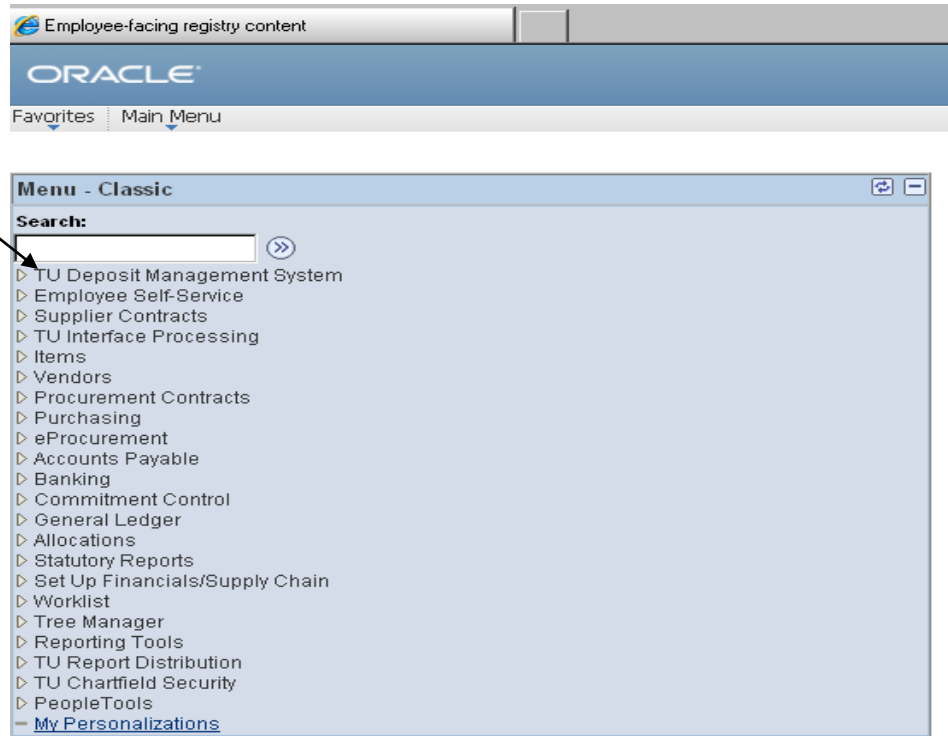


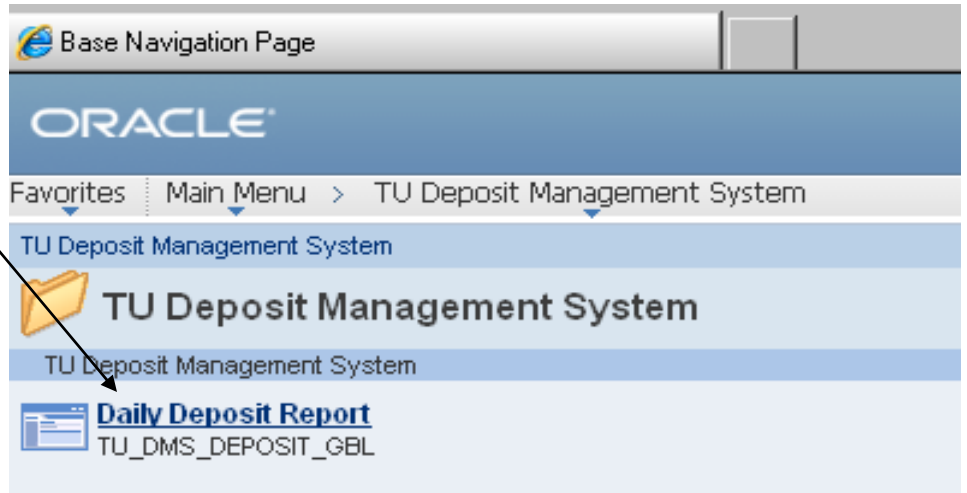
TOWSON UNIVERSITY-DEPOSIT MANAGEMENT SYSTEM
PS 9.1 Data Entry Procedures-Deposit Areas

CASH/CREDIT CARD DATA ENTRY PROCEDURES

STEP 1: CLICK TU Deposit Management System



STEP 2: CLICK Daily Deposit Report



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STEP 3: CLICK Add a New Value tab

Daily Deposit Report

ORACLE

Favorites Main Menu > TU Deposit Management System > Daily Deposit Report

TU DMS Daily Deposit

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

Find an Existing Value **Add a New Value**

Limit the number of results to (up to 300):

Entered By:

Department:

Fiscal Year:

Deposit Date:

CERDEP#:

DRN#:

Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

STEP 4: Enter Department, FISCAL YEAR, Deposit Date & Certificate of Deposit Number

Department & Fiscal Year can be selected by CLICKING the lookup/magnifying glass icon.

Deposit Date can be entered manually or by clicking calendar icon to bring up calendar to select the date.

Once all data is entered **AND VALIDATED** that it is correct FY and deposit date, CLICK ADD.

Daily Deposit Report

ORACLE

Favorites Main Menu > TU Deposit Management System > Daily Deposit Report

TU DMS Daily Deposit

Find an Existing Value **Add a New Value**

User ID:

Department:

Fiscal Year:

Deposit Date:

CERDEP#:

[Find an Existing Value](#) | [Add a New Value](#)

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STEP 5: Enter Cash/Check data:

REQUIRED:

DRN → 6-digit Deposit Ticket Number (NOTE: if this is a credit card only deposit, please enter 999999 and skip down to credit card data)

Cash/Check total → Enter total dollar amount for the deposit date.

OPTIONAL FIELDS:

Cash Drawer ID, Tape ID#, Cashier

Scroll to bottom of page and **CLICK SAVE**.

STEP 6: Enter Credit Card data

NOTE: Enter data for each settlement so if you settle your terminals more than once in a day, need to enter data for each settlement.

REQUIRED FIELDS:

Credit Card Transaction Date, Card Type, Trans Amt

OPTIONAL:

Merchant Number, CC Terminal, CC Batch ID, Area

Enter a number to Lines to ADD to insert X # of lines.

Fill out data then **CLICK SAVE**.

Step 7: Validate Cash & Credit Card totals.

Step 8: Click Save again

If you have more deposits to enter, **CLICK** the ADD button on the bottom of the page and it will take you back to the Daily Deposit Entry page again.

The screenshot shows the Oracle Daily Deposit Report interface. At the top, it says 'Daily Deposit Report' and 'ORACLE'. Below that, there are navigation links: 'Favorites', 'Main Menu', 'TU Deposit Management System', and 'Daily Deposit Report'. The main header reads 'TOWSON UNIVERSITY DAILY DEPOSIT REPORT' and 'Department Auxiliary Serv Business Office'. Key information includes: 'CD NUMBER: 6499', 'Deposit Date: 12/18/2011', 'PREPARED DATE: 12/20/2011', 'Fiscal Year: 2012', and 'PREPARED BY: PEACH'. There are two tabs: 'Tu Dms Deposit Tbl' and 'Tu Dms Rev Dist Pg'. The 'CASH/CHECKS' section contains fields for 'DRN (Deposit ticket #)' (456712), 'Cash Drawer ID', 'TAPE ID #', 'CASH/CHECK TOTAL' (8852.21), and 'CASHIER' (Gina Peach). Below this, there are fields for 'Journal ID Cash', 'Yes or No' (dropdown), 'OPRID Posted - Cash', 'Cash Posted Date', and 'R*Stars Batch ID'. A 'PROCESS CASH JE' button is located at the bottom right.

The screenshot shows the Oracle Daily Deposit Report interface for credit card data entry. It features a 'CREDIT CARDS' section with 'Merchant Number' and 'CC TERMINAL' fields. Below is a table titled 'CREDIT CARD TRANSACTIONS' with columns: CERDEP#, Line, CC Tran Date, Card Type, Trans Amount, CC BATCH ID, Area, and (Fin Serv Use Only) Courtesy Deposit #. The table contains three rows of transactions: Line 1 (VISA, 471.23), Line 2 (Master C, 528.61), and Line 3 (Discover, 785.23). Below the table, there is a 'Lines to Add' field set to 4 and an 'Add' button. A summary section shows: 'DISCOVER TOTAL 785.23', 'Amex Total', 'VISA Total 471.23', 'Master Card Total 528.61', 'VISA/MC TOTAL 999.84', and 'ECHECK TOTAL 0.00'. A 'CREDIT CARD TOTAL' box shows 1,785.07. At the bottom, a 'Total Sales' box shows 10,437.28. The interface also includes 'OPRID Posted - Credit Card', 'CC Posted Date', 'CC JRNL TEMP DMS_ZAU', and 'Journal ID CC' fields, along with a 'PROCESS CC JE' button.

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STEP 7: Optional-Printing Daily Deposit Page

Right click in an open area on the page and click **SELECT ALL**

All data on the page even if it goes beyond the screen will be selected.

The screenshot shows the Oracle Daily Deposit Report interface. The right-click context menu is open, highlighting the 'SELECT ALL' option. The report header includes 'TOWSON UNIVERSITY DAILY DEPOSIT REPORT' and 'Department: Auxiliary Serv Business Office'. The report details include 'CD NUMBER: 6499', 'Deposit Date: 12/18/2011', 'PREPARED DATE: 12/20/2011', and 'Fiscal Year: 2012'. The 'CASH/CHECKS' section shows a 'CASH CHECK TOTAL' of 8,652.21 and 'CASHIER: Gina Peach'. The 'CREDIT CARDS' section includes a table of transactions:

CERDEP#	Line	CC Tran Date	Card Type	Trans Amount	CC BATCH ID	Area	(Fin Serv Use Only) Courtesy Deposit #
1	6499	12/18/2011	VISA	471.23			DTB098769-001

Next click on the drop down arrow next to printer icon and **SELECT PRINT PREVIEW**.

The screenshot shows the Oracle Daily Deposit Report interface with the printer icon dropdown menu open. The 'PRINT PREVIEW' option is selected. The report details are the same as in the previous screenshot. The 'CREDIT CARDS' section now includes three transactions:

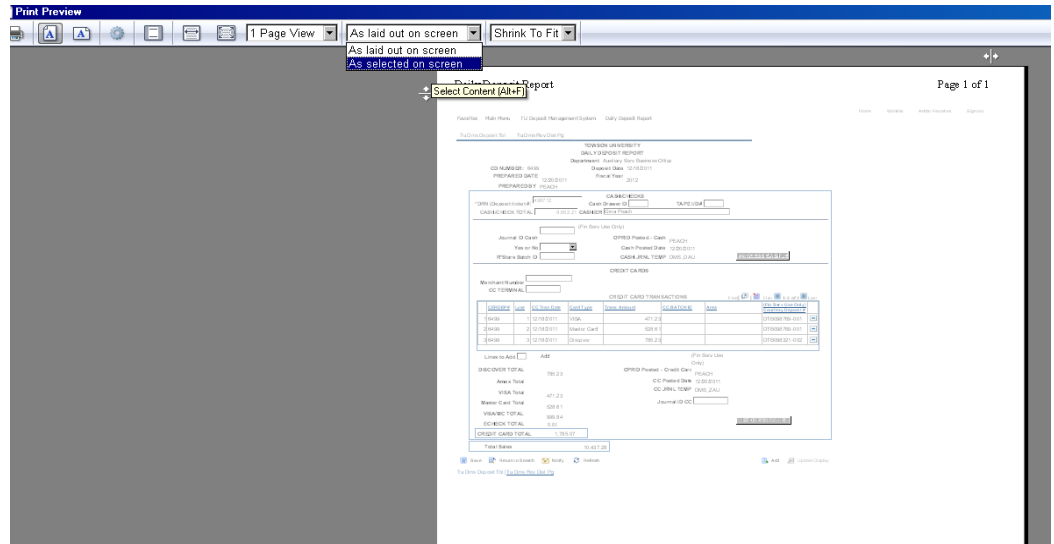
CERDEP#	Line	CC Tran Date	Card Type	Trans Amount	CC BATCH ID	Area	(Fin Serv Use Only) Courtesy Deposit #
1	6499	12/18/2011	VISA	471.23			DTB098769-001
2	6499	12/18/2011	Master Card	230.01			DTB098769-001
3	6499	12/18/2011	Discover	766.96			DTB098769-002

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Next select the down arrow next to as laid out on screen and SELECT AS SELECTED ON SCREEN. This way the whole page will print.



Then if the print looks too small, select the drop down arrow next to shrink to fit and various percentages are listed. I have found if the deposit isn't too long, then 80-85% works well.

Once percentage is selected, CLICK the PRINTER ICON to print.

