



The College of New Jersey

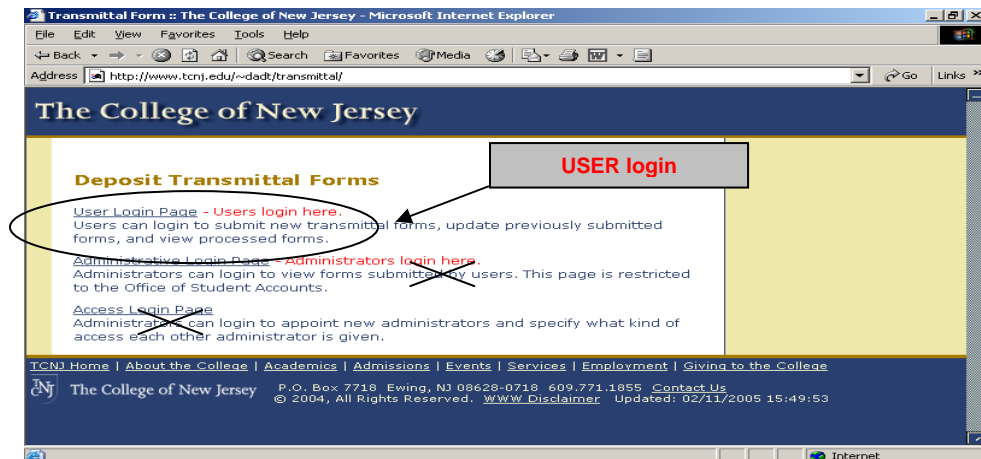
DEPOSIT TRANSMITTAL FORM – A USER’S GUIDE

Purpose of the New Transmittal Form

1. This guide serves to introduce the new web-based **Deposit Transmittal** form and procedures, which will replace the existing **Daily Transmittal** form used by the campus community in making deposits at the Office of Student Accounts.
2. The advantages of this web-based form include:
 - Central repository for all funds received by TCNJ.
 - Easy-to-use features.
 - Real-time transmittal progress updates.
 - Reduction in general ledger reconciliation time.
 - Elimination of duplicate processes within the Offices of Finance & Business Services and Student Accounts.
 - Easy access to historical transmittal forms.
3. This web form, in conjunction with the funds received will serve as the official record of the deposit at the Office of Student Accounts, and populates various areas of the financial system.
4. The integrity and success of this system relies on the transmitter to record and submit correct and timely deposits at the Office of Student Accounts.
5. In the case of ACH and wire transfers, please contact the Office of Finance & Business Services for assistance at X2495 or at budfin@tcnj.edu.
6. The form and user’s guide may be accessed via these links:
 - Deposit Transmittal Form - <http://www.tcnj.edu/%7Edadt/transmittal/>
 - User’s Guide - http://www.tcnj.edu/~budfin/documents/Transmittal_Form_UserGuide_021605.doc

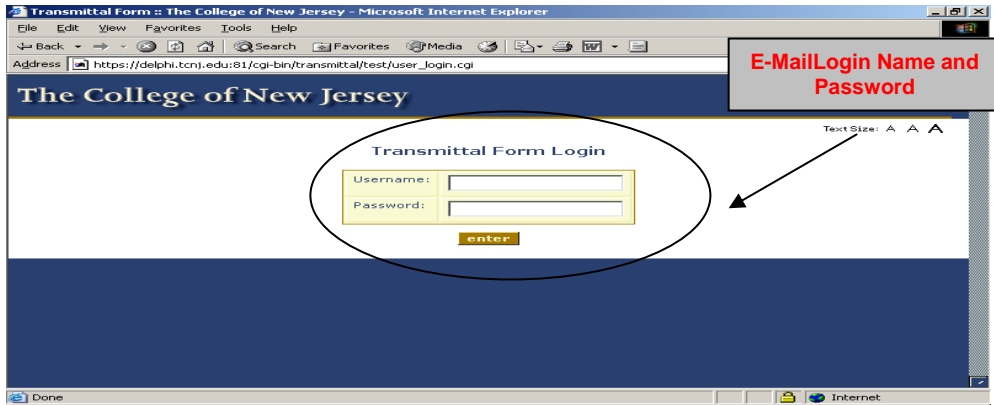
Detailed Procedure for Users

- STEP 1: Access Form**
- Access the form at: <http://www.tcnj.edu/%7Edadt/transmittal/>

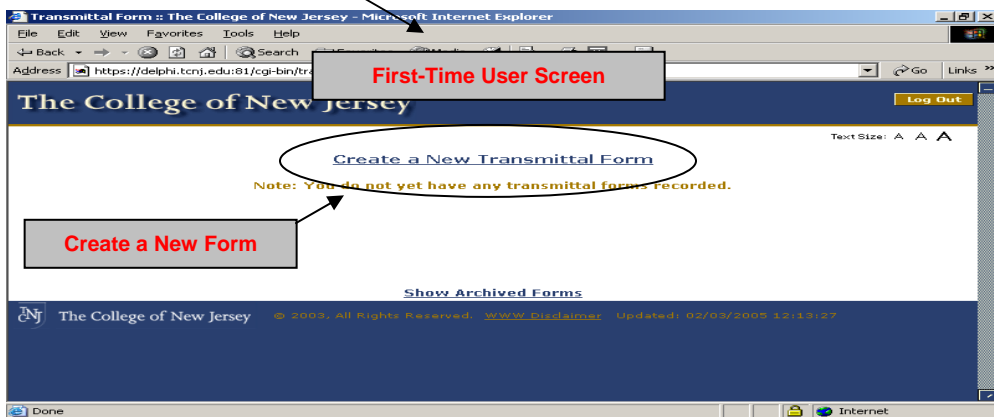


STEP 2: User Log In

- Log into the form as a **User**:
 - **Username:** E-Mail Login Name (7 characters)
 - **Password:** E-Mail Login Password (7 characters)



- First-Time Users will receive a message indicating that there are no recorded transmittal forms.

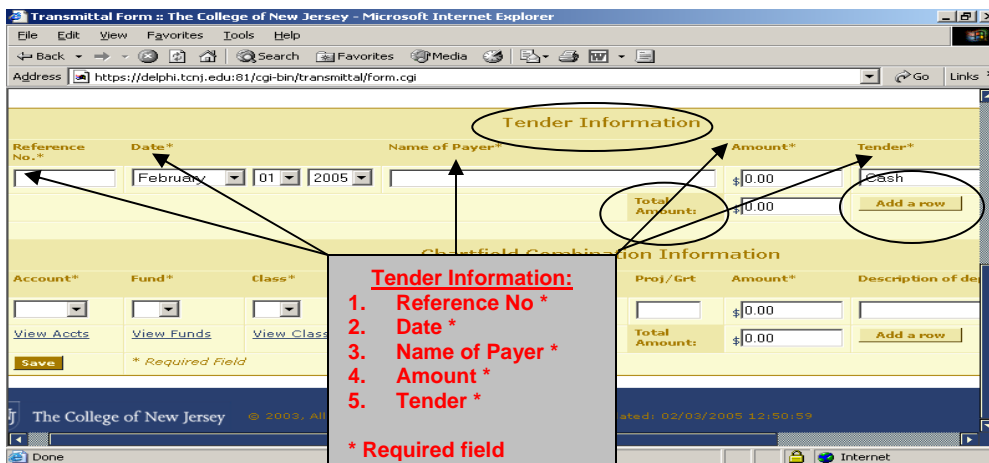


STEP 3: Create New Transmittal

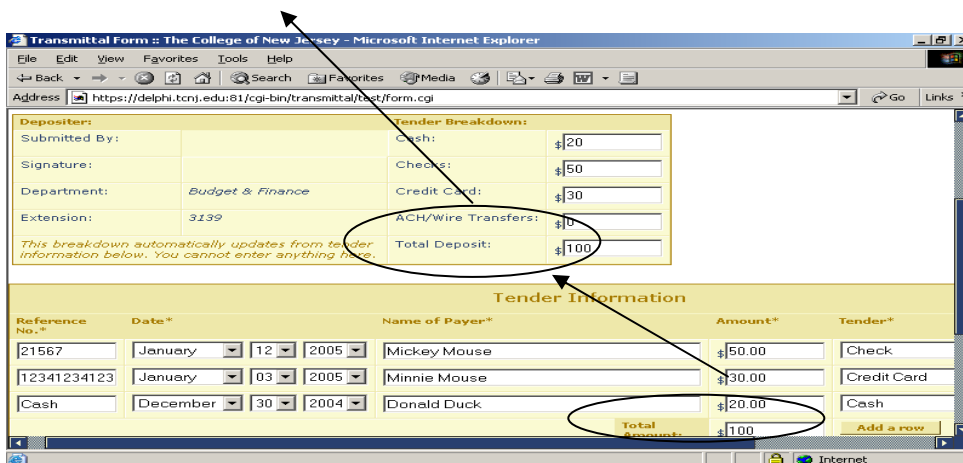
- Click on **Create a New Transmittal Form**.

STEP 4: Input Tender Information

- In the **Tender Information** section, fill in all the required fields denoted by an asterisk (*).
- The required fields are:
 - **Reference No *** – Examples include: check number, 'cash' for cash received, credit card number, or the wire number.
 - **Date *** - Use the pull-down menus to indicate the date on the receipt.
 - **Name of Payer *** - Type in the name of the payer.
 - **Amount *** – Type in the dollar amount on the receipt, including decimals.
 - **Tender *** - Use the pull-down menu to indicate the type of tender (cash, credit card, wire transfer, check).
- Input only one tender item per row. For additional rows, click on the 'Add a row' button.



- **WARNING** - Only five rows of tender are allowed per form. If there is need for additional rows, please make the transmittal on another form.
- The tender dollar amounts will automatically sum in the Total Deposit in the **Tender Breakdown Summary**. There is no need for any mathematical calculations in either section.



STEP 5: Enter Chartfield Combinations

- In the **Chartfield Information** section, fill in the required information.
- More than one tender can be summed into one Chartfield Combination. For additional rows, click on the ‘Add a row’ button
- All required fields are denoted by an asterisk (*).
 - **Account *** - Use the pull-down menu to select the appropriate account.
 - **Fund *** - Use the pull-down menu to select the appropriate fund code.
 - **Class *** - Use the pull-down menu to select the appropriate class code.
 - **Department ID** – Use the pull down menu to select the appropriate department code, if applicable.
 - **Program ID** – Fill in the program ID, if applicable.
 - **Proj/Grt** – Fill in the project or grant name, if applicable.
 - **Amount *** – Enter the amount that should be credited to the Chartfield Combination.
 - **Description of Deposit** - Fill in the purpose of the deposit.

Procedures for Transmitting Cash – User’s Guide

Chartfield Information:

1. Account *
2. Fund *
3. Class *
4. Department ID
5. Proj/Grt
6. Amount *
7. Description

* Required fields

For additional rows.

Tender Information

Reference No.*	Date*	Name of Payer*	Amount*	Tender*
005			\$0.00	Cash
			Total Amount:	\$0.00

Chartfield Combination Information

Account*	Fund*	Class*	Dept ID	Program ID	Proj/Grt	Amount*	Description of de
						\$0.00	
						Total Amount:	\$0.00

Buttons: View Accts, View Funds, View Classes, View Dept IDs, Save, Add a row

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- For more information on Chartfield Combinations, please refer to the following procedure http://www.tcnj.edu/~budfin/documents/COA_REQ_INFO.pdf.

STEP 6: Verify Total Amounts

- The totals in each section must equal each other; otherwise, the transmittal form cannot be saved.

These two totals must match each other; otherwise, the transmittal will not be accepted

Tender Information

Reference No.*	Date*	Name of Payer*	Amount*	Tender*
21567	January 12 2005	Mickey Mouse	\$50.00	Check
12341234123	January 03 2005	Minnie Mouse	\$30.00	Credit Card
Cash	December 30 2004	Donald Duck	\$20.00	Cash
			Total Amount:	\$100.00

Chartfield Information

Account*	Fund*	Class*	Dept ID	Program ID	Proj/Grt	Amount*	Description of d
						\$100.00	Donation
						Total Amount:	\$100.00

Buttons: View Accts, View Funds, View Classes, View Dept IDs, Save, Add a row

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STEP 7: Save the Form

- Click the 'Save' button on the bottom left-hand side.

SAVE

Buttons: View Accts, View Funds, View Classes, View Dept IDs, Save, Add a row

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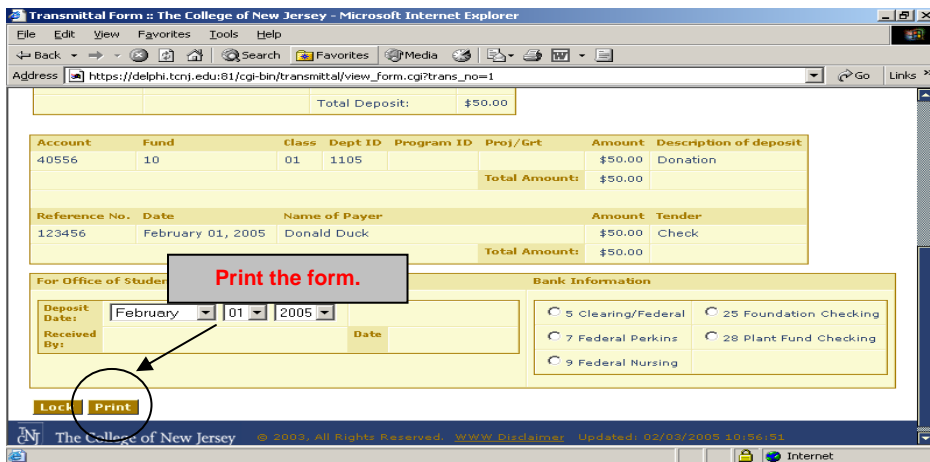
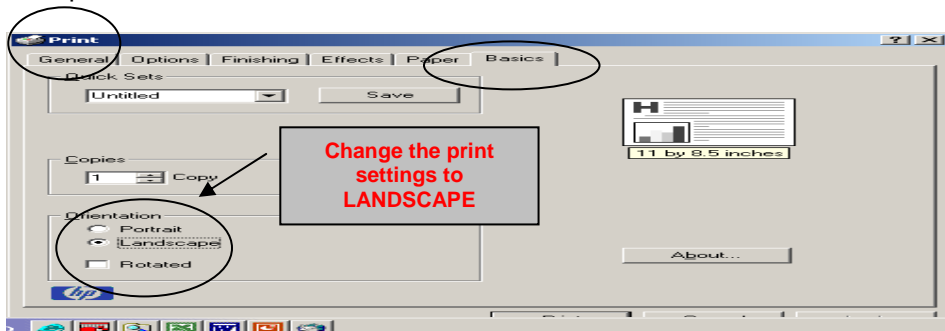
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STEP 8: Correct Any Errors

- If there are any errors, the form cannot be saved.
- Examples of two common errors are:
 - The totals in the **Tender Breakdown** and **Chartfield Combination** sections do not match each other.
 - One of the required fields in either the **Tender Breakdown** or **Chartfield Combination** sections is not filled out.

STEP 9: Print the Form

- Print a copy of the transmittal form to accompany your deposit.
- The page needs to be printed in landscape. A window will alert the user to print the page in a landscape setting. Please change the settings using the print options in the Windows Print menu.

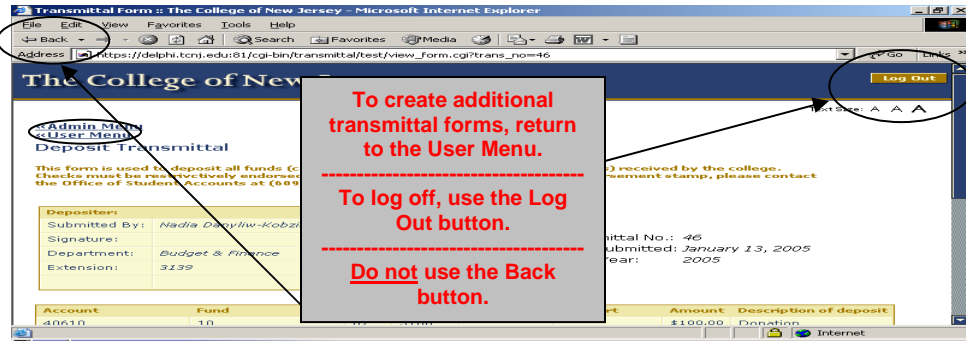


STEP 10: Log Off

- If no additional transmittal forms will be created, log out of the screen in the upper right-hand corner.
- To create additional transmittal forms, return to the User Menu.
- Do not use the browser’s BACK button to navigate.

(Panel shot is on the next page)

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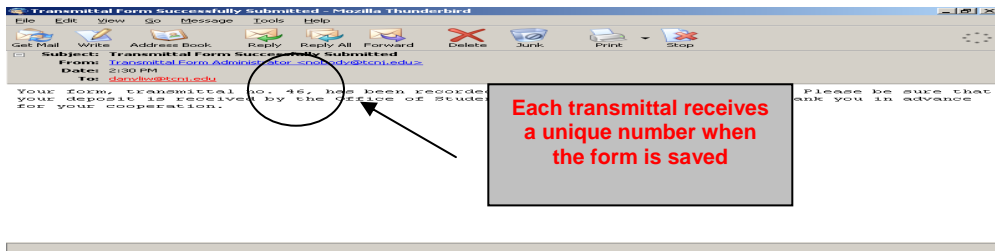


STEP 11: Making the Deposit

- Within 24 hours of saving the form, please bring a copy of this transmittal form and the funds to the Office of Student Accounts for deposit.
- The Office of Student Accounts will review the transmittal form and print out a copy for the department’s records. This copy serves as proof of the deposited funds.

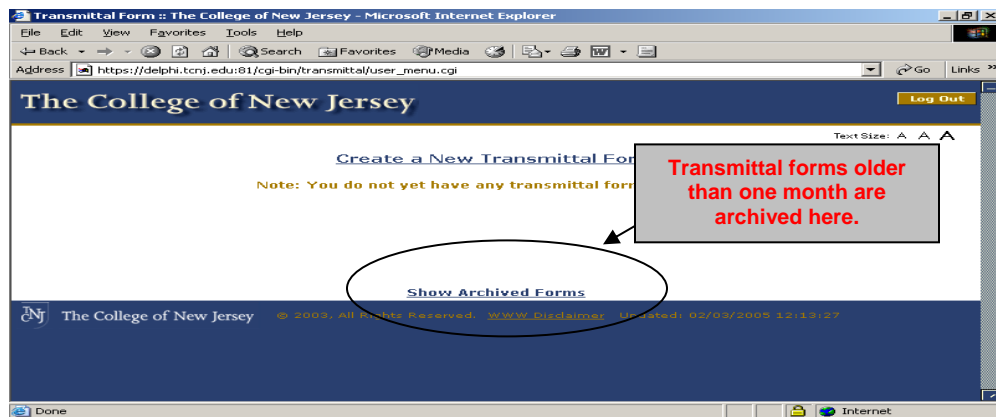
STEP 12: Read E-Mail

- Within an hour of saving the Form, a system-generated e-mail will be sent reminding Users to submit the funds to the Office of Student Accounts.
- Each transmittal form is assigned a unique transmittal number once the form is saved. This number should be used for future references.

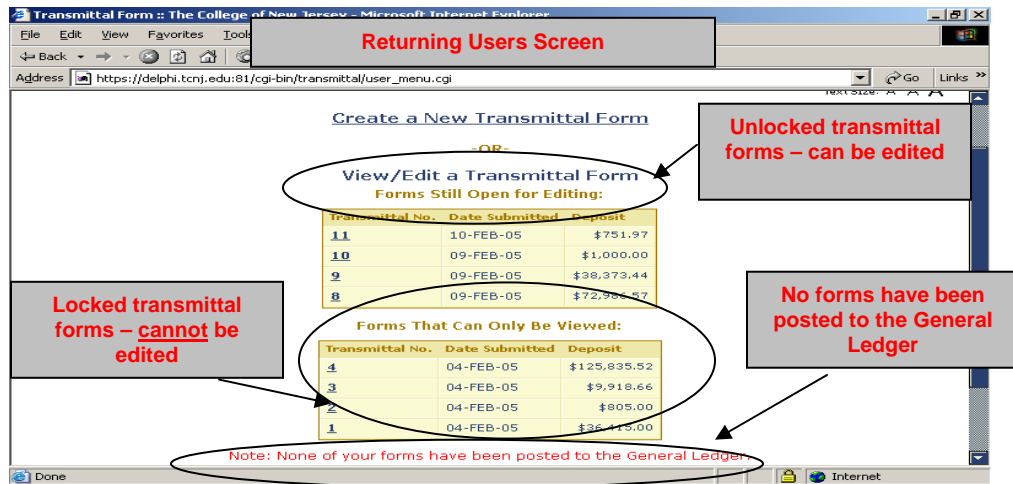


STEP 13: File the Form

- Archived transmittal forms (forms that have been posted to the General Ledger more than one month ago) are available by clicking the **Show Archived Forms** button on the screen after the log in menu.

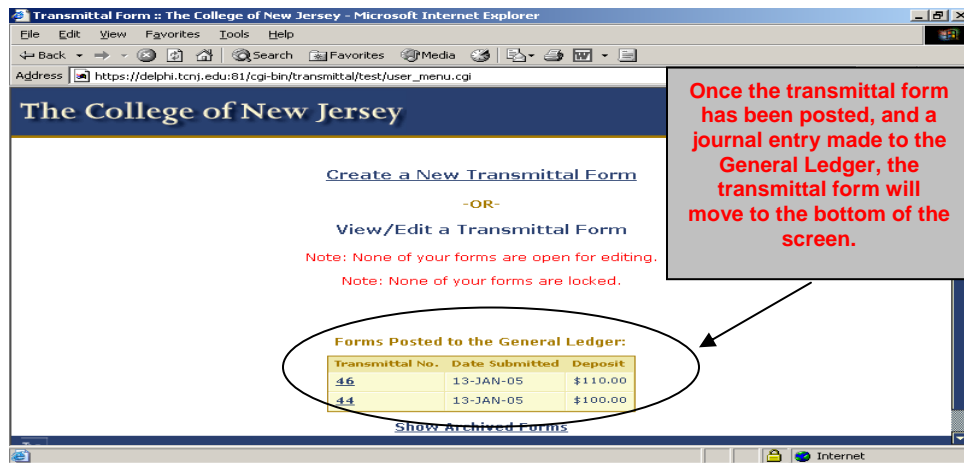


- Returning Users will see previously created forms and their status.



**STEP 14:
Review Web
Reports**

- The deposit will be posted to the General Ledger.
- Once posted, the transaction will then be available on the department’s Web Reports.



**STEP 15:
Questions?**

- Call or e-mail the Office of Finance & Business Services at X2495 or budfin@tcnj.edu with any questions that you might have.

Glossary of Commonly Used Terms

Administrator	An Administrator is responsible for reviewing the funds received against the transmittal form and posting the deposit to the General Ledger.
Archived Forms	A transmittal form posted to the General Ledger more than one month ago will be archived. To access an archived form, click the link Show Archived Forms on the bottom of the screen after the log in screen

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Deposit Transmittal Form	A web-based form to be used by the campus community in making deposits at the Office of Student Accounts.
Locked Forms	Transmittal forms are considered locked when the Office of Student Accounts receives the deposit.
Post to General Ledger	The Office of Finance & Business Services creates a journal entry to post the deposit to the General Ledger.
Unlocked Transmittal Form	Transmittal forms are considered unlocked until received by the Office of Student Accounts. Unlocked forms can be edited.