PeopleSoft 8.9 Quick Reference Guide: Departmental Deposits

www.case.edu/erp/fin

1. From the menu, select **Case Departmental Deposits**.
2. Select **Case Deposit Entry**.
   
   The **Case Deposit Entry** search page appears.

   **Case Deposit Entry**

   ![Image of Case Deposit Entry](image)

   **User ID:** dwr2  
   **Deposit Id:** NEXT

   ![Add button]

   ![Find an Existing Value | Add a New Value]

3. Click **Add** to create a new deposit.
   
   The **Case Deposit Entry** screen will appear.
To search for an existing deposit, click the tab Find an Existing Value. You will be able to search for a deposit by Deposit Id, Deposit Date, Deposit Status, Posted Status, or by clicking [Search] to view all the deposits created under your ID.

4. In the Description field, give a brief explanation of the deposit being made.
5. If any cash is being deposited, record the total amount in the Cash field.
6. If any checks are being deposited, record the total amount in the Check field.

   The system will automatically total the two fields in the Deposit Amount field.

   The Adjusted Cash and Adjusted Check field will be used by the Cashiers Office if the amount they receive is different than the amount listed.

7. In the Deposit Distribution section, write a Description for the deposit(s) being distributed on Distribution Line 1. This description will appear on reports.

   If you need to distribute to more than one SpeedType, click the [+] to add another row. You may distribute to as many SpeedTypes as needed.

8. Enter the SpeedType.
9. Enter the Account, if needed.

   The Account may default for you

10. If applicable, enter Event.
11. In the Deposit Distribution Detail section, enter the Amount of the deposit.
12. Select **Cash/Check** using the drop down.

13. Enter a description or check number (if applicable) in the **Item Information/Check Number** field.

   When depositing a check, write the name of the person who wrote the check in the **Item Information/Check Number** field.

14. Click the **+** to the right of the **Cash/Check** drop down to add additional rows.

15. Click the blue underlined hyperlink in the top right hand side of the screen **Printer Friendly Deposit**.

   After printing, you must hand deliver any cash and/or checks and your signed, printed deposit slip to the Cashier’s Office.

You can review the status of your deposit by looking in the column labeled “Deposit Status.” One of five values will appear:

- **Pending**: The Cashier’s Office is waiting to receive the cash and/or checks and the signed deposit slip.
- **Received**: The Cashier’s Office has received the deposit, but it has not been processed.
- **Approved**: The Cashier’s Office has approved/processed the deposit.
- **Void**: The deposit has been voided.
  - The originator can void the deposit by clicking the box to the left of “Void” on the Deposit screen. Please note: the cashiers cannot void a deposit.

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**Printer Friendly Deposit**

**Deposit Status**: Pending

**Posted Status**: Not Posted

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Once the deposit has been approved or denied, the requester will receive an email update.