

Review Incomplete Departmental Deposits

1. Navigate to Accounts Receivable > Payments > Online Payments > UM Prepare Deposit
 - Enter Dept ID
 - Deposit Status = New
 - Click Search

UM Prepare Deposit
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value [Add a New Value](#)

Deposit Unit: = UMN01

Deposit ID: begins with

User ID: begins with

Entered Date: <=

DeptID: begins with 11041

Deposit Status: = New

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

2. Select Deposit by clicking on Deposit ID

Search Results
View All First 1-14 of 14 Last

Deposit Unit	Deposit ID	User ID	Entered Date	DeptID	Deposit Status	Bank Code	Bank Account
UMN01	111033	WERNE022	10/23/2008	11041	New	USBBK	1276
UMN01	111034	WERNE022	10/23/2008	11041	New	USBBK	1276
UMN01	111036	WERNE022	10/23/2008	11041	New	USBBK	1276

3. Review Deposit, if deposit is not valid click on the Delete Deposit button.

UM Prepare Deposit

Deposit Unit UMN01 Deposit ID 111033 [Delete Deposit](#) [Print Deposit Detail Report](#)

Accounting Date 10/23/2008 *Received Date 09/23/2008

*Bank Code USBBK US Bank Entered Date 10/23/2008

*Bank Account 1276 USB Lambertton Depository Acct Preparer WERNE022

Preparer Phone

Tender