

Departmental Cash Receipts-Cashnet Cashiering System

Purpose and Scope

This procedure outlines the method of physically handling and accounting for cash, checks, money orders and other cash items received by a Department directly from the remitter or through the mail using the Cashnet Cashiering System.

***NOTE:** Due to the lack of security in departments, it is recommended that departmental cashiers not collect large volumes of cash. Checks, money orders or credit cards are preferred methods of payment.*

Reference

Policy pertaining to cash receipts and deposits, and online help for Cashnet Cashiering System.

***NOTE:** All links for [supporting documents](#) are found at the end of this policy.*

Responsible Area

Business Affairs

Procedure

***NOTE:** All departmental receipts are to be deposited intact in accordance with this procedure.*

Under no circumstances should an employee cash or negotiate in any manner any check, money order or any other "cash item".

Cash and cash items not deposited in accordance with departmental cash receipts-manual procedure or online procedure must be deposited at the cashier's window immediately upon receipt by the employee. If the employee is in "travel status", a deposit must be made immediately upon return.

Budget Unit Head

1. On an annual basis, request written approval from the Assistant Controller/Bursar to receive cash and cash items at designated sites. The Business Affairs - Cashiering Section will not issue access to the Cashnet Cashiering System without the annual authorization.

All departments previously given access to the Cashnet Cashiering System that do not have a current letter of authorization are required to return check endorsement stamps and bank lock bags. Supplies will be logged in and computer access denied.

2. Upon approval, request a restricted endorsement stamp, a bank lock bag, and system access to the Cashnet Cashiering System from Business Affairs - Cashiering Section.

Bank lock bags are to secure deposits during and prior to delivery to the Cashier's Office.

Assistant Controller/Bursar

3. Sets up access to Cashnet Cashiering System

Budget Unit Head/Designee

4. Receives cash or cash items and remittance advices from the person making remittance and/or receives mail receipts. Stamps the back of all checks and money orders with their department's restricted endorsement stamp.
5. Prepares **Departmental Mail Receipt List** for Mail receipts. Using the Cashnet Cashiering System, post all payments received on cashiering screen. (including mail receipts). Select designated item code and record amount received. For miscellaneous transactions, indicate from whom received, for what received, account to be credited, amount received, (the departmental cash receipt number is assigned by the system) Gives the remitter copy of the receipt for all receipts received directly from the remitter.
6. If an error is made, the receipt must be voided. The departmental cashier requests a void by contacting the Business Affairs - Cashiering Section. This can only be done before receipts are approved by Main Cashier. If an error is found after the Main Cashier has approved the batch, Student Accounting must be notified to process a BJ if an entry is for a student's account in Banner. If the error is in the Banner Finance System, a correcting entry must be made by the Cashier Supervisor/Designee.

Main Cashier

7. Pulls up departmental transaction and presses "void" button.

Cashier Supervisor/Designee

8. Approves void after review. The voided receipt will reference the original receipt. Give copy of void to departmental representative.

Budget Unit Head/Designee

9. At the end of each day completes batch checkout and prints necessary reports in Cashnet Cashiering System which includes:
 - a. Checkout
 - b. Daily Paid Items Report – Department
 - c. Receipts Account Distribution Report – Department
 - d. Daily credit card payment Report – Department

Sign reports. Batches Business Affairs copy of reports plus Mail Receipts List for deposit to Business Affairs - Cashiering Section. Retains Department's copy of Departmental Reports and Mail Receipts Lists.

Budget Unit Head/Designee (separate from person preparing deposit)

10. Review the deposit package prior to deposit with the cashier. This review should include an examination of the departmental reports and verification that cash and cash items equal the amount shown on the departmental reports. Sign and date the reports to indicate approval of the deposit.

Budget Unit Head/Designee

11. Delivers cash and cash items to Business Affairs - Cashiering Section secured in locked bank bag with the completed duplicate Departmental daily reports and Departmental Mail Receipts List. Receipts of cash and cash items should be deposited to Business Affairs - Cashiering Section daily where practical. If a daily deposit of receipts is not feasible, the funds should be locked in the bank lock bag in a secure location with access limited to the Budget Unit Head who will be responsible for all funds collected. In accordance with the Legislative Auditor, Article VII, Section 9 of the 1974 Louisiana Constitution requires that all money received by state agencies be deposited, immediately upon receipt, in the State Treasury.

If the department posts a receipt after their daily deposit is made, the computer-generated time of day will be shown on the receipt to document why the cash or cash item was not deposited on day of the receipt.

Business Affairs - Cashiering Section

12. Verifies deposits, review Departmental daily reports and Departmental Mail Receipts List. Verifies all receipts were posted correctly using the appropriate station assigned to the department. Approve deposit on "Approve Transactions" screen. Print and distribute copies.

If an error is detected in the station as posted, it must be corrected by the original departmental cashier before approval may be entered to endure posting to correct FOP.

***NOTE:** If an error is detected in the deposit paperwork or funds, the Cashiers will contact the responsible department immediately to retrieve the deposit in its entirety via locked bank bag to make necessary corrections and resubmit. The Main Cashiers will not be responsible for correcting departmental errors. Any departmental discrepancies/errors that are detected will be documented by the Cashiers.*

Issues to the department representative a departmental copy of the approved Departmental Mail Receipts List and a copy of the approving screen receipt.

Departments are allowed to sign in their bank bag for the deposit to be verified at a later time by the cashier. When this occurs, the cashiers should have another employee's present when the bank bag is opened and verified, then place the remitter copy of the receipt in the bank bag to be picked up by the department at a later time.

Budget Unit Head/Designee

13. Files Cash Receipts approval form with approved Departmental Daily Reports and Mail Receipts List.
14. When applicable, examine Banner Finance and reconcile with departmental daily reports for audit purposes. Reports all discrepancies to the Bursar for investigation.

***NOTE:** Any department having a unique situation that may justify a deviation from the policy and procedure should discuss the situation with the Vice President for Business Affairs & Controller.*

Supporting Documents

[Departmental Mail Receipt List](#)

NOTE: *Supporting Documents can also be found on the Business Affairs website listed under the [Documents/Forms Link](#).*