

**UNIVERSITY OF HOUSTON SYSTEM ADMINISTRATION**  
**Treasury**  
**Policy and Procedures**

**2. Cash Receipts**

**2.1. Bank Deposits**

**2.1.1. General Deposits – All checks should be deposited via a digital check scanner.**

1. Two employees must be present when opening a deposit bag received from elsewhere in the university to verify the contents of the bag. At no time should the deposit be left unattended on the desk. If the person doing the deposit must leave his/her desk, the unfinished deposit should be locked in the small safe until he/she can resume his/her work. Valuables/cash should never be left unattended and must be secured in the small safe .
2. To make a check deposit, complete the following:
  - Gather checks to be deposited.
  - Compute the expected total amount of your deposit. The amount is the **declared** amount.
  - Perform a quality check of all deposit items to insure the bottom and leading edges of the items are aligned and facing the same direction.
  - Remove all staples, paper clips, etc.
  - Straighten any bent corners
  - Go to CashPro Online. <https://cashproonline.bankofamerica.com> and sign in with the Company ID, your user ID and your password.
  - Upon entering the site click Receipts>Remote Deposit. The Remote Deposit screen displays.
  - Click Create New Deposit.
    1. The options displayed on the page depend on your company's entitlements.
    2. The fields required to process the deposit are identified with an asterisk (\*) on the New Deposit page.
  - Select the desired option from the Account group, ie, Treasury.
  - Select the desired option from the Account number drop-down menu.
  - Fill in number of items adding one item for the generated deposit slip.
  - Enter the deposit's total amount from step 2 in Declared Amount. The declared amount is compared to the total of the scanned

1. The declared amount cannot exceed \$99,999,999.99
  2. If a decimal is not entered, one is assumed present at the end of the entered amount.
  3. Items
    - Place deposit items in the scanner entry tray.
    - Slide the items up to the line mark on the body of the scanner. Do not push or insert items past the line.
    - Click Start Capture.
- 1) As items are scanned, Remote Deposit captures each item amount and keeps a running total. These amounts are populated on the Deposit Item List Screen
  - 2) The Deposit balances in most cases. This means the declared amount equals the scanned amount. After they are balanced the Balancing Difference displays in green as 0.00.
  - 3) If the deposit does not balance view your report to see if any checks are missing and that the Declared Amount was entered correctly or that you added all checks correctly.
  - 4) If you have a yellow or red exclamation point appear you will need to click that icon and correct any errors. Usually the Remote Deposit scanner cannot read the check and you will need to manually input the amount in the appropriate space. Once all errors are corrected you will see a green light. You can now transmit your deposit.
- When you have successfully transmitted your deposit. Run a deposit report for your records.
  - Go to the Reports tab and run a report called Deposit Detail by Account Report. Fill in boxes as follows: TYPE: PDF; create date: For a deposit just completed it will not need to be input but for previous reports fill in appropriate date. ACCOUNT GROUP: Choose account number items were deposited into. USER ID: Select your User ID from drop down box. No need to enter anything for DEPOSIT STATUS. IMAGES: BW Images.
  - The report will need to have all micr lines with bank account numbers, etc. whited out and the report will be used as backup along with remittance advise for your JE.

**For those checks that cannot be deposited by remote deposit. Each deposit must be placed into a separate deposit bag. Each bag must contain only one deposit ticket. Any deposit placed in the deposit bag must be witnessed and verified by two Treasury employees. The procedures for a manual deposit are listed below.**

3. One Treasury employee will receive the contents for the deposit. The currency will be recorded on the cash deposit form. The currency will be entered onto the deposit ticket. Enter the information into PeopleSoft to create the journal. Make copies of each deposit. Put the currency into the tamper resistant bag, do not seal the bag, and attach the journal to the outside of the bag. Hand the bag, along with the cash deposit form and deposit ticket, to the secondary authorizer.
4. The secondary authorizer will, in the presence of the employee preparing the deposit, verify the accuracy of the deposit by making sure that all currency is listed on the cash deposit form, that the total currency amount is listed on deposit ticket and that all of this matches what is in the deposit bag. The secondary authorizer will then approve the journal and attach the journal approval confirmation to the outside of the bag.
5. In the presence of each other (the person processing the deposit and the secondary authorizer), seal the bag with the deposits and write the deposit amount in the “said to contain” space on the front of the bank bag and insert the date. Both persons verifying the deposit will initial the front of the bag signifying that they have confirmed the deposit amount in the bag and the amount listed on the outside of the bag is the same as the confirmed amount in the bag.
6. Detach the remittance slip and keep the accounting documents. Staple remittance slip to the appropriate deposit copy.
7. File the copies with the bag number attached in the folder for that month’s deposit (ex. August deposits go in August folder).
8. Complete the money transmittal form. After the deposit has been completed, put the sealed bag into the large safe until the police arrive.
9. The Police will sign for the deposit bag(s) and return the white copy. Please file white copy in folder marked Money Transmittals.

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**2.1.2. Accounts Payable Refund Check Deposits via Mail**

1. Any checks received must be opened in the presence of two Treasury employees and must follow the mail procedure outlined in 11.2.1. . When refund checks are received by Treasury they are emailed to Accounts Payable. Normally on the remittance stub, it states refund or overpayment. All checks will be deposited into the Bank of America accounts within 48 hours. If necessary they will be booked to the Treasury holding account.
2. Email a scanned copy of the check and any backup to Accounts Payable requesting them to process a journal entry for the emailed checks.
3. Accounts Payable will email back with the journal ID. If after two days AP has not provided proper journal detail an email will be sent to the director of AP and the controller indicating that the check has been returned to them for proper documentation.
4. If Checks please follow instructions for the Remote Deposit Check Deposits 2.1.1.
5. Scan the cash deposit form and deposit ticket and attach it as backup to the journal ID.
6. Email AP advising them of the documents that have been attached.
7. Record the deposit under (R:\AdminFin\TREASURY\Ericka Vasquez\FY20XX\Journals). Record it under the appropriate campus marked others. It will mainly be recorded under Houston Journals (Others) YYYY.

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**2.1.3. ACS ACH Payments**

1. Receive an email from ACS of payments received via ACH. The Treasury Analyst will provide confirmation from Bank of America the following day.
2. Open the Houston Journal spreadsheet. Enter the information needed in the appropriate fields. The Journal ID should be the only field blank until you process a journal ID.
3. Process a journal for the ACS ACH in business unit 00730. The journal ID field should say NEXT and the journal date should be the date you are processing the entry.
4. Enter the Houston Journal ID and a description of our journal in the long description box under the Header tab.
5. Click the Lines tab. Enter the account code 16115. Next enter the remaining cost center 2080 H0255 F1639 NA. The line description will populate.
6. Enter each ACH payment under this cost center. Enter the dollar amount (-\$xxx.xx) as a credit. After all the ACH payments have been entered, enter the bank line. The speed type for the bank line is 10000. The account code for the business unit 00730 is 10510. Enter the dollar amount as a debit to the bank side (\$xxx.xx). The bank line's dollar amount should be the total amount of the ACH and equal to the total credits.
7. The bank line description should have the ACH, the date the ACH was done, and the department code H0166.
8. Scan and upload the email received from ACS and the bank confirmation page.
9. Click the Approval 2 tab. Under the 'Route to' column, select the first path, Dept/Coll/Div – Accounting Office for approval. Under the approval column, click approval for the approval action.
10. Print a copy of the Journal ID page (landscape style). Scan and email a copy of all the documents to Financial Accounting.
11. File the journal and back up in the folder marked ACS ACH. Enter the journal ID into the Houston Journal spreadsheet. Save and close it.

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**2.1. Bank Deposits**

**2.1.4. Comptroller Deposits**

1. All State of Texas warrants received in the mail must be opened in the presence of two treasury employees. The Administrative Assistant will open the mail following the procedures listed out in 11.2.1
2. The deposit ticket(s) are emailed by State Accounting.
  - a. TEXAS COMPTROLLER OF PUBLIC ACCOUNTS  
PO Box 12608  
Austin, TX 78711-2608

NOTE: File the deposit tickets received from State Accounting in the red folder marked Deposit Slips – TX Comptroller until needed in the large safe.

3. Attach one deposit ticket and mail with the check. Most comptroller checks are marked special handling (SH) with instructions as to which deposit ticket should be attached to each check.

NOTE: UHCL, UHD, and UHV mark their Comptroller checks enclosure (EN). Downtown normally emails their deposit ticket(s) and Clear Lake and Victoria will send theirs with their other enclosures.

4. Retain the top portion for your records in the manila folder “Comptroller Deposit Slips (records)” (located underneath the purple folders).

NOTE: If the Comptroller check is marked high dollar (HD) and requires signatures, please attach a copy of the signed voucher coversheet from Accounts Payable (either Cissy Bean or Mary Stackhouse). Once the required signatures are obtained from the Treasurer, Assistant Treasurer, Manager Treasury Operations or Manager Cash and Bank Administration (in that order), follow the above procedures and attach the voucher coversheet to the top portion of the deposit ticket for your records and place in the manila folder.

On the check register, place EN under the handling column next to the Comptroller check (Ex. SH/EN or HD/EN).

NOTE: If requested, the Comptroller checks may need to be sent overnight via UPS.

1. Mail check(s) to: Comptroller of Public Accounts  
Thomas Jefferson Rusk Building  
208 East 10<sup>th</sup>  
Austin, TX 78701  
Attn: Teller Window  
Telephone: (512) 463-5987  
UPS Account: 9E1Y45

Note: After completing the UPS form, detach the top copy for your records. Write the check number(s) on the top copy and file in the folder marked UPS/FEDEX/AIR MAIL/HOT SHOT, ETC COPIES.

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**2.1.5. Research Check Deposits**

1. All checks received must be opened in the presence of two treasury employees, and must follow the mail procedure outlined in 11.2.1. Email all research checks along with any backup documentation to Research Accounting. In the body of the email state, “Please verify the attached checks belong to Research.” Most research checks are high dollar amounts, contain backup documents, have GXXXXX somewhere on the advice or backup, or contain a number 5XXXXXX somewhere on the advice or backup.
  - a. Wait for Research Accounting to email back. If the research accountant does not return your email, within 48 hours, the checks will be remotely deposited and put into the Research Holding cost center *Checks that do not belong to Research will be put in the holding account. Checks must be deposited.*
    - i. If the check belongs to another department on campus, please make a copy of the check and file in the folder marked OTHER DEPARTMENT CHECKS / MAILED BACK TO VENDOR
    - ii. Give check to Treasury Clerk to log into the book for division pickup or sign into the vendor book for individual pickup. The checks are to be kept in the large safe until pickup.
    - iii. If you cannot determine what department the check belongs to in two days, return the check to the vendor.
2. Checks should be deposited into the Main Campus operating account (488015456766). .

Complete the deposit via Remote Deposit as described in 2.1. Bank Deposits2.1.1.

3. Ask Renita Crear an email, state “Please send me the journal ID for the attached deposit.” Attach the copy of the checks and deposit ticket report from CashPro Remote Deposit Site. File under the folder R & A Deposits until the journal ID is received.



4. Go to the folder on the system marked Research Acctg Journal 2010 and add the deposit(s) for that day in the excel spreadsheet (R:\AdminFin\TREASURY\ Ericka Vasquez\FY2010\Journals).
5. Research Accounting will send you the Journal ID. Once you receive the Journal ID, update the spreadsheet with this information. Print a copy of the journal for your records and attach it to the backup documents. Staple the calculator tape to the back of the journal copy. File the journal and backup.

FOLLOW THE DEPOSIT PROCEDURES NOTED IN SECTION 2.1.1

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**2.1.6. Service Center Warrant Deposits**

1. The Administrative Assistant will receive the warrants, the warrants must be opened in the presence of two Treasury employees, following the mail procedure outlined in 11.2.1. The warrants are checked against registers which are pulled from PC for the main campus or received from the other campuses. The registers are kept in room 2 for each fiscal year. After the year end the registers are kept in the conference room of room 2.. The warrants are balanced against the log. A special handling report is run and any attachments are added to the warrant The warrants are then placed into envelopes and mailed.

Complete the appropriate deposit ticket and attach to the check PLEASE REFER TO THE CASH/CHECK DEPOSIT PROCEDURES – DESK GUIDE

WHICH CAN BE FOUND IN THE INDEX OF THIS MANUAL

2. Add the deposit information to the appropriate campus journal under others (ex. Houston – Others). The journal ID is not needed.

Example:

<b>DATE</b>	<b>DEPARTMENT</b>	<b>JOURNAL ID</b>	<b>AMOUNT</b>	<b>DESCRIPTION</b>	<b>METHOD</b>	<b>COUNT</b>
07/21/09	General Accounting		389,210.63	Greta McClain - SCR	Check	1

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**2.1.7. TCG Deposits**

1. TCG deposits mainly come from split checks, however, they can also be processed from other sources.
2. After the Treasury Analyst gives a copy of the confirmation to the Senior Cashier, open the folder TCG and click on the campus needed. Complete the information under each column. Use the next number provided. Use this number as your batch number on the TCG Batch Form (EFTS). Select the campus you need and put the dollar amount and the number of EFTs is usually 1. Example:

<b>DATE</b>	<b>BATCH</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>	<b>METHOD</b>	<b>COUNT</b>
11/12/09	9	Gift	1,030.00	EFT	1

3. For the Houston campus, if the money is split between the main campus, KUHF, and KUHT, complete the fields as follows:

<b>DATE</b>	<b>BATCH</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>	<b>METHOD</b>	<b>COUNT</b>
04/01/10	41	Gift: \$5,850, KUHF: \$560.00, KUHT: \$1,025.00	7,435.00	EFT	1

4. Open the TCG Batch Form (Splits), put the individual amounts at the bottom of the form for each. Print necessary copies.
5. Donor and Alumni Records gets a copy of all TCG forms along with the original backup (it was kept until the confirmation was received) and the confirm copy the Treasury Analyst gave to you with the highlights. All TCG file copies are printed on yellow paper. All copies should include the TCG form, the confirmation, the distribution worksheet, the wire transfer, and only those companies / donors that gave money to that campus. Distribute copies as follows:
  - a. Downtown – George Anderson / Downtown Campus / General Accounting / 970-S
  - b. Clear Lake – Kim Herhold / Clear Lake Campus / Univ Adv / Box 318

- c. Victoria – mail to University of Houston – Victoria / Finance Department / Attn: Carmen Cancel / 3007 N Ben Wilson / Victoria, TX 77901-4450
- d. KUHT/KUHF – put copy in mailbox

6. Other examples of TCGs are Merrill Lynch checks. Anne will give instructions as to what campus the money should go to and provide the extra copy for DAR. Follow the steps 1 and 2. If the money is for Merrill Lynch, complete fields as in the example below:

<b>DATE</b>	<b>BATCH</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>	<b>METHOD</b>	<b>COUNT</b>
11/09/09	10	Securities (Donor Name) - Merrill Lynch	10,107.53	Check	1

7. Complete a deposit ticket for the appropriate bank and complete a cash deposit form. This form will be attached to DAR’s copy. Make two copies of the check with the deposit ticket and attach one copy to DAR’s copy and the other to file copy. Place the checks into the deposit bag, this must be done in the presence of two Treasury Employees for verification. The secondary authorizer will ensure the accuracy of the deposit, sign and return the bag to the Senior Cashier to seal the bag. Keep the bag in the large safe until pickup. Open the TCG Batch Form (Check) document. Complete the fields and print 2 copies of the TCG form. The file copy should be printed on yellow paper. File Treasury’s copy in the TCG folder for the appropriate campus.

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**2.1.8. Split Checks Deposit – Clearing checks thru the holding accounts**

1. Donor and Alumni Records (DAR) sends over most split checks. Open the Distribution Worksheet and click on the tab for that month.
2. Complete the columns specified for the split:
  - a. Contributor – the donor/company name (leave a blank space in between each company/donor)
  - b. Check # - the number on the check
  - c. Amount – the total amount of the check
  - d. Other – Other is for the Downtown (00784) and Victoria Campuses (00765); type the amount specified for that campus on the same line as the company / donor and type the campus name above the amount in the blank space in between companies
  - e. FDNS – type the amount designated for that particular foundation on the same line with the company / donor and type the name of the foundation in the blank space above the amount
  - f. Alumni – type the amount designated for the Alumni Organization
  - g. Endow – type the amount specified for each endowment; type a portion of the endowment name above its amount; if more than one endowment is listed for that company/donor, place each one under the other with the amount and name. Number each endowment (1, 2, 3, etc.); the numbers should be next to the endowment name and be in superscript; at the bottom portion of the spreadsheet (below the gray line); type the number and the full endowment name assigned to that number as well as the cost center for each endowment for with its assigned number
  - h. UPK – put the total amount of the gifts from that donor/company under this column on the same line with the company name; these gift amounts should include fund codes that begin with 4s and 2s
  - i. KUHF – include the total amount of monies going to KUHF from the donor/company on the same line with the company (program code CXXX)
  - j. System – include the total amount of monies going to System (00783) from the donor/company on the same line with the company
  - k. KUHT – include the total amount of monies going to KUHT from the donor/company on the same line with the company (program code CXXX)

1. CLC - include the total amount of monies going to the Clear Lake Campus (00759) from the donor/company on the same line with the company
3. Add the total amounts for each column. Ensure the individual total amounts match the total amounts of the check(s).
4. Process a journal entry in business unit 00783. The journal ID field should say NEXT and the journal date should be the date you are processing the entry.
5. Enter the Journal ID and a description of your journal in the long description box under the Header tab. Enter the bag number you will put the deposit into in the Reference Number box.
6. Click the Lines tab. Enter the speed type 10482 (the cost center will populate) and account code 20613.
7. For the journal line description, enter the name of the donor/company.
8. Enter the dollar amount (-\$xxx.xx) as a credit. After all the checks have been entered, enter the bank line. The speed type for the bank line is 10000. The account code is 10710. The word BANK should populate under the Fund code column. Enter the dollar amount as a debit to the bank side (\$xxx.xx). The bank line's dollar amount should be the total amount of the check and equal the total credits.
9. If necessary, click the calculator to ensure the total debits match the total credits. If so, click the process button (make sure it says edit journal prior to clicking this button). If the journal is ready for approval, a 'V' will be present under journal status and budget status at the bottom of the page. If not, an 'E' will display and corrections will need to be made.
10. Complete the cash deposit form located at [www.uh.edu/finance/pages/forms.htm](http://www.uh.edu/finance/pages/forms.htm). This form must have two signatures. Scan and upload this document, the deposit ticket, the distribution worksheet, and any backup document(s) (the gift transmittal forms) and attach it to the journal. Make a copy of the deposit ticket and check (shrink to fit as needed).
11. Click the Approval2 tab. Under the 'Route to' column, select the first path, Dept/Coll/Div - Accounting Office for approval. Under the approval column, click approval for the approval action. The approval history will populate at the bottom of the page.

NOTE: Ensure the department code is correct and the source is AAF – Administration and Finance.

12. Print 4 copies of the journal ID page (landscape style). Make 3 copies of all the backup documents including the deposit and check copy.
13. Complete the wire transfer form for splits. Open ACH System Holding Splits document. Double click on the date to change it to the today's date. Ensure your name is placed as the requestor and whoever will initial the wire is placed as the approver.
14. Use the distribution form to determine what amounts need to be completed. Exclude money from the foundations and Alumni (these must be processed as a voucher). KUHf and KUHT go into the UPK total for Houston gifts. Delete any unused campuses. The total credits should equal the total debit for the wire.
15. Change the journal ID at the bottom of the page to the journal ID for this wire request.
16. Attach the wire transfer form to the Treasury Manager's copy. Put it in the green folder for signature and place in her inbox. After she has initialed it, make 3 copies and attach to the backup for each copy. Put the Treasury Clerk's copy with the original transfer form in his mailbox. File a copy for Treasury and hold the copy for Donor and Alumni Records along with the original backup until the Treasury Analyst gives you a copy of the confirmation and now TCGs need to be processed.

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**2.1.9. Split check Vouchers – clearing check thru holding accounts**

1. Vouchers need to be created for money going to the Alumni Organization and the Foundations from the distribution worksheet.
2. Click the tab Add a New Value. Change the business unit to 00783. Ensure the voucher ID field states NEXT and voucher style is regular. Enter the Vendor ID (refer to the list). Enter the address sequence number (refer to the list). Enter CLEAR HOLD as the invoice number. Enter today's date as the invoice date. Enter the total amount at the bottom of the distribution worksheet. Total voucher lines should remain at 1.
3. On the invoice information screen, click Comments at the top and type what the voucher is for (ex. To clear gifts from holding account to \_\_\_\_\_ )and type what companies donated the money.
4. Click Calc Basis Date and enter today's date in all fields and click back to invoice.
5. Verify the vendor is correct as well as the address.
6. At the bottom of the page type in the system holding account and account code: 20613      00783 2075 S0015 F0380 NA. Then click Save. The voucher number will populate at the top.
7. Click the Payments tab. Verify the number is correct, if not, change it. Change the handling from BP to SH (special handling) and mark every voucher as a separate payment.

NOTE: Some funds are distributed as a check and some as an ACH. For example, the Alumni Organization funds are distributed as an ACH (the method will say CHK or ACH under the Payments tab). Check the AP special handling reports daily or the system to ensure the voucher has been approved and the funds sent. Scan and attach the necessary copies along with the voucher coversheet and distribution worksheet to Natasha Boyer with the Alumni Organization at [nboyer@central.uh.edu](mailto:nboyer@central.uh.edu).



8. Click the comments tab and type: PLEASE HOLD IN TREASURY and your name.
9. Go back to the invoice information tab and click the budget check icon at the top right side of the page. The budget status should change to Checked.
10. Click the documents tab and print 2 copies of the voucher coversheet. One copy goes to Anne and one copy goes to DAR. Verify the information is accurate and make the necessary changes.
11. Type on the distribution worksheet the voucher number in the appropriate column under the dollar amount in bold. Save the worksheet and print 4 copies after all the vouchers have been completed (a file copy, Treasury Manager copy, Treasury Clerk copy, and DAR copy).

NOTE: If the foundation column lists more than one foundation, enter the voucher number either directly under the amount for that foundation or on the side in bold.

12. Scan and upload to each voucher, a copy of the voucher coversheet, the distribution worksheet with the voucher numbers on it, and the necessary backup documents.
13. Go to voucher approval. On the approval page, select Dept/Coll/Div – AP under the Route to section. Select approve under the Approval section and click Apply. The approval history will populate at the bottom of the page.

NOTE: Ensure the department code is correct and the source is AAF – Administration and Finance.

14. The voucher will appear on the special handling report for System. Once the check is printed, print the documents uploaded for the voucher and attach with the check and mail (the Law Foundation checks can be logged into the division book for pickup).

NOTE: Place DAR's copy of the voucher coversheet with the original documents you are holding until the confirm is received. If the confirm is received before the voucher(s) is approved, make a copy of the voucher(s) to ensure approvals and the vendors receive the backup for the ACH or check.

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**2.1.10. Pending Endowment Deposits**

1. UH pending endowments should be placed in the UH Holding account (00730 2080 H0260 F0858 NA, ST 18178, Acct Code 20613) UHCL, UHD and UHV pending endowments should be placed in the System Holding account (00783 2075 S0015 F0380 NA, ST 10482, Acct Code 20613).

NOTE: Ask the Treasury Manager about the pending endowment(s) prior to placing the funds in the holding account. Some will be assigned codes to be placed in the Chartfield 1 box in the journal for identifying purposes or the original endowment agreement has been received by Treasury and was waiting on the funds prior to it being established.

2. Open the Houston or System Journal spreadsheet. Enter the information needed in the appropriate fields. The journal ID should be the only field blank until you process a journal ID.
3. Process a journal for the pending endowment(s) in the appropriate business unit. The journal ID field should say NEXT and the journal date should be the date you are processing the entry.
4. Enter the Journal ID and a description of your journal in the long description box under the Header tab. Enter the bag number you will put the deposit into in the Reference Number box.
5. Click the Lines tab. Enter the speed type (10482 for System, 18178 for Houston).

NOTE: The account code for both holding accounts is 20613.

6. For the journal line description, enter the name of the donor.
7. Enter the dollar amount (-\$xxx.xx) as a credit. After all the checks have been entered, enter the bank line. The speed type for the bank line is 10000. The account code for business unit 00730 is 10510 and 10710 for business unit 00783. The word BANK should populate under the Fund code column. Enter

the dollar amount as a debit to the bank side (\$xxx.xx). The bank line's dollar amount should be the total amount of the check and equal the total credits.

8. If necessary, click the calculator to ensure the total debits match the total credits. If so, click the process button (make sure it says edit journal prior to clicking this button). If the journal is ready for approval, a 'V' will be present under journal status and budget status at the bottom of the page. If not, an 'E' will display and corrections will need to be made.
9. Complete the cash deposit form, if cash, located at [www.uh.edu/finance/pages/forms.htm](http://www.uh.edu/finance/pages/forms.htm). This form must have two signatures. Scan and upload this document, the deposit ticket, and any backup document(s) (the gift transmittal forms) and attach it to the journal. Make a copy of the deposit ticket and check (shrink to fit as needed).
10. Click the Approval2 tab. Under the 'Route to' column, select the first path, Dept/Coll/Div - Accounting Office for approval. Under the approval column, click approval for the approval action. The approval history will populate at the bottom of the page.

NOTE: Ensure the department code is correct and the source is AAF – Administration and Finance.

11. Print 3 copies of the journal ID page (landscape style). Make 2 copies of all the backup documents including the deposit and check copy. The original copy goes to Donor and Alumni Records, Anne Montgomery gets a copy, and one copy is filed.

**\*Note: Contacts are usually the departments stated on the gift transmittal forms\***

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**2.1.11. Foreign Item Collection**

1. Complete a deposit ticket and make a copy of the deposit ticket along with the check. Shrink to fit as needed. Follow the deposit procedures outlined in section 2.1.1
2. Under Houston Journal (Others) document the deposit received by completing each column excluding journal ID.
3. The Treasury Manager will deposit the foreign collection item in the bank for the conversion.
4. The Treasury Manager will give the Senior Cashier the conversion copy. Forward this information to the department that sent over the deposit.

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**2.1.12. UH Foundation Deposits**

1. Most Foundation checks are processed through the Main Campus account, however, some can be processed through the system account depending on the cost center provided. Checks received must be verified by two Treasury Employees. Stamp the back of the checks with the appropriate bank stamp (Houston or System) and complete the appropriate deposit ticket. Follow the deposits procedures outlined in section 2.1.1. Ensure that two employees verify the deposit going into the deposit bag.

NOTE: Foundation funds can only be processed by Treasury through 00730 or 00783 business units. If a foundation check comes in and part or all of the funds go to UVH, UHCL or UHD, put the funds in the UH Holding account (00730 2080 H0260 F0858 NA, ST 18178, Acct Code 20613). Next complete a wire transfer form to have the funds wired from the Houston bank/holding account to the cost center provided for that campus and its bank. Make 2 copies of all documents: the original copy is filed; one copy with the journal ID page and the original wire transfer form goes to Jim Otterson; and one copy goes to Anne Montgomery.

2. Open the Houston or System Journal spreadsheet. Enter the information needed in the appropriate fields. The journal ID should be the only field blank until you process a journal ID.
3. Process a journal for the foundation check(s) in the appropriate business unit. The journal ID field should say NEXT and the journal date should be the date you are processing the entry.
4. Enter the Journal ID and a description of your journal in the long description box under the Header tab. Enter the bag number you will put the deposit into in the Reference Number box.
5. Click the Lines tab. Enter the speed type if provided (if the speed type is provided, the cost center will populate and you can verify it is accurate with the cost center on the form).

Account Codes:

42920	Funds from FERV
42921	Funds from HAO
42922	Funds from HAF
42923	Funds from COB Foundation
42924	Funds from Law Foundation
42925	Funds from UH Foundation

6. Enter each cost center and the dollar amount stated on the form. The journal line description should populate with FUNDS FROM UH FOUNDATION; if not you can manually add this information.
7. Enter the dollar amount (-\$xxx.xx) as a credit. After all the checks have been entered, enter the bank line. The speed type for the bank line is 10000. The account code for business unit 00730 is 10510 and 10710 for business unit 00783. The word BANK should populate under the Fund code column. Enter the dollar amount as a debit to the bank side (\$xxx.xx). The bank line's dollar amount should be the total amount of the check and equal the total credits.
8. If necessary, click the calculator to ensure the total debits match the total credits. If so, click the process button (make sure it says edit journal prior to clicking this button). If the journal is ready for approval, a 'V' will be present under journal status and budget status at the bottom of the page. If not, an 'E' will display and corrections will need to be made.
9. Complete the cash deposit form, if there I any currency, located at [www.uh.edu/finance/pages/forms.htm](http://www.uh.edu/finance/pages/forms.htm). This form must have two signatures. Scan and upload this document, the deposit ticket, and any backup document(s) (the UH Fdn check request forms) and attach it to the journal. Make a copy of the deposit ticket and check (shrink to fit as needed).
10. Click the Approval2 tab. Under the 'Route to' column, select the first path, Dept/Coll/Div - Accounting Office for approval. Under the approval column, click approval for the approval action. The approval history will populate at the bottom of the page.

NOTE: Ensure the department code is correct and the source is AAF – Administration and Finance.

11. Print a copy of the journal ID page (landscape style). File the journal and backup in the folder marked UH Foundation Funds.

**\*Note: Contacts are usually the departments stated on the check request forms\***

**Robin Caldwell – (713) 622-6061 University of Houston Foundation**

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**2.1.13. Miscellaneous Deposits**

NOTE: It is a judgment call on miscellaneous checks. Please verify the address to ensure it should come to the University of Houston. Also, look over the paystub to see what information is available to determine what department it should go to without calling the vendor.

1. Send the check to Research Accounting. If Research Accounting determines the check does not belong to them, send it to Accounts Payable. If Accounts Payable replies back the check does not belong to them as well, call the vendor and get contact information and/or backup documentation. Try to receive a hard copy of the invoice.
2. Attach the invoice to check upon receipt and make a copy of the check for Treasury's records and write the person's name and/or department as well as the date the check was sent or logged into the book.
3. Senior Cashier will log into the book for division pickup, or call or email the contact in the department to see how they would like to handle the pickup of the check.
4. File the copy in the folder marked OTHER DEPARTMENT CHECKS / MAILED BACK TO VENDOR.
5. If it cannot be determined within 2 days where the check belongs, please send the check back to the vendor and make a copy as well for Treasury's records.

NOTE: If the check is for \$50 or \$10 and contains a number similar to a Peoplesoft ID number or the check was sent by the bank on behalf of the customer (possibly for a tuition payment), more than likely this check belongs to Student Financial Services in room 9 E. Cullen.

Also, you can send the check to Donor and Alumni Records to see if it belongs to them. Most of these checks are sent by the bank on behalf of the customer as well.

Scholarship checks can be delivered to E. Cullen Room 31. Make a copy as well.

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**2.1.14. EFT Monthly Report**

1. The Treasury Manager will give a copy of the monthly TCG report to whom it belongs. It includes Athletics, the Annual Fund, Holding (Endowment), and Clear Lake.
2. Separate Clear Lake from the other reports. Athletics, the Annual Fund, and Holding (Endowment) go on one TCG under Houston and the Clear Lake EFT goes under the Clear Lake TCG.
3. Make 2 copies of the Athletics, Annual Fund, and Holding reports. The original goes to Donor and Alumni Records (DAR); one copy for Anne, and the other copy is for the file.
4. Make 3 copies of the Clear Lake report. One copy goes to Treasury Manager, the other copy goes to Clear Lake Campus / Univ Adv / Box 318, and one copy is for the file. The original goes to DAR.
5. Go to R:\AdminFin\TREASURY\Ericka Vasquez\FY2010\TCG and select the Clear Lake and Houston TCG logs. Complete the columns and use the next numeric number for the batch number.

Example:

DATE	BATCH	DESCRIPTION	AMOUNT	METHOD	COUNT
10/19/09	6	October	60.00	EFT	1

6. Go to R:\AdminFin\TREASURY\Ericka Vasquez and select TCG Batch Form (EFTs).

**\*\*You must complete separate TCG forms for each campus.\*\***

7. Open the document TCG Batch Form (EFTs) under R:\AdminFin\TREASURY\Ericka Vasquez.



8. Ensure the date is today's date. Select the appropriate campus by double clicking the gray box. The attached batch # is the numeric number assigned to that batch on the TCG spreadsheet for that campus.
9. Add the total dollar amounts for the Athletics, Annual Fund, and Holding. Put in the amount column. Clear Lake's total should always be \$60.00 unless more are added later.
10. The number of EFTs is the total for Athletics, Annual Fund, and Holding. The count should always be 1 for Clear Lake unless more are added later.

**\*\*FOR THE HOUSTON CAMPUS, AT THE BOTTOM OF THE WORKSHEET PUT THE INDIVIDUAL AMOUNTS\*\***

**EXAMPLE:**

Annual Fund	\$-.—
Holding	\$-.—
Athletics	\$-.—

11. Print 3 copies of the Houston form and attach to each report. Print the 3<sup>rd</sup> copy on yellow paper. The yellow copy is attached to the report to be filed. Anne gets a copy attached to her report and attach a copy to the original report for DAR.
12. Print 3 copies of the Clear Lake form and attach to each report. Print the 3<sup>rd</sup> copy on yellow paper. The yellow copy is attached to the report to be filed. Anne gets a copy attached to her report and attach a copy to the original report for DAR.

**\*\*FOLLOW INSTRUCTIONS FOR GENERAL DEPOSITS (Section 2.1.1)  
AFTER THIS POINT\*\***

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**2.1.15. KUHf/KUHT Checks**

1. When KUHf Checks are received in the mail, two treasury personnel must be present to verify the amount of the checks. Complete a money transmittal form and put the checks in a deposit bag. Two treasury personnel must be present to verify the deposit. Complete the outside of the bag addressed to KUHf/KUHT.
2. An authorized signer from KUHf/KUHT will sign the money transmittal, hand Treasury the white copy, and receive their funds for their area.

**\*\*FOLLOW INSTRUCTIONS FOR GENERAL DEPOSITS (Section 2.1.1)  
AFTER THIS POINT\*\***