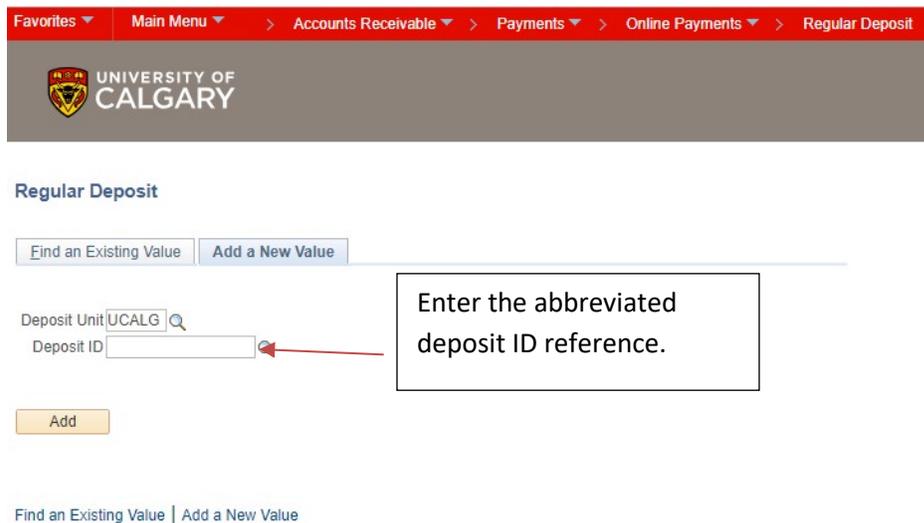


1. I can't save my Deposit without a deposit ID # for my supporting documents, how do I proceed?

The deposit ID reference will now be a field that is entered by the department that will contain the department abbreviation (provided by AR) + the date (mmddyy) + the initials of the depositor. For example, social work's deposit ID will now be SOCWK092718BB. Department abbrev (SOCWK), today's date (092718), depositor initials (BB).

This deposit ID reference should be entered on the deposit sheet and RBC deposit slip as per the current process.

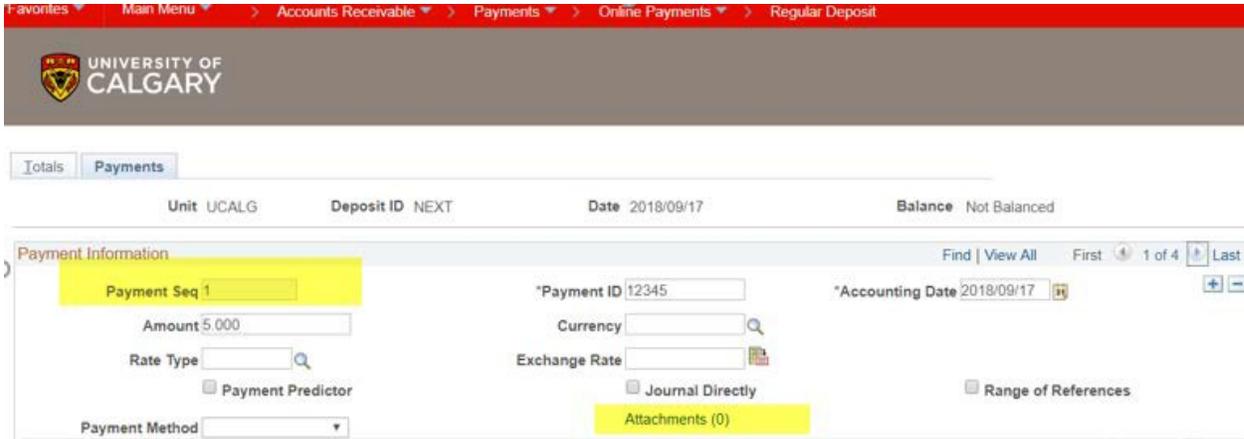
In PeopleSoft, the deposit ID will no longer be NEXT, but will be manually entered as per the instructions above.



2. How do I add attachments to my deposit?

When creating your deposit in Online Payments – Regular deposit, navigate to the Payments tab.

Step 1 – Navigate to the Payment Seq #1 and click the Attachments hyperlink. The attachment should always be on the 1st payment sequence.



Navigation: Favorites > Main Menu > Accounts Receivable > Payments > Online Payments > Regular Deposit

UNIVERSITY OF CALGARY

Totals | Payments

Unit UCALG Deposit ID NEXT Date 2018/09/17 Balance Not Balanced

Payment Information Find | View All First 1 of 4 Last

Payment Seq 1 *Payment ID 12345 *Accounting Date 2018/09/17

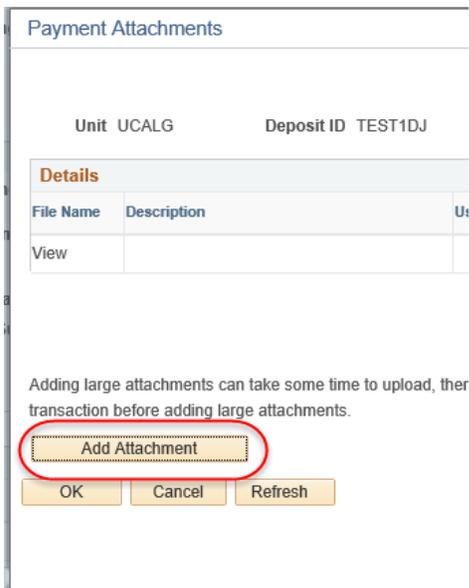
Amount 5,000 Currency

Rate Type Exchange Rate

Payment Predictor Journal Directly Range of References

Payment Method Attachments (0)

Step 2 – Click on the Add attachment button.



Payment Attachments

Unit UCALG Deposit ID TEST1DJ

Details

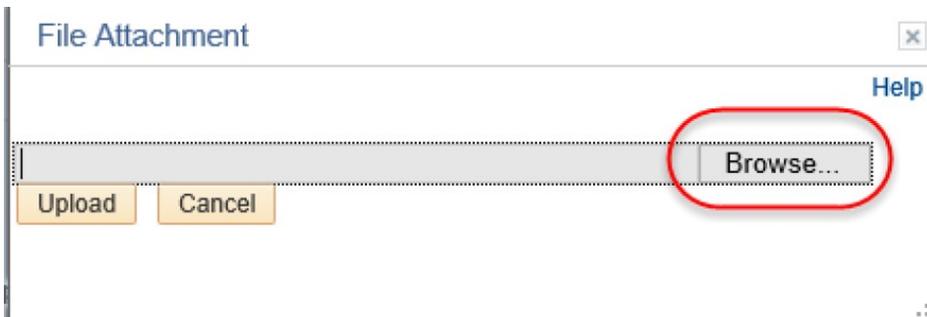
File Name	Description	Us
View		

Adding large attachments can take some time to upload, ther transaction before adding large attachments.

Add Attachment

OK Cancel Refresh

Step 3 – Click on the Browse button.

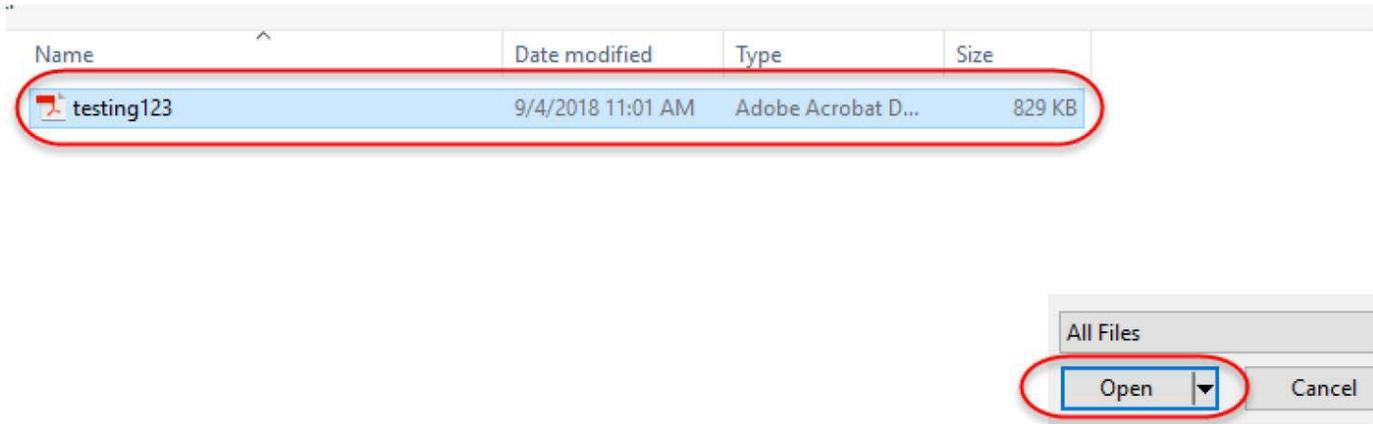


File Attachment Help

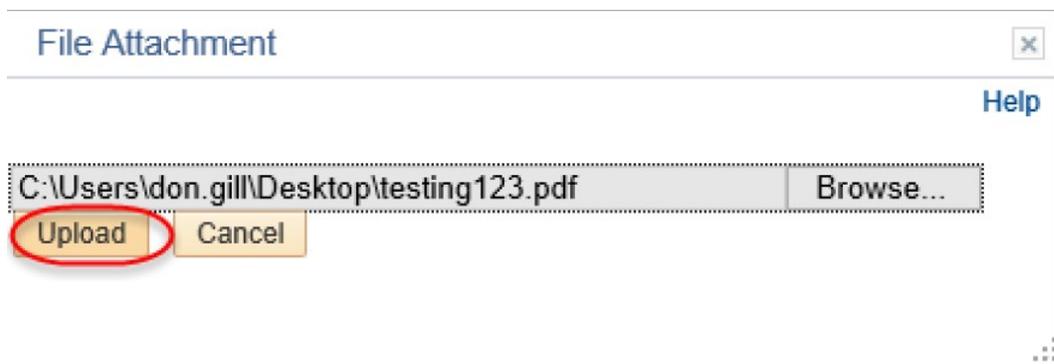
Browse...

Upload Cancel

Step 4 – Select your attachment file and click the Open button.



Step 5 – Click the Upload button.



Step 6 – Click the OK button

Payment Attachments

Unit UCALG Deposit ID TEST1DJ

Details	
File Name	Description
testing123.pdf	

Adding large attachments can take some time to upload, therefore, it is advised to wait for a successful transaction before adding large attachments.

Add Attachment

Step 7 – Click the Save button

Totals | **Payments**

Unit UCALG Deposit ID TEST1DJ Date 2018/08/30 Balance Balanced

Payment Information Find | View All First 1 of 2 Last

Payment Seq 1 *Payment ID TEST3 *Accounting Date 2018/08/30

Amount 1,000.00 Currency CAD

Rate Type CRRNT Exchange Rate 1.00000000

Payment Predictor Journal Directly Range of References

Payment Method Check [Attachments \(1\)](#) [Apply Payment](#)

[View Audit Logs](#)

Customer Information Find First 1 of 1 Last

Customer ID Business Unit

Remit From Name Remit SetID

Corporate Corporate SetID

SubCust1 SubCust2

MICR ID Link MICR

Detail References

Reference Information Personalize | Find | View All First 1 of 1 Last

Qual Code	Reference	To Reference
1		

3. How do I send a deposit for review in PeopleSoft?

Step 1 - Complete your direct journal entry accounting lines as per below.

[Favorites](#) > [Main Menu](#) > [Accounts Receivable](#) > [Payments](#) > [Direct Journal Payments](#) > [Create Accounting Entries](#)

 UNIVERSITY OF CALGARY

[Accounting Entries](#) | [Deposit Control](#)

Unit UCALG Deposit ID Payment Seq 2

Currency Details

Amount 1,250.00 CAD

Ready For Review Entry Event

Distribution Lines Personalize | Find | View All | First 1-2 of 4 Last

[ChartFields](#) | [Distribution Creation / Update Details](#)

Distribution Sequence	GL Unit	Speed Type	Line Amount	Currency	Account	Fund	Dept	Internal	Line Descr
1	1 UCALG	Speed Type	-1,250.00	CAD	45020	15			ALLOCATE REVEI
2	2 UCALG	Speed Type	2,850.00	CAD	45020	15			ALLOCATE REVEI

Total

Lines	Total Debits	Currency	Total Credits	Currency	Net
4	4,100.00	CAD	4,100.00	CAD	0.00

[Save](#) | [Return to Search](#) | [Previous in List](#) | [Next in List](#) | [Notify](#) | [Refresh](#)

Step 2 – Click on the Ready for Review box and Click Save.

[Favorites](#) > [Main Menu](#) > [Accounts Receivable](#) > [Payments](#) > [Direct Journal Payments](#) > [Create Accounting Entries](#)

 UNIVERSITY OF CALGARY

[Accounting Entries](#) | [Deposit Control](#)

Unit UCALG Deposit ID Payment Seq 2

Currency Details

Amount 1,250.00 CAD

Ready For Review Entry Event

Distribution Lines Personalize | Find | View All | First 1-2 of 4 Last

[ChartFields](#) | [Distribution Creation / Update Details](#)

Distribution Sequence	GL Unit	Speed Type	Line Amount	Currency	Account	Fund	Dept	Internal	Line Descr
1	1 UCALG	Speed Type	-1,250.00	CAD	45020	15			ALLOCATE REVEI
2	2 UCALG	Speed Type	2,850.00	CAD	45020	15			ALLOCATE REVEI

Total

Lines	Total Debits	Currency	Total Credits	Currency	Net
4	4,100.00	CAD	4,100.00	CAD	0.00

[Save](#) | [Return to Search](#) | [Previous in List](#) | [Next in List](#) | [Notify](#) | [Refresh](#)

4. What do I drop off at the bookstore?

The Brinks bag containing the RBC deposit slips and cheques/cash will continue to be sent to the bookstore.

Now that the deposit backup is saved in PeopleSoft, the interoffice envelope does not need to be sent to the AR team.

5. What is supporting documentation?

Supporting documentation is 3rd party confirmation for the items that are being deposited. For example, the documentation could be a contract, work order, agreement, PO, or customer communications. The supporting documentation should confirm the customer, dollar amount and charge details.

6. How will I know if my deposit is approved?

If your deposit is no longer in the create entries page, it has been approved. You will also notice in the GL or within EFIN that the revenue items are now posted.

7. What is the expected turnaround time on deposit approvals?

We understand the importance of processing these deposits in a timely manner and that the review process will extend the turnaround time for invoice processing. We are unable to provide an expected turnaround at this time, but if you do not see your deposit in EFIN or the general ledger in 5 business day, please reach out to finance@ucalgary.ca.

8. I need further assistance with the workflow updates, who do I contact?

Contact finance@ucalgary.ca for anything billing related. We are here to help!