



Web Deposit Instructions via TouchNet U.Commerce

What is a Web Deposit?

Web deposits replace the Clemson University Receipt Transmittal, used only for CU deposits, funds 10-49. With web deposits, you can now enter departmental deposits online through the TouchNet Cashiering Operations Center. This streamlines operations in your department and for Cash and Treasury Services, providing a more accurate and efficient way to process departmental deposits. A separate web deposit is required for each deposit made at the bank.

ATM Deposits

1. Make the deposit before processing the web deposit. Keep the ATM receipt for your departmental records.
2. Enter the deposit into TouchNet.

Night Dropbox Deposits

1. Process a TouchNet web deposit before going to the bank
2. After clicking the make deposit button, each deposit is assigned a web deposit number (WD#), you should write this number on the Wells Fargo deposit slip. You will no longer include any paperwork with the Wells Fargo deposit. This means no receipt transmittal and no copy of the web deposit should be placed in the bag.

Off Campus Offices

1. Enter your web deposit.
2. If your bank deposit is not made at Wells Fargo or TD Bank, please email a copy of your deposit receipt to psadeposits@clermson.edu. Example:
Bank of York, First Citizens Bank

Entering a Web Deposit

1. Sign into TouchNet U.Commerce with your user name and password (<https://secure.touchnet.net/central>)
2. Hover over the Applications tab
3. Navigate to Business Office
4. Click "Clemson University" on the left side of the screen
5. Click "Offices"
6. Select "Cash and Treasury Services"
7. Click "Web Dept Deposits"
8. Select "New Deposit"



The screenshot shows the TouchNet U.Commerce Central login interface. At the top, the TouchNet logo is displayed with the tagline "SET THE CURVE". Below the logo is a dark purple banner with the text "U.Commerce Central" in white. Underneath the banner, there are two input fields: "User Name:" and "Password:". To the right of the "Password:" field is a link that says "Forgot password?". Below these fields is a "Login" button.

TouchNet
SET THE CURVE®

U.Commerce® Central

User Name:

Password:

[Forgot password?](#)

Entering a Web Deposit – Cont.

9. Enter Credit Information

- The web deposit will automatically populate four credit and debit lines. Remove lines by clicking the trash can icon or add lines by clicking the “Add Row” button as needed. Enter your department number as the detail code. If your department number is not recognized by the system, enter 5599 as the detail code and send a request to Cash and Treasury Services to have your department number added. You should provide the department number and the chart-field string that you want added. TouchNet can only save one chart-field string per department number.
- Enter the dollar amount that will be credited to each chart field string. Do not enter line descriptions or account numbers at this time.

10. Enter Debit Information

- Select the appropriate payment types and enter the corresponding amounts. Payment Types include:
 - Cash: Currency &/or coin
 - Paper Check: Checks(s) or money order
 - PreAuth MasterCard/Visa/Discover: Total for MasterCard, Visa, and Discover counts as one type
 - PreAuth American Express

- **Cashiering Home**
- ▾ **Clemson University**
- ▾ **Offices**
- ▾ **Cash and Treasury Services**
 - General Office Settings
 - Balance Drawers
 - Active Stations
 - Users
- ▾ **Web Dept Deposits**
 - **New Deposit**
 - Import Deposit Data
 - Status
- Stations
- Add Office
- **Cashiering Reports**
- Campus Merchant
- Help

Create Web Departmental Deposit

Enter Credit Information

	Detail Code	Amount	Description		Account Number
🗑	5314	\$ 100 .		→	

Add Row

Enter Debit Information

	Tender Type	Amount	Description		Account Number
🗑	Cash ▾	\$ 50 .		→	
🗑	Paper Check ▾	\$ 50 .		→	

Add Row

Calculated Totals

Credits:\$0.00

Debits:\$0.00

Validate

Make Deposit

Entering a Web Deposit – Cont.

11. Validate the Deposit

- Click the “Validate” button. This will pull in the description and account number associated with the specified detail codes. TouchNet will default to the most used chart field string for the department.

12. Edit the Line Description and Account Number

- The line description will default to the department name. Please click in the description box and add additional description information that will easily reference the deposit for future research and identification. The description field is limited to 100 characters. Only the first 25 characters will be carried over to PeopleSoft. If you have a POS machine, you should enter the batch number and department name in the description field as specified on your batch report (Ex. Batch 000553 Student Affairs). The credit card slips and settlement sheet/report should be kept in your office stored securely. Do not send the credit card report and slips to Cash and Treasury Services. The following are examples of other information that can be included in the line description: event information, invoice number and/or vendor name, receipt numbers, etc. For audit purposes, you are required to include enough information to tie back to the source document (i.e. receipt number, log date, etc.)
- Next, edit the account number if necessary. The chart-field string order must be: Fund, program, account, department, class, and project. You must also include the dashes in the chart-field string. Example: 12-000-4504-0244-158-1224406

- Cashiering Home**
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Create Web Departmental Deposit

Your deposit has been validated.

Enter Credit Information

	Detail Code	Amount	Description	Account Number
	5314	\$ 100 .00	Cash and Treasury Se →	14-000-4755-5314-130-140000

Add Row

Enter Debit Information

	Tender Type	Amount	Description	Account Number
	Cash Detail Code MCSH	\$ 50 .00	Misc Dept Cash Payme →	CASH
	Paper Check Detail Code MCHK	\$ 50 .00	Misc Dept Check Paym →	CASH

Add Row

Calculated Totals

Credits:\$100.00

Debits:\$100.00

Entering a Web Deposit – Cont.

13. Complete the Deposit

- After entering the web deposit, review it for accuracy, and click the “make deposit” button. TouchNet will assign a web deposit number (WD#). Write this WD # on the deposit slip going to the night drop box. Print a copy of the deposit before exiting for your departmental records. You will not include a copy with the bank deposit. Keep this printed copy to reconcile back to the CU receipt book and monthly Budget Status Reports (BSR).
- 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. After Cash and Treasury’s verification, the deposit will be submitted to PeopleSoft for the nightly download. After the download to PeopleSoft, the TouchNet status will update with a submitted status.
- Only Cash and Treasury Services has the ability to edit or submit a pending deposit. Should you need a correction after you have processed a web deposit, please send a correction request to Cash and Treasury Services at CASHTREASURY-L@LISTS.CLEMSON.EDU. If the deposit has not been submitted, then a correction will be processed and you will be sent a new copy of the corrected deposit.

screen shot on the following slide



Cashiering Home

- ▼ Clemson University
 - ▼ Offices
 - ▼ Cash and Treasury Services
 - General Office Settings
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Deposit Successful

Deposit 2032 has been successfully submitted for approval.
Please take your cash, checks, credit card slips, and this deposit slip to the cashiering office to complete this deposit.
To view a printable deposit ticket click below

[Show Printable Deposit Ticket](#)

Report for Deposit #2032

User: Gail Winchester **Date:** 07/11/2014
Status: Pending 08:30:50

Detail Code/Tender	Description	Account Number	Credit Amt	Debit Amt
5314	Cash and Treasury Services	14-000-4755-5314-130-1400000	100.00	
MCSH	Misc Dept Cash Payment	CASH		50.00
MCHK	Misc Dept Check Payment	CASH		50.00




Deposit Information Form

For web deposits that include credit card transactions, please submit the Deposit Information Form after the web deposit has been completed. The form should not be completed for cash/check only deposits. Web deposits should not be entered for Marketplace credit card sales. The Deposit Information Form can be found at <http://media.clemson.edu/cfo/cash-treasury/Deposit-Information-Form.pdf>.

Viewing Previous Deposits

You may need to track the status of a deposit or research the details of a specific deposit. To do this, follow these steps:

1. Sign into TouchNet U.Commerce with your user name and password (<https://secure.touchnet.net/central>)
2. Hover over the Applications tab
3. Navigate to Business Office
4. Click "Cashiering Reports" on the left side of the screen
5. Click "Web Dept Deposit Report"
6. Enter the date range in which the deposit was made
7. Check the box next to Web Deposit ID
8. Enter the Web Deposit Number
9. Click "View Report"

Date range	From: 10/22/2015  To: 10/22/2015 
Specific value	<input type="checkbox"/> TCS Receipt Number: <input type="checkbox"/> TPG Reference Number: <input checked="" type="checkbox"/> Web Deposit ID: 2001 
G/L field	<input type="checkbox"/> Select All <input type="checkbox"/> Coas <input type="checkbox"/> Index <input type="checkbox"/> Ledger Fund <input type="checkbox"/> Orgn <input type="checkbox"/> Acct <input type="checkbox"/> Prog <input type="checkbox"/> Actv <input type="checkbox"/> Locn <input type="checkbox"/> Rucl

Obtaining Web Deposit Access

- Upon completion of this presentation, please send an email to CASHTREASURY-L@LISTS.CLEMSON.EDU to request your user name and temporary password for access to TouchNet U.Commerce. Please provide your Clemson University user ID and include in the subject line "Request for Web Deposit Access"
- By sending the request for a user name and temporary password you are affirming that you have viewed this web deposit presentation

[Click Here To Email Your Request](#)