
Department Deposit Process User Guide

Internal Consulting

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 madministrator@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.



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How To – Steps to use the system

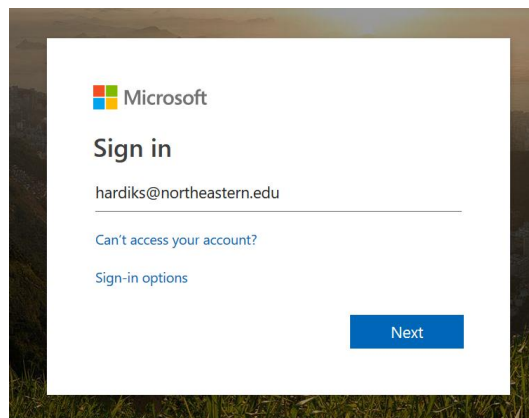
This section describes steps to perform various activities in the system. Let's go through each of the activities in detail.

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:



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View status of your requests in the Request List

Submit information about your new deposit

University
Financial Officer

Welcome Dur

Department Deposit Process

DATE	REQUEST ID	TYPE	PAYER/CHECK IS	AMOUNT	STEP
No items to display.					

Creating a new Department Deposit Request

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

DEPOSIT INFORMATION

Save + Submit Approvers Info Submitter Info Clear Form Workflow Details Save PDF

CASHNET TRANS. NO. TYPE REASON FOR DEPOSIT
 _____ Select an item Select a reason

BANNER DESCRIPTION (MAX 20 CHAR)

 Type a description (max 20 char)

PAYER/CHECK ISSUER **AMOUNT**

 Type a maker name Type an amount

BANNER INDEX **BANNER ACCOUNT CODE**
 Search your Index Search your Account Code

ADDITIONAL COMMENTS... Write comments to your action



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Enter the following details:

a. Type of deposit:

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

DEPOSIT INFORMATION

Save + Submit Approvers Info Submitter Info Clear Form

Workflow Details Save

CASHNET TRANS. NO. REASON FOR D...
Select an item Select a reaso...

b. Reason for deposit

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

Application Fees

Conference/Event

Gift

Procard Reimbursement

Refund/Rebates/Overpayments (not proc...

Rent/Lease Payment

Royalties

Services

Other

- 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:

Save + Submit Approvers Info Submitter Info Clear Form Workflow Details

Save PDF

CASHNET TRANS. NO.	TYPE	REASON FOR DEPOSIT
	Check	Other

BANNER DESCRIPTION (MAX 20 CHAR) OTHER DESCRIPTION

Type a description (max 20 char)




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

NOT A VALID OPTION! ✕

 Gifts must be submitted to Advancement for deposit. Please contact mgadministrator@northeastern.edu for additional guidance.

Unfortunately you can't use this process for Gifts.

OK

- 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:

SEARCH ✕

Internal 🔍

DISPLAY NAME

221110 - Internal Consulting
300330 - Internal Collection Cost
301120 - Internal Collection Cost Recovery
386549 - 18 Khoury Internal Pilot Grant Prog
734928 - 200179- 177 Internal Audit x

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i OK Cancel



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Choose the right Index and lick on the OK button:

BANNER INDEX

[221110 - Internal Consulting](#)



h. Include Banner Account code

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

SEARCH ✕

Search your Account Code 🔍


DISPLAY NAME


- 50730 - Athletics-Marketing Revenue
- 50733 - Parking-Pay Lot
- 50738 - Athletics-Other Revenue
- 50740 - Fire Damage
- 50744 - Athletics-Game Tickets
- 50746 - Lease Payment**
- 50747 - Athletics-Corporate Sponsorship
- 50748 - Game Room Receipts

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i

- 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.



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Notifications

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

- a. When new deposit request is submitted:

Reply Reply All Forward IM

Wed 10/7/2020 2:33 PM

Northeastern University <YJ18EHN@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](#)

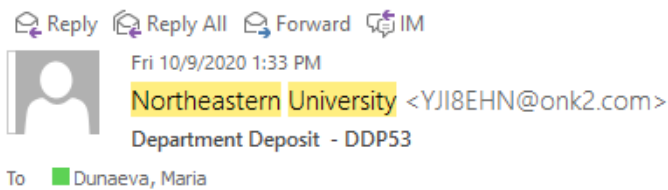


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b. When the request has been processed:

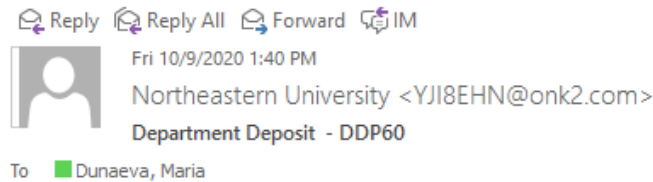
CASNET Transaction Number provided in the e-mail



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

[Department Deposit Process](#)

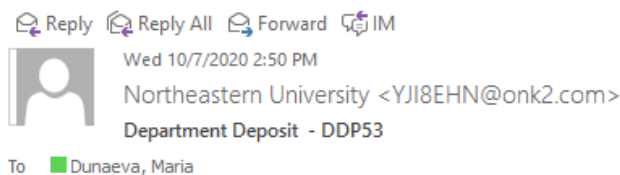
c.



Your deposit request was **Denied**.

[Department Deposit Process](#)

d. When the request needs review:



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:

The screenshot shows the 'REQUEST LIST' dashboard interface. It includes a 'STATUS:' dropdown menu set to 'Open', an 'Export Excel' button, a 'Selected Filter:' dropdown set to 'Default', and a 'Quick Search:' dropdown set to 'All fields'. Below these are columns for 'DATE', 'REQUEST ID', 'TYPE', 'PAYER/CHECK IS:', 'AMOUNT', and 'STEP'. The text 'No items to display' is visible below the table headers. Three red callout boxes with arrows point to specific features: 'Create your own filters' points to the 'Selected Filter:' dropdown; 'Filter your requests by status' points to the 'STATUS:' dropdown; and 'Export Excel report of all your requests' points to the 'Export Excel' button. A fourth red callout box, 'Search for a specific request', points to the 'Quick Search:' dropdown.

Create your own filters

Filter your requests by status

Export Excel report of all your requests

Search for a specific request

REQUEST LIST

STATUS: Open Export Excel

Selected Filter: Default Wrench icon

Quick Search: All fields Refresh icon

DATE	REQUEST ID	TYPE	PAYER/CHECK IS:	AMOUNT	STEP
<i>No items to display</i>					

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