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 WD number on the deposit slip and place in the bottom pocket of the Wells Fargo disposable bank bag.

“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 such as event information, invoice number and/or vendor name, receipt numbers from your receipt book or credit card batch numbers should be entered in this box.

13. **“Make Deposit”**

   After all the above has been entered, review for errors; if none, click “make 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)**

<table>
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<tr>
<th>Journal ID</th>
<th>Date</th>
<th>Account</th>
<th>Dept</th>
<th>Fund</th>
<th>Class</th>
<th>Program</th>
<th>Project</th>
<th>Amount</th>
<th>Line Descr</th>
<th>Ref</th>
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</thead>
<tbody>
<tr>
<td>CRU140 3261</td>
<td>3/26/2014</td>
<td>03</td>
<td>4904</td>
<td>10</td>
<td>23</td>
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<td>000</td>
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<td>School of Ag, For, Env Sciences</td>
<td>0310-2014085532</td>
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**Touchnet Report**

**Report for Deposit #462**

<table>
<thead>
<tr>
<th>Detail Code/Tender</th>
<th>Description</th>
<th>G/L Fields</th>
<th>Credit Amt</th>
<th>Debit Amt</th>
</tr>
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<td>School of Ag, For, Env Sciences</td>
<td></td>
<td>8000.00</td>
<td></td>
</tr>
<tr>
<td>MCHK</td>
<td>Misc Dept Cash Payment</td>
<td></td>
<td>8000.00</td>
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