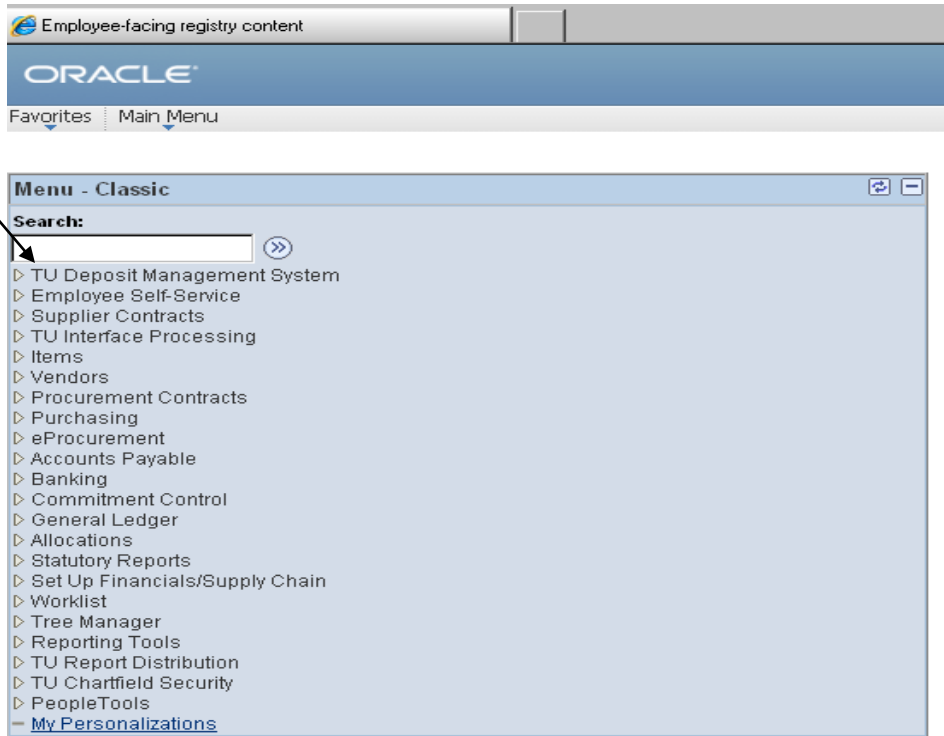
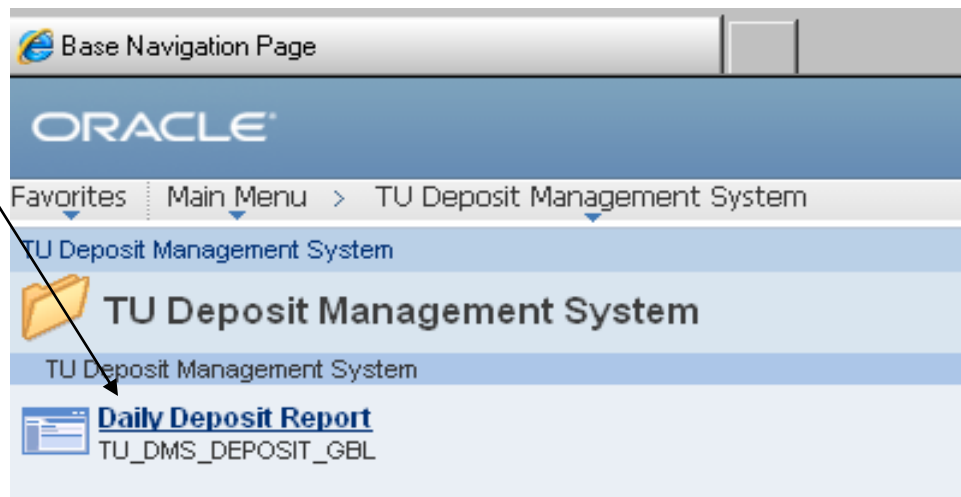


**TOWSON UNIVERSITY-DEPOSIT MANAGEMENT SYSTEM**  
**PS 9.1 Data Entry Procedures-Deposit Areas**  
**REVENUE DISTRIBUTION**

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



**STEP 2:** CLICK Daily Deposit Report



# TOWSON UNIVERSITY-DEPOSIT MANAGEMENT SYSTEM

## PS 9.1 Data Entry Procedures-Deposit Areas

### REVENUE DISTRIBUTION

**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.

Line	TYPE OF SALE	Department	Fund Code	Account	Grt/Proi	Amount	Journal Template
1	1 Commissions Laundry	41250	4020	440724			DMS_YAU
2	2 Commissions Vending	41250	4020	440730		-402.28	DMS_YAU
3	3 Commissions Banking	41250	4020	440729			DMS_YAU
4	4 ID Fees	41250	4020	440740		-1,500.00	DMS_YAU
5	5 Retail Points Sold	41250	4020	460817		-6,410.00	DMS_YAU
6	6 Dining Points Sold	41380	4055	460817		-425.00	DMS_YAU
7	7 Comm/Royalty-Dining	41380	4055	440716			DMS_YAU
8	8 Parking Permits	41450	4080	430678		-200.00	DMS_YAU
9	9 Parking Other	41450	4080	430682			DMS_YAU
10	10 Parking Fines	41450	4080	430999			DMS_YAU
11	11 Comm/Royalty-Burkshire	41290	4025	440716			DMS_YAU
12	12 Other Auxiliary Sales	41250	4020	440738		-1,600.00	DMS_YAU
13	13 Short/Over	41250	4020	440774			DMS_YAU
14	14 Memberships	48040	4820	440707			DMS_YAU
15	15 Retail Points Redemption	41250	4020	460818		100.00	DMS_YAU

# TOWSON UNIVERSITY-DEPOSIT MANAGEMENT SYSTEM

## PS 9.1 Data Entry Procedures-Deposit Areas

### REVENUE DISTRIBUTION

**STEP 6:** Validate data and make sure Net amount =0. **CLICK Process JE button.**

System will ask if you are 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.

**TOWSON UNIVERSITY  
DEPOSIT REVENUE DISTRIBUTION**

Department: Auxiliary Serv Business Office

CD NUMBER: 6499      Deposit Date: 12/18/2011      Fiscal Year: 2012

CASH-CHECK TOTAL	8,652.21	PREPARED DATE	12/20/2011
CREDIT CARD TOTAL	1,785.07	PREPARED BY	PEACH
<b>TOTAL SALES</b>	<b>10,437.28</b>		

Line	TYPE OF SALE	Department	Fund Code	Account	GrtPrct	Amount	Journal Template
1	1 Commissions Laundry	41250	4020	440724			
2	2 Commissions Vending	41250	4020	440730			
3	3 Commissions Banking	41250	4020	440729			
4	4 ID Fees	41250	4020	440740			
5	5 Retail Points Sold	41250	4020	460817			
6	6 Dining Points Sold	41380	4055	460817		-425.00	DMS_YAU
7	7 CommRoyalty-Dining	41380	4055	440716			DMS_YAU
8	8 Parking Permits	41450	4080	430678		-200.00	DMS_YAU
9	9 Parking Other	41450	4080	430682			DMS_YAU
10	10 Parking Fines	41450	4080	430999			DMS_YAU
11	11 CommRoyalty-Burkshire	41290	4020	440716			DMS_YAU
12	12 Other Auxiliary Sales	41250	4020	440738		-1,600.00	DMS_YAU
13	13 ShortOver	41250	4020	440774			DMS_YAU
14	14 Memberships	48040	4820	440707			DMS_YAU
15	15 Retail Points Redemption	41250	4020	460818		100.00	DMS_YAU

Journal ID REV:       REVENUE TOTAL: -10,437.28

Net Amount: 0.00

OPRID Posted By:

Rev Posted Date:

**PROCESS JE**

Save    Return to Search    Notify    Refresh    Add    Update/Display

# TOWSON UNIVERSITY-DEPOSIT MANAGEMENT SYSTEM

## PS 9.1 Data Entry Procedures-Deposit Areas

### REVENUE DISTRIBUTION

#### 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.

The screenshot shows the Oracle Daily Deposit Report interface. The browser window title is 'Daily Deposit Report'. The Oracle logo is visible at the top. The page content includes:

**TOWSON UNIVERSITY**  
DAILY DEPOSIT REPORT  
Department: Auxiliary Serv Business Office

CD NUMBER: 6499      Deposit Date: 12/18/2011  
PREPARED DATE: 12/20/2011      Fiscal Year: 2012  
PREPARED BY: PEACH

**CASH CHECKS**

'DRN (Deposit ticket #): 458712      Cash Drawer ID:      TAPE ID #:     

CASHCHECK TOTAL: 8,652.21      CASHIER: Gina Peach

(Fin Serv Use Only)

Journal ID Cash:      OPRID Posted - Cash: PEACH  
Yes or No:      Cash Posted Date: 12/20/2011  
R\*Stars Batch ID:      CASH JRNL TEMP: DMS\_DAU     

**CREDIT CARDS**

Merchant Number:     

CC TERMINAL:     

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

A right-click context menu is open on the right side of the screen, with 'SELECT ALL' highlighted. Other options include Back, Forward, Save Background As..., Set as Background, Copy Background, Print..., Print Preview..., Refresh, Google Sidewiki..., and Properties.

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

This screenshot shows the same Oracle Daily Deposit Report interface as above, but with the printer icon dropdown menu open. The menu options are: Print, Print Preview, Add to Favorites, Page Setup, New Window, and Customize. 'Print Preview' is selected.

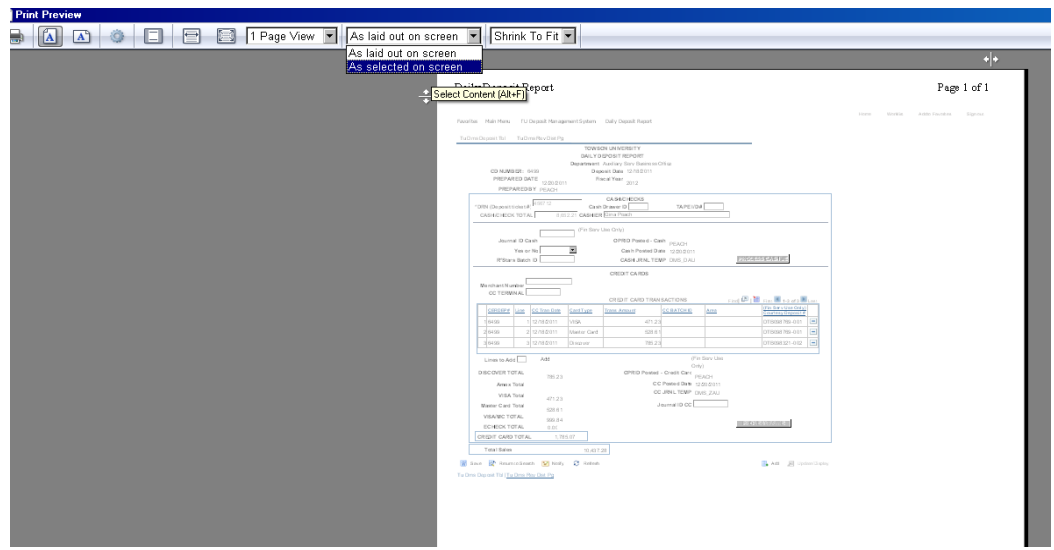
The report content is identical to the previous screenshot, showing the TOWSON UNIVERSITY DAILY DEPOSIT REPORT for CD NUMBER 6499, Deposit Date 12/18/2011, and CASHIER Gina Peach. The CASH CHECKS total is 8,652.21 and the CREDIT CARD TRANSACTIONS table contains one entry for a VISA card with a transaction amount of 471.23.

# TOWSON UNIVERSITY-DEPOSIT MANAGEMENT SYSTEM

## PS 9.1 Data Entry Procedures-Deposit Areas

### REVENUE DISTRIBUTION

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.

