HSC OP: 50.26, Completion of Cash Receipts

PURPOSE: The purpose of this Health Sciences Center Operating Policy and Procedure (HSC OP) is to establish the rules and guidelines for making departmental deposits with the use of Cash Receipts.

REVIEW: This HSC OP will be reviewed on April 15 of every year (EY) by the Directors of Accounting Services and Student Business Services, with recommendations for revisions forwarded to the Vice President and Chief Financial Officer by May 1.

POLICY/PROCEDURE:

1. **General Guidelines.**

   The online Cash Receipts system must be used to record deposits. The site is available at [https://www.fiscal.ttuhsc.edu/CashReceipts](https://www.fiscal.ttuhsc.edu/CashReceipts). A ‘Cash Receipts Help’ document is also available on this site to provide detailed instruction for using the Cash Receipts system.

   The following informational items must be provided for all deposits:

   [1] **DEPOSIT DATE:** This date will feed to Banner as the transaction date. If this date does not match the actual bank deposit date, Student Business Services may change the date.

   [2] **AMOUNT DEPOSITED:** The component amounts and total amount of the funds to be deposited.

      a. Checks should be stamped with the institutional endorsement stamp immediately upon receipt. If not stamped, the departmental FOAP should be prominently displayed on the back of each check to be deposited.

      b. For cash and check deposits, the sum total should be re-verified and the supporting computation (adding machine tape) should be attached.

   [3] **Bank Code:** Enter the appropriate bank code for your depository. Lubbock deposits that are not MPIP are typically coded to bank 66-HSC Plains Capital General Fund.

   [4] **Notes:** Notes are not required. They may be useful to the intermediate approver or for queries.

   [5] **SBS Notes:** This field is reserved for Student Business Services to communicate with you in the event a cash receipt is returned.

   [6] **Deposit Types.**

      a. **Contract Revenue**

         - FOAP information is defaulted from the contract accounts receivable (billing) in the Contract Database and Contract AR systems
         - Description is required and will feed to Banner and be reflected in Cognos reports (see Item 3. below for more detail)
         - Contract Number is required. You must select an AR Billing from the choices available when you click on the “Billing” button.
         - Deposit Number is for Student Business Services (SBS) and Accounting Services use only
         - Line Notes are not required but provide an additional data field for queries
or reports. This information will not feed to Banner on your ledger reports.

- Payment Type is required for every line. Select the Payment Type from the drop-down menu. The Merchant ID is required for MasterCard/Visa/Disc, American Express, or Phreesia. The last four digits of the Merchant ID should be entered for the chosen card type.
- Line Amount is the total amount for this detail line.
- After you enter each detail line of the deposit, you must click ‘Add Line’.

b. **Expense Reimbursements**

- FOAP information is required and should match the FOAP information of the original expense that is being reimbursed.
- Description is required and will feed to Banner and be reflected in Cognos reports (see Item 3. below for more detail)
- Original Expense Document ID is required
- Deposit Number is for Student Business Services (SBS) and Accounting Services use only
- Line Notes are not required but provide an additional data field for queries or reports. This information will not feed to Banner on your ledger reports.
- Payment Type is required for every line. Select the Payment Type from the drop-down menu. The Merchant ID is required for MasterCard/Visa/Disc, American Express, or Phreesia. The last four digits of the Merchant ID should be entered for the chosen card type.
- Line Amount is the total amount for this detail line.
- After you enter each detail line of the deposit, you must click ‘Add Line’.

c. **Other**

- FOAP information is required
- Description is required and will feed to Banner and be reflected in Cognos reports (see Item 3. below for more detail)
- Deposit Number is for Student Business Services (SBS) and Accounting Services use only
- Line Notes are not required but provide an additional data field for queries or reports. This information will not feed to Banner on your ledger reports.
- Payment Type is required for every line. Select the Payment Type from the drop-down menu. The Merchant ID is required for MasterCard/Visa/Disc, American Express, or Phreesia. The last four digits of the Merchant ID should be entered for the chosen card type.
- Line Amount is the total amount for this detail line.
- After you enter each detail line of the deposit, you must click ‘Add Line’.

d. **GE Patient Billing Revenue**

- FOP information is required (the account code will automatically default)
- Description is required and will feed to Banner and be reflected in Cognos reports (see Item 3. below for more detail)
- Contract Number is required. However, you will not select a Billing as an accounts receivable (billing) is not required.
- Deposit Number is for Student Business Services (SBS) and Accounting Services use only
- Line Notes are not required but provide an additional data field for queries or reports. This information will not feed to Banner on your ledger reports.
- Payment Type is required for every line. Select the Payment Type from the drop-down menu. The Merchant ID is required for MasterCard/Visa/Disc, American Express, or Phreesia. The last four digits of the Merchant ID should be entered for the chosen card type.
- Line Amount is the total amount for this detail line.
- After you enter each detail line of the deposit, you must click ‘Add Line’.

e. **Clinical Trial**

- FOP information is required (the account code will automatically default).
• Description is required and will feed to Banner and be reflected in Cognos reports (see item 3. Below for more detail)
• Subtype is required. Select the Subtype from the drop down menu that identifies the type of entity or type of revenue received. This information will determine the appropriate account code.
• Deposit Number is for Student Business Services (SBS) and Accounting Services use only
• Line Notes are not required but provide an additional data field for queries or reports. This information will not feed to Banner on your ledger reports.
• Payment Type is required for every line. Select the Payment Type from the drop-down menu. The Merchant ID is required for MasterCard/Visa/Disc, American Express, or Phreesia. The last four digits of the Merchant ID should be entered for the chosen card type.
• Line Amount is the total amount for this detail line.
• After you enter each detail line of the deposit, you must click ‘Add Line’.

f. Sponsored Program
• FOP information is required (the account code will automatically default)
• Description is required and will feed to Banner and be reflected in Cognos reports (see item 3. Below for more detail)
• Subtype is required. Select the Subtype from the drop down menu that identifies the type of entity or type of revenue received. This information will determine the appropriate account code.
• Deposit Number is for Student Business Services (SBS) and Accounting Services use only
• Line Notes are not required but provide an additional data field for queries or reports. This information will not feed to Banner on your ledger reports.
• Payment Type is required for every line. Select the Payment Type from the drop-down menu. The Merchant ID is required for MasterCard/Visa/Disc, American Express, or Phreesia. The last four digits of the Merchant ID should be entered for the chosen card type.
• Line Amount is the total amount for this detail line.
• After you enter each detail line of the deposit, you must click ‘Add Line’.

g. Gift
• FOP information is required (the account code will automatically default)
• Description is required and will feed to Banner and be reflected in Cognos reports (see item 3. Below for more detail)
• Subtype is required. Select the Subtype from the drop down menu that identifies the type of entity or type of revenue received. This information will determine the appropriate account code.
• Deposit Number is for Student Business Services (SBS) and Accounting Services use only
• Line Notes are not required but provide an additional data field for queries or reports. This information will not feed to Banner on your ledger reports.
• Payment Type is required for every line. Select the Payment Type from the drop-down menu. The Merchant ID is required for MasterCard/Visa/Disc, American Express, or Phreesia. The last four digits of the Merchant ID should be entered for the chosen card type.
• Line Amount is the total amount for this detail line.
• Gift Information including Legal Name, Address, and Contact Name is required.
• Gift Type is required. Select the Gift Type from the drop down menu that identifies the type of gift received.
• Supporting documentation is required to be included with a cash receipt with Gift Type lines. For funds to be properly posted to the system, the following supporting documents are required:
  o Proposal request made to the donor for the funds
  o Award letter
o Copy of the check with the routing number blacked out on the check copy

• After you enter each detail line of the deposit, you must click ‘Add Line’.

h. **Sales and Services**

• FOAP information is required
• Description is required and will feed to Banner and be reflected in Cognos reports (see Item 3. below for more detail)
• Deposit Number is for Student Business Services (SBS) and Accounting Services use only
• Line Notes are not required but provide an additional data field for queries or reports. This information will not feed to Banner on your ledger reports.
• Payment Type is required for every line. Select the Payment Type from the drop-down menu. The Merchant ID is required for MasterCard/Visa/Disc, American Express, or Phreesia. The last four digits of the Merchant ID should be entered for the chosen card type.
• Line Amount is the total amount for this detail line.
• After you enter each detail line of the deposit, you must click ‘Add Line’

2. **Banner FOAP**

**Fund:** A six-digit code that defines the type of money and the ownership of cash or fund balance.

**Organization:** A six-digit code that defines who earns or spends the funds.

**Account:** A six-digit code that defines the type of revenue earned or the type of expense incurred. Also refers to an asset or liability account.

**Program:** A two-digit code that classifies the function of revenue or expenditure.

3. **Description:** The description field is 30 characters in length and must provide a very clear description of the purpose and nature of the deposit.

a. Revenue deposits involving checks and currency, the description must show the date of the validated deposit slip (where applicable) and must include a general explanation of the revenue source or applicable operating unit using the following standardized format: Date, Fund Type, Payor and any other relevant information where Date Format should be MM/DD; Fund Type format should be Cash (for cash or check deposits), Wire, MC/V/DISC, AMEX, or Phreesia.

b. Revenue deposits involving wire transfers, each wire transfer must be shown on a separate deposit line.

c. Revenue deposits involving credit card payments, each batch settlement and card type must be shown on a separate deposit line. The description for credit card deposits must also show the last four digits of the merchant ID for the credit card machine.

4. **Deposits of Sales Tax.**

Deposits to record sales tax should be recorded to appropriate departmental Banner Fund and Banner Account 210013.

5. **Exceptions.**

a. **Procurement Card (P-Card) Reimbursements** - All deposits for reimbursements or refunds to procurement card transactions must be sent to the Procurement Card Coordinator in Payment Services for processing. Student Business Services will not accept these deposits directly from departments.

b. **Travel Reimbursements** - All deposits for reimbursements or refunds against travel expenditure transactions must be sent to the Travel Coordinator in Payment Services for processing. Student Business Services will not accept deposits directly from departments.