

Attachment I

University of Houston – Invoiced Awards Cash Receipts Procedures H0282

Overview:

The Treasurer’s Office is responsible for making bank deposits for money received for awards and grants in the form of a check. It is Office of Contracts and Grants – Research Financial Services (RFS) responsibility to identify those checks to the applicable contract/project id and invoice number. Due to recent audit findings, Treasury is now required to deposit all checks within forty-eight (48) hours of receipt. As such, it is imperative that RFS and Research Accounting work diligently to identify, assign and post payments to PS within a short time frame.

Deposits are recorded on a daily basis.

Procedures:

There are two ways the Treasury Department receives checks for sponsored research.

- a. Payments are sent directly to Treasury from the sponsor.
 - i. The Treasury Department sends copies of checks and any supporting documents to Research Accounting via email. Supporting documents may include one or more of the following:
 - ii. A memo from the Department of Research (DOR) that lists the project the payment belongs too. This information is not always accurate so verify with RFS that this is the correct project.
 - iii. A signed invoice sent to the sponsor from RFS.
 - iv. A check stub that may list the project ID, sponsor name, or invoice number.

- b. Payments are sent to the Department of Research, who then walks the checks down to Treasury.
 - i. Log the check in SharePoint ([link](#))
 - ii. Attached supporting documentation (signed invoice, memo, check stub) that reference the Peoplesoft customer(sponsor) id, contract\project id and invoice number

For unidentified checks received by DOR, RFS will try to locate the contract/award

- a. Run query UH_GM_AR_OPEN_ITEMS_DTL

[UH_GM_AR_OPEN_ITEMS_DTL - Returns Open Items in AR](#)

Customer:

Item ID:

Contract:

Project:

Acctg Start Date:

Acctg End Date:

Amount Range From: 0.000

Amount Range To: 0.000

Agency	Agency Name	Status	Award/Contract ID	Post Admin	Name	Status	Entry Type	Line	Account	Dept	Fund	Project	Activity	Project Start Date	Project End Date	Contract Status	Contract Type	Contract Admin	Invoice Number	Sum Amount	Acctg Date
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- c. If checks continue to be unidentified by in the 48 hours of receipt, you must request Research Accounting to place the payment in the holding account. A memo will need to be attached identifying the holding account.

For unidentified checks received by Research Accounting

- a. Research Accounting, will email OCG_Payment@share.uh.edu and dorbill@Central.UH.EDU

- b. The email will automatically be uploaded to sharepoint list (https://share.uh.edu/dor/OCG/OCG_Identify_Payments/Forms/AllItems.aspx).

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- c. An Email Alert will be sent to all members of the RFS Team. Example of Email of this Alert will appear in all RFS Team Inbox:



- d. Any team on the RFS Team can click on the Sharepoint link provided in the email to view the payment information
- e. Once payment has been identified, the individual will send an email to Research Accounting and update the status, contract/project id and any notes in sharepoint.