

# Business Operations/Division of Research

H0239

FY2021

## 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, Ed Sierra, Hannah Niven, Irene Ray and Ashley Merwin at the front desk in 316 E. Cullen and Nancy Mostafa in RM 103 at UHTB 4. 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 I or Financial Coordinator II 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. Remote Cash Deposits

A.

i. Once the Financial Coordinator 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.

### **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 in General Accounting at 3-4594. For questions about the remote deposits themselves, contact Dan Corcoran at the University Treasurer's Office at 3-3984.

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# 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, 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 Treasurer’s Office will email the daily report of checks received for a particular day to the Research Accounting Department and RFS and any supporting documents. RFS will let Treasury know if the check belongs to OCG with of the following:
    - o A check stub that may list the project ID, customer name, or invoice number.
    - o Request to place in the research clearing cost center
  
- 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

UH\_GM\_AR\_OPEN\_ITEMS\_DTL - Returns Open Items in AR

Customer:	<input type="text"/>
Item ID:	<input type="text"/>
Contract:	<input type="text"/>
Project:	<input type="text"/>
Acctg Start Date:	<input type="text"/> <input type="button" value="D"/>
Acctg End Date:	<input type="text"/> <input type="button" value="D"/>
Amount Range From:	<input type="text" value="0.000"/>
Amount Range To:	<input type="text" value="0.000"/>
<input type="button" value="View Results"/>	

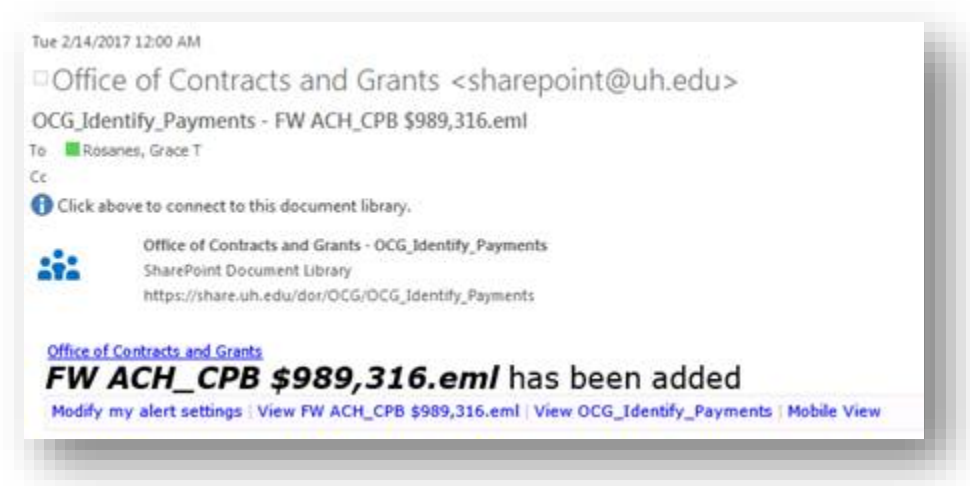
Agency	Agency Name	Status	Award/Contract ID	Post Admin	Name	Status	Entry Type	Line	Account	Dept	Fund	Project	Activity	Project Start Date	Project End Date	Contract Status	Contract Type	Contract Admin	Invoice Number	Sum Amount	Acctg Date

- 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](mailto:OCG_Payment@share.uh.edu) and [dorbill@Central.UH.EDU](mailto: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](https://share.uh.edu/dor/OCG/OCG_Identify_Payments/Forms/AllItems.aspx)).

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**University of Houston – Invoiced Awards Cash Receipts Procedures**  
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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.