Department Deposit Process User Guide

Internal Consulting

NORTHEASTERN UNIVERSITY, INTERNAL CONSULTING
177 Huntington Ave, Boston, MA 02115

Using the new Department Deposit Form

The purpose of this document is to be a reference manual providing detailed information to support the process of submitting check and cash deposits.

New Department Deposit Process – High-Level Overview

If you receive checks or cash that need to be deposited into your department's account and ***are not Advancement gifts***, you can follow the steps below to ensure that the money is credited properly and in a timely manner:

Step 1. Verify the following:

- The check is made payable to Northeastern University. We do not accept third-party checks (made payable to someone other than Northeastern University and endorsed on the back).
- The written and numerical amounts of the check match.
- The date of the check is valid and has not expired. The period of validity is typically stated right on the check, and most checks are valid up to 180 days unless otherwise stated.
- There is a signature on the check.
- The check is written in ink, not pencil.
- The check is in US dollars and drawn on a US bank or US branch of a foreign bank.
- The check is not a gift or donation. These should go to Advancement Information Systems for processing. Contact AIS at mgadministrator@northeastern.edu for additional guidance.

Step 2. Fill out new online Department Deposit form.

Step 3. Depending on the Banner index that you provided, you will receive instructions to submit check/cash to Treasury Services or Research Finance.

Step 4. Your online request will be routed to the appropriate queue for review (Treasury Services or Research Finance)

Step 5. You will receive a notification with the CASHNet transaction number when your request has been processed.

How To – Steps to use the system

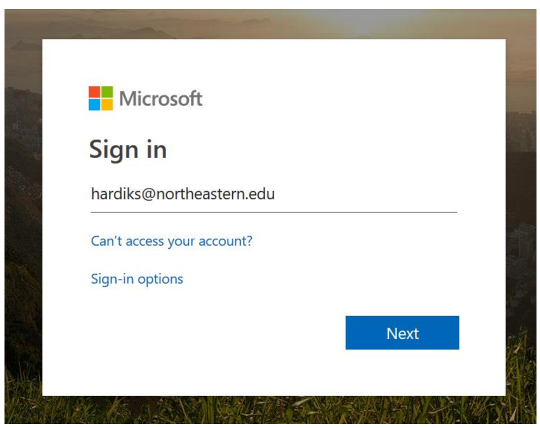
This section describes steps to perform various activities in the system. Let's go through each of the activities in detail.

Logging in to the system

1. Copy and paste the link to any of the latest browsers: https://northeastern.onk2.com/Runtime/Runtime/Form/Department+Deposit+-+Main/?&_state=user

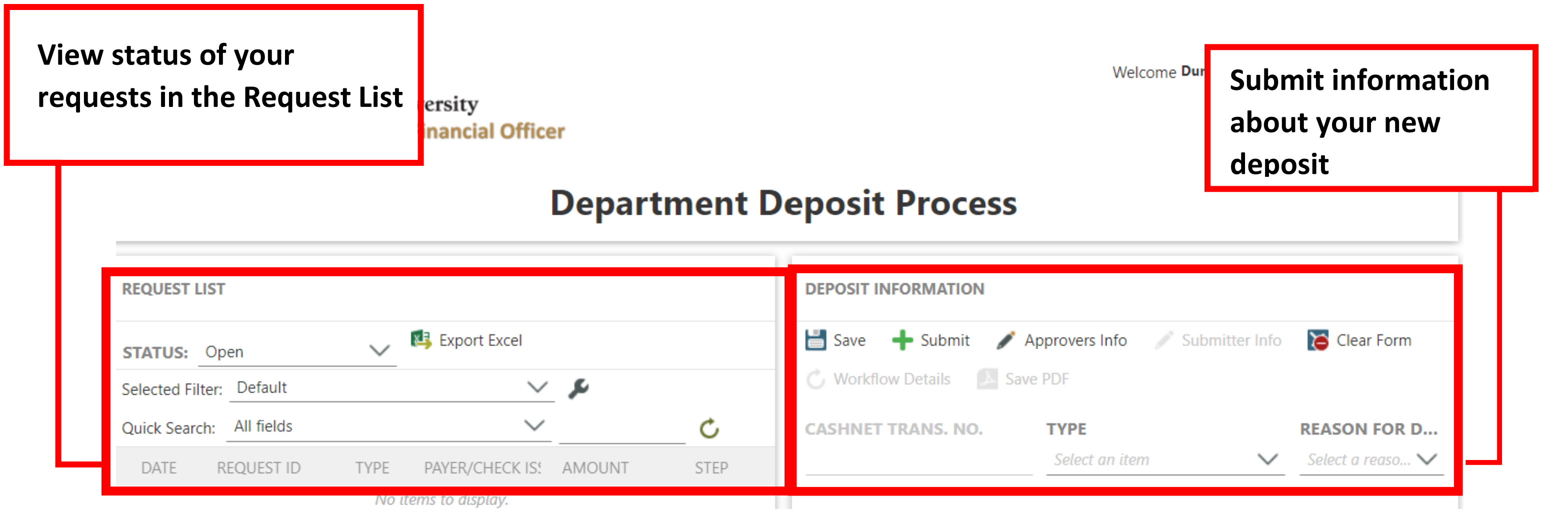
> *Note: The system is best compatible for use on the latest Firefox, Chrome, Edge or Safari browsers. The system is not responsive on mobile / tablet screens.*

2. Log in to the system using *your-username@northeastern.edu* as shown in the screenshot below, and click on the **Next** button:



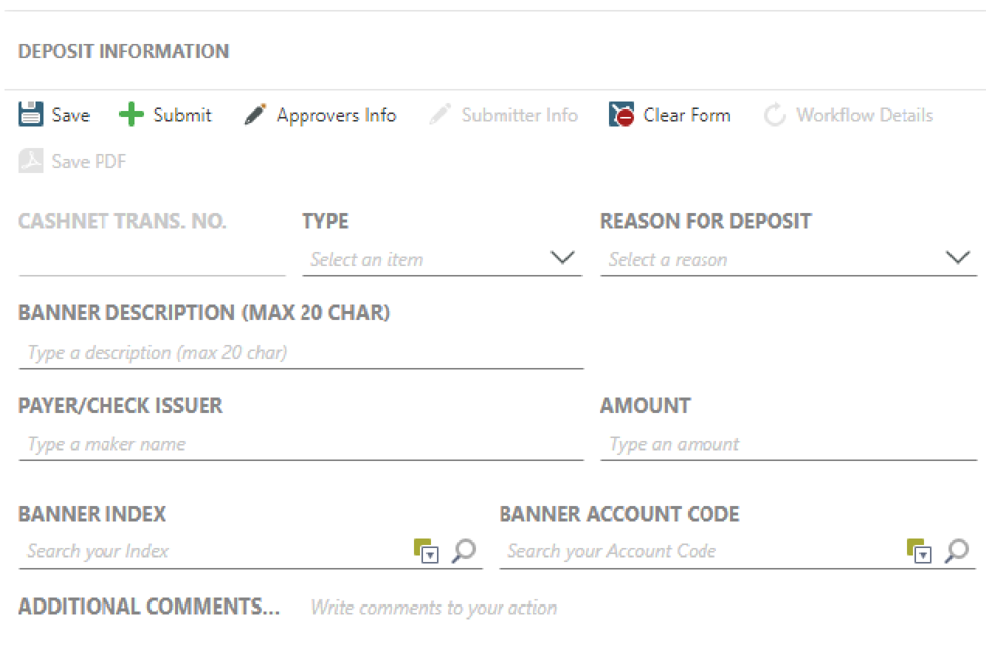
3. You will then be redirected to the Northeastern University Organizational Account sign in page, enter your credentials and click on the **Sign in** button.
4. Once you are logged in you will be redirected to the Home screen of the Department Deposit Form:

Northeastern University
INTERNAL CONSULTING



Creating a new Department Deposit Request

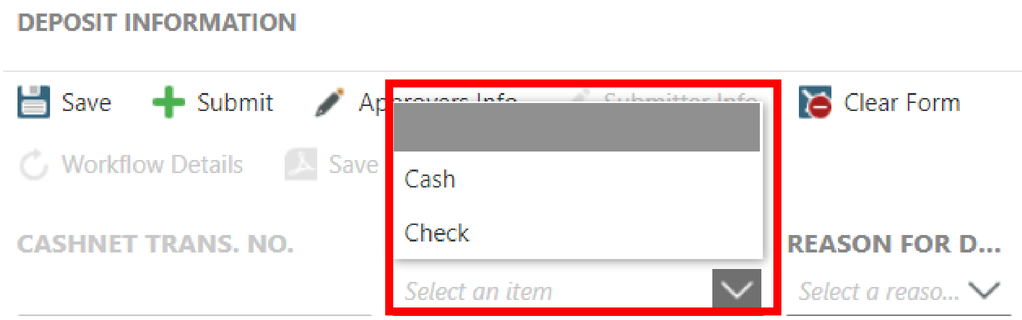
1. Once logged in, fill in Deposit Information form on the right hand side of your screen.



Enter the following details:

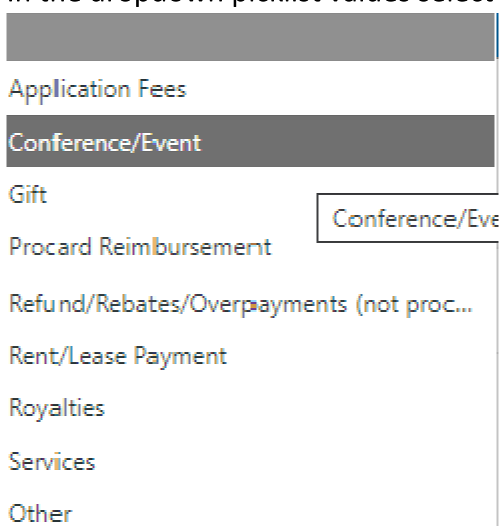
a. Type of deposit:

i. In the dropdown picklist select if you want to deposit check or cash:

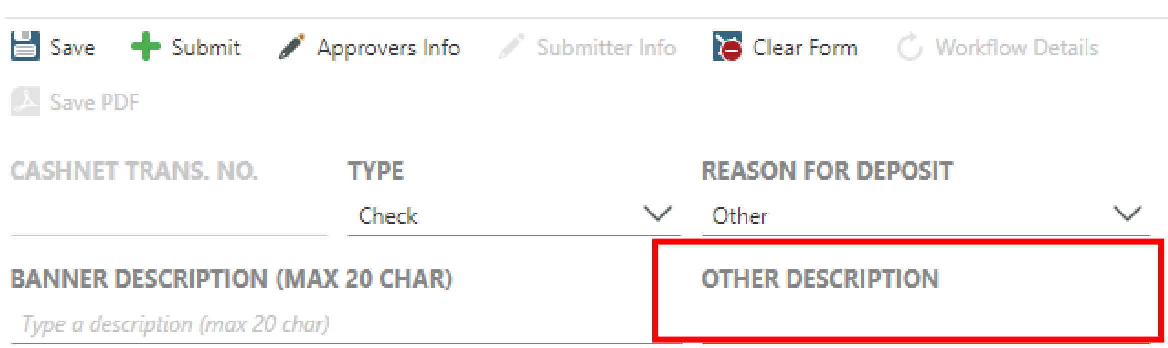


b. Reason for deposit

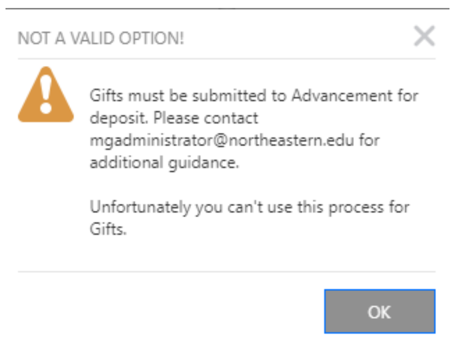
i. In the dropdown picklist values select one of the reasons for your deposit:



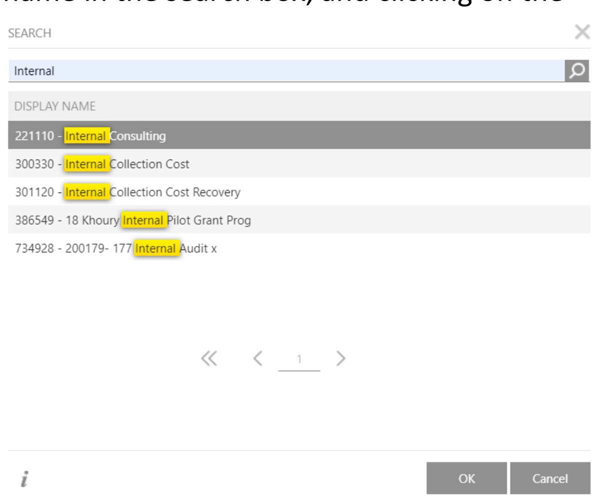
ii. If none of these values match your reason for deposit, select "Other". You will need to explain the reason for your deposit in the "Other Description Field" that will appear on the screen:



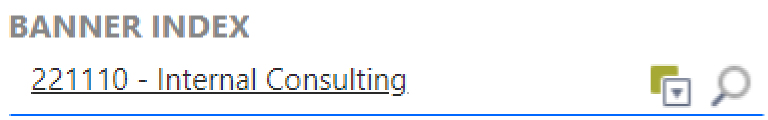
iii. If you choose "Gift", you will receive an error notification asking to submit your deposit to Advancement:



c. **Banner Description –** type the description you would like to see in Banner (cannot exceed 20 characters)
d. **Payer/Check Issuer –** type the name of the payer
e. **Amount –** type the dollar amount you want to deposit
f. If you're depositing a check:
   i. Enter your **check number**
   ii. Select a **check date –** unless otherwise stated, most checks are only valid up to 180 days.
g. Include your **Banner Index**
   i. You can type your Banner Index and click Enter.
   ii. you can also search for it by clicking on the icon; start printing the name in the search box, and clicking on the again:

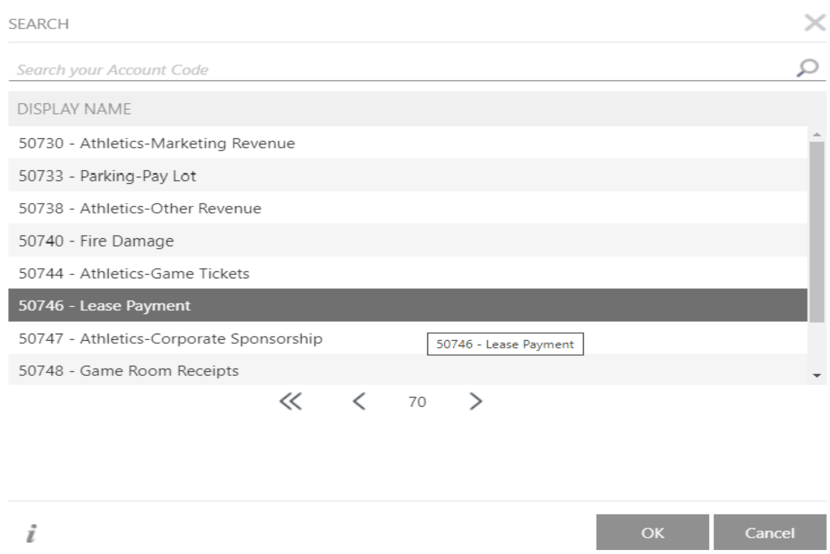


Choose the right Index and lick on the OK button:



h. Include **Banner Account code**

   i. Same as with Banner Index, you can either directly type the Account code or search for it:



i. Include any **additional comments** if necessary.

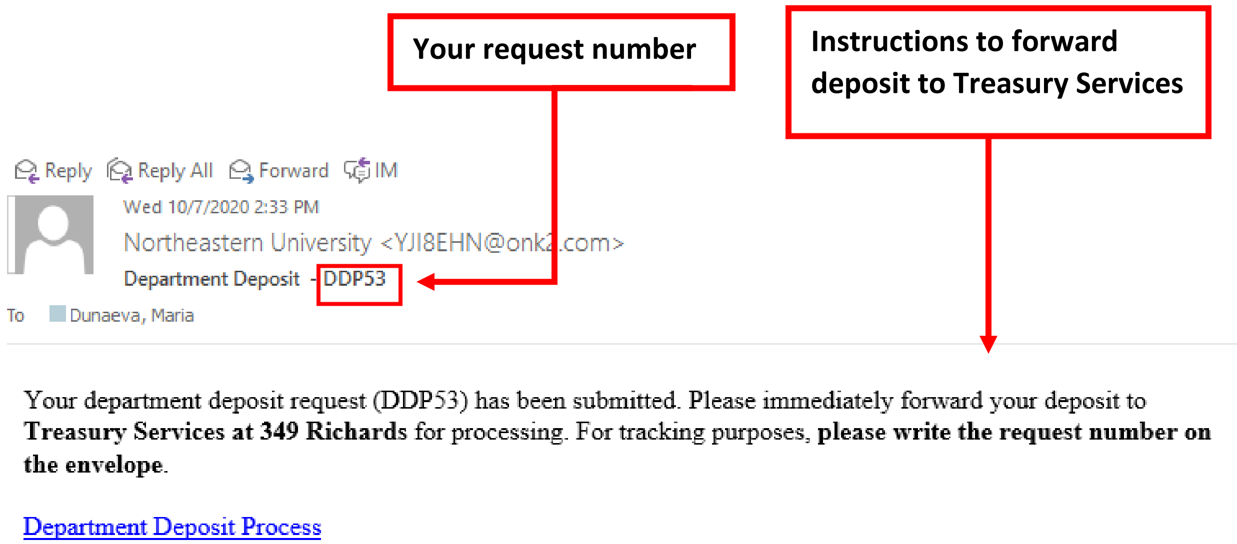
j. You can save your progress at any point by clicking on the Save button in the upper left corner of the form.

k. Once you have filled the form, you can click on the Submit button.

Notifications

You will receive e-mail notifications in the following cases:

a. When new deposit request is submitted:



Wed 10/7/2020 2:33 PM

Northeastern University <YJI8EHN@onk2.com>

Department Deposit - DDP53

To Dunaeva, Maria

Your department deposit request (DDP53) has been submitted. Please immediately forward your deposit to **Treasury Services at 349 Richards** for processing. For tracking purposes, **please write the request number on the envelope**.

[Department Deposit Process]

b. When the request has been processed:

CASNET Transaction Number provided in the e-mail

Reply Reply All Forward IM

Fri 10/9/2020 1:33 PM

Northeastern University <YJI8EHN@onk2.com>

Department Deposit - DDP53

To Dunaeva, Maria

Your deposit request was **Processed**. This is the **CASHNet Trans. No.: 1234567**

[Department Deposit Process]

c.

Reply Reply All Forward IM

Fri 10/9/2020 1:40 PM

Northeastern University <YJI8EHN@onk2.com>

Department Deposit - DDP60

To Dunaeva, Maria

Your deposit request was **Denied.**

[Department Deposit Process]

d. When the request needs review:

Reply Reply All Forward IM

Wed 10/7/2020 2:50 PM

Northeastern University <YJI8EHN@onk2.com>

Department Deposit - DDP53

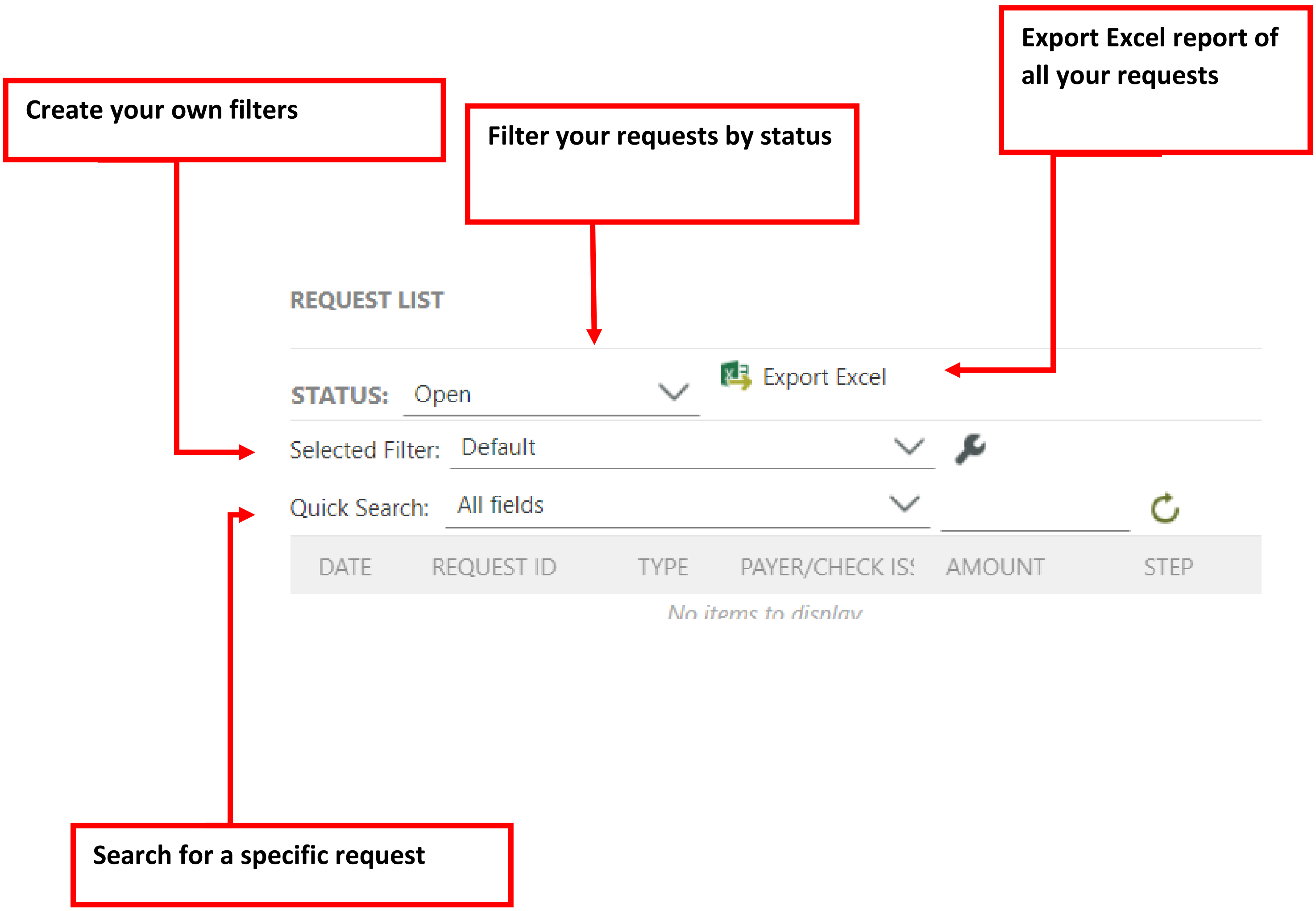
To Dunaeva, Maria

Your deposit request **Needs Review.**

[Department Deposit Process]

Dashboard

You can always check the status of your request in the Request List Dashboard on the left hand side of your screen:



If you have any questions please contact Treasury Services at treasvcs@northeastern.edu.