

NEW CAS DEPOSIT PROCESS – FOR DEPARTMENTS

HOW TO ... FROM RECEIPT TO POSTING

Effective February 1, 2018

In an effort to minimize liability on personnel, streamline the process and comply with the State's Daily Deposit Act, the College of Arts & Sciences is implementing a new 3-part procedure for processing deposits.

A. DEPARTMENT RESPONSIBILITIES:

1. When a check or cash is received in person or through the mail, follow departmental procedures for:
 - **Documenting** the receipt of funds and **recordkeeping** (e.g., scan/make copies of checks, provide receipt to payer, etc.);
 - **Preparing** the payments for depositing (i.e., verify checks for signature, matching written and numeric amounts, and confirming the department or UNC as payee);
 - **Endorse** the back of each check as "For Deposit Only;"
 - **Comply** with Daily Deposit Act guidelines and forward check/cash to the appropriate office within 24 hours of receipt (see guidelines in A.2 below); and
 - **Secure** checks/cash until the deposit process is completed by the Finance Business Center team, if funds are routing through the FBC.

2. Determine the deposit purpose and confirm the proper office that should receive the funds:
 - **GIFT FUNDS** should be forwarded to the Arts & Sciences Foundation (c/o Larry Johnson);
 - **PROJECT-RELATED FUNDS** (w/ Project ID) should be forwarded to Office of Sponsored Research (OSR);
 - **TRAVEL ADVANCE-RELATED FUNDS** (w/ T#) should be forwarded to Travel Services;
 - **ALL OTHERS** (cash advance settlements, excess reimbursements, collected fees, etc.) will be deposited through the Finance Business Center's new process. Continue with Step A.3.

3. Batch all funds received and create a new request through Infoporte (path: Infoporte.unc.edu > Finance > Financial Request) and complete the following fields with the appropriate information:
 - Request Type = **Deposits**
 - Request Route = **CAS Finance Business Center Deposits, [Department Name]**
 - Receive status change emails box – check off to ensure a notice is received when request is marked completed.
 - Name or Request Title = [Identifying details helpful to the department]
 - Click on Fund Transfer Form button to open To Accounts section – create a separate line and indicate the following for **EACH** check/cash payment received:
 - **ACCOUNT #** - Assign a line item # for each deposit to be made (i.e., 1, 2, 3...)
 - **CHARTFIELD (Fund, Source, and/or Program)** where the funds should be deposited into.
 - **AMOUNT**

- **Request Description**—indicate the following for **EACH** check/cash payment recorded in the Fund Transfer Form section:
 - **ACCOUNT #** - corresponds to the assigned deposit number (i.e., deposit 1, deposit 2, etc.)
 - **DEPOSIT TYPE** – specify Check or Cash
 - **DEPT#** - especially important for users who support multiple departments.
 - **ACCOUNT CODE(S)** – where the funds should be applied.
 - **JUSTIFICATION/REASON** - Providing this information will ensure that the Business Center has the appropriate justification and/or necessary details to ensure the deposit is processed correctly, without delay, and that it is applied to the appropriate account codes. Examples include, but are not limited to:
 - **To Offset a Posted Expense** – please specify associated voucher #, T#, C#, etc.
 - **Unused Cash Advance Funds** – please specify associated voucher #.
 - **Other (Fees, Revenue, etc.)** – please provide explanation/reason for receipt of funds.
 - **ADDITIONAL INFO** – Additional identifying details that the department would like included on the Deposit Transmittal Report (DTR) to later assist during reconciliation.
- **Effective Date = Today's date**

SAMPLE REQUEST TO PROCESS MULTIPLE DEPOSITS FOR MULTIPLE DEPARTMENTS:

Request Type	Deposits				
Request Route	CAS Finance Business Cente				
	<input type="checkbox"/> Urgent				
	<input checked="" type="checkbox"/> Receive status change emails				
Name or Request Title	MM/DD/YY Deposit for Dept ABC				
Request Description	<p>#1 - Check Dept #: 302200 Account Code: 458850 Justification/Reason: Student fees received to participate in ABC Program. Additional Info: John Ly</p> <p>#2 - Cash Dept #: 302201 Account Code: 526210 Justification/Reason: To return funds incorrectly reimbursed to traveler. Additional Info: Peter Doe/Txxxxxx</p>				
Effective Date					
	<input type="button" value="Fund Transfer Form"/>				
<u>To Account(s)</u>					
Account #	Fund	Source	Project	Program	Amount
1	24100	16838			5000.00
2	29507	19614		10000	1000.00

- In **File Upload** section – upload scanned copies of received checks. Copies of cash are not necessary.
4. Submit Deposit request in Infoporte, secure cash and checks per departmental procedures and await Infoporte notice when request is marked completed by the Finance Business Center.

B. FINANCE BUSINESS CENTER (FBC) RESPONSIBILITIES:

1. Process the Deposit in ConnectCarolina. Under normal circumstances, deposit requests submitted in Infoporte by 2:00 p.m. should be processed the same business day.
2. Update the Request Activity section and upload the submitted ConnectCarolina Deposit Transmittal Report (DTR) to the Infoporte request.
3. Mark the Infoporte request as complete to generate a notice to user.

C. DEPARTMENT RESPONSIBILITIES:

When a department receives the email notice that the deposit request has been marked completed by FBC:

1. Access the Infoporte request and review the provided DTR for accuracy and completeness.
2. Save and print copy/copies of the uploaded DTR per departmental procedures. Note that one copy of the DTR is **required** to be included with the checks/cash that are sent to the Cashier's Office.
3. Seal all checks/cash *and a copy of the DTR* in a tamper-proof bag. Copies of checks and/or additional supporting documents should *not* be included.
4. Follow departmental recordkeeping procedures. The tamper-proof bags have a perforated tab indicating the serial number of the bag that may be torn off and retained with the deposit record.
5. Hand deliver the sealed, tamper-proof bag *directly* to the secure safe/drop box located in the Dean's Office suite (205 South Building). For the department's convenience, a time and date stamp machine will be available to stamp the tear-away tab from the tamper-proof bag (or any other document the department wishes to stamp at the time of drop-off). Note: Departments may also choose to drop deposits off directly at the Cashier's Office, suite 2215 [Student and Academic Services Building North](#), during normal business hours. Deposits may also be placed in the Cashier's Office secure drop box located on the exterior of SASB North, Ridge Road side, at any time (including after business hours).
6. After 3-5 business days from delivery at 205 South Building, departments are encouraged to verify that deposits have been properly credited to the appropriate source(s) and then advise the FBC if any deposits remain unposted after a week.

IMPORTANT NOTE: *Between the hours of 10:00 a.m. and 2:00 p.m. each business day an armed courier will pick up deposits from South Building and transport them to the Cashier's Office. Deposits placed in the 205 South Building safe after the courier makes a pickup will be delivered to the Cashier's Office the following business day.*

FINAL DEPARTMENTAL CHECKLIST FOR DEPOSITS THAT ROUTE TO THE FINANCE BUSINESS CENTER:

- Verify checks for signature, matching written and numeric amounts, and that the department or UNC is the payee.
- Verify checks have been endorsed "For Deposit Only."
- Prepare Infoporte request and submit to the Finance Business Center, then secure cash and checks.
- Review Infoporte request after it is marked complete by the FBC.
- Print Deposit Transmittal Report (DTR).
- Verify checks/cash against DTR.
- Place all checks/cash and DTR in tamper-proof bag and seal.
- Timely deliver sealed tamper-proof bag to the locked safe located in the Dean's Office (205 South Building).
- 3-5 business days after delivery to 205 South Building, verify that the deposit has posted to the chartfield string noted on the DTR.

SAMPLE TAMPER PROOF BAG OPTIONS
FOR DEPARTMENTAL ORDERING VIA EPROCUREMENT

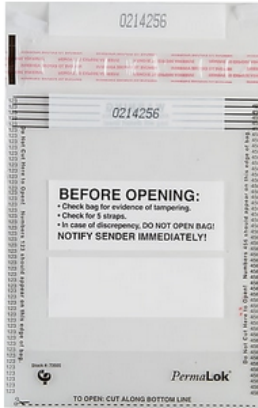
Home / Security, Banking & Cash / Cash Handling / **Cash Handling**

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Currency Bag, 5-Strap, 6 3/4" x 8" x 3" bottom gusset, 250/Pk

Staples Item # 659416 | MFR Item #CNP73505

Brand Name/Manufacturer: Control Papers



\$28.59 PK/250

 Add to List

Delivery

[Check Delivery Date](#)

1

 Add

Home / Security, Banking & Cash / Cash Handling / **Cash Handling**

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Control Tamper-Evident Currency Deposit Bags, Clear, 9" x 12", 100/Bx

Staples Item # 818848 | MFR Item #CNP73609C

Brand Name/Manufacturer: Control Papers



\$25.95 PK/100

 Add to List

Delivery

[Check Delivery Date](#)

1

 Add