

**Undergraduate Student  
Success Services  
Educational Testing Services**

**Cash Handling**

**Revised 7/09/18**

**PURPOSE AND OVERVIEW** In accordance with MAPP 05.01.01, Cash Handling, all cash transactions involving the University, its colleges, or any departments are subject to all applicable state laws and regulations and University policies and procedures, including University of Houston System Administrative Memoranda 03.A.07, – Petty Cash Procedures, 08.A.03 – Gift Acceptance from Individual Donors, and 03.F.04 – Cash Handling. All University employees have a fiduciary responsibility to the University to handle cash properly. Procedures for the handling of cash receipts are designed to provide accountability for monies received in accordance with accepted standards of internal controls. All employees of the College/Division are responsible for complying with the policies and procedures described below.

This document establishes policies and procedures for handling all cash activities at the University of Houston Educational Testing Services, including cash acceptance, the deposit of cash, and cash fund maintenance.

## **I. SOURCES OF CASH/FUNDS**

Educational Testing Services (ETS) receives cash/funds from the following sources.

1. **Registration Fees** - ETS collects fees from test administrations. These fees are collected from UH and Non-UH students (those who have never enrolled at UH). For billing of UH and Non-UH students, please review the ***Billing Procedures Section***.
2. **Test Administration** - ETS receives honorarium and fees from testing agencies (e.g., ACT, ETS) for administration of tests. Testing companies will be invoiced through a Summary Voucher provided by the companies. If a Summary Voucher is not provided, ETS will issue an invoice to the vendor for services rendered.
3. **Reimbursement/Reallocation** – ETS also processes College/Department invoices for services provided to UH Departments and Programs (e.g., UHPD, Continuing Education). UH Departments and Programs are invoiced for services rendered and they may be paid by the client with a Service Center Voucher (SCV), Journal, budget transfer or reallocation of salaries. Employees can reimburse ETS by cash or check.

## **II. BILLING PROCEDURES**

ETS uses several billing methods:

1. **Invoices**: Invoices are prepared by USS staff and reviewed by the UH Director of Educational Testing Services before they are issued. Invoices are generated electronically and submitted to the client/customer as well as maintained for the files. When payment is received for a particular invoice by check, the check is matched with the invoice by the Financial Coordinator 2 of USS. A copy of the check and invoice is then made; a copy of the invoice is attached to the original check. The Financial Coordinator 2 then writes a receipt for the payment, which contains the receipt #, check #, name of the client and date payment was received

The copy of the check is then attached to a copy of the invoice for updating of the billing spreadsheet and for filing. If payment is received by a Service Center Voucher (SCV) via PeopleSoft workflow, the Financial Coordinator 2 will match the SCV to the appropriate invoice. The cost center information of the appropriate ETS cost center is verified on the SCV by the Financial Coordinator 2. The UH Director of Educational Testing Services then signs the SCV and returns it to the Financial Coordinator 2 for further processing. The Financial Coordinator 2 then removes the ETS copy of the SCV and attaches it to the invoice and places it in the income box; which is then reconciled with the billing spreadsheet by the Financial Coordinator 2. The Financial Coordinator 2 then scans the original copy of the SCV and submits the SCV through workflow to the certified signatory personnel for their approval.

2. **UH Student Billing:** UH students can register online for any of the institutional tests. The students are billed, by the Financial Coordinator 2, according to the billing dates set by Student Financial Services. The Financial Coordinator 2 extracts the student file and puts it in an excel file which is then emailed to Student Financial Services for posting in PeopleSoft. Billing of the Spanish Heritage exams are processed and billed by the Financial Coordinator 2 using a different Trans Code approved by the Student Financial Services Office. Revenue from this transaction is processed/deposited equally between ETS and the Spanish Department. **The students billing information is updated on the billing database system based on the type of examination the student takes.**
3. **Non-UH Student Billing:** Non-UH students can pay for services by cash, check, money order, and or by credit card by using our online e-commerce system. For detail procedures for handling cash, check and money order please review the Receipt Writing section of the manual under Section III.
4. **Employees:** For payments by employees, follow the same procedures as Non-UH students.
5. **Summary Vouchers:** Vouchers are customarily used when billing testing companies. The Vouchers are completed by the Educational Testing Services staff and sent to the testing companies by the Test Administrator. A copy of the completed voucher is forwarded to the UH Director of Educational Testing Services for review and placed in the billings box to be updated in our billing spreadsheet. The Financial Coordinator 2 then updates the receivables spreadsheet. When payment is received use the procedure as outlined in section II, Invoices is followed.

### **III. CASH/CHECK HANDLING PROCEDURES**

The following personnel is authorized to write receipts and have completed training. :

Financial Coordinator 2, Undergraduate Student Success

1. The cashier above has been provided with the capability to write a paper receipt as well as generate an on-line receipt from our e-commerce web based system. Financial Coordinator 2 has cash fund in the amount of \$100.00. Deposits must be made within 1 working day of receipt if \$100 or more; within 5 working days if less.

2. Cash is deposited using a tamper-proof bag.

The following cash/check handling procedures must be followed by the personnel above:

1. **A receipt must be written** for all money received whether in person or through the mail. The funds may be received in cash, check, money order, or cashier's check. All checks and money orders received by mail are forwarded to the Director of Educational Testing Services.
2. **Both the paper and online receipts** must include the following pieces of information:
  - a) Date receipt written
  - b) Payer's full name
  - c) Complete mailing address (not required if paying by cash)
  - d) Write out the amount paid, then print in the amount next to the "\$" sign
  - e) Reason for payment
  - f) Check # on the second line under "For". (If paying for testing services, try to include the date and name of test)
  - g) Under "How Paid", enter the amount paid next to the correct form of payment
  - h) Signature of the person writing the receipt (online receipt will automatically indicate person's name that wrote the receipt)

### 3. **Receipts**

#### a. **Handwritten Receipts:**

If receipt is voided, write the word "VOID" on the face of the receipt and staple the white copy to the yellow copy.

Each receipt has two copies: The White copy goes to the payer, and the yellow copies are turned in with the deposits.

Please see section VII for Deposit Preparation.

#### b. **Online Receipts**

Cash receipts can be written is the ETS test management administration site (<https://testing.las.uh.edu/admin>)

Examinees register through the ETS test registration site (<https://testing.las.uh.edu>), and have the option of paying by Cash, Check, Money Order or Credit Card. If they request to pay by cash, check or money order the registration form clearly states that they have not yet paid and that they have 1 hour to pay for their test before their registration is automatically cancelled.

When Examinees bring this registration form to the cashier in SSC room 210 with their payment, the cashier goes to the ETS test management administration site and logs in with their cougar net login if they have not already done so earlier. From the list on that page, the cashier chooses “Cash Receipt” listed under Billing Management.

When the ETS Online System selects the Cash Receipt option, the Search for receipts to write page opens, the cashier types in the examinee’s PeopleSoft ID or the Registration Number and clicks search. The Cashier selects the test the examinee is paying for which takes him or her to the ETS Online System, which generates a Receipt page:

Search for receipt to write.			
First Name:		Last Name:	
Registration Number:		PeopleSoft ID:	
UHID:			
Name:			
Test Name:			
Test Time & Date:			
Walk In:	No - Walk In Cost: \$10.00		
Registration Number:			
Test Cost:			
Payment Type:			
Payment Amount: \$			
Check or Money Order Number:			
If Check/Money Order, enter Name:			
If Check/Money Order, enter written date: (MM/DD/YYYY)			
Receipt Written By:			
Comments:			

**Generate Cash/Money Order/Check Receipt**

RECEIVED FROM:  
 ADDRESS:  
 FOR:  
 Payment Type:  
  
 Payment Amount: \$  
 Check or Money Order  
 Number:  
 Check or Money Order Written  
 Date: (MM/DD/YYYY)  
 Receipt Written By:

The Cashier types in the amount paid, selects payment type, types in check # or money order # if applicable.

When the receipt appears, two copies are to be printed: one for the examinee and one to be include with the deposit. The cashier will instruct the examinee to bring the receipt on the day of the test.

2. **If the money is in the form of a check, money order, or traveler's check:**

- a) A picture I.D. is required (e.g., driver's license, Texas ID card, and passport)  
Not applicable to checks received by mail
- b) The driver's license/I.D. number and expiration date must be written on the face of the check (applicable to personal checks only)
- c) The correct name, current address and phone # should be pre-printed on the check
- d) The check or money order must be made payable to the "University of Houston". If it is not made out for UH, the cashier must stamp the check or money order with the "University of Houston" stamp.

The receipt book and money bag is secured (in a locked desk) when the cashier is on a break, out for lunch, running an errand, or out of the office. On-line test registration system is logged off.

#### **IV. DEPOSITS**

##### **Prepare checks for deposit**

- Gather all items (checks) to be scanned
- Log into The Bank of America CashPro System
  - Click on remote Deposit.
  - Click the "Create deposit" button on the right hand side of the page.
  - Select the appropriate account group
  - Select the appropriate account number
  - Enter the total check deposit amount and the total number of checks.
  - Align the items and load the scanner.
  - Click start
  - Once the checks have been scanned verify that the scanned deposit amount matches the total deposit amount.
  - Error will be noted with a yellow triangle
  - Correct the errors
  - Click the "Complete" button
  - You will receive a confirmation number
  - Print a report for your Journal entry – backup for journal
- Prepare journal, process through Path 1 for checks only
- Safeguard checks for 14 days
- Use a crosscut shredder to shred the checks after the waiting period

##### **Prepare credit cards for deposit**

- Log into The Bank of America Velocity+POS System
  - Click on access to view all reports.
  - Click the Settlement Batch Activity Report for ETS Credit cards
  - Enter dates
  - Select the ETS Test Registration section
  - Click on individual processing dates and print report
- Prepare journal, process through Path 1 for credit cards only







EE05840937

**LOADING INSTRUCTIONS:**

1. Use ball point pen to complete all information BEFORE loading bag. List each deposit separately.
2. Remove the release liner and press adhesive lip FIRMLY over warning lines to seal.
3. Attempts to re-open will damage bag.
4. Tear off and save numbered receipt.

TO: BOA

FROM: TREASURY #083

**LOCATION:**

DATE: 5/16/13 SIGNATURE: *JA TB*

**DEPOSIT LIST:**

1. \$ 299.00	7. \$
2. \$ 5.94	8. \$
3. \$ 23,323.00	9. \$
4. \$	10. \$
5. \$	11. \$
6. \$	12. \$

Remove the Confirmation Strip from the Deposit Bag and retain as part of your documentation.

- Date: The date the deposit was placed in the Deposit Bag
- Amount: The total amount of the deposit
- Signature: Initials of both deposit verifiers

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DATE 5/16/13 SIGNATURE *JA AGH* AMOUNT 23,627.94

### Prepare Journal

- Cash, checks, and coin are deposited to GL Bank 10510 for UH and 10710 for UHS.
- The bag number is the Journal Header Reference. The Deposit Bag number will exceed the number of spaces available in the Journal Header Reference line (limited to 8 characters). Truncate from the beginning of the bag number (ex: Deposit Bag number is EE05840937, Journal Header Reference is 05840937)
- The Bank (account 10510 or 10710) journal line reference contains the last four digits of the bank account from the deposit slip, the date the cash was placed in the deposit bag, and the PS Department ID.
  - Example:
  - 6766 05.06.2013 H0166
- Upload Journal support, which includes:
  - Copy of the Deposit Ticket
  - Copy of the signed Cash Deposit Summary Form
  - Cash register/sales system report or receipts, if applicable



- From (1<sup>st</sup> line): Department Name as shown on the Deposit Ticket, with Deposit Ticket Department Number
- No. Items (1<sup>st</sup> line): 1
- Said To Contain (1<sup>st</sup> line): Total amount of deposit
- Prepared/Received (1<sup>st</sup> line): Initials of person preparing the Money Transmittal Form
- UHS (1<sup>st</sup> line): will be initialed by the UH Police Department representative that picks up the deposit.
- To (2<sup>nd</sup> line): Cashier's Office

Safeguarding Cash – Checks, money orders, and currency, must be physically safeguarded and securely stored until delivered to Student Financial Services (SFS), Treasurer's Office, or Donor and Alumni Records. 1. Locked filing cabinets, locked drawers, or vault are acceptable storage mechanisms.

The UH Police Department representative will leave the white copy with the department.



### MONEY TRANSMITTAL

№ 208641

BAG NUMBER EE05840937

DATE 5/6/13

OFFICE	NO. OF ITEMS	SAID TO CONTAIN	PREPARED/RECEIVED	UHS	TIME
From <u>TREASURY #083</u>	<u>1</u>	<u>\$ 23,627.94</u>	<u>[Signature]</u>		
To <u>CASHIER'S OFFICE</u>		\$			
From		\$			
		\$			

MONEY TRANSMITTAL FORMS WITH MORE THAN ONE DEPOSIT ATTACHED WILL NOT BE PICKED UP BY THE UH POLICE DEPARTMENT, OR WILL BE RETURNED TO THE DEPARTMENT FOR RE-PROCESSING.

The User Support Tech calls the UH Police Department for deposit pickup.

Requests for pickup can be made online at: <http://uh.edu/police/transfers.html>

- Information requested includes: Pickup location, contact person, phone number, destination, transfer amount, and special instructions.
- Departments with additional questions can contact police dispatch at 713-743-3333.
- Requests must be submitted by 11:30 AM if same day service is needed. Requests received after 2:30 PM will be picked up the next day.
- Deposits must be in the Cashier's Office by 1:30 PM in order to be transported to the bank on that day.

Retain deposit documentation for six months

- Scans or copies of checks (must block bank account and routing numbers)
- Copy of Deposit Ticket
- Copy of Money Transmittal Form

- Signed copy of Cash Deposit Summary Form
- Copy of Journal showing Departmental Approval
- Confirmation Strip from Deposit Bag
- Cash register/sales system report or receipts, if applicable

When cash is transported to the Cashier's Office by the UH Police Department, the Cashier's Office will:

- Confirm that the deposit contains all required documentation
  - Cash, coin, checks and one copy of the Deposit Ticket in the Deposit Bag
  - Journal showing Departmental Approval attached to the deposit bag
  - Money Transmittal Form for a single deposit
- If all documentation is submitted with the deposit, The Cashier's Office will:
  - Log the Deposit Bag
  - Approve the Journal in PS Finance
  - Submit the Deposit Bag for pick-up by the courier
- INCOMPLETE OR INCORRECTLY PREPARED DEPOSITS WILL BE RETURNED TO THE DEPARTMENT FOR RE-PROCESSING.

Personnel submitting incorrectly prepared or complete cash deposits and deposit journals may:

- Be required to re-take the on-line Cash Security Procedures, Cash Deposit and Security Procedures, Petty Cash and Change Fund, or the class-room based GL Journal Entry training courses.
- Have change and/or petty cash fund approval revoked.
- Have Cash Handling approval revoked.

General Accounting will review all Journals submitted and confirm:

- Cash amount per Journal agrees to amount per Deposit Ticket
- Cost center and revenue account appear accurate
- Supporting documentation contains
  - Copy of the Deposit Ticket
  - Copy of the signed Cash Deposit Summary Form
  - Cash register/sales system report or receipts, if applicable
  - May include a copy of a 1074 report if the deposit is made to credit non-revenue GL Account.

Once these items are confirmed, Journals will be posted. Journals with errors or incomplete support will be denied back to the department. If a Journal is denied back to the department, select Path 1 instead of Path 2 when resubmitting the Journal to General Accounting. This is because there is no longer a cash deposit to be processed with the journal.

### **COST CENTER AND ACCOUNT CODES USED:**

Be sure to write a single line for all single dollar amounts over \$100.00.

00730-2078-H0222-E0335-NA-18140	43600	Deposit all Testing Services.
00730-2078-H0222-E0335-NA-18140	12101	Reimbursement for returned checks.
00730-2078-H0222-E0335-NA-18140	50015	Deposit any overage or shortage from Budget Journal

### **ORDERING OF SUPPLIES FOR CASH HANDLING:**

**Before** ordering money transmittal forms or money bags, please call Vault Services, x35632, to verify prices:

**Money Transmittal Forms** - complete a journal form; get UH Director of Educational Testing Services approval; submit journal via workflow and hand carry the original journal to the Bursar's Office. They will sign the form and give you the money transmittal forms you ordered.

**Money Deposit Bags:** complete a journal form; get UH Director of Educational Testing Services approval; submit journal via workflow and hand carry the original journal to the Bursar's Office. They will sign the form and give you the money deposit bags you ordered.

**Deposit Tickets:** Send an email to Brenda Meade at [bjmeade@uh.edu](mailto:bjmeade@uh.edu) with the Treasurer's Office Order form and include a current deposit ticket.

## **V. RECONCILIATION**

All income reconciliation is performed monthly by the College Administrator's Staff. This is done by comparing the journal and SCR amounts on the "M & O" or "Income" Report to the amounts on the UGL Report. Total student billing will be reflected as "ABC Accounting Feed" on the UGL Report under account code 40728. This amount is compared with ETS' total monthly billing amount provide by the Financial Coordinator 2. Any discrepancy is immediately investigated.

### **OVERAGES AND SHORTAGES**

A. Overages and Shortages of less than \$20 on cash receipts are recorded to the departmental cost center on the deposit journal using account 50015.

B. Departments must maintain a log of all overages/shortages which is recorded on Addendum D, Overage/Shortage Report Form (<http://www.uh.edu/finance/pages/References.htm>).

C. Individual overages/shortages of \$20 or more, or annual cumulative overages/shortages of \$40 or more, must be immediately reported to General Accounting and the Treasurer's Office. Departments with large cash handling operations may be permitted larger overage/shortage allowances with permission from the Treasurer. The Treasurer will provide the names of these units/departments to Internal Auditing.

## **VI. REFUNDS**

All clients requesting a refund must complete a refund request form and a vendor set-up form if they were not billed through the university billing system. If they are a UH student they only have to complete the refund request form. These forms are available online at <http://ussc.uh.edu>. The completed form is forwarded to the Director of Educational Testing Services who investigates the request for disposition. Based on the disposition and mode of payment the request form is forwarded to one of the following individuals for processing a refund:

1) CREDIT CARD: Financial Coordinator 2

Credit Card Refund Procedure

When an examinee registers for a test and pays by credit card and requests a refund, they must fill out a Refund Request Form.

The system is then checked to verify that the examinee did not take the test for which they are requesting a refund.

After verifying the examinee did not test, the Refund Request Form is approved by the UH Director of Educational Testing Services. Staff then goes to the BOA Velocity Payment System to the University Testing Services account information to verify charges on the examinee's account. Once charges are verified, the refund is processed.

2) CASH/MONEY ORDER:                      Financial Coordinator 2

Vouchers will be submitted via PeopleSoft to refund examinees who paid by cash or money order.

3) STUDENT BILLING:                      Financial Coordinator 2

### Student Billing Procedure

Student billing dates are set by the University of Houston bursars' office.

Students go to the Educational Testing Services website at <http://ussc.uh.edu> to register for test. An extraction of students who have registered for tests is done from the ETS admin system. The student information is put in a spreadsheet to edit for errors. Once all student information is edited, the file is sent to the bursars' office for uploading in PASS for students.

### Accounts Receivable Procedure Educational Testing Services

#### **Vendor Credit Check:**

- ❖ Before a revenue/service agreement can be executed with any potential customer the business office will check the Texas Comptroller's website to confirm the customer is not on hold with the state. If the customer is on hold payment will be required in advance of the services being rendered. If not, the customer can be invoiced after the services have been rendered.

#### **Invoicing:**

- ❖ Educational Testing Services submits invoice request containing the following information:
  - Client/Customer name and contact information.
  - Billing information.
  - Business Office will keep a log of invoice requests sent to the client for processing.

- ❖ Business Office
  - Review invoice information and verifies client/customer information.
  - Invoice number generated electronically.
  - Enters information in invoice log.
  - Creates and sends invoice to client with testing materials/direct billed.
  - Creates A/R journal to book receivable.
  - Journals may be processed at a later date if there are multiple invoice
    - requests in a particular week; they must be done at least once a week if an invoice
    - was generated.
- ❖ When booking multiple invoices in a single journal please make
  - sure to include a detailed description of the invoice (ex. Russel & Smith 15-007) in each line description.
- ❖ Journal entries to set-up receivables should be processed in the following way:
  - Debit (+) account 12100 for each invoice amount.
  - Credit (-) account 43600 for each invoice amount.
- ❖ Updates invoice log with journal information.

**Aging Schedule:**

- ❖ Business Office: Invoice log is reviewed for outstanding invoices.
  - If invoices are past due, notices must be sent at the following times:
  - 35-60 days – Invoice resent with “Second Notice” and date in red.
  - 61-90 days – 1st collection letter sent.
  - 91-120 days – Notify Educational Testing Services department.
- ❖ Educational Testing Services will contact the client to inquire about payment.
  - ◆ 121-180 days – 2nd collection letter sent.
  - ◆ 181-360 days – 1st registered letter & agreement copy sent.
- ❖ Send copy to UH General Counsel.
  - ◆ 361-720 days – 2nd registered letter & agreement sent.
- ❖ Send copy to UH General Counsel.
  - ◆ 720 days – request A/R write-off.

All communication with client is stored as a PDF in the Provost Business Office.

**Receipt of Invoice Payment:**

- ❖ Payment is received from client/customer.
- ❖ Journal is submitted to book the payment; process as follows:
  - Debit (+) account 43600 for each payment if payment was deposited in this account.
  - Debit (+) account 10510 (bank) for each payment.
  - Credit (-) account 12100 for each payment.
- ❖ Journals for payments received should be processed immediately. A detailed description of each payment received should be included in the journal line description. The same journal ID used to book the receivable should be used to book the payment.
- ❖ Copies of the 1074 and the invoice(s) related to each payment are attached to the journal as backup.



- ❖ Invoice log is updated with payment and journal information.

**Reconciliation:**

- ❖ The business office will complete a reconciliation of outstanding accounts receivable monthly. The departmental records will be reconciled against the PeopleSoft records; PeopleSoft must match the departmental records. If the reconciliation reveals any discrepancies, these must be documented and cleared by the end of the month in which they were discovered.