



# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

## Operating Policy and Procedure

### HSCEP OP: 50.26, Completion of Cash Receipts

**PURPOSE:** The purpose of this Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) Policy and Procedure (HSCEP OP) is to establish the rules and guidelines for making departmental deposits with the use of cash receipts.

**REVIEW:** This HSCEP OP will be reviewed April 15 of every year by the directors of Accounting Services and Student Business Services, with recommendations for revisions submitted to the chief financial officer, or his/her designee, by May 1.

### POLICY/PROCEDURE:

#### I. General Guidelines.

The online cash receipts system must be used to record deposits. The site is available at <https://busaff.elpaso.ttuhscc.edu/CashReceiptSystem>. A 'Cash Receipts Help' document is also available on this site to provide detailed instructions for using the Cash Receipts system.

The following informational items must be provided for all deposits:

A. **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 (SBS) may change the date.

B. **Amount Deposited:** The component amounts and total amount of the funds to be deposited.

Note: Checks should be stamped with the institutional endorsement stamp immediately upon receipt. If not stamped, the departmental Fund Organization Account Program (FOAP) should be prominently displayed on the back of each check to be deposited.

C. **Bank Code:** Enter the appropriate bank code for your department type.

<u>Department</u>	<u>Bank</u>	<u>Account</u>	<u>Bank Code</u>
Clinical Department/MPIP	Chase	1JEPG0	46
Institutional/Academic Support	Chase	1JEGE0	80
Student Business Services	Chase	1JESA0	40

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

E. **SBS Notes:** This field is reserved for SBS to communicate with you in the event a cash receipt is returned.

#### F. Deposit Types.

##### 1. Contract Revenue

- FOAP information is defaulted from the contract accounts receivable (AR) billing in the Contract Database and Contract AR systems.
- Description is required and will feed to Banner and be reflected in Cognos reports (see Section III 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 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 the ledger reports.
- Amount is the total amount for this detail line.

**2. 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 Section III below for more detail).
- Original expense document ID is required.
- Deposit number is for 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 the ledger reports.
- Amount is the total amount for this detail line.

**3. Other**

- FOAP information is required
- Description is required and will feed to Banner and be reflected in Cognos reports (see Section III below for more detail).
- Deposit number is for 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 the ledger reports.
- Amount is the total amount for this detail line.

**4. Patient Billing Revenue**

- FOAP information is required (the account code will automatically default).

- Description is required and will feed to Banner and be reflected in Cognos reports (see Section III below for more detail).
- Deposit number is for 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 the ledger reports.
- Amount is the total amount for this detail line.

5. **Clinical Trial**

- FOAP information is required (the account code will automatically default). In instances where the subtype is for a receivable only, the fund is required.
- Description is required and will feed to Banner and be reflected in Cognos reports (see Section III below for more detail).
- Select “Subtype” from the drop-down list.
- Deposit number is for 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 the ledger reports.
- Amount is the total amount for this detail line.

6. **Sponsored Program**

- FOAP information is required (the account code will automatically default). In instances where the subtype is for a receivable only, the fund is required.
- Description is required and will feed to Banner and be reflected in Cognos reports (see Section III below for more detail).
- Select “Subtype” from the drop-down list.
- Deposit number is for 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 the ledger reports.
- Amount is the total amount for this detail line.

7. **Gift**

- FOAP information is required (the account code will automatically default).

- Description is required and will feed to Banner and be reflected in Cognos reports (see Section III below for more detail).
- Select “Subtype” from the drop-down list.
- Deposit number is for 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 the ledger reports.
- Amount is the total amount for this detail line.
- Gift Information including legal name, address, and contact name is required.
- Select “Gift Type” from the drop-down menu.
- Supporting documentation is required to be uploaded to a cash receipt with gift type lines. For funds to be properly posted to the system, the following supporting documents are required:
  - Proposal request made to the donor for the funds
  - Award letter
  - Copy of the check with the routing number blacked out.

8. **Sales and Services**

- FOAP information is required.
- Description is required and will feed to Banner and be reflected in Cognos reports (see Section III below for more detail).
- Deposit number is for 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 the ledger reports.
- Amount is the total amount for this detail line.

II. **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.

III. **Description.**

The description field is 30 characters in length and must provide a very clear description of the purpose and nature of the deposit. For 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, or AMEX. For revenue deposits involving wire transfers, each wire transfer must be shown on a separate deposit line. For 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.

IV. **Deposits of Sales Tax.**

Deposits to record sales tax should be recorded to appropriate departmental Banner fund and Banner account 210013.

V. **Exceptions.**

- A. **Procurement Card (P-Card) Reimbursements-** Deposits for reimbursements or refunds to procurement card transactions must be sent to the procurement card coordinator in Payment Services for processing. SBS will not accept these deposits directly from departments.
- B. **Travel Reimbursements-** Deposits for reimbursements or refunds against travel expenditure transactions must be sent to the travel coordinator in Payment Services for processing. SBS will not accept deposits directly from departments.