

BURSAR

OPERATING PROCEDURES

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I. Cashiering in Peoplesoft Student Financials

1.1 Security

Each Cashier is assigned a logon id to the network and another logon id to Peoplesoft Student Financials. Logon ids are issued through the University Computing Center (UCC). For security to be given, a request is sent to UCC when approved by the Bursar or the Assistant Bursar. Staff is instructed that passwords should be kept confidential.

Cashiers are then assigned to a security class this request is submitted through the Bursar to the Peoplesoft Financials Functional Lead.

1.2 Opening

Cashiers are under the direct supervision of the Assistant Bursar.

On a daily basis each Cashier receives a drawer with a level of \$500.00 from the Vault Custodian.

The drawer is issued from the Vault. The contents of the drawer are verified by the Cashier in the presence of the Vault Custodian.

The amount verified is recorded on the Vault Reconciliation form (**Exhibit 1A p.2**). The Cashier initials off on the reconciliation verifying the dollar amount taken from the Vault. On the same form the Cashier indicates the station number they are assigned to.

Each Cashier is assigned a key to a station and each station has a locked drawer.

The Cashier Office is opened and closed by the Assistant Bursar on a daily basis. The Assistant Bursar opens each Cashier and records the amount of funds in Peoplesoft that was received from the Vault. **See Cashier Training Manual II for detailed procedures on opening and closing the Cashier Office.**

The Assistant Bursar determines what tenders will be accepted by each Cashier (cash, check, or charge).

1.3 Processing Transactions

Once the Cashier Office is opened, the Cashier can now process transactions. **See Cashier Training Manual I for detailed procedures on processing transactions.** Also, there are several transactions processed by the Cashier that would require a fee to be assessed through a process named "Quick Post". See section on **Quick Post** to determine how to process.

If cash is to be given back to a student for any reason, the student is required to sign both the receipt kept by the Cashier and the receipt given to the student.

1.4 Processing Payments for Traffic Tickets

Determine if Charge Has Been Assessed

When a Cashier processes a payment for a ticket, the Cashier must first determine if the charge for the ticket has been assessed on the student's account. If the ticket charge has not been posted to the account, the Cashier must post determine if the ticket exists in the database to ensure the proper amount is assessed to the student. The Cashier would have to navigate to Go-UNO-Motor Vehicle-Inquire-View Tickets. If the ticket is in the database for the student determine the amount to charge. The ticket fine would be posted to the account using Quick Post. The reference field must indicate the actual ticket number. The term and due date fields must also be completed. The due date should always be the date entered.

Ticket Does not Exist in Database

If the ticket does not exist in the system but the student has the actual ticket, the Cashier will determine the amount to charge and assess the fine through quick post as indicated above.

If the student does not have the ticket and Campus Police does not have record of it and/or it has not been entered into the system, we cannot process the payment.

Processing Payment

If the charge has been assessed, the Cashier will not need to post the charge for the ticket but proceed to collect payment.

Next, the Cashier must post the payment to the account. When the payment is entered, the Cashier must put the six digit ticket number in the reference field. This field can only contain numeric characters.

Through nightly processes the ticket is marked as paid in the Motor Vehicle Database.

1.5. Voids

If a Cashier needs to void a receipt, it is necessary to obtain approval from either the Assistant Bursar(s), Accounting Specialist 2, or the Bursar. A "Void Documentation" (**Exhibit 1B**) form is completed for each voided transaction and attached is the original receipt. An explanation must be documented on the form as to why the receipt was voided.

If a cash receipt is required to be voided, it may be only done so in the presence of the customer, the Cashier, and the Assistant Bursar. Otherwise, a shortage will have to be recorded.

1.6 PCLO

When the Cashier closes, it is necessary for the Cashier to determine if a Petty Cash Closeout (PCLO) is necessary. A PCLO occurs when a Cashier cash an employee's personal check. **See Cashier Training Manual 1 for detailed procedures for cashing checks.** The Cashier is required to run a query named U_SF_CASH_CHECK_DATE_OPERATOR to determine the amount of the PCLO. The amount in this query in column heading "Amount" is the amount needed to be replenished. The Cashier then processes a Cash Replenishment (**instructions for processing a Cash Replenishment is defined in Cashier Training Manual 1**). The Cash Replenishment receipt along with the results of the query is then given to the Vault Custodian in order for funds to be replenished. A "Teller Closeout/Request for Cash" form (**Exhibit 1C**) is completed by the Vault Custodian and the Vault Custodian then disburses funds to the Cashier. Both the Vault Custodian and the Cashier are required to sign this form.

1.7 PCSH/Currency Exchange

If a Cashier needs to request additional funds from the Vault or in need of any currency/coin exchanges, the Teller Closeout/Request for Cash" form (**Exhibit 1C**) is completed also and requires the signatures of the Cashier and the Vault Custodian.

After a PCLO is processed the Cashier can then proceed to closeout.

1.8 Closeout Reports for Cashier

The Cashier is responsible for printing out a listing of all receipts (query name U_SF_RECEIPT_BY_DATE_OPERATOR) and verifying if any funds were incorrectly recorded to visa or cash using queries U_SF_TARGET_TENDER_1 and U_SF_TARGET_TENDER_2.

A closeout panel is printed out (**Exhibit 1E**) and the Cashier verifies the amount of cash on hand, checks, and charges. The amount reflected as charges should agree to the credit card batch settlement; if there is a discrepancy, it is investigated. The amount of cash less the opening balance is recorded on a deposit slip. The dollar amount for the checks is also recorded on the deposit slip and all totals should agree with the closeout panel. Checks are copied and the roll number and index number are logged.

If the actual deposit does not agree with the amounts on the closeout panel, it must be investigated by the Assistant Bursar. If overage or shortage is determined, it is handled as described in (**Exhibit 1F**). Also, each Cashier must complete a Cash/Over Short (**Exhibit 1D**) form signed by the Cashier and the Assistant Bursar, attach it to the closeout panel and then proceed to the Vault.

1.9 Closeout Reports for Assistant Bursar

The Assistant Bursar is also responsible for determining if any of the following items appear before closing the Cashier Office:

- Determine if there are any receipts under Go-Manage Student Financials-Run Cashiering-Post Receipts. Select the appropriate business date. If any receipts are listed, each receipt must be voided and given to the appropriate person to process again. If this is not done it is possible that a student will receive a duplicate payment for one receipt.
- Determine if any payments were applied to a future term or a prior term using query U_SF_FUTURE_PRIOR_TERM_PYMT. If any payments were recorded, the receipt must be voided and the appropriate person will need to process the transaction again.
- Determine if any payments were incorrectly recorded as cash or visa using queries U_SF_TARGET_TENDER_1 and U_SF_TARGET_TENDER_2. If any payments appear in this query, the receipt must be voided and the appropriate person will need to process the transaction again.

1.10 Closing

The Vault Custodian verifies the deposit and determines if it agrees with the closeout panel, if it agrees the Vault Custodian and Cashier signs and dates the closeout panel as well as the deposit slip. If there is a discrepancy, the Vault Custodian records the amount of the actual deposit and both the Cashier and the Vault Custodians signs and dates the closeout panel and the actual deposit slip.

The Cashier also returns their teal along with the opening balance back to the Vault Custodian. On the Vault Reconciliation, the Vault Custodian indicates the amount returned and initials the form indicating that she has received the opening balance.

The Cashier takes the signed closeout panel, deposit slip, and credit card batch settlements to the Assistant Bursar for verification. The Assistant Bursar enters closing amounts into Peoplesoft and printout the closing balances and sign and date the forms. If there is an overage or shortage it is handled in the manner described above. The Assistant Bursar then submits these documents to the Assistant Bursar of Fiscal Operations who is responsible for reconciling cash.

After each Cashier submits their closeout panels to the Assistant Bursar, she closes the Cashier Office and opens the Office for the next business date.

1.11 System Down

When the system is down, each cashier is responsible for obtaining manual receipts from the Vault Custodian. As issued to each Cashier, the Vault Custodian, indicates the beginning and ending receipt numbers on a log and the log is initialed and dated by the Vault Custodian and the Cashier. **See Exhibit 1H.**

The Cashier is responsible for completing the manual receipt for all payments collected. The receipt must include the student's name, student id number, dollar amount received, the signature of the student, and the amount of change given back (if applicable). The manual receipt is a three-part form and is distributed as follows: white copy-goes with Cashier work, yellow copy-goes to student, and pink copy-filed in binders. **See Exhibit 1I.**

The receipts are to be used in sequential order and logged in the manual receipt log book kept at the front counter.

The Assistant Bursar is responsible for ensuring that the Manual Receipt log book is kept up to date and responsible for accounting for any missing receipts. The Assistant Bursar is also responsible for ensuring that all manual receipts are recorded in the system when available.

The cashier closeout form used when the system is down is located at **Exhibit 1G**. Once completed the Cashier will proceed as described in the section "Closing".

1.12 Emergency Shutdown

In the event of a fire drill or any other hazardous condition, each cashier is responsible for keeping sealed bags by their station. The contents of their drawer are to be placed in the sealed bag, recorded on the log book, and immediately taken to the Vault. The Vault Custodian will acknowledge the receipt of the sealed bag by initialing and dating the log. The Cashier will initial and date the log as well. The Assistant Bursar will have custody of this log.

1.13 Burglary

In the event there is an armed robbery, each Cashier will be made aware of the panic alarm located under each Cashier Station. The panic button should be pressed and proceed to cooperate with the armed individual.

1.14 Video Surveillance

There are three cameras in the Bursar area and activity is to be videotaped on a daily basis. The video tape is in the Bursar's Office. If for any reason activity is not being taped, the Director of Accounting Services must be notified immediately.

In the event there is an armed robbery, each Cashier will be made aware of the panic alarm located under each Cashier Station. The panic button should be pressed and proceed to cooperate with the armed individual.

1.15 Restrictions to Vault and Cashier Area

The Vault area should only be accessible to UNO employees and those having a legitimate need for access. The main entrance to the Vault area should be closed at all times. No one is to enter the Cashier area except for Bursar staff, Assistant Director of Accounting Services, and the Director of Accounting Services.

1.16 Keys

Keys to locked items in the Bursar area are maintained by the Vault Custodian. Any problems with any locks or keys should be reported to the Assistant Bursar if it relates to any Cashiering function. All others should be reported to the Bursar.

1.17 MicroFilm

All checks for every deposit are to be copied using the check copier. When the film is at the end of its roll, the Assistant Bursar is responsible for ensuring that film is changed, and the old film is mailed for development. The film should be labeled and the roll number should appear on the label before it is mailed. When the film is mailed back to the Office, it should be stored in numerical sequence inside of the Vault.

1.18 Training

Each supervisor in the Bursar area is responsible for reviewing procedures with their staff on a monthly basis. This training will be documented indicating the nature of the training, the signatures of the trainer and trainee, and the date the training was conducted.

II. Group Posting in Peoplesoft Student Financials

Groups are created by the following areas:

- Bursar
- Student Housing
- Financial Aid
- Parking
- Metro College
- Registrar

When a group is created by the Bursar area, Registrar, or Metro College, a Group Data Entry form (**Exhibit 2A**) is completed by the individual creating the group. **See detailed instructions for creating a group in the Group Data Entry I manual.** All supporting documentation is attached to the back of the form. All groups should include the form, a printout of the group data entry panel that reflects control totals and the origin id (**Exhibit 2B**). When determining the item type to use, the user **must** review the accounting behind the item types to ensure the debit and credit is appropriate for the entry being made.

If the group is for charges to be placed on the student's account, the data entry for each student must include the term, due date, and in the reference field the actual group# (GPXXX) (**Exhibit 2B**).

If the group created is for a payment to be applied to a student's account, the data entry for each student must include the term, and the box "restrict payment to account" must be checked (**Exhibit 2C**).

Once completed, the user must ensure that control totals are accurate. The amount entered must agree with the control totals before posting. Once verified, the group is given to the Assistant Bursar or Third Party Billing Coordinator for approval. If the Third Party Billing Coordinator creates the group, it is approved by the Assistant Bursar or Bursar. Each group is placed in a folder. On the outside of the folder the group id# is written, the date, and the month/year when created.

When approving the group, the approver should verify that the group has adequate supporting documentation. The approver should verify that the correct item types were selected and that the accounting behind the item types is accurate. **If not accurate, the group should not be approved.** Each approver should review the "Inquire Posting Group" panel to determine if control totals are accurate (**Exhibit 2D**). If everything is accurate for posting, it is done as prescribed in the **Group Data Entry II manual**.

Supporting documentation for groups created by Student Housing, Financial Aid, and Parking is located at those local offices. The Vault Custodian, post Student Housing and Financial Aid groups upon request via email from their local offices. The groups created by Parking are done through an overnight process named ZSFMU005 which records

unpaid tickets to the student's account. These groups are processed by the Vault Custodian on the next business day.

III. Quick Posting in Peoplesoft Student Financials

Quick Posting is mainly performed by the Cashiers. Quick Post is done for any funds collected for:

Account Type - Other

Transcripts - 260000000100
Diploma Fee - 260000000200
Thesis Binding Fee – 260000000900
Advance Standing Fee - 260000001000

Account Type - Library

Library Books – 210100000105
Library Fines – 210100000100
Library Service Charge - 210100000110

Account Type - Fines

Traffic Ticket Fines - 210100000300
Delinquent Payment Fee - 210100000200

Account Type - Applications

Undergraduate Application Fee - 280000000100
Graduate Application Fee - 280000000200
Late Application Fee - 280000001000

Account Type – Parking

- Fall/1st Decal – 230000000100
- Fall/Additional Decal - 230000000200
- Spring/1st Decal - 230000000300
- Spring/Additional Decal - 230000000400
- Summer/1st Decal – 230000000500
- Temporary Decal – 230000000600

Account Type – Housing

Housing application fee for Bienville Hall - 220700002800
Housing application fee for Lafitte Village - 220700000200

Account Type – Deposits

Housing deposits for Bienville Hal - 220200001000
Housing deposit for Lafitte Village - 220200002000
Executive Education Deposit

- Executive Health Care Program (EMHCM) – 110000001200
- Executive Management Program Jamaica (GEMBJ) – 110000001300

- Executive Management Program U.S. (GEMBA) – 110000001100

Account Type – Miscellaneous

Write-off reversal - 599999999999

Perkins loan Paybacks - 210000002000

Resnet – 210000000750/290000000600

Music Key Deposit - 210000000900

The charges for these items are assessed when funds are collected. If not assessed the payment would be applied to the students account and result in a credit balance if the charge is not assessed. When a quick post is done, a printout is attached to the receipt kept by the Cashier.

IV. Departmental Deposits

4.1 Overview Departmental Deposits

Currently departmental deposits are processed through Peoplesoft Financials. Each department is required to deposit all funds with the Bursar no later than the next business day after funds are received. Deposits are accepted 8:00 a.m. – 12:00 p.m. and 1:00 p.m. – 4:00 p.m. Please view **Exhibit 4A** for more information concerning the processing of deposits when funds are collected by departments throughout the campus.

4.2 Security

Each Cashier is assigned a logon id to the network and another logon id to Peoplesoft Student Financials. Logon ids are issued through the University Computing Center (UCC). For security to be given, a request is sent to UCC when approved by the Bursar or the Assistant Bursar. Staff is instructed that passwords should be kept confidential.

Cashiers are then assigned to a security class this request is submitted through the Bursar to the Peoplesoft Financials Functional Lead.

4.3 Deposit Transmittal

Each department is required to complete a deposit transmittal (**Exhibit 4A page 7**). The transmittal must be signed by the person who prepared the transmittal and the person who approved the transmittal. The preparer and the approver must not be the same individuals.

4.4 Processing Deposits

Step 1: Cashier must log manual receipts out from the Vault on a daily basis. Any unused receipts are logged in at the end of the day.

Step 2: When receiving a departmental deposit, the cashier must verify the deposit slip with the actual money received and against the deposit transmittal presented by the department.

Step 3: Any amounts recorded on the transmittal relating to visa and American express should be verified against the batch settlements to ensure funds will be deposited in the University's bank account prior to recorded funds on the books.

Step 4: The manual receipt is then recorded into the Deposit Log that is kept in numerical sequence by manual receipt#. The Assistant Bursar is responsible for ensuring the log is up to date and accurate.

Step 5: Departmental Deposit transactions are processed on journal vouchers. The manual receipt# is recorded in the header description of the journal voucher.

Step 6: The voucher# assigned is recorded on the manual receipt and is recorded in the log book.

Step 7: The Assistant Bursar is responsible for ensuring all vouchers are accurate and pass budget check.

Step 8: The Cashier takes departmental deposits to the Vault periodically throughout the day to ensure large sums of funds are not on hand at any given time. Each deposit taken to the Vault is recorded on the Cashier's log sheet. The Vault Custodian also initials and dates the log sheet verifying that deposits are received. Information on the log sheet includes the following:

1. Date Processed
2. Name of Department
3. Date Recorded
4. Cash Amount
5. Check Amount
6. Visa/Mastercard Amount
7. American Express Amount
8. Over/Shortage
9. Grand Total
10. Manual Receipt#
11. Voucher#
12. Received By (Vault Custodian)
13. Comments

Step 9: The Assistant Bursar forwards all completed journals to the Cash Reconciliation Voucher Accountant (CRVA) on a daily basis. Any journals that fail budget check, the Assistant Bursar is responsible for following up on those with the respective department. When the journals pass budget check, they are then given to the CRVA.

Step 10: If at the end of the day a deposit has not been processed, the cash and checks are given to the Vault Custodian for deposit and recorded on the Cashier's log sheet. The paperwork for the deposit is placed in a sealed bag and given to the Vault Custodian for safekeeping until the next business day. The bag# is recorded on a log sheet and is initialed by the Cashier and the Vault Custodian. The Assistant Bursar will be responsible for ensuring any unprocessed deposits are processed no later than the next business day.

V. Vault Reconciliation

5.1 Overview of Vault Operations

The Vault Custodian is responsible for preparing all deposits that are sent to the bank via the armored car carrier.

5.2 Security

There are two safes on the inside of the Vault with two separate combinations. The outer door also has a different combination. There is also a night depository safe located in the Bursar's Office in Room 1006 (A) which has its own combination. When the security alarm is set, no entrance to the Vault or the night depository is allowed without the alarm not sounding off. Once the alarm is set, it will be triggered if someone attempts to access the Vault or night depository safe. Inside the Vault area, there is a motion detector. The security camera is focused on the Vault entrance at all times.

The Vault Custodian is the only one authorized to enter the Vault unescorted. In the absence of the Vault Custodian, two persons will be required to enter the Vault to ensure the safekeeping of the Vault's contents.

If for any reason the Custodian needs to leave, the Vault will be reconciled by both the Custodian and the Assistant Bursar of Fiscal Operations.

All funds in the Vault are kept in either Safe #1 or Safe #2. The Vault drawer must also be placed in the Safe at the end of each business day. All cashier drawers are kept in the safe as well.

The combination to the Vault door and the night depository safe is to be changed annually.

5.3 Petty Cash Custodians

The University has petty cash custodians campus wide (**Exhibit 5D**). Each custodian is responsible for ensuring that the petty cash amount on hand is accurate and any discrepancies should be reported immediately to the Bursar. Authorization for the petty cash fund is on file in the Vault. Annually, a petty cash confirmation (**Exhibit 5A**) is done with each custodian and each custodian is subject to audit by the Vault Custodian.

5.4 Deposits Prepared for the Armored Car Carrier

Daily deposits are given to the Armored Car carrier for pick-up. The Vault Custodian is responsible for ensuring that all deposits received on the previous day are sent to the bank. If the Armored Carrier does not come on a given day, the Custodian is to report this to the Assistant Bursar of Fiscal Operations immediately as well as to the Bursar and Director of Accounting Services. The carrier must be notified immediately.

All deposits are recorded on a deposit log (**Exhibit 5B**). There is a section on the deposit log for all departmental deposits, cashier deposits, and those that are received in a sealed bag. Those deposits received in a sealed bag from a department are not verified again but forwarded to the bank in the same sealed bag. The tags from each sealed bag are stapled to the actual deposit log. The sealed bags to be picked up are recorded in the deposit log manifest book (**Exhibit 5C**). The total in the manifest book should agree with the deposit log for that specific day.

The deposit log is given to the Reconciliation Voucher Accountant (CRVA) who is responsible for determining if each deposit has been recorded on the general ledger and if all deposits recorded on the ledger was sent to the bank. Once reviewed by the CRVA, the log is signed and filed.

The Vault Custodian files all cashier work in a folder labeled with the business date and gives this work to the CRVA on the next business date for review.

5.5 Petty Cash Reimbursements

Each Petty Cash Custodian referred to in 5.3 will come to the Vault to replenish their Petty Cash. Petty Cash can be used for any items as documented in **Exhibit 5G**. The forms used and documentation needed to issue petty cash is documented in **Exhibit 4A pages 11-15**. The Purchasing Department must first approve the documentation and then approved by the Assistant Bursar or Bursar for approval (the only exception is for the Bookstore – no approvals are required). The Vault Custodian must ensure the appropriate signatures are present prior to issuing any funds from the Vault. If request is properly supported, the Vault Custodian must complete the “Teller Closeout/Request for Cash” form (**Exhibit 1C**).

The Vault Custodian then makes a copy of the form and gives the original form with supporting documentation to the CRVA. The CRVA is responsible for creating a journal voucher for the transaction to record the expenses and decrease cash on the ledger. The Assistant Bursar of Fiscal Operations is responsible for approving the journal.

If the reimbursement is from the Bookstore the journal must be created based on when the expenditures occurred to ensure sales taxes are recorded properly.

5.6 Change Orders

Change orders are necessary when funds are paid out from the Vault. The directions on how to order money is located at **Exhibit 5E**. The amount to order is recorded on a “Change Order form” **Exhibit 5F**. To inquire about a change order please see **Exhibit 5I**. After funds are ordered, a transaction# is given and recorded on the form. The CRVA is responsible for placing the order and is also responsible for preparing a journal voucher for the amount ordered.

The journal voucher debits the cash account (110007) and credits the cash account (110007). Funds are ordered in whole dollars. However if the amount to order is not in whole dollars the difference is recorded to the petty cash account (110100). The additional money ordered when received is deposited "CRDU". The Vault Custodian is responsible for preparing a deposit slip and providing a copy of the journal voucher to the Cashier for supporting documentation.

The amount necessary to order is located on the Vault Reconciliation (**Exhibit 1A**) and recorded as a current payout. A change order is completed for any cash replenishments as described in 1.6 and any petty cash reimbursements as described in 5.4.

The funds ordered are delivered by the Armored Car carrier. Once received, the Vault Custodian must verify the funds ordered within 48 hours. If there is a discrepancy, the Assistant Bursar and Bursar must be notified immediately and the bank must be notified as well. The amount received is recorded on the reverse side of the Vault Reconciliation **Exhibit 1A**. The amount of the CRDU is also recorded on the reverse side of the Reconciliation.

5.7 Vault Reconciliation

The Vault Reconciliation is prepared by the Custodian and approved by the Assistant Bursar of Fiscal Operations. The Vault Reconciliation must be completed at the end of each business day and approved on the next business day. The information needed for the Reconciliation is specified **Exhibit 1A**. Vault Balance is always kept at \$80,000.00 unless additional monies are ordered by the Bookstore or Bursar during Registration. During these times the balance may increase. The Vault Reconciliation to be used for Bursar Registration funds is located at **Exhibit 5H**.

If for any reason the Vault is not in balance, the Custodian must notify the Assistant Bursar of Fiscal Operations and the Bursar.

5.8 Supplies to Order

It is the responsibility of the Vault Custodian to order any supplies needed and to determine if all items are in working order. Most supplies are ordered from the financial institution or from the University's catalog.

5.9 Other Items Stored in Vault

The Accounts Payable and Payroll Departments store stock to produce checks in the Vault. Each department has a log for the unused serial#s which are found on the reverse side of the stock that is kept in the vault. As stock is needed someone from their area will sign out the stock. The log is initialed by both the Custodian and the member of the department.

As additional stock is ordered by these departments, they are delivered to the Vault. The Vault Custodian does not receive the order until a member of the Payables or Payroll Department is present. Any discrepancies are investigated by the member of the particular department.

Also, promissory notes are stored in the vault, developed microfilm, and keys.

VI. Overview

Cash/Check/Credit Card payments are entered into the Peoplesoft Student Financials Module using one of the following methods:

1. Receipts
2. Group Post
3. Quick Post
4. Payment Reversals
5. Web Payments
6. Check Cashing
7. Cash Replenishment

6.1 Receipts

Receipts are those transactions processed by cashiers upon receipt of funds from a student. These are face-to-face transactions. These transactions have a line action of “CSH” on Item_Line_SF. Query name U_SF_RECEIPTS_BY_DATE_BY_OPERATOR provides you with a listing of all receipts for a cashier by business date. Query SF750 also provides a listing of receipts for a given deposit.

To determine how these transactions are processed please review the “Cashier Training Manual”.

6.2 Group Post

Transactions using this method are processed in batch and are assigned a group id number. The most common transactions processed using this method are Admission deposits, Financial Aid payments (specifically all loans), Wire payments, and Returned Checks. These transactions have a line action of “GRP” on Item_Line_SF. On occasion a risk exists that Financial Aid Payments can be recorded using a method named “on-line disbursement”. Such disbursements are reflected on Item_Line_SF with a line action of “GRP” and will not appear in the query referenced below.

Query name U_SF_DSIMON_CASH_GROUP_POST is used to find any groups with cash/check payments. Query name U_SF_DSIMON_CHARGE_GL is used to find any groups with credit card payments. To determine how to group post transactions, please review the “Group Post Training Manual”.

6.3 Quick Post

Payment Reversals also appear as quick post items on ITEM_Line_SF with a line action of “QCK”. Such transactions are initiated due to a payment being applied to an incorrect account, credit card payments not actually received via the web, or any other error.

Quick Post is also to correct any financial aid loan payments that may have been misapplied. An example of such transactions would be when aid from a group post is posted twice. To reverse the aid, you must use quick post and indicate the prior payment id number.

Quick Post should not be used to process payments. Such payments should always be processed using the receipt function. However, a risk exists that payments can be processed using quick posts.

Quick Post can be identified in the query U_SF_PAYMENT_REVERSALS_REV and U_SF_QUICK_POST_BY_DATE.

6.4 Payment Reversals - Please see Quick Post section.

6.5 Web Payments

These payments are processed via the internet. To determine the payments that are processed using the web, use query name U_SF_DSIMON_WEB_PAYMENTS. If a web payment has a payment status of “Payment Settled” and a posted status of “Successfully Posted”, this would mean that the transaction was posted to the student’s account and that the University will receive payment in the bank. The various payment statuses and posting statuses are listed below:

Payment Status

Payment Submitted – funds will not be received in bank

Declined – funds will not be received in bank

Payment Settled – funds will be received in bank

Post Status

Pending – student account will not be credited

Errors Encountered – possible that student account was not credited

Successfully Posted – student account was credited

6.6 Check Cashing

Check Cashing transactions are a result of an employee cashing a check. These transactions are identified in query name U_SF_Cash_Check_Date. The amount represented in this query is the dollar amount that must be issued from the vault to ensure the cashier drawer remains at the same cash level. To determine how these transactions are processed, please read the “Cashier Training Manual”.

6.7 Cash Replenishment

A cash replenishment is a transaction that must be done if a cashier had to cash a check. The cashier creates the receipt and take it to the vault to receive funds from the vault.

6.8 Line Actions on Item Line SF

1. CSH = Payment made through Cashier Office and should have a receipt number
2. GRP = Payment applied through Group Post Functionality
3. QCK= Payment and/or charge applied through Quick Post Functionality also reflects payments that were reversed.
4. TUI = Fee assessed through Tuition Calc Functionality
5. CRV= Charge reversed by Bursar employee
6. GNR= Due date posted through billing process
7. PMT/PAY= Payment posted through Payment Applier Process and/or Moving of Payment via Excess Account process – should net to zero.
8. BCK= Charges through Tuition Calc process were reversed.
9. REF= Student Refund
10. CCP=Web Credit Card Payment
11. TP= Third Party Contract
12. VOI= Void Receipt

6.9 General Ledger Account Numbers

Cash- All cash transactions are recorded to accounts 110000 and 110007.

Charge – All charge transactions are recorded to accounts 110004 and 110010.

6.10 Reconciliation

The Cash Reconciliation Voucher Accountant (CRVA) is responsible for retrieving the previous day's work to begin the Cash Reconciliation for a Student Financials (SF) Journal. and the Departmental (DEPT) Journal.

The journals are created through overnight processes. The DEPT Journal is created from the Cashiering GL Interface process (found under Run Cashiering). This process captures all shortages/overages, revenues for cashing checks, and departmental deposits and is run prior to closing the cashier office. This process populates SF_Accounting_Line and uses the DEPT_RECPT template. On a nightly basis (9:00 p.m.), the journal generator process runs and assigns any such transactions with a DEPT Journal id number.

The SF Journal is created from data that went through the GL Interface process (found under Maintain Receivables) that is run around 9:45 p.m. each weekday. The process provides the accounting to all transactions processed on a given day. This process assigns a GL Post Date time stamp on Item_Line_SF. All routine transactions go through this GL Interface process using a SFTEMPLATE template. An item that has a null GL Post Date time stamp could have been the result of any of the following incidents:

1. Future effective date for an item type for a given term
2. Item Type not active
3. Item Type does not have a term for the transaction processed
4. GL Interface not run for term specified
5. GL Interface flag is not turned on for the item type

The process populates data on SF_ACCTG_LN with a SFTEMPLATE. On a nightly basis (normally around 11:30 p.m.), the journal generator process begins.

To identify the SF & DEPT Journal numbers, use the following navigation:

Under Peoplesoft HPRD

Go to Maintain Student Data – Manage Students Financials – Maintain Receivables

Under Maintain Receivables – Inquire – Journals – Journal (enter)

Update/Display.. Journals

1. Business Unit: UNOLF
2. Journal Date: Date of Work

The following steps are then taken:

Step 1: Find specified Query. For all queries go to VIEW- Navigator Display – Query (enter).

Step 2: Open query U_SF_DSIMON_OPEN_CLOSE_BALANCE and SF750A

Record each cashier's deposit on the excel spreadsheet. The deposit include cash, checks, and charge. The totals per the deposit slip should be recorded for cash/check payments and the amount per the credit card batch settlement should be recorded under the credit card heading along with the settlement date and merchant id number.

These deposit amounts represent total receipts with a line action of "CSH".

The amounts on the Cashier Closeout Panel should agree with the deposit slip and the credit card batch settlement. The cash balance on the closeout panel should be reduced by the cashier's opening balance. The opening balances should be verified against the Vault Reconciliation. Query SF750A reports cashier deposit amounts and Query 750 reports the total receipts for a given cashier (void receipts must be excluded).

Any variances should be investigated and brought to the Bursar's attention.

Step 3: Open query U_SF_DSIMON_CASH_CHECK_DATE

Use this query to find the total amount of checks cashed by cashier and check cashing fee (adjustments). This query indicates the amount of the cashier's PCLO (Petty Cash Close Out) and should be verified against the Vault Reconciliation.

Step 4: Open query U_SF_DSIMON_CASH_GL

You must know the SF Journal id# when using this query. The Journal ID# is the prompt. You must enter the SF Journal ID#. Use this query to determine the types of cash items that are in the SF Journal. Sort by item type. Items that appear in the query are as follows:

- Return Checks
- Student Cash/Check Payments
- Payment Reversals – negative amounts
- Wire Payments – Third Party and Student Wire Payments
- Student Loan Payments
- Financial Aid Loans
- Parent Plus Loan
- Alternative Loan
- Third Party Cash/Check Payment
- Perkins Cash/Check Payment
- Scholarship Check Payment

Return checks, Payment Reversals, Wire Payments, and Financial Aid Loan payments are listed separately on the cash reconciliation. All other items indicated above should be a part of the cashier's total receipts. However certain Student Cash/Check Payments and Student Credit Card Payments are found in group post.

Step 5: Open query U_SF_DSIMON_CHARGE_GL

You must know the SF Journal id# when using this query. The Journal ID# is the prompt. Use this query to determine the dollar amount recorded to the credit card account.

Credit Card transactions are from face-to-face payments, Admissions Office, and web payments.

Step 6: Open query U_SF_DSIMON_CASH_GROUP_POST

Use this query to find any cash group payments – these payments are usually from the Admission Office, Financial Aid, Returned Checks, and Wire Payments. Once identified, these groups should be recorded on the reconciliation along with the group post identification number.

Step 7: Open query U_SF_DSIMON_CHARGE_GROUP_POST

Use this query to find any charge group payments – these payments are usually from the Admission Office. Once identified, these groups should be recorded on the reconciliation along with the group post identification number.

Step 8: Open query U_SF_DSIMON_CASH_FINAID

Use this query to find the actual dollar amount of financial aid payments that affect cash. If the amount produced in this query is a negative amount, then it should be added to the total cash on the reconciliation. If the amount produced is a positive amount, then it should be reduced from cash on the reconciliation.

Step 9: Open query U_SF_PAYMENT REVERSALS_REV

Use this query to find any reversals of payments. Such reversals should be recorded on the reconciliation along with the student identification number with an explanation as to why the payment was reversed.

Step 10: Open query U_SF_DSIMON_CASH_GL, U_SF_DSIMON_CHARGE_GL

You must know the SF Journal id# when using this query. The Journal ID# is the prompt. You must enter the DEPT Journal identification number when using this query. See “Reconciliation” section above to determine how to find the DEPT Journal identification number. Use these queries to determine the amount of cash and charges are posted to the general ledger.

VII. Issuing Refund Checks

Issuing Refunds (Checklist)

1. _____ If a credit balance exists, determine if the student is enrolled and that the tuition group is not EMBA. If the tuition group is EMBA, place a do not issue refund service indicator on the account.
2. _____ Based on the hours the student is currently enrolled, determine if tuition is being charged at the correct amount.
3. _____ If the student withdrew, determine if the refund is being calculated at the correct amount.
4. _____ For the student that withdrew determine how did the student pay (with personal funds or with financial aid). If the student paid personal funds, process refund as long as #3 is correct.
5. _____ If a check is to be issued, view the student's account first and determine if all charges from the current semester and prior semester have been paid before refunding.
6. _____
7. _____ If a credit exists ensure the credit is not a result of a charge not being posted such as (transcript fee, application fee, convenience fee, etc.)
8. _____ If the student has outstanding charges for Bookstore, Tickets, Housing, and credit is a result of Financial Aid, ensure the student has a Title 4 form on file and then reduce credit by the amount that is owed for each of these items.
9. _____ If the credit balance is a result of a Federal Plus loan do not issue check to student but to the parent.
10. _____ If the student's credit is a result of financial aid and the student is no longer enrolled, do not issue refund but notify Third Party Billing to determine if a Title 4 calculation is warranted.

11. _____ If the student is enrolled less than part-time and is a financial aid recipient, do not issue refund check but notify Leslie Brunious in the Financial Aid Office.
12. _____ If when quick refunding the amount that is owed does not appear on the panel, you must do a **Quick Refund with Extra Amount**. The appropriate way to handle this is to select the correct account (tuition, registration, misc, etc.), the correct account term (the term where the credit exists), and the appropriate item term, which may vary.
13. _____ In all cases the Refund Format should equal “A” and not “C”.
14. _____ In all cases the check should be mailed to the mailing address. However, if a mailing address does not exist you should select home.
15. _____ In all cases we select “Refund to Student” however, if it is for a parent, we select “Refund to Parent”. However, in the event we have approval to give funds to student, then in that case only are we to Refund to Parent.
16. _____ As queries are received from Allen, the financial aid listing should be reviewed to determine if any aid is a result of a Federal Plus Loan. **IN NO CASE ARE WE TO ISSUE A REFUND TO STUDENT WITHOUT THE PARENT’S CONSENT.** Previous established procedures should be documented – 1) Log initial receipt of Parent Plus Loan funds on log – date received and logged by whom, 2) document date parent notified-verbal or in writing, 3) document date check was mailed out if received funds via a paper check; all notifications sent to parent should be via certified mail, 4) document date certified notification is received, and 5) document date funds disbursed to parent or student.
17. _____ All checks processed on a given day are received from the Accounts Payable area within two business days. Once checks are received, verify if student has an outstanding balance prior to mailing.
18. _____ If check is to be picked up, a notation should be made on the Check Roster received from Accounts Payable.
19. _____ If the checks are to be mailed, a letter should be created and attached to the roster, noting the date the checks were received by Campus Mail. An official from Campus Mail should sign the letter stating he has picked up the checks.