



## Web Deposit Instructions

***In order for your department to receive credit for funds collected, in addition to the bank deposit, you must also enter a web deposit online through the Touchnet Cashiering Operations System. Web deposits are entered only for CU funds using funds 10-49.***

A separate web deposit must be entered for every deposit made at the bank. A Deposit Information Form must be completed and submitted for web deposits that include credit card transactions. The form has a button at the bottom that will submit the form by email to the appropriate email address.

The deposit information form is located under forms at: <http://www.clemson.edu/finance/cash-treasury/cash-receipting/index.html>

### **\*For ATM Deposits –**

1. Make the deposit at the ATM before processing the Web Deposit. Keep the ATM receipt for your department records.
2. Enter the deposit in *Touchnet*.
3. Write the *Touchnet* web deposit number on the ATM receipt

### **\*\* For Night Dropbox Deposits**

1. Process a *Touchnet* web deposit before going to the bank.
2. List the web deposit number on the deposit slip and place in the bottom pocket of the Wells Fargo disposable bank bag. Do not write in or near the MICR account string at the bottom of the deposit slip as this will interfere with processing the deposit at the bank.

### **“Click” - Steps-by-Step Instructions for using Touchnet**

1. Sign in to Touchnet with your given user name and your confidential password-  
<https://secure.touchnet.net/central>
2. Applications
3. Business Office
4. Clemson University
5. Offices
6. Cash & Treasury Services
7. Web Dept Deposits
8. New Deposit

9. Credit Info:

Detail Code: Is the department number to be used in your chart-field string. If your department number is not recognized by the system you should use 5599 for miscellaneous and change the auto filled chart-field string to the chart-field string that you need.

Amount: Dollar amount to be credited to specified chart-field string

10. Debit Info:

Payment type:

**Cash** - Total amount of currency and/or coin

**Paper Check** - Total amount of check and/or money order

**PreAuth MC/V/DS** - Total amount of MasterCard, Visa & Discover-(added as one total)

**PreAuth AmEx**-Total amount of American Express

***\*\*If your department uses multiple account strings, skip #11 Validate. The validate key is only useful if you use the same account string for every deposit. The validate key will auto populate with only one saved account string. You should enter your account string in the account number box. \*\*\*The chart-field string order must be: Fund, program, account, department, class, and project. You must include the dashes.***

11. Validate:

*Touchnet* will default to the most used chart-field string for the department. Change the chart-field string, if necessary.

12. Description Field: (100 character limit, first 25 will carry over to PeopleSoft)

*Touchnet* will default to the department name if you use the validate key. Detail to be entered should identify/describe your deposit. You must include receipt numbers from the on-line receipting system or receipt book. Additional information may include: event information, invoice number and/or vendor name. For deposits that include credit card sales you should enter the merchant name (dept name) and the settlement batch date.

13. "Create Deposit"

After all the above has been entered, review for errors; if none, click "create deposit" button. *Touchnet* will assign a web deposit number (WD#). Write this WD on the deposit slip going to the bank. Print a copy of the web deposit before exiting. A deposit information form must be submitted if your deposit included credit card sales.

The deposit will be listed as "pending" until Cash and Treasury Services has verified the deposit has been credited to the Clemson University bank account at Wells Fargo. After Cash and Treasury's verification, the deposit will be submitted to PeopleSoft for the nightly download. After the download to PS, the *Touchnet* status will update with a TPG Ref ID which will match the receipt number in PeopleSoft (see below).

PeopleSoft Query (CASH\_RECEIPTS\_DEPT)

CU88\_CASH\_RECIEIPTS\_QUERY

Journal ID	Date	Account	Dept	Fund	Class	Program	Project	Amount	Ref
CRU2306011	6/1/2023	4731	5903	15	130	000	1500370	-276.250	5903- 202315252128752
CRU2306011	6/1/2023	4731	5903	15	130	000	1500370	-201.650	5903- 202315252128752
CRU2306011	6/1/2023	4843	5801	15	130	704	1500033	2966.000	- 5801- 202315252128752

Touchnet Report

Report for Deposit #104256			
Entry Time: 14:52:58 EST	Entry Date: 05/31/2023	Entry User: Ashley Reynolds	
Approval Time: 15:28:48 EST	Approval Date: 06/01/2023	Approval User: Gail Winchester	
Status: Submitted	Office: C&TS	Campus: Clemson University	
TCS Receipt #: N/A	TPG Ref ID: 202315252128752		
Detail Code/Tender	Description	Account Number	Credit Amt
5903	Univ Fac: SH Carter - Chk 42943 - Rec 5903-316	15-000-4731-5903-130-1500370	276.25
5903	Univ Fac: SH Carter - Chk 42973 - Rec 5903-317	15-000-4731-5903-130-1500370	201.65
5801	Univ Fac: City of Clemson - Chk 6953410 - Rec 5801-84	15-704-4843-5801-130-1500033	2,966.00