This job aid covers the changes to the FFE Cash Module as it relates to Cash and Check Deposits.

## Changes for CUMC

### Initiators
- When you create a new Batch, the Batch is immediately stamped with a **ULID** based on the Initiator's home department.

**Note:** A ULID is a unique identifier which is assigned to each ARC Level 4 node School or Department and is used to identify departmental deposits.

- You are required to enter a **Deposit Date** in order to be able to Save the Batch.

### Approvers
- You have the opportunity to change the **Deposit Date**. If you choose to change the date, a pop up window appears requesting information as to why.
- There is no teller approval. When you approve the transaction, it will have a status of **Ready for ARC** and appear on the Released Items screen.

## Changes for Initiators with Dual Access or from Specified Departments

Initiators with both CUMC and Morningside access or from one of the following Departments:
- 090200X  RES Core Operations
- 091100X  RES Environ Health & Safety Off
- 091200X  RES Institutional Review Board
- 120600X  FAC Public Safety
- 1206103  FAC Pub Safety CUMC Ops
- 1636303  SFS CUMC3

Must select the campus where you are making the deposit after you click to create a new Batch.

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Specify the campus where the deposit for this batch will be processed.

- If you select CUMC, a ULID will be stamped on the Batch and the rest of the CUMC process will be followed.
- If you select Morningside, there will be no ULID and the process will continue as normal for Morningside.
- If you are from one of the specified Departments listed above, use a 999999 Miscellaneous deposit ticket.
Getting Help

Please contact the Finance Service Center

http://finance.columbia.edu/content/finance-service-center

You can log an incident or request a service via Service Now

https://columbia.service-now.com

Or, you can contact the Service Center by phone: (212) 854-2122