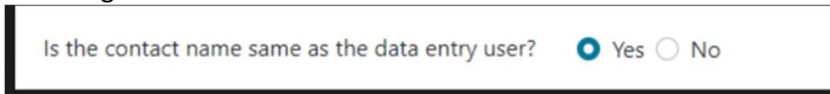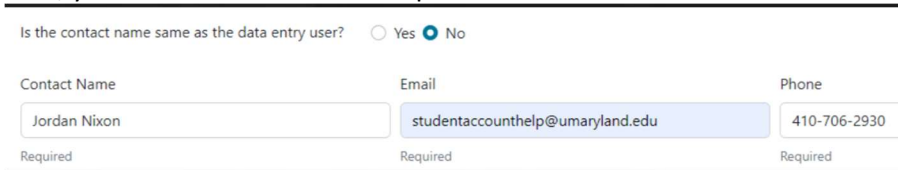**UMB Deposit Form Manual**

Link to Deposit form:

https://cfapps.umaryland.edu/admin_fin/deposit_form/

1. Log In to deposit form via SSO authentication.
   Home page will list any Pending Deposit, Work in Progress, Deposited forms.
2. Select New to create a new deposit summary form.
3. Fill in all department information fields that are not pre-populated.
   If the person completing the form is the contact person for the deposit, select Yes to the following radio button.
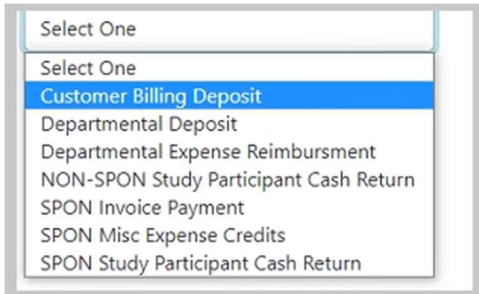
   If no, you will need to enter the deposit contact information.

4. Under Deposit Information, select Deposit type, "Cash/Check".
   Select from one of the seven different deposit types in the dropdown.

   Deposit Type Descriptions:
   Please visit the link below for a detailed description of each deposit type.
   https://www.umaryland.edu/student-financial-services/university-cashier/

   ➢ **Customer Billing Deposit:** used for a deposit of UMB funds received for a UMB customer billing invoice.
   ➢ **Departmental Deposit:** used for UMB funds received and deposited to the general ledger. Select this option for funds that are not related to other Deposit Types (i.e., SPON, Customer Billing, etc.).
   ➢ **Departmental Expense Reimbursement:** used for a deposit of UMB funds reimbursing a non-sponsored expense.

- ➢ **NON-SPON Study Participant Cash Return:** used for returning undistributed research study participant cash to a non-sponsored source.
- ➢ **SPON Invoice Payment:** used for a deposit of UMB funds received as a payment of an open sponsored receivable.
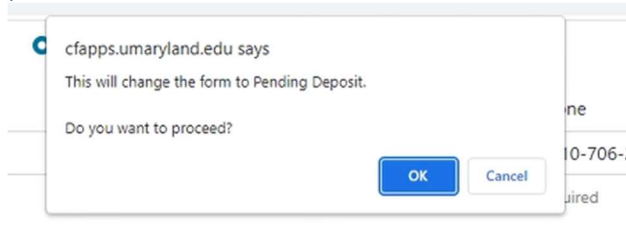- ➢ **SPON Misc Expense Credits:** used for returning funds from a vendor or sub recipient to the award.
- ➢ **SPON Study Participant Cash Return**: used for returning undistributed research study participant cash to a sponsored source.

5. Select SAVE when done. Any updates or changes that are needed can be done after selecting SAVE, an update button will appear.
6. Complete the Deposit Distribution section.
   Depending on the deposit type chosen, the Object/SOAPF may auto populate OR you will need to enter the Object/SOAPF information. Fields that auto populate are locked from editing. The deposit form utilizes an approved list of Object/SOAPF combinations. If you receive an error message when entering the Object/SOAPF, email the University Cashier's office at universitycashier@umaryland.edu.
7. Payment Type – Select from drop down of Check or Cash.
8. Amount – Enter the dollar amount.
9. Check Maker – Enter the company name or person the check is from.
10. Customer Billing Invoice Number/Deposit Description – Enter necessary details about the deposit.
11. Add additional lines, if necessary, by choosing the + sign.
12. Select Submit when done.

Deposit Distribution

Object	SOAPFF	Payment Type	Amount	Check Maker	Customer Billing Invoice Number / Deposit Description	Action
7136	000-00000000-000000-00000000-000-00000	Check	100.00	Check Ma	R31-1000000 / Salary	⊞ 🗑

Submit

13. The message below will appear if deposit form is competed accurately and ready to be processed at the cashier's office.
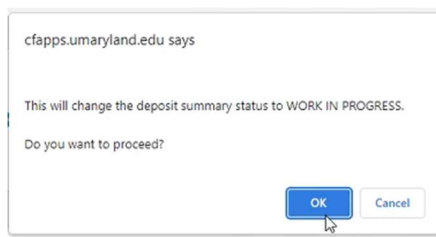
cfapps.umaryland.edu says

This will change the form to Pending Deposit.

Do you want to proceed?

OK   Cancel

14. When you select OK, the following will appear:
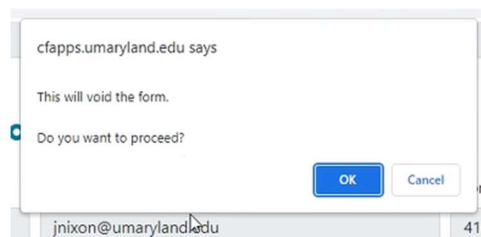
Totals	Amounts
Cash Total:	$0.00
Check Total:	$100.00
Credit Total:	$0.00
Total:	$100.00

Print PDF   Rollback Deposit   Void Deposit

15. **Rollback Deposit** – Select to make changes to the deposit.

cfapps.umaryland.edu says

This will change the deposit summary status to WORK IN PROGRESS.

Do you want to proceed?

OK   Cancel

16. **Void Deposit** – Deletes the form completely. Voided forms will not appear in the Home screen.

cfapps.umaryland.edu says

This will void the form.

Do you want to proceed?

OK   Cancel

jnixon@umaryland.edu   410

17. **Print PDF** – this will change status to PENDING DEPOSIT. Print the completed form and bring to the cashier's office after making an appointment.
    ➢ Link to make an appointment at the cashier's office:
    https://www.umaryland.edu/student-financial-services/university-cashier/

18. The **Home screen** will show any forms created for historical record.
    Forms will be listed as: Pending Deposit, Work in Progress, or Deposited as below:

Home

Show 25 entries   Search: [   ]

Form ID	Prepared By	Form Entry Date	Completed Date	Deposit Type		Deposit Status	Deposit Total	Action
26	Jordan Nixon			Cash or Check	Customer Billing Deposit	Work in Progress	$0.00	🗑 Delete
24	Jordan Nixon	5/22/23	5/22/23	Cash or Check	Customer Billing Deposit	Deposited	$100.00	
25	Jordan Nixon	5/22/23		Cash or Check	Departmental Deposit	Pending Deposit	$2,150.00	

Showing 1 to 3 of 3 entries   Previous | 1 | Next