

# TWADEPO Instructions

Open BANNER form **TWADEPO**.

(Please note that you should open this from the home search page- as you might get stuck in query mode, and won't be able to save)

“ENTER” – system generated deposit number will appear in **Deposit Number** box ( **1** ). Type your Department Code in the **Dept Code** box - or - click on the search button to the right of the **Department Code** box ( **2** ).

The screenshot shows the 'Deposit Entry TWADEPO 9.3.7.0.3 [UO.2] (PROD)' form. The 'Deposit Number' field contains 'D0146797' and is marked with a '1'. The 'Department Code' field is empty and marked with a '2'. Other fields include 'Phone', 'Receipts Dated', 'User' (SDOUGLA5), 'Created Date' (12/12/2018), 'Receipts Dated To', and 'Date Received'. A 'Go' button is visible. A grey instruction bar at the bottom reads: 'Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.'

The search function on #2 will take you to **TWVDEPT**. Press F7 (or the Filter function under **TOOLS**) and search for the department name. I recommend using the wildcard (%) before and after the first letter of the department (so if I was looking for a department with an “F” in it, I’d use: %F%), and then double click on the department name to go back to TWADEPO.

Once you have the Deposit Number and the Department Code, use the calendar function to set the Receipts Dated From, and Receipts Dated To.

This screenshot shows the same form as above, but with the 'Department Code' field populated with 'BAOCAS' and 'BAO Cashiers'. The 'Receipts Dated From' field is open, showing a calendar for December 2018. The date '12' is highlighted. The 'Receipts Dated To' field is also open. The 'Go' button is visible. The same grey instruction bar is present at the bottom.

Dated From would be the date you received the items, Dated To would be the date you created the deposit.

Now you have completed the header; press Alt+ Pg down OR the Go button in the top right corner to continue.

The cursor will now be on **Detail Code**.

Type MISC into **Detail Code** box ( **3** ).

“Tab (or Enter)” once to get to the **Description** box. Key in a short description of the payment. (That could be an invoice number and/or the payer and the check number; anything that you need to be able to link the payment and the reason you are depositing it.) ( **4** )

“Tab (or Enter)” and the cursor moves to the **Amount** box. Enter the amount of the receivable you are depositing into the specific index and account code for this line (you’ll be filling that in shortly).

“Tab” - the cursor moves to the **Debit or Credit** box. Key in C for credit ( **5** ).

The cursor then moves to **COA** box, which reads B. This is the code for the University of Oregon and should always remain B.

“Tab” - the cursor is now in **Index** box. Key in Index code ( **6** ). “Tab or Enter” three times. The cursor will now be in the **Acct** box. Key in the Account code ( **7** ).

*If the deposit requires a specific Activity code, press “ENTER” twice after keying in the account code. The cursor will now be in the **Actv** box. Key in the Activity Code.*

Detail Code *	ID	Name	Description *	Amount *	Debit or Credit *
MISC	3		BAOCAS/ Inv 01234, Training Inc. ck#4567	4 15.00	5 C

COA	Index	Fund	Organization	Account	Program	Activity	Location	Rule Class
B	SBADIR	6 001100	431110	7 06002	61001			8MSC

Debit total: 0.00      Credit total: 15.00

When finished keying in all the data for this one line of code, press the “down arrow” to create a new line ( **8** ).

The cursor will move to the **Detail Code** box on the new line.

*It will be subtle, but you’ll notice a new line with an empty FOPAL code appear. (see next page for example)*

ellucian Deposit Entry TWADEPO 9.3.7.0.3 [UO.2] (PROD) ADD RETRIEVE RELATED TOOLS

Deposit Number: D0146797 User: SDOUGLA5 Stacy Vigil Department Code: BAOCAS BAO Cashiers Created Date: 12/12/2018 Start Over

Phone: 346-3164 Receipt: Receipts Dated From: 12/11/2018 Receipts Dated To: 12/12/2018 To Cashiers: Date Received: Deposit Status: |

Detail Code *	ID	Name	Description *	Amount *	Debit or Credit *
MISC			BAOCAS/ Inv 01234, Training Inc. ck#4567	15.00	C
	8				

Record 2 of 2

COA	Index	Fund	Organization	Account	Program	Activity	Location	Rule Class

Debit total 0.00 Credit total 15.00

Key in the type of payment ( 8 ):

- CASH**-Cash Payments
- CHEK**-Check Payments
- CARD**-Bankcard Payments
- BANK**-Deposits already made to bank
- TRAN**-ACH Payments

“Tab” once – cursor will move to **Description** box.

Press “F3” to copy the description that you previously typed. ( 9 ) Or feel free to include more information.

- If payment is cash or a bank slip, please include your department name or department code.
- If payment is a check, key in the name of the check issuer, and the check number.
- If payment is a credit card batch, include your department code and then follow it with a slash and the GB (Good Batch) number from the DCDD form.

“ENTER” – Cursor moves to **Amount** box. Key in amount of payment ( 10 ).

“ENTER” – cursor moves to **D/C** box. Key in D for debit ( 11 ).

ellucian Deposit Entry TWADEPO 9.3.7.0.3 [UO.2] (PROD) ADD RETRIEVE RELATED TOOLS

Deposit Number: D0146797 User: SDOUGLA5 Stacy Vigil Department Code: BAOCAS BAO Cashiers Created Date: 12/12/2018 Start Over

Phone: 346-3164 Receipt: Receipts Dated From: 12/11/2018 Receipts Dated To: 12/12/2018 To Cashiers: Date Received: Deposit Status: |

Detail Code *	ID	Name	Description *	Amount *	Debit or Credit *
MISC			BAOCAS/ Inv 01234, Training Inc. ck#4567	15.00	C
CHEK	8		BAOCAS/ Inv 01234, Training Inc. ck#4567	15.00	D

Record 2 of 2

COA	Index	Fund	Organization	Account	Program	Activity	Location	Rule Class

Debit total 15.00 **12** Credit total 15.00

If there are any more forms of payment, repeat steps 8-11. If you have no remaining forms of payment, the numbers in the **Debit Total** box and the **Credit Total** box should be equal ( 12 ).

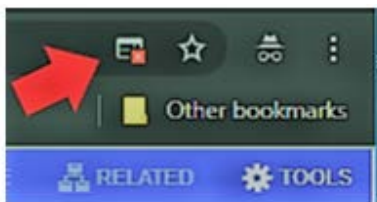
Press **F10**, or hit the **blue save button** at the bottom of the page to complete the transaction.

You can choose to “Complete” or “Save in Process”; it’ll be a yellow box in the top right hand corner.

- Complete means that you are done and ready to print. You will not be able to make changes to the form after you select complete.
- Save in Process means that all your work is saved, and you’ll still be able to make changes or add more lines. You will not be able to print or submit this form.

Once Complete, select **Tools** in the top right hand corner, then **Print Deposit Report** .

*Please note that IF you have your pop-up blockers on, your deposit will not show up. You will see an indicator in the address bar notifying you that a pop-up was blocked. If you are in Chrome you can click on that and you’ll be able to turn off the blocker right there. Then select the Print Deposit Report again.*



A screenshot of the 'Deposit Entry' software interface. The top bar shows the user 'ellucian' and the application 'Deposit Entry TWADEPO 9.3.7.0.3 [UO.2] (PROD)'. Below this, there are fields for 'Deposit Number: D0146797', 'User: SDOUGLA5 Stacy Vigil', and 'Department Code: BAOCAS BAO Cashiers'. A table titled 'DEPOSIT ENTRY' contains two rows: 'MISC' and 'CHEK', both with descriptions 'BAOCAS/ Inv 01234, Training Inc. ck#4567'. Below the table, there are fields for 'COA', 'Index', 'Fund', 'Organization', 'Account', and 'Program'. A 'Debit total' of '15.00' is shown. On the right side, a 'TOOLS' menu is open, listing various actions like 'Refresh', 'Export', 'Print', 'Clear Record', 'Clear Data', 'Item Properties', 'Display ID Image', 'Exit Quickflow', and 'About Banner'. The 'Print Deposit Report' option is highlighted with a black arrow.

A new tab will open in the same browser containing the deposit you just completed. Please print 2 copies of it and bring them with your receivable(s) to the Cashiers Office in a plastic bag before 3:30pm that day.

## UO Cash Handling Internal Controls Responsibilities and Procedures

Responsibility of all cash handlers:

- Ensure appropriate stewardship of UO funds.
- Protect employees from risk by following policies and procedures.
- Provide for the safekeeping and timely, accurate deposit of funds.

-All cash handlers are responsible for the physical security of all monies collected by department.

- Each day's cash and checks receipts must be deposited intact with the Cashiers Office. Refunds or expenditures must not be made from cash receipts.
- All incoming currency should be counted in the presence of the person presenting it for payment. Walk-in customers should receive a pre-numbered written or cash register receipt.
- Checks of all types received in-person or through the mail, should be restrictively endorsed immediately.
- Monies should never be unattended. This applies to cash registers, desk tops, and cash drawers. If an employee leaves his or her work station for any reason, regardless of how briefly, cash must be appropriately secured in a locked place.
- Unauthorized persons should not be allowed in areas where cash is handled.
- Large sums of cash should be counted and handled out of sight of the general public.
- For overnight storage and during other periods when cash is not being used, it should be kept in a safekeeping device, either a safe or locked container.
- For additional procedural information on departmental depositing, see the Cash Handling and Departmental Depositing page at: <https://ba.uoregon.edu/content/cash-handling-and-departmental-deposits>

-All cash handlers are responsible for the timely depositing of all monies collected by department. The timely deposit of monies received provides for improved control of funds which reduces the risk of loss due to errors, carelessness, or theft.

- All departmental deposits containing currency or checks must be transported to BAO Cashiers in person. They may not be sent through Campus Mail.
- Departments must deposit monies with the UO Cashiers Office within one business day after collection or receipt of such monies, when the total of negotiable monies (currency and checks combined) reach \$1,000. If the total collected during a week does not reach \$1,000, the monies must still be deposited weekly.

-All cash handlers are responsible for separation of duties while handling UO monies. Ensure that no single individual is responsible for collection, handling, depositing and accounting for cash received by that unit.

- No single person should receive, approve/verify, record, and reconcile the same transaction. No one individual is to handle the cash transaction from beginning to end. If a department is unable to separate the receipt of cash and deposit function due to staffing limitations, a responsible employee independent of these functions (normally a department head or administrative senior employee) must be designated to verify that the total amount received equals the total amount deposited. This should be done daily, but no less than once per week.
- The reconciliation should be reviewed and approved by someone independent of the cash handling or recording functions.
- Cash shortages > \$20 must be immediately reported to the Cashier's Office (6-3154).

-All cash handlers are responsible for best practices depositing of UO monies to UO Cashiers.

- Deposits to UO cashiers should be made in a sealed, clear US Bank poly bags. Date and name of department should be written on the bag.
- All checks should be restrictively endorsed.
- Contents of deposit should be verified against the TWADEPO Departmental Deposit form.
- Sealed poly bag should be transported to Cashiers inside another bag that allows concealment of the contents.