UNIVERSITY OF KENTUCKY®

Office of the Treasurer

Deposit Kiosk Training

DEPOSIT PREPARATION INSTRUCTIONS FOR DEPOSIT KIOSK DROP

1. Prepare cash and check deposits/transmittals as normal. One cash deposit to one cash transmittal. One check deposit to one check transmittal. For complete deposit preparation instructions refer to **Business Procedures Manual E-2-1 – Treasury Operations Manual, Section II.**

   Note: Please be sure to follow the procedure in **BPM E-2-1, Section II., A.2.g**, for handling Gift deposits for your college or the University. Additionally, please refer to **BPM E-22-1 - Policies and Procedures for Soliciting, Receiving, Recording and Acknowledging Gifts** for additional policies and procedures regarding Gifts.

2. Place each deposit with its corresponding transmittal inside a separate 9" x 12" plastic deposit bag provided by Treasury Services for kiosk drops.

   Note: If a deposit is too large to fit inside the 9" x 12" bag, the deposit will need to be split into two different deposits. Attempting to deposit too large a deposit will probably jam the kiosk.

   To request additional 9" x 12" plastic deposit bags, call Treasury Services at 859-257-1983.

3. Label the kiosk deposit bag using only the fields below. Leave the rest blank.

   A. From: (Customer Name): Use this field to put your department name

   B. Account Number: Put your 5 digit department number (e.g. 3A200)

   C. Date: Put the date you are dropping the deposit in the kiosk

   D. Deposit said to contain: (use only **one** below. Cash and checks are to be deposited in separate bags)
      a. Cash: (Total amount of cash deposit)
      b. Check: (Total amount of check deposit)

   E. Signature_____

   F. TO: UK TREASURY SERVICES

   G. Special Instructions: Use this field to write the **SAP 10 digit document # (e.g. 1200xxxxxx)**

4. Seal each bag and tear off the receipt label and keep for your records.

5. Carry the prepared deposit bag in a secure manner to the kiosk. For example, place the deposit bag inside something so that it is not readily apparent that you are carrying money.

6. At the kiosk, follow the instructions for recording the deposit and drop the deposit inside.

DK3 Operating Instructions

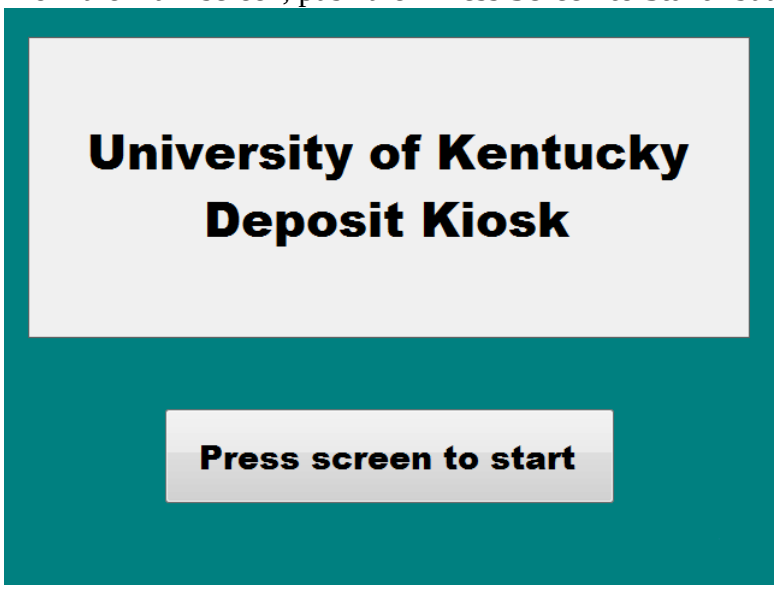
University of Kentucky

DEPOSIT INSTRUCTIONS:

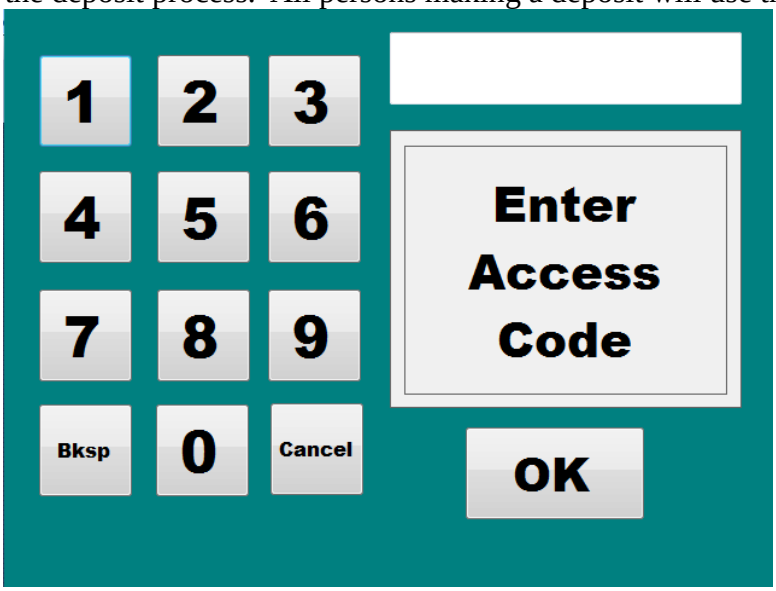
NOTE: Any of the customer deposit screens which have a "**Cancel**" button will allow you to terminate the entire transaction by pressing it. If bags have been deposited already and the user is entering info for more bags and hits "cancel," the program will process a receipt for the bag entries which have already been completed. The program will then return to step 1.

Also, if at any time there is no input to the screen for the configured timeout time (default is 2 minutes), the program will cancel the transaction and return to step 1.

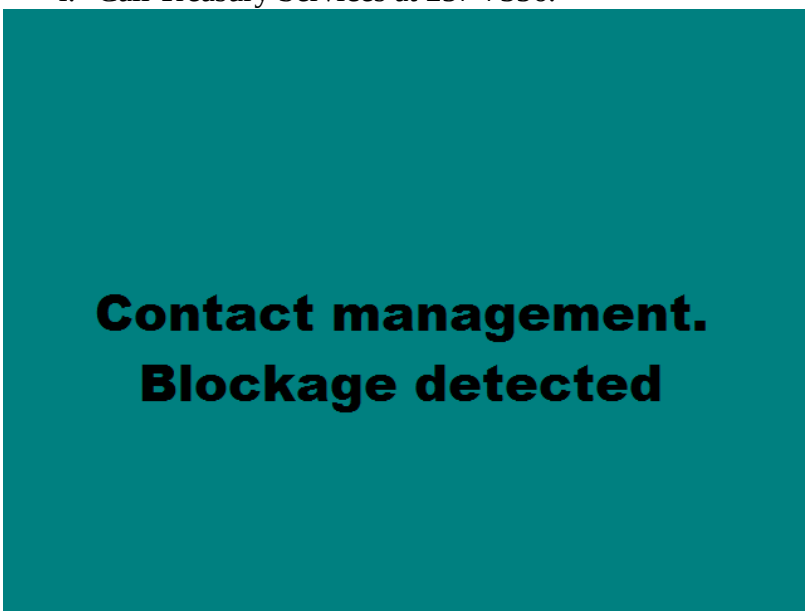
1) From the main screen, push the "**Press Screen to Start**" button.



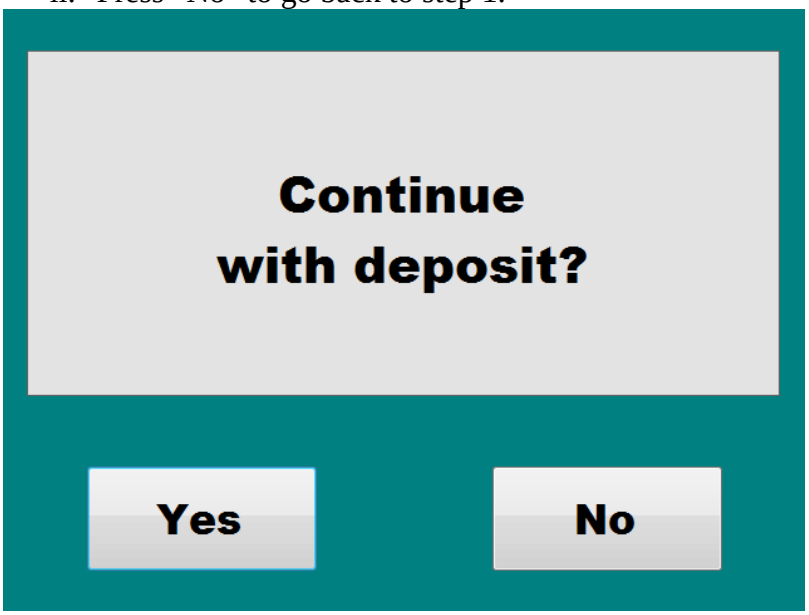
2) On the "**Enter Access Code**" screen, enter access code **25507** and then press "**OK**" to initiate the deposit process. All persons making a deposit will use the same access code.



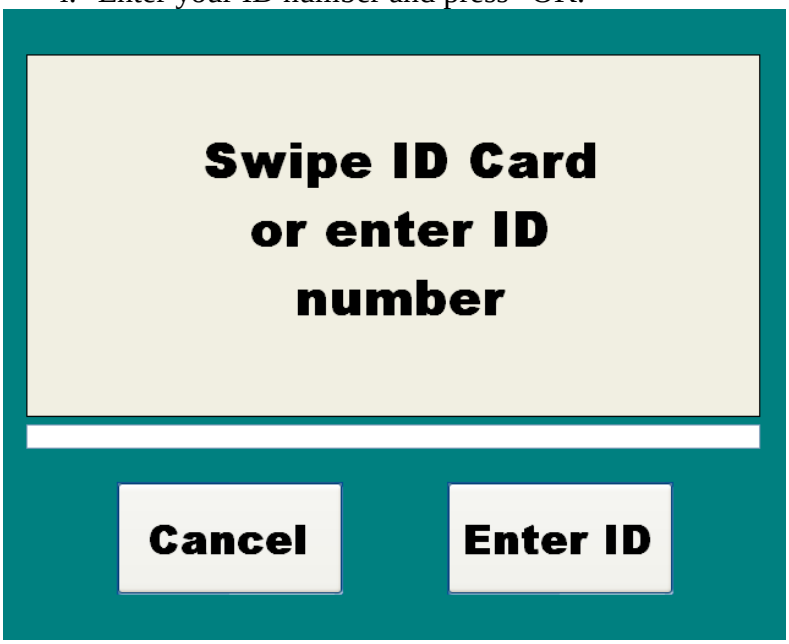
a. If there has been a blockage or malfunction in the deposit detector and it has not yet been fixed, the screen will say "**Contact Management. Blockage Detected.**"
   i. Call Treasury Services at 257-7356.



b. The screen will then say "**Continue With Deposit?**"
   i. Press "Yes" to continue to step 4 despite the malfunction.
   ii. Press "No" to go back to step 1.



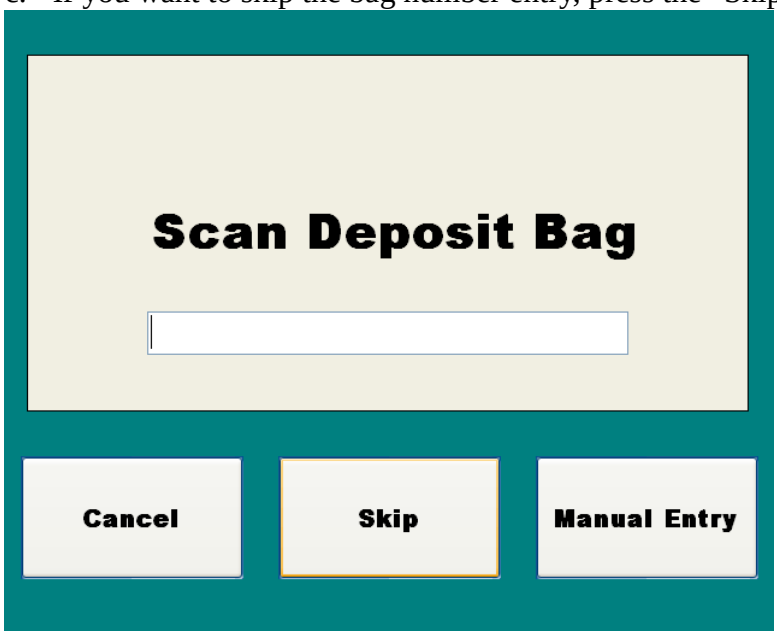
3) Screen says "**Scan ID card or enter ID number.**"
   a. If you want to scan your ID card, place the barcode on the card underneath the beam of the barcode scanner and listen for the scanner to beep or the screen to say "Card Read Complete."
   b. If you want to swipe your ID card, swipe it through the card reader
   c. If you want to enter your ID manually press "Enter ID."
      i. Enter your ID number and press "OK."



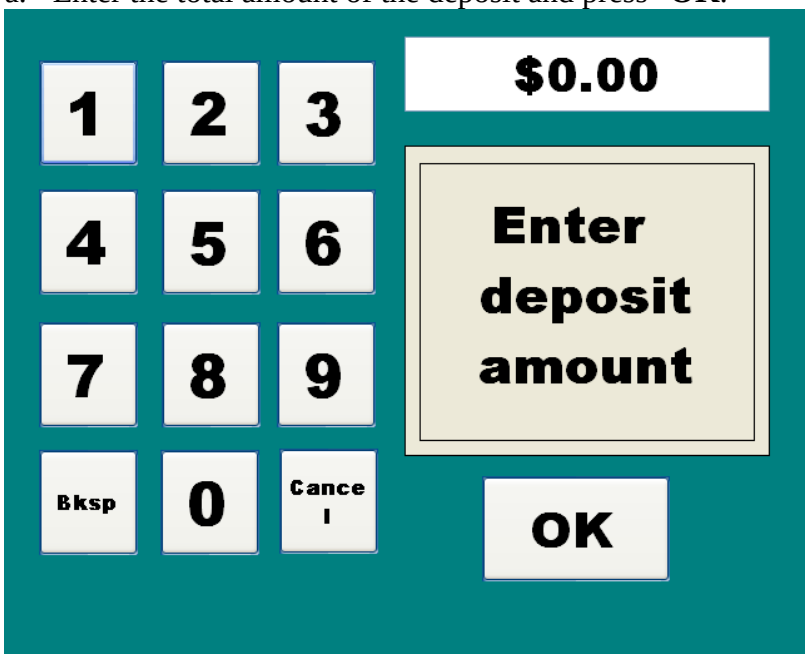
4) Screen says "**Scan Deposit Bag**"

Note: Please only use 9" x 12" plastic tamper-proof bags, supplied by Treasury Services. If you need more bags, please call Treasury Services at 257-1983.

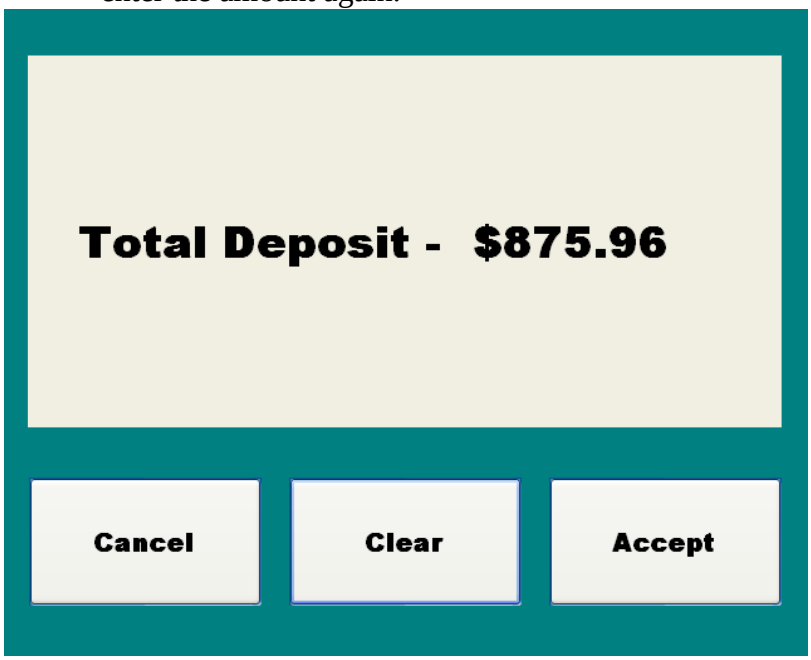
   a. If you want to scan your bag, place the barcode approximately 6"-8" under the red barcode reader beam to attain the easiest scan. Wait for the barcode reader to beep and/or the screen to say "Good bar code read."
   b. If you want to enter the bag number manually, press "Manual Entry."
      i. Enter the bag number and then press "OK."
   c. If you want to skip the bag number entry, press the "Skip" button.



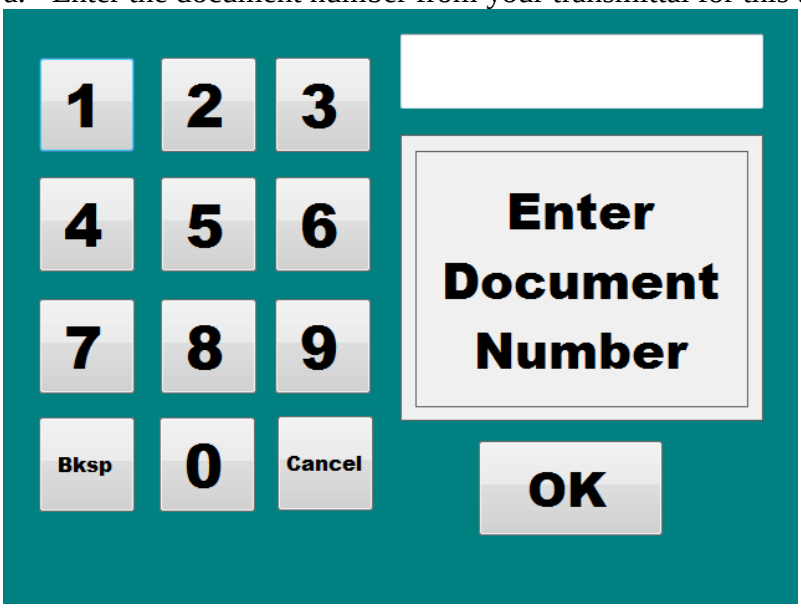
5) Screen says "**Enter Deposit Amount**"
   a. Enter the total amount of the deposit and press "**OK**."



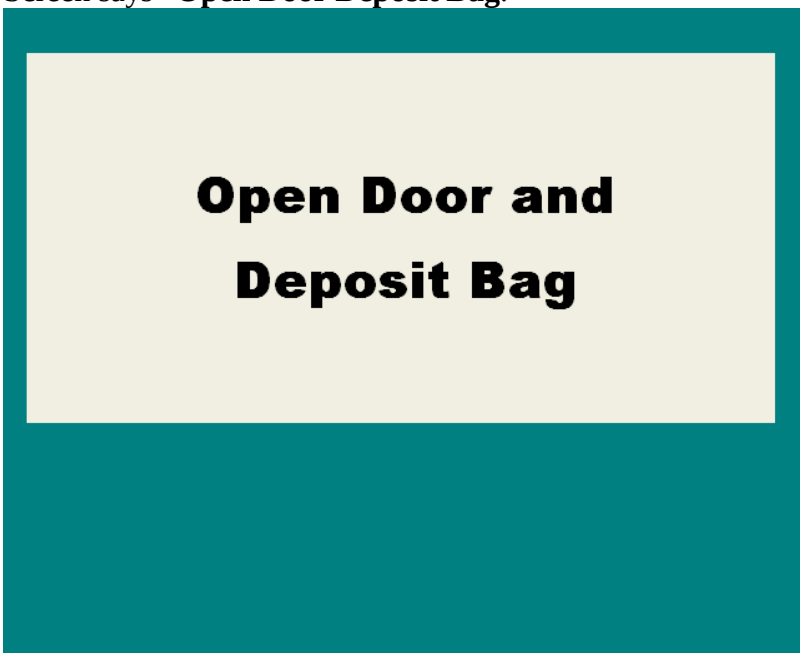
   b. Screen will then list the total you entered.
      i. If the amount is correct then press "OK."
      ii. If the amount is not correct then press "Clear" and the program will take you back to enter the amount again.



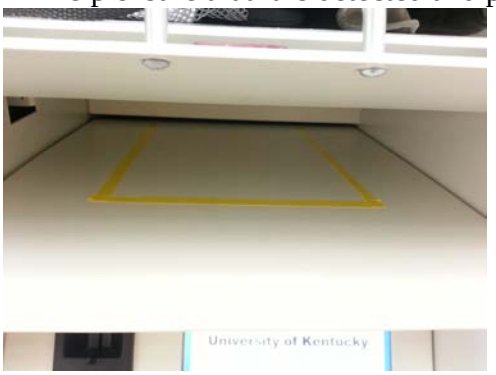
6) Screen says "**Enter Document Number**."
   a. Enter the document number from your transmittal for this transaction and press "OK."

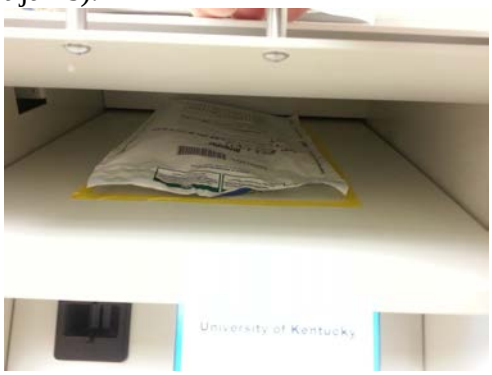


7) Screen says "**Open Door Deposit Bag**."



a. Open the depository door now and place the bag within the marked area (see image below) in the middle, perpendicular and as far back in the deposit bag area as you can (this will help ensure that it is detected and prevent jams).

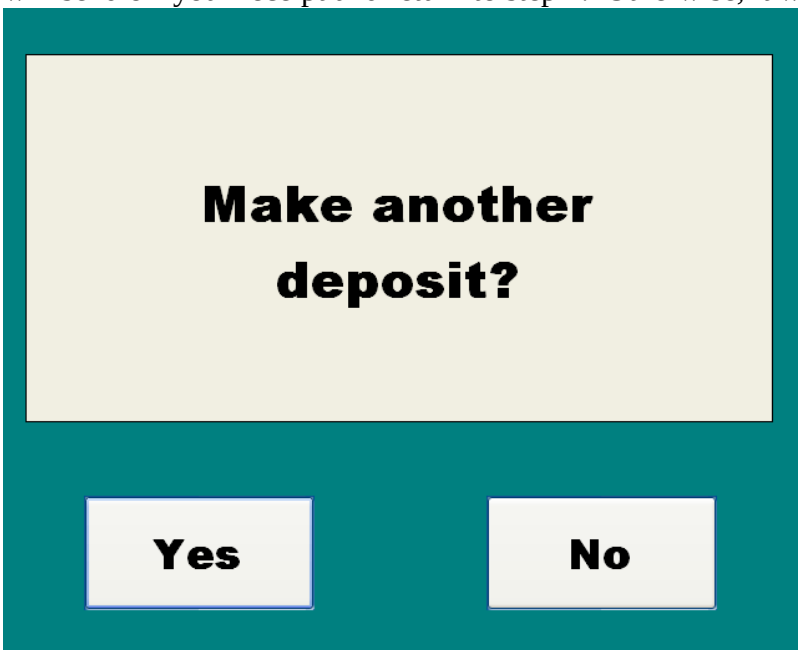




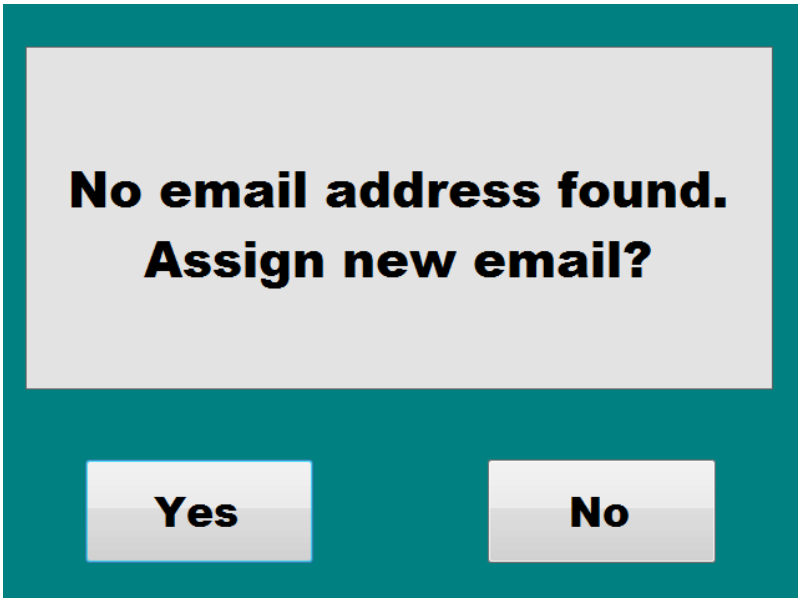
b. Close the door to deposit the bag into the depository.
c. If the deposit is not detected within the configured time (default is 15 seconds), the screen will say "**Deposit Not Detected. Please Try Again**." At that time the screen will go back to saying "**Open Door Deposit Bag**." You will have another 15 seconds to deposit your bag. You should open up the deposit door again and make sure you bag is not stuck and that it made it down into the depository. If the bag is still not detected, the screen will say "**Deposit Not Detected**" and will move on to step 8. Your receipt will indicate whether the deposit bag has been detected or not for each bag deposited. If this happens, please call Treasury Services at 257-1983 and notify them that there might be a problem with your deposit.

8) Screen says "**Make Another Deposit?**"
   a. If you have more bags to deposit press "Yes" and the program will take you back to step 5.
   b. If you don't have more bags to deposit press "No."

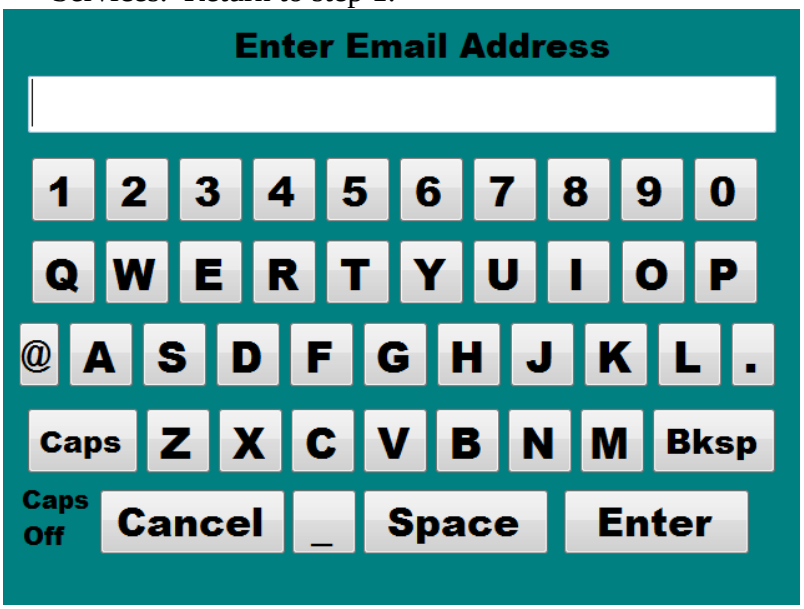
   Note: If you have already entered your email address during a previous transaction the program will send off your receipt and return to step 1. Otherwise, it will proceed to step 10.



9) Screen says "**No email address found. Assign new email?**"
   a. If there is no email address associated with the ID card you used for this transaction, the program will ask if you want to enter one. If you press "No" a receipt will only be sent to Treasury Services and you will return to step 1. If you press "Yes," continue to step 10.



10) Screen says "**Enter Email Address**."
    a. Enter your email address. Be sure it has the correct format for an email address. Press "Enter" when you are done. Your receipt will then be sent to both you and Treasury Services. Return to step 1.



If you have any questions or concerns regarding making deposits via the deposit kiosks, please call Treasury Services at 257-1983.