

INSTRUCTIONS FOR PREPARING CASH TRANSMITTALS AND WEB DEPOSITS

It is the responsibility of all individuals receiving money on behalf of the University to be aware of and to comply with the following procedures when submitting money to the University's Cashiers Office for deposit.

I. DEPARTMENT RECORDING AND RETENTION OF FORMS:

All departments using Cash Transmittal Forms will maintain a copy of the prepared form and a file of receipt forms returned by the Cashier's Office. Transmittal forms are to be numbered sequentially within the department submitting them, e. g., 1, 2, 3 etc.

Departments utilizing Web Deposits will receive a generated deposit ticket number out of TouchNet. A copy of the Web Deposit form and Deposit Ticket Receipt form should be kept on file within the department.

All departments receiving money must provide the payee with a written receipt. The receipt number range will be entered on the transmittal form and should be used for your reconciliation if a cash register is not used.

II. CASH TRANSMITTAL FORM:

Cash Transmittal/Web Deposit Forms must be filled out completely. Forms with corrections or strike over to dollar amounts will not be accepted.

- A. Total cash and checks on hand. Enter as "Total Cash Drawer".
- B. Count and segregate change fund, if any. Enter as "Deduct: Advance for Change".
- C. Subtract "Change" from "Cash in Drawer". Enter as "Amount to be Transmitted".
- D. Count and bundle currency. Enter as "Currency". Wrappers are available from the Cashier's Office, second floor, Sparks Hall. Bundle the currency as follows:

| i. <u>Denomination</u> | <u>Bundle Amount</u> |
|------------------------|----------------------|
| ii. \$ 1.00 | \$ 50 |
| iii. 5.00 | 250 |
| iv. 10.00 | 500 |
| v. 20.00 | 500 |

Loose currency should be batch by denomination and paper clipped in batches of \$100; if less than \$100, it should be batch by denomination and labeled with total.

Count and wrap coins. Enter as "Coins". Wrappers are available at the Cashier's Office.

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- E. Checks & Money Orders
Run two (2) adding machine tapes of checks and money orders.
Attach one adding machine tape to each bundle.
(25 checks/money orders per bundle)
Enter total in "Checks & Money Orders" on Cash Transmittal form.
NO TWO PARTY CHECKS. NO CHECKS OVER 90 DAYS OLD. See Note.
- F. Credit /Debit Cards
Run an adding machine tape each type of credit card/debit card.
Attach an adding machine type to the bundle.
Enter each credit type total in the appropriate area on the Cash Transmittal form.
Include the Calculator Tape & Batch Reports
- G. Deduct total per Cash Receipts or Cash Register tape, if applicable, and calculate over or short.
- H. Enter the FOAPAL Title.
- I. Enter the Description of the Funds Received.
- J. Enter the FOAPAL to be credited.
- K. Enter the amount to be credited to the FOAPAL.
- a. More than one transaction may be entered on the Cash Transmittal Form. Follow the directions H-K to enter more than one FOAPAL.
- L. The Total Transmitted, located at the bottom of the FOAPAL section, must equal the Total Transmitted amount in the tender types section.
- M. The form should be signed by the person preparing it (or their supervisor). The Department Head is ultimately responsible for all income received in their area.
- N. Some Cash Transmittals must be approved by the Accounting and Finance Office before being delivered to the Cashier's Office:
- a. Any FOAPAL containing an Account Code that begins with any number other than a 5 will need to be verified and signed by an accountant in Accounting & Financial Services. Accountant's offices are located on the 2nd Floor of Sparks Hall, across from the Cashier's Office.
- O. All Cash Transmittal deposits are to be made in person, unless a daily Public Safety courier arrangement has been made. The Cash Transmittal form should be signed at the Cashier's Office by the person making the delivery. If the form is being delivered, write "Courier" on the signature line. If the transmittal is delivered, please wait for receipt.

DO NOT MAIL CASH TRANSMITTALS

III. WEB DEPOSITS:

Username and initial password logins will be established by the Cashier's Office.

A. Creating a Web Departmental Deposit

- a. Log into TouchNet uCommerce
- b. Enter username and password
- c. On the left hand side of the screen, select "Murray State University," then select "Offices," then "Cashier's Office," then "Web Departmental Deposits," and finally "New Deposit."
- d. Once "New Deposit" is selected, the "New Deposit" screen will appear that will allow you to begin your Web Departmental Deposit.
- e. On the "New Deposit" screen, enter the number of Credits (Revenue/FOAPAL) and number of Debits (Payments/Cash)
 - i. The number of Credits and Debits will vary with each Web Deposit.
- f. Once the number of Credits and Debits has been entered, click "continue" to be taken to the "Create Web Departmental Deposit" screen.
 - i. The number of Credits and Debits that you have entered on the previous page should populate the appropriate number of fields in both the Credit and Debit fields. If needed, the "Add Row" button can be clicked to add a new row in each field.
- g. Begin by entering all of the Credits, and then the Debits. For more information on Credits and Debits, please see section B for Credits and section C for Debits.
 - i. If using a Detail Code, enter the code, the amount, and leave the "Description" box blank. The FOAPAL string will auto-populate once the "Validate" button has been clicked.
 - ii. If using MISC, type MISC in the "Detail Code" box, enter the amount, type a description in the "Description" box, and then proceed with entering the corresponding FOAPAL numbers.
- h. Each Debit has its own type of tender that will need to be selected in the "Tender Type" box. Click the drop down arrow to display the various tender types.

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- i. After each tender type has been selected, enter the dollar amount in the “Amount” box that corresponds with each specific tender type.
 - i. DO NOT TYPE ANYTHING IN THE DEBIT “DESCRIPTION” BOX
- j. Once all of the Debits have been entered, click the “Validate” button. This will automatically populate the FOAPAL and “Description” when using a Detail Code(s). The “Validate” button also checks to make sure the dollar amounts entered in both the Credit and Debit fields match.
- k. If the dollar amounts match, click “Make Deposit.” This submits the Web Deposit to the MSU Cashier’s Office.
- l. After you’ve clicked “Make Deposit,” print two copies of the following:
 - i. “Deposit Successful” screen
 - ii. “Printable Deposit Ticket” screen
- m. One copy of each print out, as well as any backup documentation will be submitted to the Cashier’s Office. The paperwork needs to be submitted in the following order:
 1. Deposit Receipt
 2. Deposit Successful Screen
 3. Backup information from department (if applicable)

Your paperwork and cash/payments (verified with calculator tapes attached) will still need to be bundled together and delivered, or couriered over by Public Safety (if applicable), to the Cashier’s Office on a daily basis.

- n. Once the Cashier’s Office has processed your Web Deposit, a receipt will be provided showing the deposit has been processed and submitted.

We recommend attaching the receipt to the copy of the paperwork your department keeps on file.

Instructions for Preparing Cash Transmittals & Web Deposits**B. CREDITS**

****The Index Lookup box will never be checked for Web Deposits****

- a. Detail Codes
 - i. Begin by entering the detail code in the “Detail Code” box located in the “Enter Credit Information.”

****If the Detail Codes for your department have already been set up, the FOAPAL that corresponds with these detail codes will automatically populate after all of the credits and debit information has been entered and the “validate” button has been clicked.**
- b. MISC
 - i. If you need to use a FOAPAL that has not been set up as a designated Detail Code, you will type in MISC in the “Detail Code” box and enter: amount, description, COAS, Index, Fund, ORGN, Acct, Prog, and RUCI (which is always CB1). After you have clicked “Validate,” (once ALL credits and debits have been entered) you will see a default FOAPAL populate if the appropriate FOAPAL has NOT been entered. If an appropriate FOAPAL has successfully been entered

C. DEBITS (cash, checks, and Credit/Debit Cards)

- a. Count and bundle currency. Wrappers are available from the Cashier's Office, second floor, Sparks Hall. Bundle the currency as follows:

| <u>Denomination</u> | <u>Bundle Amount</u> |
|---------------------|----------------------|
| \$ 1.00 | \$ 50 |
| \$ 5.00 | \$250 |
| \$10.00 | \$500 |
| \$20.00 | \$500 |

Loose currency should be separated by denomination and paper clipped in batches of \$100; if less than \$100, it should be separated by denomination and labeled with total.

Count and wrap coins. Wrappers are available from the Cashier's Office. Loose coins should be included with the deposit in a sealed envelope.

- b. Checks & Money Orders--Run two (2) adding machine tapes of checks and money orders. Attach one adding machine tape to each bundle. **NO TWO PARTY CHECKS. NO CHECKS OVER 90 DAYS OLD. See Note.**
- c. Credit /Debit Cards--Run an adding machine tape for each type of credit card/debit card. Attach an adding machine tape to the bundle. Include the calculator tape & Batch/Settlement Reports.

III. Other Cash Transmittal and Web Deposit Information

- A. Deposits are to be made in the Cashier's Office **within three (3) working days from the date of funds were received.**
 - a. Exceptions to this procedure will be made on an individual department basis.
- B. Any check deposited to an account, and subsequently returned as unpaid by the bank for any reason (e.g., insufficient funds, account closed, stale dated, etc.), that has been deemed uncollectable will be charged back against the account. Agency Funds will be responsible for collecting funds for all of their returned checks. Therefore, the FOAPAL of the agency depositing a check must be shown on the front of the check.

NOTE:

All checks, money orders, cashier's checks, and travelers checks, should be made payable to Murray State University.

Local address, local phone number, and student's M# (if not a MSU student, driver's license number) should be included on the front of the check, **along with the depositing department's FOAPAL.** Each check should be endorsed on the back with the "Deposit Only" stamp that has been provided by the Cashier's Office.

Checks, Money Orders, or Cashier Checks that are 90 days old will be returned to the department. The department is responsible for contacting the issuer of the check and requesting a new check.

No two party checks accepted.

DO NOT PLACE INFORMATION BELOW SIGNATURE LINE

Departments collecting money should check out a "Deposit Only" endorsement stamp and receipt book from the Cashier's Office.

If there are any other questions, contact the Cashier's Office at 4439.