

Business Operations/Division of Research

H0581

FY2024

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 following Administrative Team members: Lynne Gador-Manry, Hannah Niven, Irene Ray, and Ashley Merwin at the front desk in 316 E. Cullen. This will trigger an email to Business Operations to pick up check and prepare for deposit. **Checks should never be transported by employees outside of E. Cullen.** 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 Claude Abner, ABA - Finance, in Business Operations will 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. Remote Cash Deposits

A.

i. Once Claude Abner, ABA – Finance, takes possession of the check/checks, the remittance advices should be removed from checks. Next, log into CashPro Online (Bank of America) profile. Navigate to the Remote Deposit Screen. Follow the Receipts → Remote Deposit pathway. Select “Create New Deposit”. In 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

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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 required). 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: Record each remote deposit transaction on a separate GL Journal Line. It is fine to include these with other cash, check, or credit card deposits. However, the Journal Path will depend on whether or not there is a physical deposit. For remote deposits it will be Dept/Coll/Division → Accounting Office. Deposit to Account 10510, Fund BANK. Do not combine with other cash, check, ACH, or credit card BANK lines. Separate bank lines for other sections of the deposit are okay. BANK Journal Line Description will read RCD, XXXX (last four digits of the Bank Account Number (from your Summary of Deposits by Account Report), the MM.DD.YYYY (the month, day, and year of the processing), and your department ID. Line amount must equal total amount in Summary of Deposits by Account Report from Bank of America. Scanned documentation required for deposit journals include deposit slip, cash deposit summary form (signed by two people), 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

Do NOT enter deposit bag number in Journal Header Reference if a deposit bag is not used. Only use a deposit bag if deposit includes cash that is picked up by UHPD.

Example of BANK Journal Line Description: RCD, 6766, 04.15.2015, H0156

RCD = stands for Remote Cash Deposit, 6766 = Last four digits of bank account from Summary of Deposits by Account Report, 04.15.2015 = date checks were scanned, H0156 = Dept ID of department making the deposit.

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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.

V. Currency

1. DOR Central receives currency infrequently. Should we receive currency, the following steps should be taken:
 - a. The Admin Team will record the currency just as ACH and checks are done. In the comment section, it should be noted who the payer is and the purpose.
2. BizOps will then initiate the journal and prepare the Cash Deposit Summary form to be included the deposit bag. Also, a blank Bank of America deposit slip needs to be completed.
 - a. Cash deposits must be prepared and reconciled by two authorized employees (of which one must be an employee of the department making the deposit). Each employee must:
 - i. Independently verify placement of the funds into the deposit bag; and
 - ii. Complete and sign the Cash Deposit Summary form.
 - b. Departments complete and submit a journal through workflow via path 2, Department – SFS – General Accounting. A copy of the journal coversheet is transmitted to Student Financial Services along with the cash deposit bag.
 - i. Journals must be approved through Level 2 (Departmental Approver) or deposits will not be picked up by the UHPD.

Reminder

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

Copies of checks received and receipts for cash transactions should not be scanned and attached to deposit journals but should 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 never be copied or attached to deposit journals.

If you have questions about deposit journals, contact **Monica Davila, Manager General Accounting, at 3-4594**. For remote deposits issues or software issues, contact **Sheryl Smith, Manager – Cash & Bank Administration, at the University Treasurer's Office at 3-8397**. You may contact the DAIT team for other computer issues such as the missing drive.