires additional approvals.
- **Pending Banner Load.** (See *In Process* status)
- **Pending Posting in Banner.** (See *In Process* status)
- **Completed.** Deposit recorded in Banner.

VIEW DEPOSITS

The following menus will display:



Approvals

- **Pending:** Documents you need to approve
- **Approved:** Documents you have approved.

Submissions

- **In Process:** Documents you have submitted that are awaiting approvals before posting.
- **Recently Completed:** Documents are also listed.
- **Not Submitted:** Documents you have saved to complete at a later time.
- **Completed:** Lists documents that have been posted to Banner.

All

- Separate sections for LDC’s Journal Vouchers, and Deposits will display in whole or part depending upon you access.
- A summary for all records and current status is shown.

SUPPORT

Phone Contact: Controller’s Office – 1-7035 **Email:** control@nd.edu

Application URL: <https://ftk.nd.edu>