

## University of Houston – Receipt of Electronic Payment Guidelines

Electronic payment guidelines are for ACH and Wire payments received by University departments. These procedures do not address credit card payments accepted.

<b>Responsibility Matrix</b>		
<b>Action</b>	<b>Responsible – Minor Activity Departments</b>	<b>Responsible – Major Activity Departments</b>
Use of invoicing standards	Recipient Department	Recipient Department
Use of voucher standards	Recipient Department	Recipient Department
Use of SC Voucher & Voucher standards	Recipient Department	Recipient Department
Notification of pending transactions	Recipient Department	Recipient Department
Review of daily banking transactions	Treasury Bank Reconciliations	Treasury Bank Reconciliations
Notification to Department	Treasury Bank Reconciliations	Treasury Bank Reconciliations
Recording deposit journal	General Accounting	Recipient Department or assigned Finance Department

### **Definitions of Minor and Major Activity Departments**

Minor activity departments are areas that receive less than 25 individual electronic payments per month from sources other than state-to-local or reimbursement SC or AP Vouchers.

Major activity departments are areas that receive more than 25 individual electronic payments per month from sources other than state-to-local or reimbursement SC or AP Vouchers.

### **Invoicing Standards**

All invoices should include a request to include the following information in the ACH or Wire transfer addenda:

- 1) Identification of recipient area
  - a. For sponsored project activities, please use the unique the Project ID
  - b. For non-sponsored project activities, please use the unique the Department ID. Program codes can be shared across departments, so are not an adequate identification
- 2) Identification of the payment
  - a. This is the departmental invoice or other unique number

### **SC Voucher/Voucher Standards**

General Accounting will record payments received from the Comptroller for SC and AP state-to-local vouchers, and payments resulting from inter-campus voucher payments.

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Deposit journals for Departments that are SC Vendors will be made based on the cost center and GL Account information that is included in the SC Voucher Vendor name information when creating the SC Voucher.

Departments preparing state-to-local SC or AP vouchers, or inter-campus AP vouchers must include the cost center and GL account to be used for the deposit in the Payment Comments page. Deposit journals will be prepared using this information.

### **Notification of Pending Transactions (only for Non-Voucher and non-SCVoucher activity)**

For assistance in completing Direct Deposit forms for your customers, contact Treasury – Robbi Puryear, [rpuryear@uh.edu](mailto:rpuryear@uh.edu), 713-743-8780.

If a department determines that it will be receiving electronic payments (one time, recurring, regular) for departmental operations, send notification to Treasury (Robbi Puryear, [rpuryear@uh.edu](mailto:rpuryear@uh.edu), 713-743-8780) and Bank Reconciliations ([bnkrecon@Central.UH.EDU](mailto:bnkrecon@Central.UH.EDU)) using the Notification of Pending Transactions form available on the finance website at <http://www.uh.edu/finance/pages/References.htm> in the Cash Handling section.

Once you have sent notification for recurring transactions (including those from multiple vendors for multiple amounts) it is not necessary to re-submit the information unless there is a change.

### **Notification of Receipt**

Once the electronic payment(s) have been identified, Treasury or Bank Reconciliations will notify the department of the receipt. Major Activity departments will receive copies of documentation from the banking system to use as deposit journal support.

### **Deposit Journals**

Minor Activity department (those with infrequent transactions) electronic deposits will be prepared based on the cost center and account identified in the notification of pending transaction. Departments will be responsible for any journal corrections required due to changes in cost center or account.

Major Activity department electronic deposits will be recorded by the department based on the banking system documentation. Deposit journals will be prepared in the same manner as a regular cash deposit, except:

- The banking system documentation (with all bank account numbers removed) will be used instead of a deposit slip
- No Cash Deposit Summary form is required
- The Journal Line Description for the BANK will be “ACH MM.DD.YY DEPTID”

Institutional and campus-wide activities include capital and construction use of debt proceeds; sponsored project receipts; federal financial aid receipts; state-to-local SC and AP Vouchers; AP Voucher reimbursements; student billing and receipts; and the sale of real and capital property. These transactions are recorded by the appropriate area within the Division of Finance.