

# UNIVERSITY OF HOUSTON

## HPE-DSI – H0242/H0246 & TIMES - H0288

### CASH HANDLING POLICY FY2021

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Procedures for the handling of cash receipts are designed to provide accountability for monies received in accordance with accepted standards of internal controls. All TIMES employees are responsible for complying with the policies and procedures to all provisions outlined herein based on MAPP 05.01.01 – Cash Handling as well as described below. University positions with cash handling or fund custodial responsibilities are designated as security sensitive.

Failure to adhere to these policies and procedures may result in disciplinary action being taken against the employee. Cash is U. S. currency (dollars and coins); personal, business, bank, and cashier's checks; money orders; travelers' checks; or foreign drafts (but not foreign currency).

When a University employee receives cash, it is to be deposited promptly into the appropriate authorized University cost center. Retention of cash received from outside sources for use as petty cash or for making change is prohibited. Use of University cash funds or cash receipts for cashing checks is prohibited.

Safeguarding Cash – Checks, money orders, and currency, must be physically safeguarded and securely stored until delivered to Student Financial Services (SFS), Treasurer's Office, or Donor and Alumni Records. Locked filing cabinets or locked drawers are acceptable storage mechanisms.

All employees have an obligation to report any suspected theft, fraud, embezzlement, or any other irregularity resulting in a loss of cash. Employees who are aware of criminal activity and fail to report it may be subject to disciplinary action. Employees are required to cooperate with any police or audit investigation, and they may be requested to keep their knowledge of the investigation confidential.

#### I. GUIDELINES FOR RECEIVING MONIES

1. All persons receiving monies will strictly adhere to University of Houston Policy and Procedures MAPP 5.01 and 5.01.02. All cash receipts must be made out to "University of Houston—Texas Institute for Measurement Evaluation & Statistics (TIMES)" and kept in a locked in a secured place until deposit has been made.
2. The following responsibilities and duties are mutually exclusive and are not to be performed by the same employee:
  - a. Opening the mail and logging in the cash deposit.
  - b. Preparing the cash deposit.
  - c. Reconciling the cost center activity.

#### II. PROCEDURES FOR EXPECTED PAYMENT

1. When payment is expected, Financial Coordinator will send invoices to customers instructing them to make a payable check to the University of Houston and remit payment to:

University of Houston  
T.I.M.E.S.  
Attn: Research Financial Administration  
4849 Calhoun Rd, Health 1  
RM 373  
Houston, TX 77204-6022

2. Any cash funds received, either by mail or in person, totaling \$100.00 or greater, must be deposited within one **(1)** working day of receipt, according to the cash deposit procedures. Amounts less than \$100.00 may be held no longer than five **(5)** working days prior to deposit.

### III. PROCEDURES FOR REMOTE CHECK DEPOSIT

1. Remote deposit scanners are used to scan checks and money orders for deposit electronically.
  - a. Log in to CashPro Online
  - b. Navigate to the Remote Deposit Screen (Receipts>Remote Deposit) and select "Create New Deposit".
  - c. Select Account Group for T.I.M.E.S.
  - d. Select T.I.M.E.S Account Number for deposit ticket
  - e. Select Deposit Type = Simple
  - f. Select Clearing Channel = Image
  - g. Enter the number of items for the total number of checks
  - h. Enter the total deposit amount for this Account Number
2. Place the checks in the Scanner entry tray. The maximum number of items to place in the tray is 499. If you have more checks you must do a separate deposit
3. Slide the checks up to the line mark in the scanner. Do not push or insert items past the line.
4. Click "Start Capture" and items will begin to scan. Remote deposit will capture each item and populate a count and an amount, which is the total number of checks scanned and the total dollar amount of checks scanned. This will show in the Deposit Item List screen.
5. The scanner will print on the back of each check. These checks do not need to be endorsed; the scanner will print the account number on the back of the checks.
6. If the deposit does not balance, you will need to look through the images on the screen. A yellow triangle will an exclamation or a red triangle will appear on the check.
  - a. Click on that particular check and the system will ask you to key in the amount of check or the routing number.
  - b. A green deposit light on the CashPro screen will appear when complete.
7. Once the deposit is transmitted and balance, the "Complete" button will turn green on the CashPro screen.
  - a. Click "Complete".
  - b. Then click "OK" to transmit the deposit.
8. In the CashPro, go to Remote Deposit "Reports" tab.
  - a. Request Report "Summary of Deposit by Account Report".
  - b. Select Type = PDF
  - c. Enter the date range, account group and select "Create Report".
9. Retain the "summary of Deposits by Account Report" as supporting documentation for the journal entry.
10. Do not include the copies of the check images with deposit journal.
11. Checks must be retained in a secure location for 14 days.
  - a. After 14 days, shred the checks.
12. Checks are retained by TIMES and are not submitted for deposit pick up by the UH Police Department.

#### IV. PROCEDURES FOR OFFSITE/SPECIAL EVENT COLLECTIONS

1. TIMES policy regarding money received in relation to special events is: All money should be received prior to the event and should follow the preceding procedures for Receipts by Mail or Receipts in Person, whichever applies. There may be occasions when it is necessary to collect money offsite at the time of the actual event. This is an exception and is not expected to become the "normal" procedure. If this should occur, use a pre-numbered, two-part receipt book.
2. The procedure listed below should be followed if collecting money at the event:
  - a) The pre-numbered, two part receipt book should be used/completed to issue an immediate receipt for all acceptable funds. All checks received should be verified against the Log Sheet (if applicable). The receipt should contain:
    1. Date
    2. Customer Name
    3. Event/Purpose
    4. Amount Received
    5. Pay Mode (ex: cash, check, credit card)
    6. Name and Signature of Receiver
  - b) Immediately following the event, the money received must be entered in the appropriate Check Log.
  - c) NOTE: Do not eliminate any entry in the Check Log. Errors should be crossed out and initialed. The original Check Log will be kept with departmental fiscal records.
3. Remote deposit scanners are used to scan checks and money orders for deposit electronically.
  - a. Log in to CashPro Online
  - b. Navigate to the Remote Deposit Screen (Receipts>Remote Deposit) and select "Create New Deposit".
  - c. Select Account Group for T.I.M.E.S.
  - d. Select T.I.M.E.S Account Number for deposit ticket
  - e. Select Deposit Type = Simple
  - f. Select Clearing Channel = Image
  - g. Enter the number of items for the total number of checks
  - h. Enter the total deposit amount for this Account Number
4. Place the checks in the Scanner entry tray. The maximum number of items to place in the tray is 499. If you have more checks you must do a separate deposit
5. Slide the checks up to the line mark in the scanner. Do not push or insert items past the line.
6. Click "Start Capture" and items will begin to scan. Remote deposit will capture each item and populate a count and an amount, which is the total number of checks scanned and the total dollar amount of checks scanned. This will show in the Deposit Item List screen.
7. The scanner will print on the back of each check. These checks do not need to be endorsed; the scanner will print the account number on the back of the checks.
8. If the deposit does not balance, you will need to look through the images on the screen. A yellow triangle will an exclamation or a red triangle will appear on the check.
  - a. Click on that particular check and the system will ask you to key in the amount of check or the routing number.
  - b. A green deposit light on the CashPro screen will appear when complete.
9. Once the deposit is transmitted and balance, the "Complete" button will turn green on the CashPro screen.

- a. Click "Complete".
  - b. Then click "OK" to transmit the deposit.
10. In the CashPro, go to Remote Deposit "Reports" tab.
  - a. Request Report "Summary of Deposit by Account Report".
  - b. Select Type = PDF
  - c. Enter the date range, account group and select "Create Report".
11. Retain the "summary of Deposits by Account Report" as supporting documentation for the journal entry.
12. Do not include the copies of the check images with deposit journal.
13. Checks must be retained in a secure location for 14 days.
  - a. After 14 days, shred the checks.
14. Checks are retained by TIMES and are not submitted for deposit pick up by the UH Police Department.

## V. HOW TO PREPARE A JOURNAL ENTRY DETAIL (JED)

[http://www.uh.edu/finance/Web-based%20Training/General\\_Accounting/Create\\_Journal/Creating\\_Journal.doc](http://www.uh.edu/finance/Web-based%20Training/General_Accounting/Create_Journal/Creating_Journal.doc)

**For Remote Check Deposits** - Include an additional transaction line for total credit amount:

- Account Field = 10510
- Fund Field = BANK
- Credit Amount Field = Debit Total Amount
- Bank Line description should note the RCD\_ last 4 digits of the bank account \_date of deposit, and the department ID\_ H0288.

**For Credit Card Deposits** - Include an additional transaction line for each cost center receiving a deposit.

- Account Field = 10512
- Fund Field = BANK
- Debit Amount = total deposit to individual cost center
- Enter TIMES merchant id and date of journal

## VI. GUIDELINES FOR DEPOSITING FUNDS

1. Complete and print a Journal Entry Detail according to University of Houston guidelines (See Section VI).
  - a) Journal must be submitted into workflow via Path 1 (General Accounting).
  - b) Enter the Deposit Number from the "summary of Deposits by Account Report" in the Header reference.
  - c) Upload the "summary of Deposits by Account Report" along with supporting documentation for Journal Entry.
  - d) For credit card deposits, upload the settlement batch detail report along with supporting documentation for Journal Entry. Settlement is be done within 24 hours of processing the payment in BOA Velocity.