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 even numbered 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.ttuhsc.edu/CashReceiptSystem. A 'Cash Receipts Help' document is available on this site to provide detailed instructions for using the Cash Receipts system. All TTUHSC El Paso Employees have access to the Cash Receipt System and the ability to originate a cash receipt.

The following informational items must be provided for all deposits:

A.   **Deposit Date.** This is the date the cash collection was remitted for deposit. 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) will update the date.

B.   **Amount Deposited.** The 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.

Department	Bank	Account	Bank Code
Clinical Department/MPIP	Chase	1JEPG0	46
Institutional/Academic Support	Chase	1JEGE0	80
Student Business Services	Chase	1JESA0	40
Dental Oral Health Clinic	Chase	1JEPD0	85

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**

- The deposit date for contract revenue cannot be earlier than the contract accounts receivable (AR) transaction date.

- FOAP information is defaulted from the contract 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 nor reflect in Cognos 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 nor reflect in Cognos 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 nor reflect in Cognos 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 the bank reference number. If reference number is blank please enter customer reference number.

- Line notes are not required but provide an additional data field for queries or reports. This information will not feed to Banner nor reflect in Cognos 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 nor reflect in Cognos 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 nor reflect in Cognos 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 nor reflect in Cognos 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:

  o Proposal request made to the donor for the funds
  o Award letter
  o Copy of the check with routing and account 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 nor reflect in Cognos 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 created by the cash receipt system using the following data elements: :

- Date of deposit.

- Type of payment received, "Cash" for currency and checks, "Wire" for wire transfers, and "MC", "V", "DISC", "AMEX", or "Phreesia" for credit card payments as well as the last four digits of the merchant ID.

- Other payer information entered by the cash receipt originator, as space allows.

For cash receipts to record wire transfers, enter each wire transfer on a separate line. For cash receipts to record credit card payments, enter each card type and batch settlement total on a separate line.

IV.   Deposits of Sales Tax.

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

- Ensure to include the Sales Tax collection location in the description, adhering to the format outlined in Section III. For example: "Sales Tax MEB 3/31 MC 8886".

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 these deposits directly from departments.