**STEP 1:** CLICK TU Deposit Management System

**STEP 2:** CLICK Daily Deposit Report
STEP 3: Enter 4-digit Fiscal Year and 4-digit Certificate Deposit (CD) Number (Must be within your deposit areas valid range)

CLICK SEARCH.

NOTE: If do not know the CD# can search by Entered by, Fiscal Year, Department, Deposit Date and/or DRN# (Bank Deposit Ticket #) then Click Search. List of CD’s that match your criteria will be displayed and you can click on CD to select.

STEP 4: System will take you to the Cash/Credit card tab. CLICK Revenue Distribution tab and Revenue page will appear.

STEP 5: Enter valid revenue distribution.

NOTE: Revenue amounts need to have (-) credit signs. Exceptions on Retail points which should always be a debit as well as when you have to enter a shortage (Short) amount.

CLICK SAVE.

Net amount must be zero before you can Process JE.
STEP 6: Validate data and make sure Net amount = 0. CLICK Process JE button.

System will ask if you are sure you want to post. Click OK.

System will return you to the Rev Distribution page and message box should appear saying Deposit Posted Successfully. CLICK OK.

Process is now complete.

CLICK RETURN TO SEARCH if you want to find another CD to enter.
STEP 7: Optional-Example of new way of Printing

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.

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