Business Operations/Division of Research
H0239
FY2019

I.   **Purpose and Overview**

A.   The purpose of this document is to define the procedures and practices followed by the Division of Research – Business Operations which will adhere to all the pertinent state laws and regulations and University policies and procedures, including: SAM 08.A.03 – Gift Acceptance, and SAM 03.F.04 – Cash Handling; MAPP 05.01.01 – Cash Handling.

II.   **Policy Statement**

Business Operations will process all checks within one business day. This process include maintenance and use of cash/check log and preparation of a journal to record the deposit.

III.   **Cash Handling Procedures**

A.   Checks will be received and logged in SharePoint by the Administrative Team at the front desk in 316 E. Cullen. This will trigger an email to Business Operations to pick check and prepare for deposit. Checks must be made payable to "University of Houston". **Utilizing the Expected Cash/Check Receipt Log helps ensure we are accomplishing a successful deposit within one (1) business day.**

B.   For non-OCG (Office of Contracts and Grants) checks, the Financial Coordinator or ABA in Business Operations will make deposits deposit into the appropriate cost center via the department's check scanner and our Bank of America portal/dashboard. For electronic funds, a PS Journal entry will be processed to transfer the funds from the receiving cc (Treasury) to an appropriate Division cost center.

C.   For OCG checks, please see attachment I.

IV.

A.   **Remote Cash Deposits**

i.   Once the Financial Coordinator or ABA has taken possession of the check, they will remove remittance advices from checks. Next, log into CashPro Online (Bank of America) profile. Follow the Receipts → Remote Deposit pathway to arrive at the "Remote Deposit Screen". Enter the following information: Account Group, Account Number from the deposit ticket, "Simple" Deposit Type, and "Image" Clearing Channel. The user enters the number of checks to be deposited plus 1 to account for the deposit ticket. Next, enter the sum of the checks being deposited in the Account Number specified. The checks are placed into the Scanner entry tray with the face of the check facing out. The checks are aligned with the line mark on the scanner. The user selects "Start Capture" to scan the items in the entry tray. The scanner will print information on the back of each check (no endorsement is require). Once the scanning has completed, confirm a successful capture by clicking the "Complete" button (the button will appear

green if the deposit is balanced. The user will transmit the deposit by clicking "OK". The user will print the "Deposit Detail by Account" report from the Remote Deposit Reports page (Specify the date range and the account group and select "Create Report". DO NOT print the check images). The user will then prepare a journal entry to transfer the fund to an appropriate Division cost center.

ii.   See above for deposit balance confirmation. The printed report becomes part of the uploaded document for the journal.

iii.   Journal Creation:

Select Workflow Path: Dept → SFS → Accting. Verify that journal has been approved by Department Approver. Print journal coversheet. Scanned documentation required for deposit journals include deposit slip, cash deposit summary form, current 1074 report if the following transactions are recorded:

    a. Reimbursement to an expense
    b. Revenue/Expense for account receiving
    c. Credit to an asset – Section 6, Balance Sheet
    d. Debit to a liability – Section 6, Balance Sheet

B.   Department Business Administrator will review/approve the journal in PeopleSoft verifying the correct account code has been used, two individuals verified the deposit and supporting documents were uploaded.

C.   On a monthly basis, the Business Operations Accountant will ensure the reconciliation of the entries in the log to the University's financial system. The log must be reviewed to ensure that all deposits are posted and to the correct cost center and account code. Any discrepancies found are to be cleared immediately and department financial records corrected in accordance with UH SAM Policy 03.F.04.

Reminder
Security - sensitive information (i.e., bank account numbers, social security numbers, credit card numbers) should <u>not</u> be included in scanned documentation.

Copies of checks received and receipts for cash transactions should <u>not</u> be scanned and attached to deposit journals but <u>should</u> be securely maintained (i.e., in a locked drawer or safe) in the department for six months, after which they should be shredded. Currency (i.e., dollar bills and coins) should <u>never</u> be copied or attached to deposit journals.

If you have questions about deposit journals, contact Jane Floyd in General Accounting at 3-8739. For questions about the deposits themselves, contact Nancy Tran in Student Financial Services at 3-5878.

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, customer id and invoice number. Treasury is 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 Research Accounting Department sends copies of checks and any supporting documents to Research Accounting via email. Supporting documents may include one or more of the following:
                o 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.
                o A signed invoice sent to the sponsor from RFS.
                o A check stub that may list the project ID, customer name, or invoice number.

        b. Payments are sent to the Department of Research, Remote check scanner on the Bank of America CashPro system will be used and logged in using the following steps:
            1. Log the check in SharePoint (link)
            2. OCG follows UH Remote Deposit Procedures to send the checks to General Accounting K:\OCG_RFS\Remote Deposit Procedures - Gift.docx.
            3. Attached supporting documentation (signed invoice, memo, check stub) that reference the PeopleSoft customer(sponsor) id, contract\project id and invoice number
            4. For unidentified checks received by DOR, RFS will try to locate the contract/award
                a. Run query UH_GM_AR_OPEN_ITEMS_DTL

            5. If checks continue to be unidentified by in the 48 hours of receipt, we must request Research Accounting to place the payment in the clearing cost center. A memo will need to be attached identifying the clearing cost center.

        c. For unidentified checks received by Research Accounting
            1. Research Accounting, will email OCG_Payment@share.uh.edu and dorbill@Central.UH.EDU

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

3. 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:

4. Any team on the RFS Team can click on the SharePoint link provided in the email to view the payment information

5. 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.

6. If the payment posted on SharePoint does not belong to OCG, email is sent to Research Accounting stating it is not OCG.