

Access Online Deposit (using Google Chrome)

- Go to [insideND](#)
- From the search box enter **Deposit**
- Click **Financial Toolkit icon**

SUBMIT JOURNAL VOUCHER

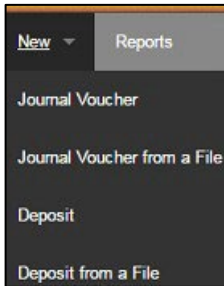
These instructions are for deposits that have been mapped to a specific default FOAPAL of the department’s choice. Campus departments deposit funds at the 1st Source branch in LaFortune. For depositors who had been going to the Controller’s Office at 800 Grace Hall and Treasury Service at the main building, you now need to take deposits directly to 1st Source in LaFortune as well.

Deposits are automatically posted to a default FOAPAL after the deposit is made at the bank. **Instead of submitting a cash deposit (CD) entry in the Financial Toolkit, the department now submits a journal voucher (JV) to move the credited amount from the default FOAPAL to other accounts.**

Please note - if the default FOAPAL is where the deposit should stay, no entry or action is needed.

If you need to move the deposit from the default FOAPAL to a different FOAPAL, follow the steps below:

1. Click New then select **Journal Voucher** or **Journal Voucher from a File**.



2. For **Journal Voucher 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

3. For a **Journal Voucher**, transactions are input manually. Additional transactions may also be added manually, deleted or revised on a *Journal Voucher from a File*.
4. Under New Journal Voucher, input Contact Phone Number, Posting Date, and Business Purpose as you would do for a normal Cash Deposit (CD) submission.

New Journal Voucher

Journal Information:	Contact Phone Number	Posting Date
	Business Purpose	

5. Upload Attachment(s) if needed under Business Purpose as you would do for a normal Cash Deposit (CD) entry.

- On the 1st line of FOAPAL, **debit** the default FOAPAL designated by your department to hold deposits. This is the FOAPAL that all deposits go into automatically without any manual entry. If you don't know the default FOAPAL, contact your department business manager or appropriate person for information. Enter **Debit Amount** for the amount of the deposit you would like to move.

On the 2nd line of FOAPAL, **credit** the FOAPAL that you would like the money to go into. You can add more lines of credit if needed by clicking "Add FOAPAL". Enter **Credit Amount** for the amount and all credit amounts need to add up to equal the debit amount.

Fund	Orgn	Acct	Prog	Actv	Locn	Debit Amount	Credit Amount	Description
Fund	Orgn	Acct	Prog			Amount	Amount	
Fund	Orgn	Acct	Prog			Amount	Amount	

Enter the description that may be helpful to you to track down deposit activities. It is good to identify the date of the deposit and deposit ID and an indication that you are moving out/clearing the deposit in the debit line.

- Add Notification/Approval as you would normally do with a Cash Deposit (CD) entry.
- Hit **Save**, and then click **Review for Submission**.
- Hit **Submit** when it appears after the system scrolls.