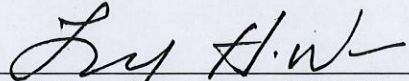




The University Corporation
Research, Investments and Commercial Services California
State University, Northridge

Procedure Number: AC016

Date: September 8, 2006
Revised: December 8, 2022


Lih Wu, Chief Financial Officer

Title: Cash Receipts Procedure and Separation of Duties within Accounting

Statement

This procedure is established to document the cash receipts process and separation of duties.

Purpose

To provide The University Corporation, (TUC), with:

- a) The procedure for receipting, processing, and depositing daily receipts
- b) Documenting separation of duties and internal control

Procedure

There are multiple avenues by which money comes into TUC. The respective processing method for each are described below:

Receipts

Mail:

1. The Front Desk staff scans the checks received. They also record the check information in the OnBase system and enter the department to route the check information to. Front desk personnel will make a copy of all checks received not pertaining to workshops and agencies.
2. The department that receives the routing of check information enters the GL code on the appropriate checks.
3. After scanning, checks are placed in the file room safe and an email is sent to Accounting and the Executive Assistant that checks are scanned and uploaded in OnBase.
4. The assigned Accounting staff deposits checks via desktop deposit equipment, enters check information into the check log spreadsheet, and seals the deposit in a bank deposit bag. A copy of the bank deposit confirmation is attached in the deposit bag and saved electronically in the shared folder as well.
5. The Accountant verifies the receipt check log spreadsheet and deposit are a match when reconciling.



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Receipts (Accounting Office):

Checks presented at the front desk pertaining to workshop and agency funds must be accompanied by a Cash Transmittal Form (attachment 2). The Cash Transmittal Form is time/date stamped using the rapid print machine and copied. The copy is given as a receipt.

Wire Transfers:

1. For granting agencies with cash drawdowns for multiple projects (National Science Foundation (NSF), National Institutes of Health (NIH), US Department of Education (USDE), Internal Revenue Service (IRS), and National Aeronautics and Space Administration (NASA), Accounting provides a copy of daily bank notices of wire transfers to Post-Award Sponsored Programs staff. Sponsored Programs staff prepares a journal entry to record the wires into the general ledger when the wire pertains to more than one project. A copy of the JE is placed in the grant file. When the wire pertains to only one account, Accounting routes it to OnBase just like other departments.
2. The Associate Director of Accounting or the Accountant will prepare a journal entry for wire transfer receipts (food rebate, CSUN, tenant rent...)

ACH:

1. At the end of the month, the Accountant forwards ACH payment information to the Front Desk who enters the information in OnBase which routes the payment information to the correct department.
2. Accountant will prepare a journal entry for ACH.
3. Associate Director of Accounting will review and post the journal entry in GL.

Credit Cards:

The licensing clients and Meal Plan students pay directly to TUC bank account via credit card (Authorize.net).

- The Accountant receives receipts for payments made and:
 - Sends the receipts to the Executive Assistant
 - At end of the month - the credit card payments included with ACH payments are sent to front desk who enter in OnBase and route the payment information to the correct department

Parking:

Parking is handled by Human Resources and is typically a payroll deduction process. It has the possibility of generating a cash receipt if an eligible employee decides not to pay via payroll deduction:

A cash payment may be provided to Front Desk staff and then routed to the Associate Director of Accounting who will handle the deposit with CSUN staff.



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Accounting Office

Entering deposits

- Go to OnBase (OB), workflow, financial services, name tab and select the correct amount, department, and name
- When selecting the check, go to the financial services tab and put the deposit date as the date on the sheet of paper attached to the front of the package
 - If you don't see the financial services tab make sure OnBase is set to Primary Viewer on the top left corner
 - Mark off the complete box and hit the complete button on the top of OnBase
- Go to the Home tab and select reporting, shared with me, and TUC Deposit Report
- Set the parameter to the deposit date
- Export the data to excel and save the file under S/Financial Services/Accounting/Check Deposit Receipts/Deposits for [YEAR]/[MONTH] as "TUC Deposit Report by Deposit Date"
 - Replace the old one
- Use the "Deposit" template in the Check Deposit Receipt folder to input the excel data
- Have both files open, the excel data and the deposit template
 - Make sure to save the Deposit template as a new file that is labeled the date of the deposit
 - e.g. "10.18.19 Deposit"
- Run a Macro script
- After the macro runs, copy and paste the data into the Check Log tab of the Deposit template
 - Keep source format when pasting
- Make sure AR RECEIPTS tab is properly filled out
 - Look at previous deposit to look at how the AR RECEIPTS tab has been filled
 - Cash amounts should be listed on the sheet that is attached to all the checks (at the middle bottom near totals)
- Total the check log tab
- Compare total to desktop deposit confirmation



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Safe Access:

See AC009 Accounting Safes & Securing of Items

Bank Reconciliation:

1. The Staff Accountant prepares the bank reconciliation for North Campus.
2. The Staff Accountant prepares the bank reconciliation for the TUC operating account.
3. The reconciliation is performed each month using the general ledger and respective bank statement.
4. The Associate Director of Accounting reviews the bank reconciliation once it's completed.