

## eDeposits

### Introduction

The university will implement eDeposits, a web application that allows users to create departmental deposits (Udocs) and post directly to FMIS. Other features include saving a Udoc to work on later; copying information from a previous Udoc to a new form; printing the Udoc; and searching for posted Udocs using various criteria.

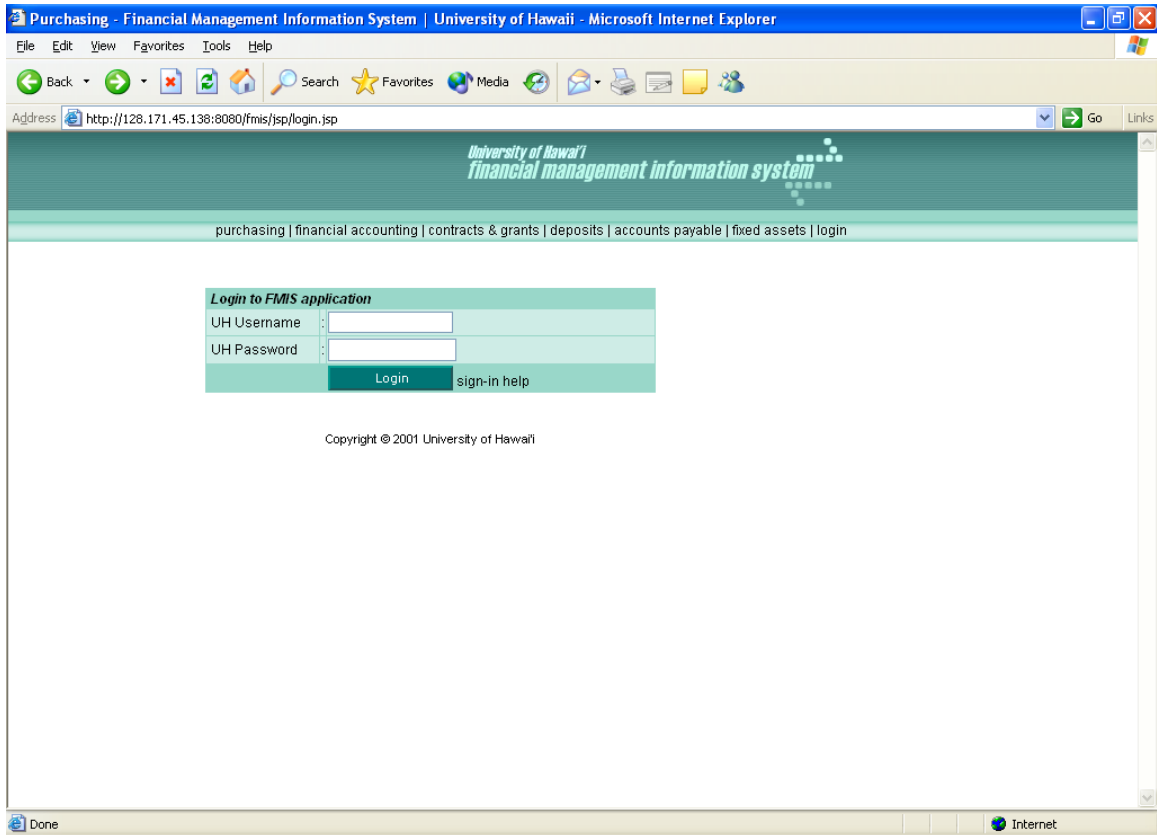
Edits are in place to ensure that information is entered correctly. However, be aware that there is no restricted access to campus and account codes. The reason for this is to continue allowing one department to collect receipts for another department or campus.

A significant change to the Udoc form is that the description can be entered for each line instead of per document.

eDeposits is available 24 hours a day, 7 days a week. The only exception will be during scheduled system maintenance, month-end processing, and unexpected outages.

If you currently have access to ePurchasing, you will also have access to eDeposits. If not, send an email to Tammy-Lu Vandevender at [tammy@hawaii.edu](mailto:tammy@hawaii.edu) with the user's name and ITS user id.

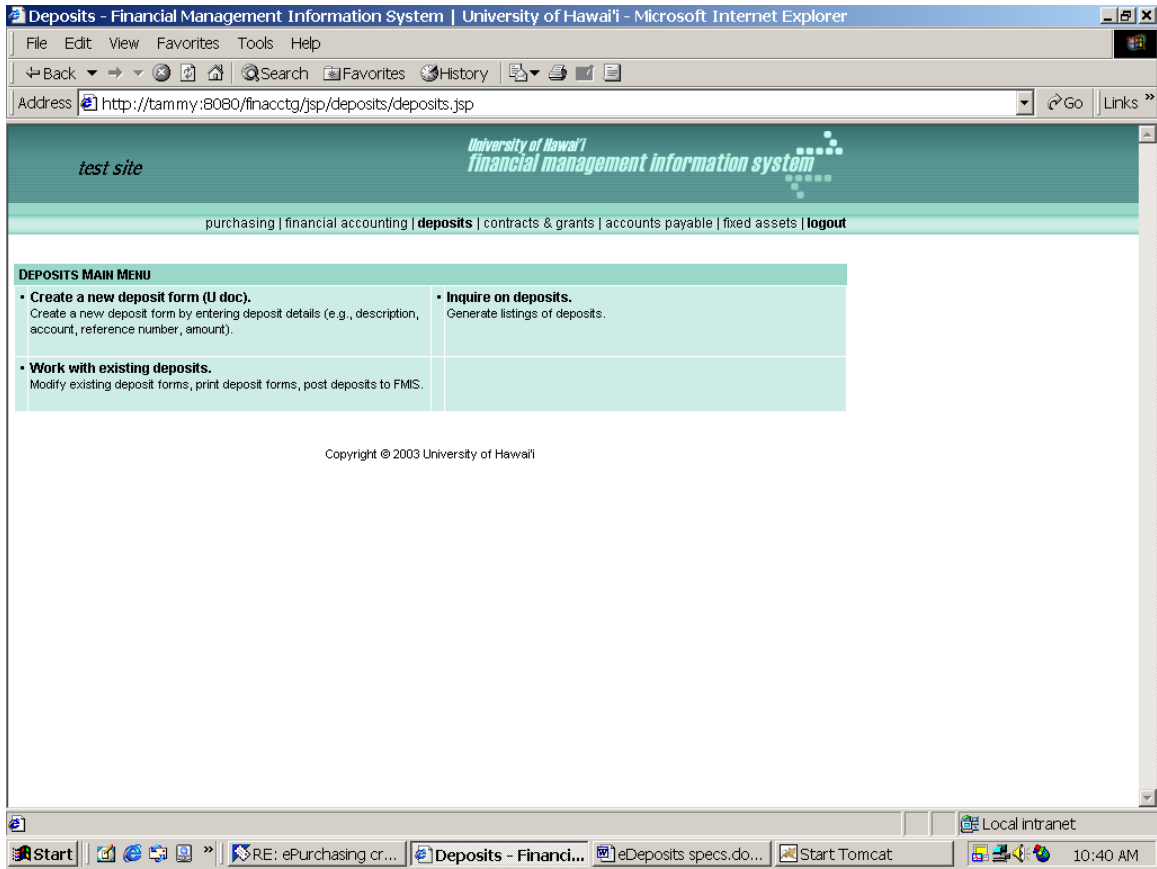
If you have any questions, please contact Joy Au Hoy ([jmorisaw@hawaii.edu](mailto:jmorisaw@hawaii.edu)) or Wendall Ho at the Treasury Office at 956-8526.



Procedure:

Enter Internet website at [www.hawaii.edu/fmis](http://www.hawaii.edu/fmis)

At the login site, enter your UH username and password and click on LOGIN.



Select DEPOSITS from the applications menu.

At the DEPOSITS MAIN MENU, select an option:

Create a new deposit form (U doc).

Work with existing deposits.

Inquire on deposits.



Deposits - Financial Management Information System | University of Hawai'i - Microsoft Internet Explorer

Address: http://tammy:8080/fnacctg/jsp/deposits/depFormConfirm.jsp?foCode=004&foNum=&campus=MA&save=Save

test site

University of Hawai'i  
financial management information system

purchasing | financial accounting | **deposits** | contracts & grants | accounts payable | fixed assets | **logout**

<< RETURN TO MAIN OPTION

**DEPOSITS APPLICATION OPTIONS - CREATING NEW DEPOSIT FORM** REVIEW DEPOSIT FORM

UNIVERSITY OF HAWAII DEPARTMENTAL DEPOSIT (FMIS-5) 04/10/2003 CAMPUS: UH - Manoa  
 U DOCUMENT # U004123 IN PROCESS

ACCOUNT CODE	SUBCODE	TYPE	REFERENCE NO 1	DESCRIPTION	D/C	AMOUNT	REFERENCE NO 3	ID NO
123456	0320	0	D999999	description 1		50.00004		
223456	0320	0	D888888	description 1		75.00004		
323456	0320	0	D777777	description 2		25.00067		
423456	0320	0	D666666	description 3		50.00073		
<b>TOTAL</b>					<b># 4</b>	<b>\$ 200.00</b>		

**TYPE OF PAYMENT**

CHECKS	CASH	WIRE/EFT
TOTAL NO: 5	TOTAL AMOUNT: 25.00	TOTAL AMOUNT: 0.00
<b>TOTAL</b>		<b>\$ 200.00</b>

PREPARED BY: Preparer Name DEPARTMENT: Department Name PHONE: 956-1234

Copyright © 2003 University of Hawai'i

Done Local intranet

Start Log4J - In... eDeposits ... TextPad - ... Command... Start Tom... Deposits ... 9:18 AM

- Review the U doc transactions.
- Click on EDIT to correct any errors. You may update or delete U docs here.
- Click on POST to process transactions to FMIS. **U DOC MUST MATCH BANK DEPOSIT SLIP, CREDIT CARD BATCH REPORT, OR WIRE/EFT ADVICE BEFORE POSTING.** All transactions must be valid or entire U doc will not post.
- Click on PRINT for hard copy to be retained at your department. (Note: A "DRAFT" watermark will be printed if U doc has not yet been posted to FMIS.)
- All departments must retain their U docs on file for 6 years or 3 years if audited.

Purchasing - Financial Management Information System | University of Hawai'i - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History

Address http://tammy:8080/finacctg/jsp/deposits/modDeplnit.jsp Go Links

test site

University of Hawai'i  
financial management information system

purchasing | financial accounting | **deposits** | contracts & grants | accounts payable | fixed assets | **logout**

<< RETURN TO MAIN OPTION

**DEPOSITS APPLICATION OPTIONS - WORK WITH EXISTING DEPOSITS** **STEP 1 - SELECT DEPOSIT**

RECENT DEPOSIT DOCUMENTS

U DOCUMENT	DOC DATE	AMOUNT	PREPARER	DEPARTMENT	STATUS
U100001	04/01/2003	100.00	Jane Doe	CAPS	In Process
U100002	04/02/2003	200.00	John Smith	Manoa Cashier's Office	In Process
U100003	04/03/2003	300.00	Lucy Liu	Athletic Ticket Office	In Process
U100004	04/04/2003	400.00	Jane Doe	CAPS	In Process

**SEARCH FOR DEPOSIT** **HOW TO DO A DEPOSIT SEARCH**

U Document No.:

FO Code:

Preparer:

Status: All Status

Records Per Screen: 10 records

Copyright © 2003 University of Hawai'i

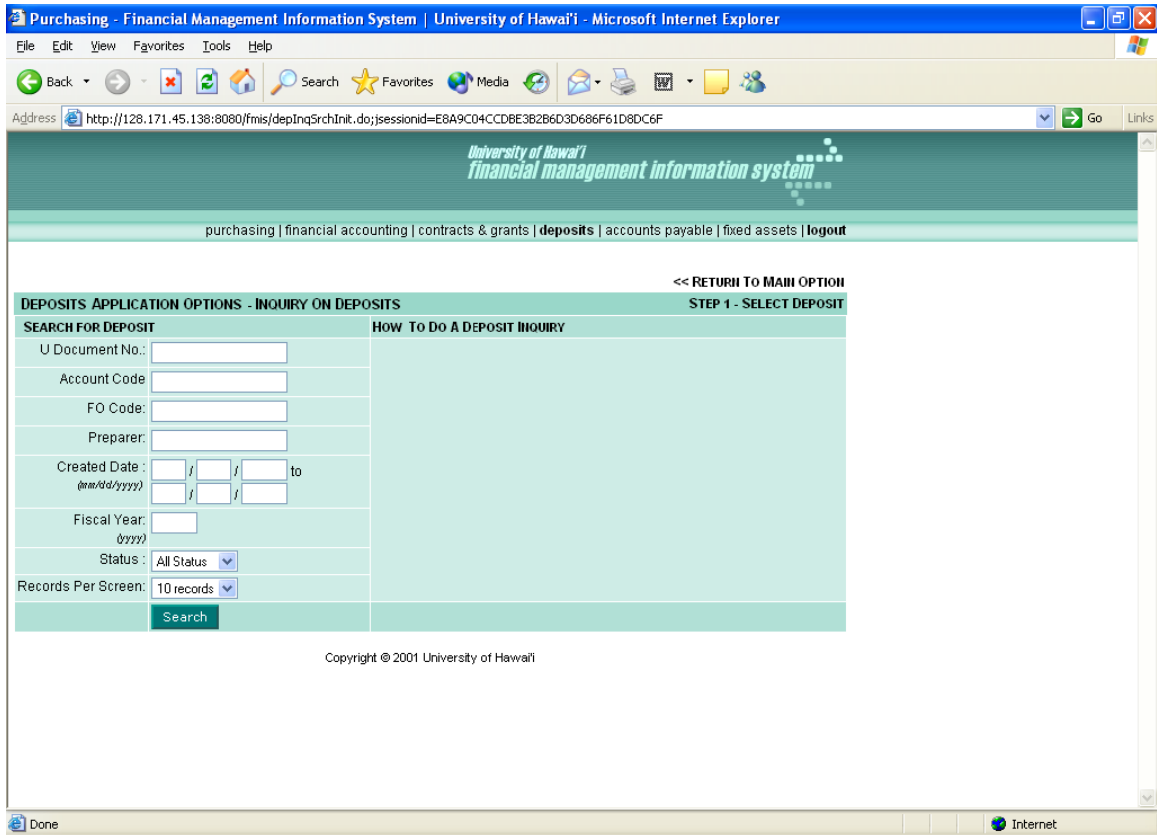
Done Local intranet

Start Log4J - In... eDeposits ... TextPad - ... Command... Start Tom... Purchasi... 9:18 AM

### Work with existing deposits

To edit, print, and post previously saved U-documents (In Process).

- Scroll down to bottom of page to search for a group or a specific U-doc.
- Enter filter(s) to search for U-docs
- Click on the U-doc number for detailed information.



## Inquire on Deposits

To generate a listing of U-docs

-Search by any of the following criteria:

- U document no.
- Account code
- FO code
- Preparer
- Date

-Or click on Search for the entire list

-Click on the column headers to sort the list by:

- U document
- Campus code
- Doc date
- Amount
- Preparer
- Department
- Status (In process / Posted)

To copy an existing U doc

-Select a U doc to view details.

-Click on COPY to transfer the information to a new U doc.

Click on RETURN TO MAIN OPTION to return to the beginning menu screen at anytime.

LOGOUT from the applications menu when done.

### Bank Deposit Procedures

Bank deposit slip and U doc must be prepared at the same time.

All deposits must be secured in disposable moneybags provided by Bank of Hawai'i.

- Write the Udoc number on the bank deposit slip. For those departments that currently don't have bank deposit slips assigned to them, contact Treasury Office for temporary slips.

- Enclose cash, checks, and bank deposit slip. Deliver to campus business office. For Mānoa based programs, deliver to Cashier's Office.

### Corrections to a U doc

To correct an erroneously posted U doc, process a Journal Voucher (*refer to APM A8.641 for samples of JVs to record a bank credit memo, debit memo, or receipt adjustment*). Submit original JV to the General Accounting Office (956-8278) and a copy to the Treasury Office (956-8526) with a copy of the U doc.





Screen: \_\_\_ Account: 323183 \_\_\_

PARKING OPER REV ACCT

Flags

Dept: 00066 Exec: 10 DAGS: S 351 UH: R 821 Sch: 11 FO: 00011 D F R S R Y

Res	Transaction Extended Information		Flags
+---	Campus (DR): MA	System Campus: MA	----
	DR Account: 3-23183-0620	Account: 3-23183-0620	
	TC: 030	Batch Ref: 068DEP	r
-	Ref No.1:	Batch Date: 08/05/2003	--
0	Date: 08/05/2003	Bank: 00030	
	Ref No.2: U068328		
	Description: PARKING KIOSK SALES FOR 05/30/03		
	Amount: 5,409.00-	Liquidated:	
	D,C,P,F,N:		
	Campus (CR):		
	CR Account: - -	Account in Suspense: - -	
Re	Ref No.3:	Suspense Number:	
	Ref No.4:	Processing Month: 12	
+---	ID:	Date of Transaction: 08/05/03 02:50PM	----

View +-----+  
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---  
 HELP Notes Exit