

## Financial Administration

### ECAS: Departmental Deposits Using EPay

This document provides the detailed process of creating a deposit using EPay in Compass.

Creating a deposit using EPay is a four-part process:

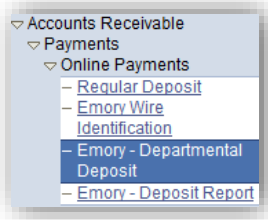
1. Creating the deposit
2. Creating accounting entries
3. Creating and printing a Deposit Report
4. Delivering the Deposit Report and cash/checks to the Cashier's Office

#### Part 1: Creating Deposits

**Note:** You must have security access to the Emory Departmental Deposit page in order to create deposits.

Verify the following are correct (and active) in Compass:

- Department ID
  - SmartKey
  - Account Code
- From the Compass home page, use the following path to navigate to the Emory Departmental Deposit page:  
**Accounts Receivable > Payments > Online Payments > Emory Departmental Deposit**



The *Find an Existing Value* tab displays.

- Click the **Add a New Value** tab.

- The **Deposit Unit** *should* default to **ARGAR**.
- The **Deposit ID** defaults to **Next**.
- Click the **Add** button.

The Emory Departmental Deposit page displays.

- Enter an identification code in the **Payment ID** field
- Note:** The **Payment Method** will default to **Check**. When processing for a check the **Payment ID** is the check number. If the deposit consist of multiple checks, only use one check number as the **Payment ID**. When processing for a cash deposit, manually enter **CASH** in the **Payment ID** box. Select **Cash** from the drop down box menu in the **Payment Method** box.
- Enter **Payment Amount**.
  - Type a **Description** of the deposit (30 characters).
  - Enter the **Account**.

**Tip:** Always use an account code beginning with "4" when depositing cash and checks received from a source outside of Emory.

- Enter the **Smart Key**.
- Select an option, such as Check or Cash, from the **Payment Method** drop-down menu.

**Note:** The Payment Method will default to Check. Select Cash from the drop down box menu in the Payment Method box.

- Click the **Save** button.

The **Deposit ID:** now shows a specific identification number, beginning with "EUCORE".

The screenshot displays a web-based financial application interface. At the top, it shows 'Unit: ARGAR', 'Deposit ID: EUCORE52551', and 'Deposit Balanced: Yes'. Below this are two summary boxes: 'Control Details' with 'Entered Date: 11/10/2015', 'Control Total: 6,220.000', and 'Control Count: 1'; and 'Other Details' with 'Bank Code: WAC', 'Bank Account: EPAY', and 'Deposit Type: M'. A 'Finalize' button is located to the right of these boxes. The main section is titled 'Payment Information' and includes a search bar with 'Find | View All' and pagination 'First 1 of 1 Last'. It features a table with one row: 'Seq: 1', 'Payment ID: 0093', 'Payment Amount: 6,220.000', and 'Description: Rent for Clairmont Campus'. Below the table are input fields for 'Account: 47704', 'Smart Key: 0000000427', and 'Payment Method: Check'. At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

- Document the **Deposit ID** for future reference.
- If necessary, click the **plus button** to add rows to the deposit for additional checks or SmartKey combinations. Click the **Save** button after each addition. Do not use the **Add** button for this function.
- If necessary, click the **minus** button to remove rows.

**Note:** The **Control Total** equals the total amount of each row added together on this deposit and reflects the amount of the deposit.

- Click the **Finalize** button.
- Click the **Search** button.

*The Create Accounting Entries page displays*

## Part 2: Creating Accounting Entries

**Create Accounting Entries**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

Deposit Unit: =  🔍

Deposit ID: begins with  🔍

Payment Sequence: =

Payment ID: begins with

User ID: begins with

Assigned Operator ID: begins with

Case Sensitive

[Basic Search](#)

**Note:** Creating accounting entries is adding the journal lines needed for posting your credit and debit offsets to the General Ledger.

- Review the **Deposit Unit** field for accuracy.
- Review the **Deposit ID** field for accuracy or enter the **Deposit ID** if the field is blank.
- Click the **Search** button.

*The Accounting Entries page displays the credit line of the entry you just created by adding an EPay deposit into Accounts Receivable*

**Accounting Entries** | **Payment Misc Wrk** | **Deposit Control**

Unit: ARGAR    Deposit ID: EUCORE52551    Payment: 0093    Seq: 1

Amount: 6,220.00 USD ⚡ 📄

Complete    Budget Status:    Entry Event:

**Distribution Lines**

ChartFields	Currency Details	Budget	Journal Reference Information											
*GL Unit	Speed Type	Line Amount	Currency	Smart Key	Oper Unit	Dept	*Account	Fund Code	Class	Program Code	Event	PC Business Unit	Project	A
1	EMUNV 🔍	Speed Type	-6,220.00	USD	000000 🔍	10000	833130 🔍	47704 🔍	1002	A110	00000 🔍	0000 🔍		
1 Lines Total Debits:		0.00	Currency: USD	Total Credits:	6,220.00	Currency: USD	Net	-6,220.00						

[Accounting Entries](#) | [Payment Misc Wrk](#) | [Deposit Control](#)

**Note:** The SmartKey and Account display on the journal line according to how they are entered when you created the EPay deposit. In addition, the SmartKey populates the valid related ChartFields (Department, Fund Code, etc.)

- Click the **Create** button ( ⚡ ).
- Click the **Save** button.

*The journal is now stored and staged for the General Ledger nightly batch process.*

Accounting Entries | Payment Misc Wrk | Deposit Control

Unit: ARGAR    Deposit ID: EUCORE52551    Payment: 0093    Seq: 1

Amount: 6,220.00 USD

Complete    Budget Status:    Entry Event:

Distribution Lines

	GL Unit	Speed Type	Line Amount	Currency	Smart Key	Oper Unit	Dept	Account	Fund Code	Class	Program Code	Event	PC Business Unit	Project	Activity	Affiliate	Fund Affiliate	Operating Unit Affiliate		
1	EMUNV	Speed Type	-6,220.00	USD	0000000427	10000	833130	47704	1002	A110	00000	0000							Not Edited	User
2	EMUNV	Speed Type	6,220.00	USD		62000	000001	10245	0000	Z001	00000	0000							Not Edited	Cash
3	EMUNV	Speed Type	-6,220.00	USD		62000	000001	11000	0000							EMUNV	1002	10000	Not Edited	IntraUnit
4	EMUNV	Speed Type	6,220.00	USD		10000	833130	11000	1002							EMUNV	0000	62000	Not Edited	IntraUnit

4 Lines Total Debits: 12,440.00 Currency: USD    Total Credits: 12,440.00 Currency: USD    Net 0.00

Save    Return to Search    Notify    Refresh

Accounting Entries | Payment Misc Wrk | Deposit Control

**Note:** If your deposit contains more than one row (for additional checks or SmartKey combinations), you must click the lightning bolt for each row, not just for the first one. For each additional row, click the Next in List button, click the lightning bolt, and click the Save button.

### Part 3: Create/Print a Deposit Report

Navigate to the Emory Deposit Report.

- Use the following path to navigate to the Emory Report Deposit page:

**Accounts Receivable > Payments > Online Payments > Emory Deposit Report**

- Accounts Receivable
  - Payments
    - Online Payments
      - Regular Deposit
      - Emory Wire Identification
      - Emory - Departmental Deposit
      - Emory - Deposit Report

The Find an Existing Value tab displays.

**Emory Deposit Report**

Find an Existing Value    Add a New Value

Run Control ID:

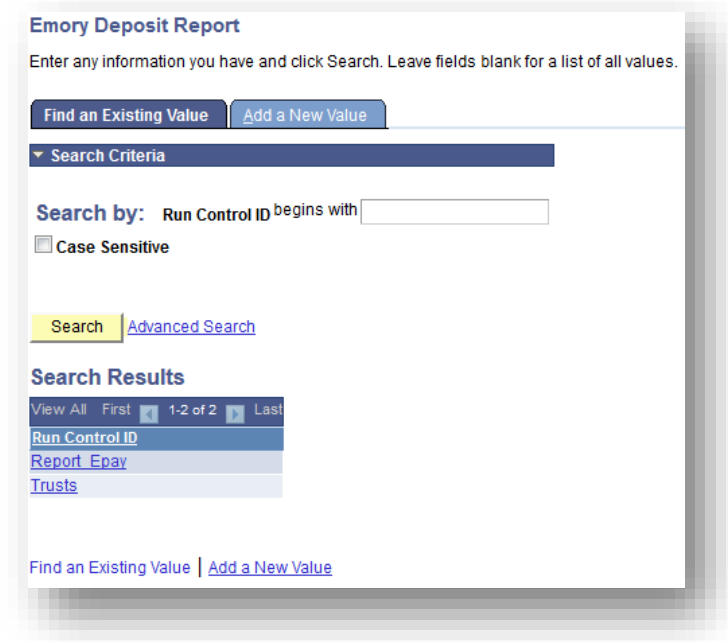
Add

- Click the **Add a New Value** tab to create a new Run Control ID
-

- If creating a **Deposit Report** for the first time, click the **Add a New Value** tab to create a new Run Control.
  - Complete the **Run Control ID** field. *Type something that will remind you of the report setup so you can regenerate it later. For example, Report EPay.*
- Click the **Add** button.

**Note:** Once you have set up a Run Control for this report, you do not need to add a new value. Simply enter the existing **Run Control ID** in the **Search by** field on the Find an Existing Value page, click the **Search** button, and select the desired **Run Control ID** from the search results at the bottom of the page. When the Emory Departmental Deposit page displays, enter the new EUCORE number in the **Deposit ID** field.

If there is an existing Run Control ID, click the **Search** button



Select the Run Control Id used for deposits:



The Run Control ID page displays.

Run Control ID: Report\_Epay [Report Manager](#) [Process Monitor](#) Run

To submit a process request click the RUN button.

Unit: ARGAR  
Deposit ID: EUCORE52551

Save Return to Search Notify Add Update/Display

- Complete the (Deposit) **Unit** field. **Unit:** should default to ARGAR.
- Complete the **Deposit ID** field. This is the Dept ID from Part 1 (begins with EUCORExxxx).
- Click the **Run** button.

The Process Scheduler Request page displays

Process Scheduler Request

User ID: SLPOWE2 Run Control ID: Report\_Epay

Server Name: PSUNX2 Run Date: 11/10/2015  
Recurrence: Run Time: 1:12:49PM  
Time Zone: Reset to Current Date/Time

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Emory Deposit Report	EUARDPST	SQR Report	Web	PDF	Distribution

OK Cancel

Click the **OK** button.

The Run Control Id page displays

Run Control ID: Report\_Epay [Report Manager](#) [Process Monitor](#) Run

To submit a process request click the RUN button.

Unit: ARGAR  
Deposit ID: EUCORE52551

Save Return to Search Notify Add Update/Display

Click the **Report Manager** link.

The Process Monitor page displays.

The screenshot shows the 'View Reports For' section with the following filters: Folder: University, Instance: (empty), to: (empty), Name: SLPOWE2, Created On: 07/21/2014, Last, 1 Days. A 'Refresh' button is present. Below the filters is a table with one report entry:

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1	<a href="#">Report</a>				

At the bottom, there is a link 'Go back to Emory Deposit Report', a 'Save' button, and navigation links: List | Explorer | Administration | Archives.

Click the **Administration** tab.

The View Reports (View Log/Trace) page displays.

The screenshot shows the 'View Reports For' section with filters: User ID: SLPOWE2, Type: (empty), Last, 1 Days, Status: (empty), Folder: (empty), Instance: (empty), to: (empty), and a 'Refresh' button. Below is a 'Report List' table:

Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	5071243	4937711	<a href="#">Emory Deposit Report</a>	11/10/2015 1:14:15PM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>

Below the table are 'Select All' and 'Deselect All' checkboxes, a 'Delete' button with the text 'Click the delete button to delete the selected report(s)', a link 'Go back to Emory Deposit Report', a 'Save' button, and navigation links: List | Explorer | Administration | Archives.

Click the PDF report description link listed under Description ([Emory Deposit Report](#)).



The PDF Emory Departmental Deposit Report page will display.

Emory Departmental Deposit Report		
Deposit BU	: ARGAR	Run Date and Time : 10-NOV-2015 01:50:57.000000_PM
Deposit ID	: EUCORE52551	
Last Updated By	: Shondra L Powell	
Phone Number	: 404/727-4638	
Last Updated At	: 10-Nov-2015	
<u>Deposit Totals</u>		
Payment Method	Count	Amount
Check	1	6,220.00
Total -		6,220.00

- **Print** using the printer Name **Adobe PDF**.

#### Part 4: Deliver Deposit to Cashier's Office

- Take the following items to the Cashier's Office processing:
  - Deposit Report
  - Check/cash
  - Deposit Sign In sheet

**Tip:** Remember to make a copy of the report and the checks for your records. The reports must be kept for seven years.

**Note:** An EPay deposit does not hit the ledger until the Cashier's Office receives and processes the deposited items. Until then, the deposit is in a pending deposit.

## Appendix:

### Printing Deposit Reports

The PDF Emory Departmental Deposit Report page will display.

Emory Departmental Deposit Report		
Deposit BU	: ARGAR	Run Date and Time : 10-NOV-2015 01:50:57.000000_PM
Deposit ID	: EUCORES2551	
Last Updated By	: Shondra L Powell	
Phone Number	: 404/727-4638	
Last Updated At	: 10-Nov-2015	
<u>Deposit Totals</u>		
Payment Method	Count	Amount
Check	1	6,220.00
Total -		6,220.00

- **Print** using the printer Name **Adobe PDF**.
- Select the **OK** button.

Emory Departmental Deposit Report		
Deposit BU	: ARGAR	Run Date and Time : 10-NOV-2015 01:50:57.000000_PM
Deposit ID	: EUCORES2551	
Last Updated By	: Shondra L Powell	
Phone Number	: 404/727-4638	
Last Updated At	: 10-Nov-2015	
<u>Deposit Totals</u>		
Payment Method	Count	Amount
Check	1	6,220.00
Total -		6,220.00

**Print**

Printer Name: **Adobe PDF** Properties...

Status: Ready  
Type: Adobe PDF Converter  
Where: Documents\\*.pdf  
Comment:  Print to file

Print range:  
 All  
 Pages from: 1 to: 1  
 Selection

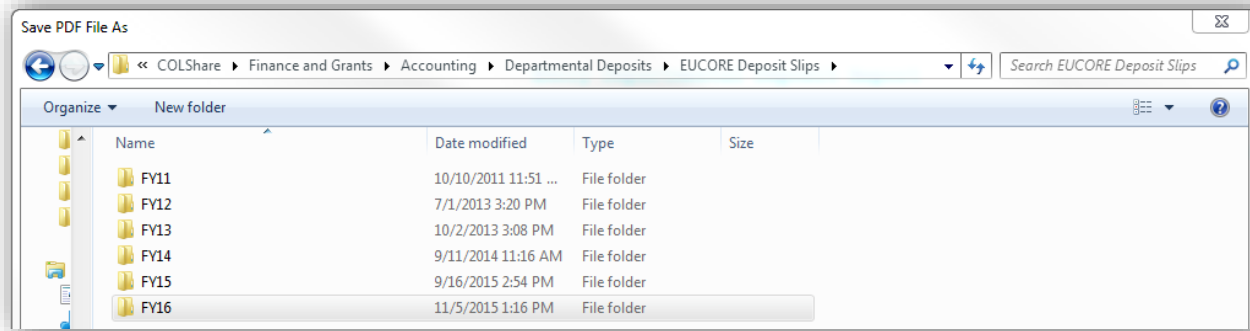
Copies:  
Number of copies: 1  
 Collate

OK Cancel

- **Save** PDF file.

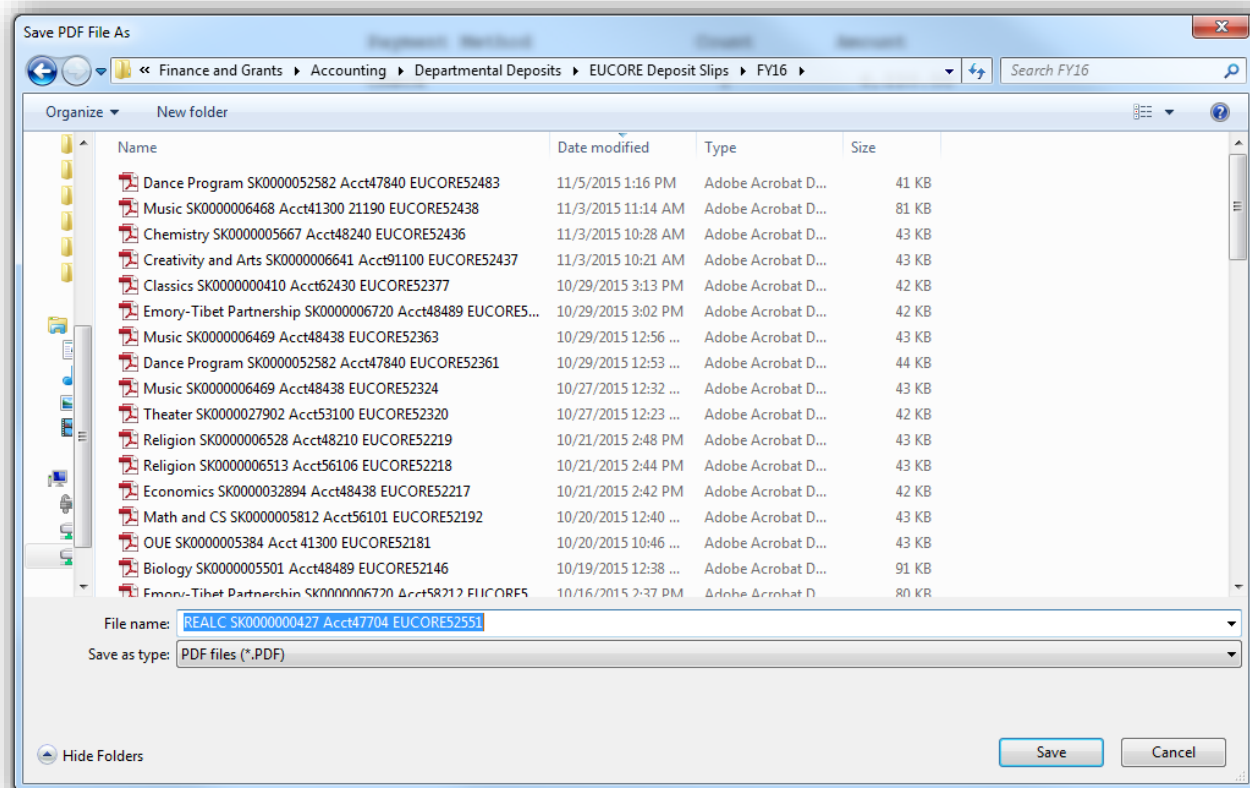
**Note:** Another way to print the *Deposit Report* after it has run is to access the report through the Report Manager page. Navigate to **Reporting Tools > Report Manager**. Click the **Administration** tab, then click the reports **Details** link.

Navigate to the current fiscal year on the 'S' drive. **S:\COLShare\Finance and Grants\Accounting\Departmental Deposits\EUCORE Deposit Slips\FY16**

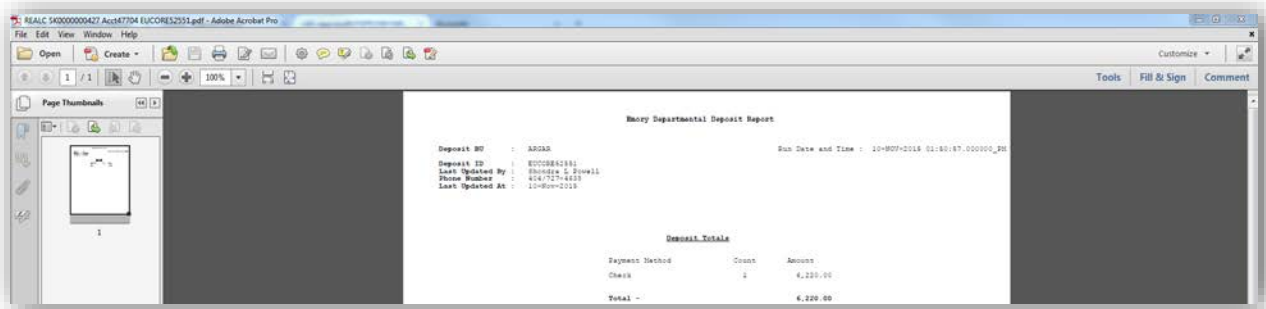


The File name is the Department's Name, SmartKey, Account Code, and EUCORE ID.

*Example: CIPA SK0000023236 Acct48240 EUCORE53840*

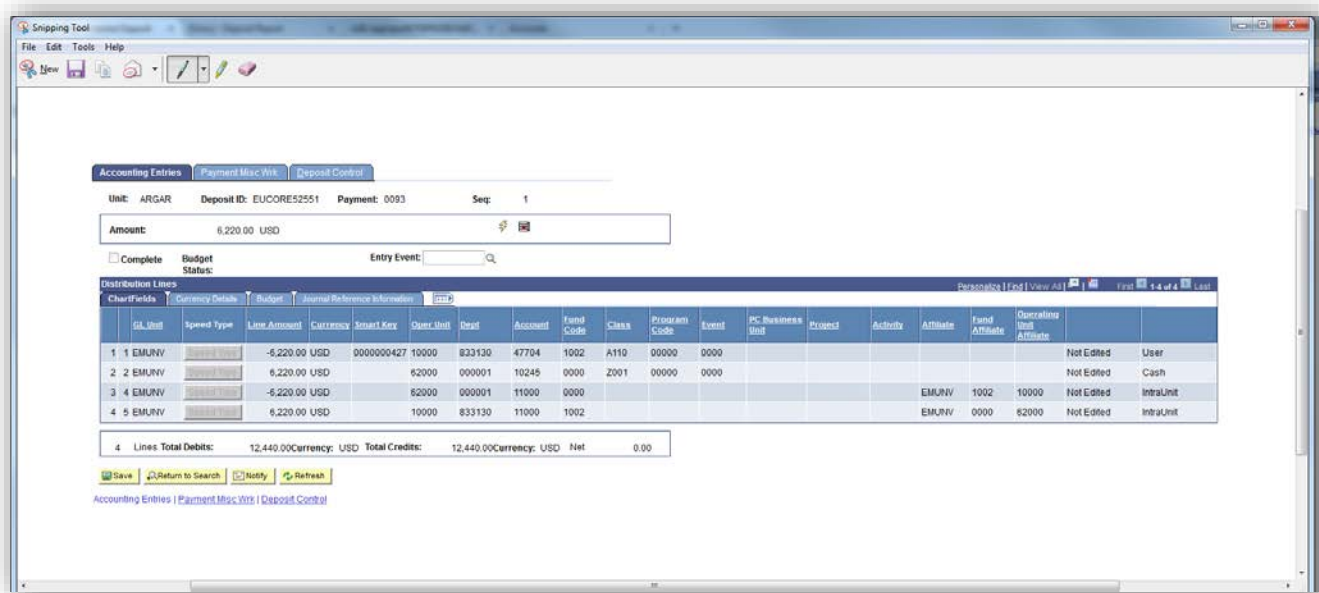


The PDF File page will display.



Return to the Emory – Departmental Deposit.

Copy and save the Accounting Entries tab using **PrtScn** (Print Screen) or the Snipping Tool.



## Department Confirmation

Attach the PDF file and email the department confirmation to the person listed as Submitter's Name: on the Departmental Deposit form.

