CDS User Guide

Contents

CDS LOGON SCREEN

Go to: https://cdsonline.berkeley.edu/index.cfm and log in with your CalNet ID. Please note, CDS will require first connecting to the GlobalProtect VPN.

MAIN MENU

The Cashier Deposit System (CDS) allows users to:

- Upload ASCII text files (*) for deposit from an existing excel spreadsheet or database.
- Manually enter new deposit information.
- Manually edit an existing deposit form by Miscellaneous Receipt Number prior to submitting to the Billing & Payment Services office.
- View deposit information.
- Enter new chartstrings on the template for the Processing Unit.
- Edit (i.e., delete or exclude) existing chartstrings on the template for the Processing Unit.
- View your User ID set-up information.

UPLOADING FILES TO CDS

Batch Input File Layout (specs)

General guidelines:

- All batch uploads must have a header record and one or more detail records.
- All batches will upload into the Cashier Deposit Systems (CDS) and verified via the Cashier Front-end Web screen.
- All detail records will run through the COA validation routine before BFS transactions are created.
- All batch uploads must be a comma delimited file.

HEADER RECORD FIELD	MAX LENGTH	TYPE	FORMAT	DESCRIPTION	COMMENT
Record_type	1	Numeric		1= header record	
Processing_Unit	6	Alpha-numeric		BFS Process unit	
Processing_date	10	Alpha-numeric	YYYY/MM/DD		
Begin_Date	10	Alpha-numeric	YYYY/MM/DD	Period Begin Date	
End_Date	10	Alpha-numeric	YYYY/MM/DD	Period End Date	
Deposit_type	1	Alpha-numeric		"C" or "B" only	B = Deposit taken to Bank C = Cashier's office
Currency_Amount	13.2	Numeric	-9999999999999.99	Signed field	
Coin_amount	13.2	Numeric	-9999999999999.99	Signed field	
Check_amount	13.2	Numeric	-9999999999999.99	Signed field	
Wire_Transfer_amt	13.2	Numeric	-9999999999999.99	Signed field	
Credit_Card_amount	13.2	Numeric	-9999999999999.99	Signed field	

Comment	60	Alpha-numeric	Comment	General Comment	
Filler1	1	Alpha-numeric		Will be used later	
Filler2	1	Alpha-numeric		Will be used later	
Filler3	1	Alpha-numeric		Will be used later	

DETAIL RECORD FIELD	MAX LENGTH	TYPE	FORMAT	DESCRIPTION	COMMENT
Record_type	1	Numeric		2=Detail Record	
Seq_num	8	Numeric		Detail record number	Unique with a batch run
BFS_Business_unit	1	Alpha-numeric		Business Unit	
BFS_Account	5	Alpha-numeric		BFS Account	
BFS_Fund	5	Alpha-numeric		Fund Number	
BFS_Org_code	5	Alpha-numeric		Dept ID	
BFS_Program_Code	2	Alpha-numeric		Program Code	
Filler	1	Alpha-numeric		Filler	(subprogam removed 7/1/2001)
BFS_Project_ID	6	Alpha-numeric		CF1	
BFS_Flexfield	5	Alpha-numeric		CF2	
BFS_Description	30	Alpha-numeric		description	

CSH_Ref_No	10	Alpha-numeric		Reference Number	
ADJ_AMT_Debit	13.2	Numeric	999999999999.99	unsigned field	
ADJ_AMT_Credit	13.2	Numeric	999999999999.99	unsigned field	
Filler1	1	Alpha-numeric			

STEPS TO UPLOAD FILE INTO CDS

1. Prepare Excel file for your processing unit based on CDS File Specs and templates if needed.
2. File name should be unique (not used in CDS upload before). That can be achieved by including current date and processing unit (PU) in file name. example: FSLOA_08292018.csv
3. Save the file.
4. Log into CDS.
5. Go to "Upload File for Deposit" on the Main Menu.
6. Click on "Choose File" to select prepared file and click "Load Regents File" or "Load Foundation File" for Foundation deposits.
7. Once you verify all the information is correct on the form, click "Transmit to Payment Services."

8. Complete the information in the Deposit Form. When done, you can transmit the data to the Billing & Payment Services office or save the form for later addition/revision prior to transmission to the Billing and Payment Services office. Upon transmission, CDS will issue a unique Miscellaneous Receipt form/number.

INSTRUCTIONS ON CREATING A MANUAL DEPOSIT TRANSACTION

- Log into CDS
- Choose the correct Processing Unit from the drop down options if you have access to more than one.
- On the Main Menu Screen select "Enter Deposit Information"
- Indicate the "Deposit Type"
  - B status = Going directly to the bank (armored courier pick up or scanning checks to the bank)
  - C status = Sending deposit to the Billing & Payment Service office for processing
- Cash Collection Inclusive Dates: Enter the "Begin Date" the deposit items were collected in your department.
- Cash Distribution: Enter dollar amounts of deposit by currency, coin, checks and credit cards. PLEASE BOOK CURRENCY/COIN/CHECK DEPOSITS SEPARATELY FROM CREDIT CARD DEPOSITS.
- Cash Register Tape: Enter Cash Register information, if applicable.
- Explanation for Departmental Records: Enter explanation of deposit based on your departmental needs. This field is helpful on the "View Deposit" screen when researching deposits.
- General Ledger Entries:
  - Full valid chartring (account, fund and dept ID)
    - Expense accounts in the 5xxxx range may only be processed by BPS. Contact cashiers@berkeley.edu for more information.
  - Description (max 30 alphanumeric characters)
  - Ref No (defaults to the unique miscellaneous receipt number)
  - Deposit Amt Credit

When all entries are complete, you may:
- Click "Validate" to verify your work. CDS will match the "Cash Distribution" totals to the "General Ledger Entries." If they do not balance to each other, an error message will display at the top of the CDS form. CDS will also validate the values in the Account/Fund/Dept/Prog/CF1/CF2 fields to the COA Validation Table.
- Then "Save" the deposit information for later transmission or "Transmit to Payment Services" to submit.
- If no errors are detected, the deposit information will be sent to Billing & Payment Services. CDS will respond with a numbered Miscellaneous Receipt for your deposit.
  - **Do not click "Transmit to Payment Services" more than once or your browser's back button ← as this may result in duplicate deposits and reconciliation errors**

To conclude the process:

"C" Status Deposits
- If you processed your deposit in "C" status, deliver a copy of the MR along with the contents (i.e. checks and cash) of the deposit to the Billing & Payment Services office within **2 weeks** of submission. Contact cashiers@berkeley.edu for location drop off instructions.
- Once received by the Billing & Payment Services office, a team member will manually verify the MR in CDS. If there is an error on the deposit amount, an adjustment will be made on the MR prior to submitting.
- The following business day, the Preparer of the deposit will receive a deposit email confirmation of the deposit and notification of any adjustments made to this deposit.
- Within two business days of your deposit, the Journal ID for the daily CDS/BFS batch will be posted to CDS. This Journal ID # is helpful when researching deposit transactions.

"B" Status Deposits
- If you processed your deposit in "B" status, deposit needs to be transported to the bank via Loomis or Bank Scanner on the same day. No copies of MR's should be sent to Billing & Payment Services.
- If your "B" deposit was transmitted before 3:00 pm, CDS will automatically verify the deposit. After 3:00 pm, CDS will verify next business day.
- Once transmitted you will not be able to "edit" your deposit. You will need to contact Billing & Payment Services by emailing cashiers@berkeley.edu **before 2:00 pm** to have a team member "reject" your deposit so that you can "edit" it. Then you would need to re-transmit the deposit.

DEPOSIT FORM DISPLAYING ERROR MESSAGES

- If an error message displays like the one below, verify your totals in the Cash Distribution section against the General Ledger Entries.
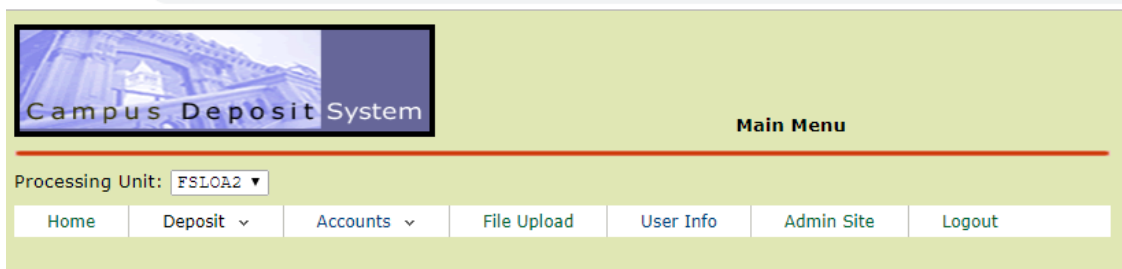
Your cash totals and GL transaction net totals do not balance. Please review your entries. You may save your work for editing later by clicking the "Save As Is" button below.

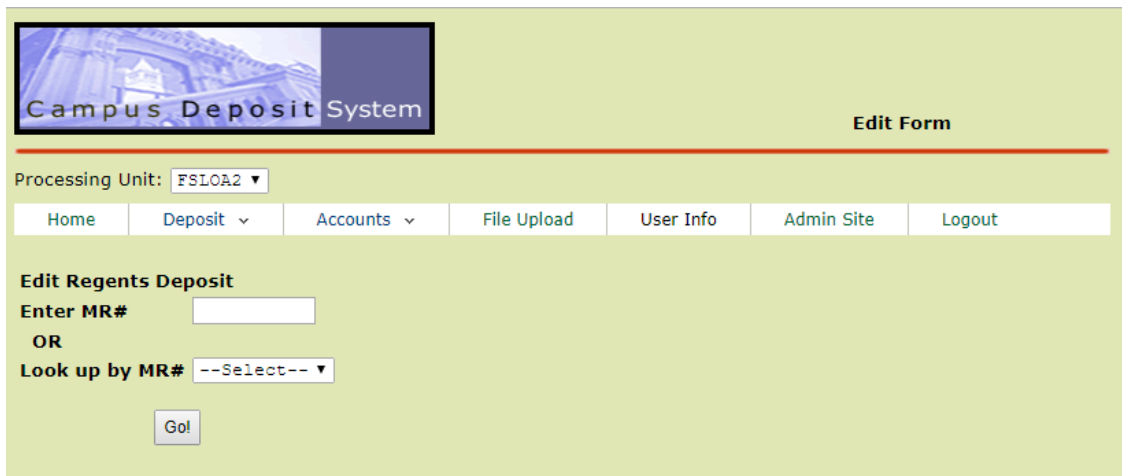- If an invalid chartstring is entered, verify the account, fund, dept ID, program, CF1 & CF2.

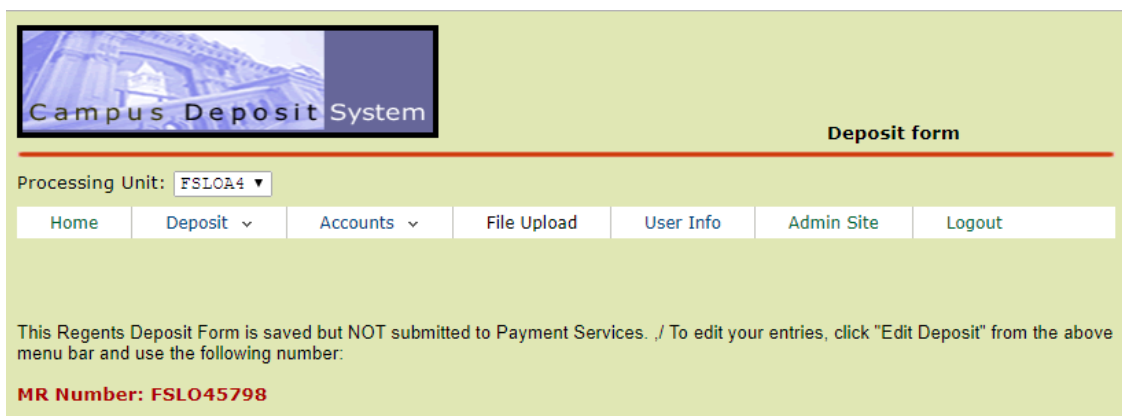| 1	23461	69995	00650				TESTING CHARTSTRING		0.00	1.00
	Failure: Invalid account									
									0.00	0.00

SAVING A DEPOSIT FORM

- Note: By selecting the "Save As Is" button, you are are issued a Miscellaneous Receipt Number. This function only saves your Miscellaneous Receipt and has not Transmitted to Payment Services Office.
- To go back and "edit" your Miscellaneous Receipt, go to the "Deposit" tab on the toolbar and select "edit deposit".
- If you have more than one Processing Unit in your CDS Profile, you will need to select the correct Processing Unit to input the Miscellaneous Receipt Number.

Campus Deposit System

Main Menu

Processing Unit: FSLOA2 ▾

| Home | Deposit ⌄ | Accounts ⌄ | File Upload | User Info | Admin Site | Logout |

Campus Deposit System

Edit Form

Processing Unit: FSLOA2 ▾

| Home | Deposit ⌄ | Accounts ⌄ | File Upload | User Info | Admin Site | Logout |

Edit Regents Deposit
Enter MR# [   ]
  OR
Look up by MR# --Select-- ▾

[Go!]

Campus Deposit System

Deposit form

Processing Unit: FSLOA4 ▾

| Home | Deposit ⌄ | Accounts ⌄ | File Upload | User Info | Admin Site | Logout |

This Regents Deposit Form is saved but NOT submitted to Payment Services. ,/ To edit your entries, click "Edit Deposit" from the above menu bar and use the following number:

MR Number: FSLO45798

EDITING AN EXISTING DEPOSIT FORM
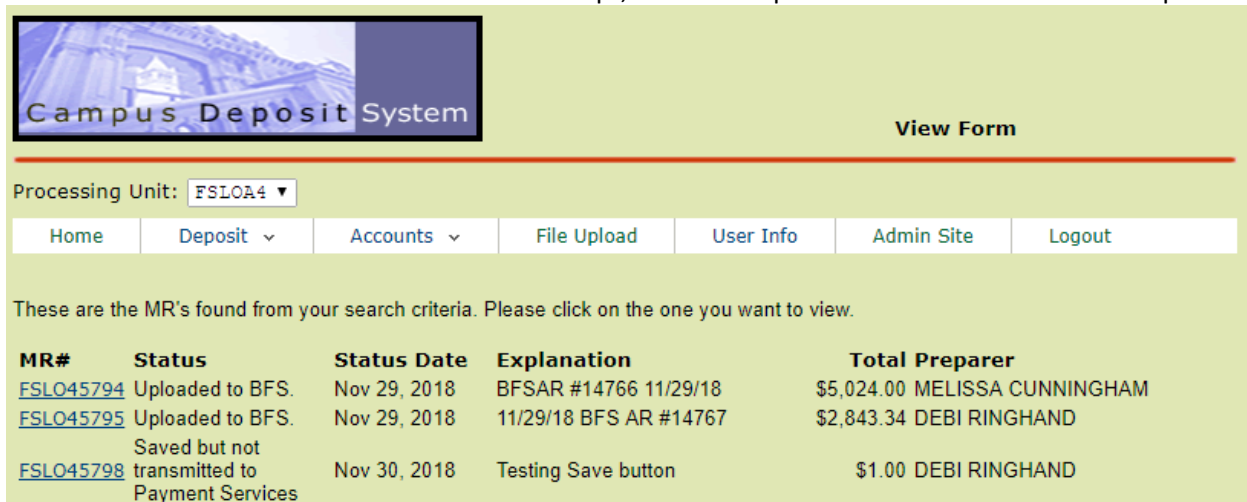
The Edit Deposit is used for:

- Editing a previously saved Miscellaneous Receipt.
- Editing and updating Miscellaneous Receipts that have been submitted to Billing & Payment Services and that have not uploaded to the BFS system.
- Transmitting Miscellaneous Receipts that are in "saved" status to Billing & Payment Services.

To edit a deposit, go to the CDS tool bar, point at Deposit, then click "Edit Deposit."

VIEWING DEPOSIT FORMS

The View Form is for viewing Miscellanous Receipts:

- If you have more than one Processing Unit in your CDS profile, select the Processing Unit that you want to view deposits in.
- Enter the Miscellaneous Receipt Number, Cash Journal ID or date range.
- A list should appear of the deposits made in this processing unit.
- Select from the list the Miscellaneous Receipt you wish to view.
- From this list you will be able to view the Miscellaneous Receipt Number, the status of the Miscellaneous Receipt, what the Preparer noted in the "Explanation" field on the form, the total dollar amount of the Miscellaneous Receipt, and the Preparer of the Miscellaneous Receipt.

To view a deposit, go to the CDS tool bar, point at Deposit, then click "View Deposit."

WHAT A COMPLETED MISCELLANEOUS RECEIPT LOOKS LIKE

- A completed Miscellaneous Receipt should have the following information:
  - A Miscellaneous Receipt Number
  - The status of your Miscellaneous Receipt
  - The Cash Journal ID
  - The Cash Distribution
  - The General Ledger Entries and dollar amounts that uploaded to the GL

Campus Deposit System

View Form

Processing Unit: FSLOA4 ▼

| Home | Deposit ⌄ | Accounts ⌄ | File Upload | User Info | Admin Site | Logout |

Regents Miscellaneous Receipt Number: FSLO45795
Status: Uploaded to BFS.
BU 10000 Journal ID: CASH975393
BU J0000 Journal ID:
Status Date: 11/29/2018
Received Date: 11/29/2018

Deposit Type	Bank Deposit		
Department	Billing & Payment Services	Date	Nov 29, 2018
Processing Unit	FSLOA4	Preparer	DEBI RINGHAND
Collection Begin Date	Nov 29, 2018	Phone	642-3659
Collection End Date	Nov 29, 2018	Address	192 University Hall

Cash Distribution

		Cash Register Tape	
Currency	$0.00	Start No.	
Coins	$0.00	End No.	
Checks	$2,843.34	Tape Total	$0.00
Wire Transfers	$0.00	Voids/Refunds	$0.00
Credit Cards	$0.00	Total Sales Credit	$0.00
Mellon ACH	$0.00		
Lockbox	$0.00		
Total Deposits	**$2,843.34**		

Explanation
11/29/18 BFS AR #14767

General Ledger Entries

BU 1	Acct 5	Fund 5	Dept 5	Prog 2	Sub 1	CF1 6	CF2 5	Description 20	Ref No. 10	Adjustment Amt Debit	Deposit Amt Credit
1	23416	69995	00650					BFS AR #14767 11/29/18	FSLO45795	$0.00	$2,843.34
										Net Amt	**$2,843.34**

ADDING CHARTSTRINGS TO YOUR PROCESSING UNIT TEMPLATE

- Go to the Main Menu by clicking on the "Home" tab on the toolbar.
- Click on "Enter New Chartstrings."
- Input the chartstrings that you want to show up on your Processing Unit template everytime you log into CDS. (You can put something in the "Description" field to remind you what account you are booking into.)
- Click Submit. CDS will check the COA Validation table to verify chartstring is valid.

EDITING SAVED CHARTSTRINGS IN A PROCESSING UNIT TEMPLATE

Your Processing Unit Template screen lists all chartstrings and descriptions set-up for your deposit.

This Screen is Used For:

- Editing an existing chartstring or description on the template.
- Excluding an existing chartstring from the template (temporairily) on the Deposit Form.
- Deleting (permanently removing) a chartstring from the list.
- Note: Any edits to a Processing Unit Template changes the chartstrings for all users that have access to this Processing Unit.

To Update a Chartstring on your Processing Unit Template:

- Go to the Main Menu by clicking on the "Home" tab on the toolbar.
- Click on Edit Chartstrings.
- A list of saved chartstrings will appear.
- Click "Exclude" on any row to hide that chartstring for this processing unit. This chartstring should not appear on the next log-in.
- Or click "Delete" on any row to completely remove that chartstring for this processing unit. This chartstring should not appear on the next log-in.
- If the chartstring becomes invalid from the time that you entered this on the template, you should see a message stating so.

Edit Chartstrings

Processing Unit: FSLOA4 ▼

| Home | Deposit ⌄ | Accounts ⌄ | File Upload | User Info | Admin Site | Logout |

These are the default chartstrings entered for your Processing Unit. To add accounts to this template, click Add Acct. If you would like to exclude any of these accounts in the Deposit Form you are preparing, check "Exclude". Checking "Delete" will remove the chartstring from this default list for your Processing Unit. Items in red are required.

BU (1)	Acct (5)	Fund (5)	Dept (5)	Prog (2)	CF1 (6)	CF2 (5)	Description (30)	Exclude	Delete
1	23416	69995	00650				BFS-AR HOMEBANKING	☐	☐
1	23416	69995	00652				BOOK BFS AR PAYMENTS	☐	☐
1	48113	68750	00652				OVERS/SHORTS	☐	☐
1	12380	69995	00652				SUSPENSE/COPY OF MR TO KIM	☐	☐
1	12380	69995	00800				SUSPENSE	☐	☐
1	23416	69995	00650				BFS AR BATCH	☐	☐
1	23416	69995	00650				BFS AR BATCH	☐	☐
1	23416	69995	00650				BFS AR	☑	☐
1	23416	69995	00650				BFS AR	☑	☐
1	23416	69995	00650				BFS AR	☑	☐
1	23416	69995	00650				BFS AR	☑	☐
1	23416	69995	00650				BFS AR	☑	☐
1	23416	69995	00650				BFS AR	☑	☐
1	23416	69995	00650				BFS AR	☑	☐
1	23416	69995	00650				BFS AR	☑	☐

These are the GL Accounts you entered previously that have become invalid. You may delete the chartstring by keeping the Delete box checked. If you wish to keep the chartstring, uncheck the Delete box.

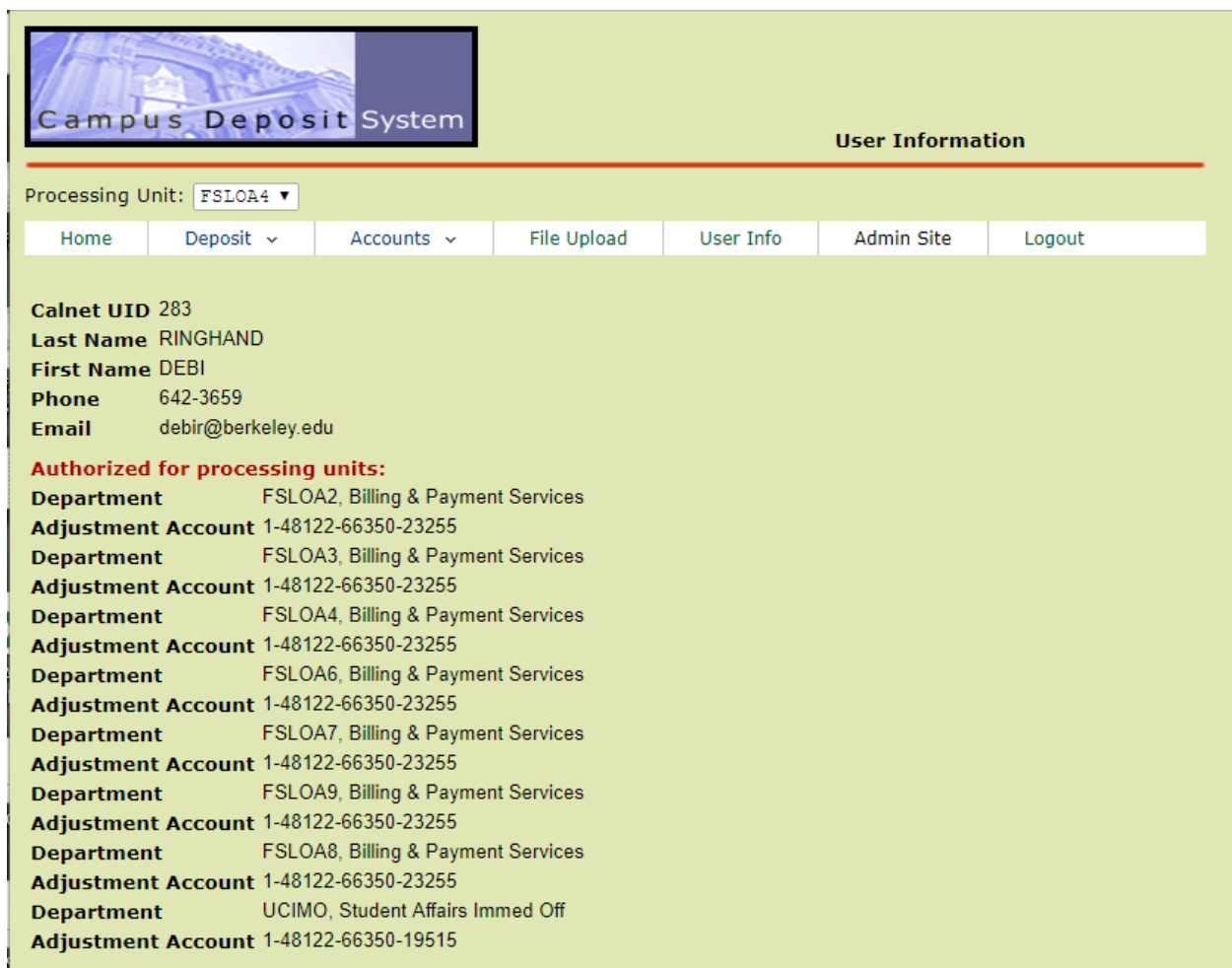| BU	Acct	Fund	Dept	Prog	CF1	CF2	Description	Delete
1	40402	20293	15357			EWLKP	SSPP - SUMMER PARTNER	☑
1	23422	69995	00650				CARS BATCH	☑
1	23422	69995	00650				NORECPT CARS PAYMENTS	☑
1	23422	69995	00650				CARS-HOMEBANKING	☑

[Reset] [Submit]

USER INFORMATION

The User Information screen displays information related to your CDS Profile. Note: Multiple email addresses for CDS Deposit Confirmations can be designated. To change a name, phone number or email address, contact Billing & Payment Services at cashiers@berkeley.edu. To add a Processing Unit to your CDS Profile, submit a request through SARA at https://sara.berkeley.edu.

To View your CDS Profile Information:

- Go to the Main Menu by clicking on the "Home" tab on the toolbar.
- Click on "View User Information".
- User Information will appear.