

5. DEPOSITS

5.1 MAIN MENU

The Deposits Main Menu has two sections. The left section contains maintenance features and the right section contains inquiry features. All users have access to all features. To access a feature, click on the bolded description.

DEPOSITS MAIN MENU	
<ul style="list-style-type: none"> • Create a new deposit form (J doc). Create a new deposit form by entering deposit details (e.g., description, account, reference number, amount). 	<ul style="list-style-type: none"> • Inquire on deposits. Generate listings of deposits.
<ul style="list-style-type: none"> • Work with existing deposits. Modify existing deposit forms, print deposit forms, post deposits to FMIS. 	<ul style="list-style-type: none"> • List deposit log. List action log for a deposit.
<ul style="list-style-type: none"> • Maintain deposit number range table. Add valid ranges of deposit numbers by fiscal officer. 	

Figure 5.1 – Deposits Main Menu

5.2 ROLES

The Deposits application has two roles: General (S) and Treasury (T). The only difference is that the Treasury role has access to enter type 5 receipts and the MAINTAIN DEPOSIT NUMBER RANGE TABLE feature. All Purchasing users have access to Deposits and will operate as a General role if no Deposits role is specified. If a user does not have any Purchasing role(s) but has Deposits role(s), the Deposits Main Menu will be displayed upon successful login.

5.3 DOCUMENT ACCESS

Document access is based on the user's default FO code. Users can record deposits to any account, even accounts that do not belong to them. There is no account security. Users must have update access to FMIS. If a user does not have FMIS access, a special Deposits only RACF userid (EDEPUSR) can be assigned.

5.4 NAVIGATIONAL LINKS

On every page there is a 'Return to Main Option' navigational link at the top right. This link will return to the Deposits Main Menu. On most of the pages there is also a 'Search for another deposit' link at the top left. This will transfer the user to the Inquiry on existing deposits search page or the Inquire on deposits search page, depending on how the deposit was retrieved. If the user was using the WORK WITH EXISTING DEPOSITS feature, the system will return to the Inquiry on existing deposits search page. If the user was using the INQUIRE ON DEPOSITS feature, the system will return to the Inquire on deposits search page.

5.5 CREATE A NEW DEPOSIT FORM (U DOC)

The Create a new deposit form feature is used to create a new document. To use the feature, click on the menu option. A blank deposit form (U document) will be displayed for completion.

Figure 5.2 – New Deposit Form

5.5.1 Deposit Fields

Field description	Default value	Edits	Comments
Type of Payment	Cash/Checks	Must be selected	
U document number	Blank or 3-digit FO code	Must match range of deposit number (cash/check) or contain the correct FO code prefix (credit card, wire/eft)	Depending on type of payment, the prefix will either be blank (cash/checks) or the 3-digit FO code (credit card, wire/eft)
Campus	Campus from user's profile		
Account code		Must be a valid account in FMIS	
Subcode		Must be valid for account	
Type		Must be either 0, 4, 5, 6, or 8	Only the Treasury role has access to type 5
Reference 1		Must be valid invoice for type 6; must be valid investment for type 5; required for type 8	
Description			
Debit/Credit indicator			
Amount		Must be greater than 0	
Reference 3		Must be valid format for type 5	
ID Number		Must be valid customer ID for type 6; required for types 5 and 8	
Total lines	Total number of lines entered		Updated when data entered in line; display only
Total amount	Total amount of lines		Updated when amount entered in line; display only
Prepared by	First name and Last name from		

	User's profile		
Department	Delivery department from user's profile		
Phone Number	Phone number from user's profile		

5.5.2 Functions

5.5.2.1 Add more lines

Ten lines are initially displayed. To add more lines, click on the Add More Lines button. The system will add lines in increments of five. A deposit document can contain up to a maximum of 150 lines.

5.5.2.2 Save

The Save function saves the data to the database and performs the edits on the data. All edits are warning edits. The first time the document is saved, a checkpoint is logged in the history file.

5.5.2.3 Reset

The Reset function will reset the data to the last saved version. Any data that was entered will be erased.

5.5.2.4 Document Edits

The document edits are warning edits at Save and Update but are reject edits at Post. If any edits fail at Post, the function will not be successful.

Receipt type	Edit	Error message
All	U document prefix and suffix must be numeric	Please enter a valid 6 Digit U Document Number U nnn- <i>linenumber</i>
All	Payment type is required	Payment Type Is Required
All	Cash/Check payment type must have U document number in FO range	For CHECK/CASH payment, please enter a valid U Doc# within pre-assigned range according to your FO Code
All	U document number must be unique (number+campus+fiscal year+date created)	This document number is in use, Please use another
All	Type must be 0, 4, 5, 6, or 8	Error on Line: <i>linenumber</i> - Not a valid Type.
All	Account code required	Error on Line: <i>linenumber</i> - You must specify an Account.
All	Incomplete account code entered	Error on Line: <i>linenumber</i> - Account must be 6 digits.
All	Non-numeric characters entered in account	Error on Line: <i>linenumber</i> - Invalid Account Number.
6	Account must be GL (start with 0)	Error on Line: <i>linenumber</i> - Type 6 accounts must start with 0
All	Incomplete subcode entered	Error on Line: <i>linenumber</i> - Subcode must be 4 digits.
All	Non-numeric characters entered in subcode	Error on Line: <i>linenumber</i> - Invalid Subcode.
5	Non-Treasury role	Error on line <i>linenumber</i> - Only Treasury May Post to Type "5" Accounts
6	Account(s) 033200-040999, 042000-043999, 051000-069999, 081800-081999 must use subcode 1363	Error on Line: <i>linenumber</i> - For this account and type, subcode must be 1363
6	Account(s) 008000-092499, 093000-099999 must use subcode 1361	Error on Line: <i>linenumber</i> - For this account and type, subcode must be 1361
6	Account(s) 092500-092999 must use subcode 1361 or 1363	Error on Line: <i>linenumber</i> - For this account and type, subcode must be either 1361 or 1363
6	Account 000001-007999 are not valid	Error on Line: <i>linenumber</i> - Invalid Account Number.
6	SL account with subcode 0000, 1000-2000, 9999	Error on Line: <i>linenumber</i> - Invalid Subcode for the specified Account.
6	GL account with subcode 0000-1100, 3000-3999, 1900-1999, 2900-2999, 4800-4999, 5800-9999	Error on Line: <i>linenumber</i> - Invalid Subcode.
0, 4, 5 or 8	Subcode must not be 1361 or 1363	Error on Line: <i>linenumber</i> - For this account and subcode, Type must be 6

6	Reference 1 must be seven characters long	Error on Line: <i>linenumber</i> - Invalid Reference Format. Please use: Snnnnnn, Dnnnnnn, or SAnnnnn format.
6	Reference 1 must start with a S, SA or D and have the numeric digits for the remaining characters	Error on Line: <i>linenumber</i> - Invalid Reference Format. Please use: Snnnnnn, Dnnnnnn, or SAnnnnn format.
6 or 8	Reference 1 required	Error on Line: <i>linenumber</i> - Reference Number 1 is Required.
All	Amount required	Error on Line: <i>linenumber</i> - Amount is required.
All	Amount must be greater than 0	Error on Line: <i>linenumber</i> - Amount must be greater than zero.
5	Account(s) 093002, 095914, 093003 must have 6 character reference 3	Error on Line: <i>linenumber</i> - Reference Number 3 must be the date in the format: MMDDYY.
5	Account(s) 093002, 095914, 093003 must have valid date for reference 3 (mmddy)	Error on Line: <i>linenumber</i> - Reference Number 3 must be the date in the format: MMDDYY.
0, 4, 6 or 8	Must have blank reference 3	Error on Line: <i>linenumber</i> - Reference Number 3 is not required, please remove it.
5 or 8	ID is required	Error on Line: <i>linenumber</i> - ID is required.
6	ID must be in the format Cnnnnnnnnnn	Error on Line: <i>linenumber</i> - ID must be in the format: Cnnnnnnnnnn.
6	Reference 1 must be valid in FMIS ARS	Invalid Ref Error on Line: <i>linenumber</i> - <i>errornumber</i> - <i>errormessage</i>
6	Reference 1 could not be validated in FMIS	Error on Line: <i>linenumber</i> - Ref could not be Validated Due to Technical Problems.
6	ID must be valid in FMIS ARS	Invalid ID Error on Line: <i>linenumber</i> - <i>errornumber</i> - <i>errormessage</i>
6	ID could not be validated in FMIS	Error on Line: <i>linenumber</i> - ID could not be Validated Due to Technical Problems.
All	Account(s) must be valid in FMIS	Account Error on line <i>linenumber</i> : <i>errornumber</i> - <i>errormessage</i>
All	Account(s) could not be validated in FMIS	Error - Accounts could not be Validated Due to Technical Problems.
5	Reference 1 required	Error on Line: <i>linenumber</i> - Reference 1 is required for Type 5 Accounts.
5	Reference 1 must be seven characters long	Error on Line: <i>linenumber</i> - Reference Number 1 must be in the format INVONNN.
5	Reference 1 must be in format INV0nnn	Error on Line: <i>linenumber</i> - Reference Number 1 must be in the format INVONNN.
5	Account(s) must be valid in FMIS for type 5	Type 5 Account Error on line <i>linenumber</i> : <i>errornumber</i> - <i>errormessage</i>

At Save and Update, if any edits fail, the system will return the confirmation page with a listing of the errors that need to be corrected.

5.6 WORK WITH EXISTING DEPOSITS

The Work with existing deposits feature is used to retrieve deposits that exist in the system. The system returns a list of deposits that require processing (IN PROCESS). The system will display up to 200 documents sorted by document date with the most recent at the top.

[<< RETURN TO MAIN OPTION](#)

DEPOSITS APPLICATION OPTIONS - INQUIRY ON EXISTING DEPOSITS
STEP 1 - SELECT DEPOSIT

26 deposit(s) found[Displaying 1 to 10]

RECENT DEPOSIT DOCUMENTS [123]

U DOCUMENT	CAMPUS	DOC DATE ▼	AMOUNT	PREPARER	DEPARTMENT	STATUS
U073101	MA	05-03-2004	20.00	Colleen Young		IN PROCESS
U302826	MA	04-15-2004	10.00	Adrienne Lee	School of Medicine	IN PROCESS
U186101	MA	04-15-2004	0.00	Adrienne Lee	School of Medicine	IN PROCESS
U075457	MA	04-05-2004	105.00	Carol Karimoto		IN PROCESS
U322175	MA	04-05-2004	105.00	Carol Karimoto		IN PROCESS
U322151	MA	04-01-2004	100.00	Carol Karimoto		IN PROCESS
U075001	MA	04-01-2004	100.00	Carol Karimoto		IN PROCESS
U322152	MA	04-01-2004	10.00	Carol Karimoto		IN PROCESS
U066151	MA	04-01-2004	-32.00	Lucas Lim	INFO TECH SERVICES	IN PROCESS
U322155	MA	04-01-2004	-23.00	Carol Karimoto		IN PROCESS

<< No Previous Matches
Next Matches >>

[123]

SEARCH FOR DEPOSIT

U Document No.:

Account Code:

FO Code:

Preparer:

Created Date: / / to / /
(mm/dd/yyyy)

Fiscal Year:
(yyyy)

Status:

Records Per Screen:

HOW TO DO A DEPOSIT SEARCH

- When searching by U document number, it must start with 'U'. If the exact U doc number is entered, no other filters should be used.
- Deposits with the same U doc number for other campuses will be displayed.
- When searching by FO code, use 3 or 5 digits.
- Click SEARCH for a list of all U documents, (leave fields blank).
- Select column headers to sort by one criterion at a time.
- Search will return 10 matches by default.

Figure 5.6 – Inquiry on existing deposits search page

The listing can be re-sorted by clicking on any of the column headers. Clicking on the same column header will toggle the sequence from ascending to descending as indicated by the arrow. The Previous Matches, Next Matches and page number links are used to display different portions of the list.

The search fields are used to filter the results. Entering data in more than one search field will narrow the result set.

- U Document Number – Either starting values or complete document numbers may be entered.
- Account Code – The complete 6 digit account must be entered.
- FO Code – Either the three-digit or five-digit FO code must be entered (e.g., 075 or 00075).
- Preparer – The text entered will be used to match the Preparer’s name as entered. Case does not matter.
- Created Date – Either a starting date, ending date or date range can be entered. The date(s) must be entered as MM/DD/YYYY. If only the first date fields are completed, the date will be used as a starting date. If only the second date fields are used, the date will be used as an ending date. If both dates are entered, the dates will be used as a range.
- Fiscal Year – The complete fiscal year should be entered. If no fiscal year is specified, the current fiscal year will be used.
- Status – Specific status may be selected using the selection box.
- Records Per Screen – To display more that 10 records per screen, select a different value from the selection box.

Clicking on Search or pressing ENTER will initiate the search.

To select a deposit, click on the U document number. The confirmation page will be displayed and the available functions will be enabled. Deposits can only be edited and posted in the current fiscal year. If an IN PROCESS deposit has a fiscal year that is different than the current fiscal year, the EDIT and POST button will not be available. The functions on the pages operate the same as in the CREATE NEW DEPOSIT section.

If only one deposit is returned from the search, the system will automatically advance to the deposit's confirmation page.

5.7 MAINTAIN DEPOSIT NUMBER RANGE TABLE

The Maintain deposit number range table feature is accessible by the Treasury role. This feature is used to maintain the deposit number ranges assigned to each fiscal officer. The Treasury Office distributes deposit slips in ranges to each department. Based on the values entered in the table, the system edits the cash/check deposit number for a valid assignment.

<< RETURN TO MAIN OPTION

DEPOSITS APPLICATION OPTIONS - MAINTAIN DEPOSIT NUMBER RANGE

123 deposits (s) found [Displaying 1 to 20]

[1 2 3 4 5 6 7]

FO CODE ▲	STARTING NUMBER	ENDING NUMBER
00001	300001	300050
00002	300051	300100
00003	323486	323510
00004	300101	300400
00004	328501	329000
00005	323746	323755
00005	324921	324950
00006	323511	323535
00007	300401	301400
00007	324861	324910
00007	329001	329050
00008	323931	323940
00009	323536	323560
00010		
00011	301401	302800
00012	302801	302825
00012	324911	324920
00013		
00014	323756	323780
00015		

<< No Previous Matches
Next Matches >>

[1 2 3 4 5 6 7]

Add entry window:

FO Code	Starting Number	Ending Number	Next Assignment Range:	Starting Number	Ending Number
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text" value="329051"/>	<input style="width: 90%;" type="text"/>		<input style="width: 90%;" type="text" value="329051"/>	<input style="width: 90%;" type="text" value="340000"/>
<input type="button" value="Add Entry"/>		<input type="button" value="Clear"/>		<input type="button" value="Update Assignment End Range"/>	

Figure 5.7 – Maintain deposit number range page

The system displays the assigned values in Fiscal Officer (FO) code sequence. If multiple ranges are assigned to a FO, each range is listed separately. The page also shows the next assignment range on the right side. The next starting value is defaulted in the left section which is used to assign a range to a FO. The table can be re-sorted by clicking on any of the column headers.

[<< RETURN TO MAIN OPTION](#)

DEPOSITS APPLICATION OPTIONS - MAINTAIN DEPOSIT NUMBER RANGE

123 deposits (s) found [Displaying 1 to 20]
[1 2 3 4 5 6 7]

DEPOSIT RANGE TABLE

FO CODE ▲	STARTING NUMBER	ENDING NUMBER
00001	300001	300050
00002	300051	300100
00003	323486	323510
00004	300101	300400
00004	328501	329000
00005	323746	323755
00005	324921	324950
00006	323511	323535
00007	300401	301400
00007	324861	324910
00007	329001	329050
00008	323931	323940
00009	323536	323560
00010		
00011	301401	302800
00012	302801	302825
00012	324911	324920
00013		
00014	323756	323780
00015		

[<< No. Previous Matches](#)
[Next Matches >>](#)

[1 2 3 4 5 6 7]

Add entry window:

FO Code	Starting Number	Ending Number	Next Assignment Range:	Starting Number	Ending Number
00025	329051	329100		329051	340000

Figure 5.8 – Sample deposit number range entry

To assign a range, enter the FO code, starting number and ending number and click on the ADD ENTRY button. To clear the values entered, click on CLEAR. If the values entered pass the edits, the entry will be added to the table and the system will display a message and advance to the section that includes the new entry. The system also updates the next assignment range if the starting number entered was equal to the next assignment range starting number. The new next assignment range starting number is the next number after the last one assigned.

[<< RETURN TO MAIN OPTION](#)

DEPOSITS APPLICATION OPTIONS - MAINTAIN DEPOSIT NUMBER RANGE

124 deposits (s) found [Displaying 21 to 40]
[1 2 3 4 5 6 7]

DEPOSIT RANGE TABLE

FO CODE	STARTING NUMBER	ENDING NUMBER
00016	323561	323585
00017	323336	323435
00018	302826	302925
00019		
00021	302926	306425
00022	306426	306525
00023	306526	306925
00024	306926	307525
00025	307526	308525
00025	324661	324760
00025	329051	329100
00026	323586	323595
00027	308526	308625
00028		
00029	308626	308925
00030	308926	309025
00031	309026	309225
00032		
00033		
00034	323781	323805

[<< Previous Matches](#)
[Next Matches >>](#)

FO Code Range successfully Added.

[1 2 3 4 5 6 7]

Add entry window:

FO Code	Starting Number	Ending Number	Next Assignment Range:	Starting Number	Ending Number
00025	329051	329100		329101	340000

Figure 5.9 – Added entry in deposit number range table

To update the available deposit numbers to be assigned, enter a value in the new ending range field (farthest to the right) and click on the UPDATE ASSIGNMENT END RANGE button. The system will validate the number entered and update the table. The new ending number will be displayed on the next assignment range section.

The system will validate the data before updating the table.

Edit	Error message
FO code must not be blank	FO Code can not be blank
FO code must be numeric	Invalid FO Code. Must be 5 digits.
FO code, start range and end range must not already exist in table	FO Code Range already Exist
Starting range must not be blank	Starting Range cannot be blank.
Ending range must not be blank	Ending Range cannot be blank.
Starting range must be numeric	Field is not Numeric. Please enter a number.
Ending range must be numeric	Field is not Numeric. Please enter a number.
Starting number can not be greater than the next assignment range starting number	Invalid Start Range. Please check number is not greater then Assignment's Starting Range.
Ending number can not be greater than the next assignment range ending number	Invalid End Range. Please check number is not greater then Assignment's Ending Range.
Ending number must be greater than the Starting number	Invalid End Range. Please check number is not less then or equal to Starting Range.
System could not update database table	Update Failed at this time Insert Failed at this time Update failed at this time for Extra Record. Please contact your Technical advisor.

For departments with multiple FO codes, the same range can be assigned to more than one FO code. The range does not need to be unique to each FO code.

5.8 INQUIRE ON DEPOSITS

The Inquire on deposits feature is used to query the database for deposit(s). The system returns a search page that can be used to filter the results.

<< RETURN TO MAIN OPTION
STEP 1 - SELECT DEPOSIT

DEPOSITS APPLICATION OPTIONS - INQUIRY ON DEPOSITS

SEARCH FOR DEPOSIT

U Document No.:

Account Code:

FO Code:

Preparer:

Amount:

Created Date: / / to / /
(mm/dd/yyyy)

Fiscal Year:
(yyyy)

Status:

Records Per Screen:

HOW TO DO A DEPOSIT INQUIRY

- When searching by U document number, it must start with 'U'. If the exact U doc number is entered, no other filters should be used.
- Deposits with the same U doc number for other campuses will be displayed.
- When searching by FO code, use 3 or 5 digits.
- Click SEARCH for a list of all U documents, (leave fields blank).
- Select column headers to sort by one criterion at a time.
- Search will return 10 matches by default.

Figure 5.10 – Inquiry on deposits search page

The Search fields are the same as in the WORK WITH EXISTING DEPOSITS section with an additional field for Amount. The Amount field will select all deposits with total deposit amount equal to or greater than the amount entered. Entering data in the search fields will filter the results. Clicking on Search or pressing ENTER will initiate the search.

<< RETURN TO MAIN OPTION
STEP 1 - SELECT DEPOSIT

DEPOSITS APPLICATION OPTIONS - INQUIRY ON DEPOSITS

38 deposits (s) found. [Displaying 1 to 10]
[1 2 3 4]

DEPOSITS SEARCH RESULTS

U DOCUMENT	CAMPUS	DOC DATE ▼	AMOUNT	PREPARER	DEPARTMENT	STATUS
U068617	SW	06-17-2005	10.00	Tammy Vandevender	Fiscal Services Office	POSTED
U068800	MA	05-12-2005	100.00	Joy Morisawa-Au Hoy	Bursar	POSTED
U068424	SW	04-24-2005	20.00	Tammy Vandevender	Fiscal Services Office	POSTED
U068413	MA	04-13-2005	1,015.10	Wendall Ho	Bursar	POSTED
U068414	MA	04-13-2005	-900.00	Wendall Ho	Bursar	IN PROCESS
U068412	SW	04-12-2005	30.00	Tammy Vandevender	Fiscal Services Office	POSTED
U068012	SW	04-12-2005	10.00	Tammy Vandevender	Fiscal Services Office	IN PROCESS
U068112	SW	04-12-2005	10.00	Tammy Vandevender	Fiscal Services Office	IN PROCESS
U031411	SW	04-11-2005	524.33	Wendall Ho	Bursar	POSTED
U068148	SW	04-11-2005	413,000.00	Joy Morisawa-Au Hoy	Bursar	POSTED

[1 2 3 4]

SEARCH FOR DEPOSIT

U Document No.:

Account Code:

FO Code:

Preparer:

Amount:

Created Date: / / to / /
(mm/dd/yyyy)

Fiscal Year:
(yyyy)

Status:

Records Per Screen:

HOW TO DO A DEPOSIT INQUIRY

- When searching by U document number, it must start with 'U'. If the exact U doc number is entered, no other filters should be used.
- Deposits with the same U doc number for other campuses will be displayed.
- When searching by FO code, use 3 or 5 digits.
- Click SEARCH for a list of all U documents, (leave fields blank).
- Select column headers to sort by one criterion at a time.
- Search will return 10 matches by default.

Figure 5.11 – Inquiry search results

The system will return the search results same as in the WORK WITH EXISTING DEPOSITS. The difference is that with this feature, selecting on a deposit will always return the confirmation page without the edit or post functions, regardless of document status.

5.9 LIST DEPOSIT LOG

The List deposit log feature is used to list all the activity for a specified deposit.

<< RETURN TO MAIN OPTION

DEPOSIT APPLICATIONS OPTIONS - DEPOSIT LOG

RETRIEVE DEPOSIT LOG

Deposit No.:

Campus:

Fiscal Year: 2005

Retrieve

Figure 5.13 – Retrieve deposit log

The system defaults the Fiscal Year to the current fiscal year. The Deposit number must be entered. A Campus may be entered to select the deposit. Clicking on Retrieve or pressing ENTER will return a listing with the activity.

<< RETURN TO MAIN OPTION

DEPOSIT APPLICATIONS OPTIONS - DEPOSIT LOG

RETRIEVE DEPOSIT LOG

Deposit No.: U068406

Campus: SW

Fiscal Year: 2005

Retrieve

DEPOSIT HISTORY LIST

Date/Time	Campus	Fiscal Year	Action	User ID	User's Name
2005-04-06 15:16:31.0	SW	2005	created	tammy	Tammy Vandevender
2005-04-06 15:18:36.0	SW	2005	posted	tammy	Tammy Vandevender

Figure 5.14 – Deposit history list

The system will list the activity by Date/Time and displays Date/Time, Campus, Fiscal Year, Action, User ID and User's Name. The actions that are listed are created, posted and deleted.

If no Campus is entered, the system will display all the activity for deposits matching the deposit number and fiscal year.

<< RETURN TO MAIN OPTION

DEPOSIT APPLICATIONS OPTIONS - DEPOSIT LOG

RETRIEVE DEPOSIT LOG

Deposit No.: U068406

Campus:

Fiscal Year: 2005

Retrieve

DEPOSIT HISTORY LIST

Date/Time	Campus	Fiscal Year	Action	User ID	User's Name
2005-04-06 15:16:31.0	SW	2005	created	tammy	Tammy Vandevender
2005-04-06 15:18:36.0	SW	2005	posted	tammy	Tammy Vandevender
2005-04-06 15:17:29.0	MA	2005	created	tammy	Tammy Vandevender
2005-04-06 15:17:44.0	MA	2005	deleted	tammy	Tammy Vandevender
2005-04-06 15:18:07.0	MA	2005	created	tammy	Tammy Vandevender
2005-04-06 15:18:09.0	MA	2005	posted	tammy	Tammy Vandevender

Figure 5.15 – Sample multi-campus deposit

The same document number can be created during the fiscal year as long as either the document date or campus is different. This inquiry does not require specifying the document date so deposits with different document dates but with the same document number, campus and fiscal year may be listed together. These may appear to be duplicate actions on the same deposit. The date and time of the action should distinguish the separate documents.

<< RETURN TO MAIN OPTION

DEPOSIT APPLICATIONS OPTIONS - DEPOSIT LOG

RETRIEVE DEPOSIT LOG

Deposit No.:

Campus:

Fiscal Year:

DEPOSIT HISTORY LIST

Date/Time	Campus	Fiscal Year	Action	User ID	User's Name
2005-04-11 16:56:20.0	KA	2005	created	skashiwa	Susan Kashiwada
2005-04-11 16:59:44.0	KA	2005	posted	skashiwa	Susan Kashiwada
2005-04-14 16:27:44.0	MA	2005	created	skashiwa	Susan Kashiwada
2005-04-14 16:28:51.0	KA	2005	created	skashiwa	Susan Kashiwada
2005-04-14 16:29:35.0	KU	2005	created	skashiwa	Susan Kashiwada
2005-04-14 16:30:38.0	MA	2005	posted	skashiwa	Susan Kashiwada
2005-04-14 16:31:20.0	KA	2005	posted	skashiwa	Susan Kashiwada
2005-04-14 16:31:53.0	KU	2005	posted	skashiwa	Susan Kashiwada

Figure 5.16 – Sample same deposit number, different document date