



Cash Transmittals

FI_CT_300



Prerequisites and Roles



- Prerequisites

- Statement of Responsibility
- UK_100 IRIS Awareness & Navigation
- FI_200 Finance Overview



If you have not completed all of these prerequisite courses, please do so prior to taking this course.

- Roles

- This course is primarily intended for those employees responsible for depositing cash, checks, and grant payments, as well as claiming incoming ACH and wire transactions.

Course Content



- Unit 1 – Overview
- Unit 2 – Header
- Unit 3 – Cash Transmittals
- Unit 4 – Check Transmittals
- Unit 5 – Wire/ACH/Lockbox Transmittals
- Unit 6 – Out of Town Bank Deposit Transmittals
- Unit 7 – Grant Postings
- Unit 8 – Printing
- Unit 9 – Searching
- Check for Understanding



Learning Objectives



- Upon completing this course, participants should be able to:
 - Understand the cash transmittal process
 - Access the online Cash Transmittal system
 - Enter, validate, save, and print the various types of transmittals
 - Search for existing transmittals that have been saved as complete or posted





Overview

Cash Transmittals Overview

- When money (i.e. cash, check, money orders) is received within a University of Kentucky department, those funds must be brought to Treasury Services in order to deposit them into the bank, as well as credit the appropriate cost objects (i.e. cost center, fund, etc.) associated with that department within SAP.



Treasury Services
356 Frank D. Peterson Service Building, 0005

Cash Transmittals Overview (Continued)



- The online Cash Transmittal system (discussed in this course) will not change the current process of making deposits of University funds. This system will be used to create the transmittal instead of using the former manually completed Transmittal form.
 - For ACHs and Wire Transfers received electronically by Treasury Services, the University department expecting those funds will complete an ACH/Wire Transmittal Form using the online Cash Transmittal system and submit it to Treasury Services in order for those funds to be credited to the appropriate cost object.

Cash Transmittal Process

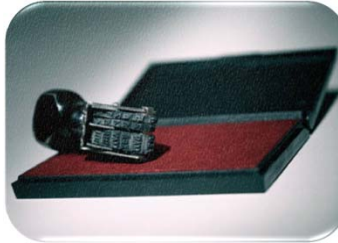


- The cash transmittal process is as follows:
 1. Cash is received by the department (via mail, in-person, etc.).
 2. Cash is accounted for by the department within their own systems/logs.
 3. The deposit is prepared:
 - a. Cash and checks are separate deposits and should be placed in different envelopes.
 - b. The online Transmittal Form is completed and printed.
 - i. Two (2) copies are required – one for department records as receipt, and one for Treasury Services.
 - c. The deposit slip is completed for each deposit envelope (white, pink, yellow, and blue carbon copies).
 - i. The white and pink copies go into the corresponding deposit envelope.
 - ii. The yellow copy is attached to Treasury Services copy of the Transmittal Form.
 - iii. The blue copy is retained for departmental records.

Cash Transmittal Process (Continued)



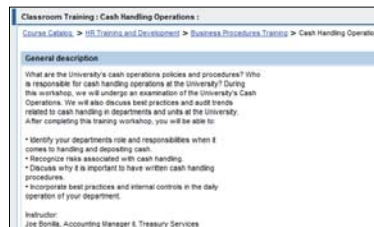
4. The deposit is placed in a lockable bank bag and transported to Treasury Services, room 356 of the Frank D. Peterson Service Building.
5. Treasury Services will time-stamp both Transmittal Forms as receipt, keeping one and returning the other to the depositor.



Cash Handling Documentation & Training



- For more detailed instructions regarding cash handling within your department, please read your departmental cash handling procedures, as well as the Cash Operations Manual (BPM E-2-1).
- It is also recommended that you attend the Cash Handling Operations class offered by Treasury Services. You can sign up for this class through the myUK Training module.
 - [Employee Self-Service tab](#) → [Training](#) → [HR Training and Development](#) (in the Course Catalog section of the Navigation bar) → [Business Procedures Training](#) → [Cash Handling Operations](#)



Accessing the Cash Transmittal System



- To access the Cash Transmittal system, sign on to myUK (<https://myuk.uky.edu/irj/portal>), and then follow the three steps listed below in order.

1. Click on the **Enterprise Services** tab

2. Click on **Financials**

3. Click on the **Cash Transmittal** link

- Note: Depending on your specific access, the tabs displayed on your myUK may vary from those displayed above.

Transmittal Data Entry Screen



- The **Transmittal Data Entry** screen is displayed upon entering the Cash Transmittal system or upon clicking on the **New Transmittal** link in the upper-left area of the screen.

Search **New Transmittal**

Post Date: 04/04/2013 Doc Date: 04/04/2013 Doc Type: SB Trans Nbr:
 Department: Select... Serial Nbr: Trans Type: Select...

- The **Transmittal Data Entry** screen initially shows only the header portion of the transmittal and will change to the appropriate type (e.g. cash, check, wire, ACH, etc.) once the **Trans Type** is selected.

Search **New Transmittal**

Post Date: 04/04/2013 Doc Date: 04/04/2013 Doc Type: SB Trans Nbr:
 Department: Select... Serial Nbr: Trans Type: Select...

Transmittal Data Entry Screen (Continued)



- The **Search** link may be used to find previously entered and/or completed transmittals.

Transmittal Data Entry					
Post Date	04/04/2013	Doc Date	04/04/2013	Doc Type	SB
Department	Select...	Serial Nbr		Trans Nbr	
				Trans Type	Select...

Cash Transmittal System Timeout



- A timeout in Cash Transmittals will occur if a user does not click on a server control on the web page within a 60 minute timeframe.



- The following activities are considered server controls:
 - All links (to direct to a page or sort links)
 - Buttons and screen icons (i.e. Edit, Delete, Print)
 - Clicking between tabs (i.e. Currency to Data Entry and vice versa)

Cash Transmittal System Timeout (Continued)



- The following screen shots on the next two slides point out the various server controls:

Search: New Transmittal

Cash Transmittal Data Entry

Post Date: 09/23/2013 Doc Date: 09/23/2013 Doc Type: SB Trans Nbr: C107001111
 Department: 10700-DONOVAN ACCOUNTS Serial Nbr: 1111 Trans Type: Cash

Cash Total: \$0.00 Data Entry Total: \$0.00

Currency	Quantity	Sum	Currency Summary
\$100	0	\$0.00	\$1.00
\$50	0	\$0.00	\$1.50
\$20	0	\$0.00	\$2.50
\$10	0	\$0.00	\$1.10
\$5	0	\$0.00	\$1.05
\$2	0	\$0.00	\$1.01
\$1	0	\$0.00	
Currency Total:		\$0.00	

Clear Grid Next

Cash Total: \$0.00 Data Entry Total: \$0.00

GL	GL Description	GLC	Assignment	Amount	Data Entry Text	Cost Center	On
X		C		\$			
X		C		\$			
X		C		\$			
X		C		\$			
X		C		\$			
X		C		\$			
				\$0.00			

Clear Grid Add Grid Line 1 Nbr / of Lines - max 15 at a time

Prev Save As Complete Post

Cash Transmittal System Timeout (Continued)



New Transmittal Modify Search New Search

Saved As Complete Transactions

Doc Type	GL	GL Descr	Amount	Post Date	Doc Date	Date Entered	User	Doc Number	Transmittal Nbr	Parked By	Last Upd By	Last Upd Dt
SB	110005	Incoming Wire Trans	100.00	09/23/2013	09/23/2013	09/23/2013	MPETE2	1200254270	C100001111	MPETE2	MPETE2	MPETE2
SB	110005	Incoming Wire Trans	100.00	09/23/2013	09/23/2013	09/23/2013	MPETE2	1200254280	C100001343	MPETE2	MPETE2	MPETE2
SB	110002	ACH Credit Clearing	100.00	09/23/2013	09/23/2013	09/23/2013	MPETE2	1200254291	C1130013243	MPETE2	MPETE2	MPETE2
SB	110002	ACH Credit Clearing	100.00	09/23/2013	09/23/2013	09/23/2013	MPETE2	1200254292	C10000123432	MPETE2	MPETE2	MPETE2

New Transmittal

Cash Transmittal Search

Fiscal Year: 2014 Doc Type: Select...

Document Number: to

Document Date: to

Post Date: to

Date Entered: to

Entered By: MPETE2

☐ Saved As Complete ☐ Posted

Get Transactions Clear Search



Header

Transmittal Header

- This unit will guide you through completing the header portion of the **Transmittal Data Entry** screen.

Search New Transmittal		Transmittal Data Entry					
Post Date	04/04/2013	Doc Date	04/04/2013	Doc Type	SB	Trans Nbr	
Department	Select...	Serial Nbr		Trans Type	Select...		

Completing the Header



- **Post Date**

- Defaults to the current date in which the transmittal is created and should not be changed during the creation process
- Will eventually show the date the transmittal gets posted to the SAP ledger system and the accounting period to which the entry is posted
- May be changed by Treasury Services to reflect that the deposit is to be posted to a previous reporting period (e.g. month, fiscal year)
- Will be printed on the transmittal form

Transmittal Data Entry						
Post Date	04/04/2013	Doc Date	04/04/2013	Doc Type	SB	Trans Nbr
Department	Select...	Serial Nbr		Trans Type	Select...	

Completing the Header (Continued)



- **Doc Date**

- Defaults to the current date in which the transmittal is created and should not be changed during the creation process
- For informational purposes only
- Will be printed on the transmittal form

Transmittal Data Entry						
Post Date	04/04/2013	Doc Date	04/04/2013	Doc Type	SB	Trans Nbr
Department	Select...	Serial Nbr		Trans Type	Select...	

Completing the Header (Continued)



- **Doc Type**

- Use the drop-down arrow to select the document type
 - **SB** - G/L Account posting - Used most often for non-grant related deposits (default document type)
 - **PM** - Grant Revenue
 - **ZX** - Used only for reduction of expenditures on sponsored project accounts

Search New Transmittal

Transmittal Data Entry

Post Date: 04/04/2013 Doc Date: 04/04/2013

Department: Select...

Doc Type: SB PM ZX

Serial Nbr: Trans Nbr: Trans Type: Select...

Completing the Header (Continued)



- **Department**

- Use the drop-down arrow to select the department
 - Once the drop-down menu appears, either start keying in the department number or scroll through the list to select.

Search New Transmittal

Transmittal Data Entry

Post Date: 04/04/2013 Doc Date: 04/04/2013

Department: Select...

Doc Type: SB

Serial Nbr: Trans Nbr: Trans Type: Select...

3F000-VP FOR FISCAL AFFAIR
3F001-IRIS PROJECT
3F002-MORGAN COUNTY TECHNOLOGY
3F003-BUSINESS SERVICES
3F103-COMMUNICATIONS RIVEN
3F105-COMMUNICATIONS WORK
3F106-ADTEL ACCOUNT
3F109-INFRASTRUCTURE ENGIN
3F113-NETWORK
3F121-COMMUNICATIONS STUDE
3F200-DATA ADMINISTRATION
3F210-COMPUTING BUSINESS O
3F220-UNIVERSITY COMPUTING
3F250-UNIVERSITY COMPUTING
3F260-DESKTOP TECHNICAL SE
3F280-MATH SCIENCE LAB
3F300-STUDENT COMPUTING SY
3F400-ACADEMIC TECHNOLOGY
3F410-ACADEMIC TECHNOLOGY
3F420-SISTARS
3F430-SITE LAB
3F440-RESEARCH COMPUTING F
3F500-ACADEMIC TECHNOLOGY
3F500-IT BUSINESS PROCESS
3F700-SUPPORT SERVICES
3F710-SUPPORT SERVICES-TRA
3F711-FUNDED TRAINING SERV
3F720-PRINT AND COPY SERV
3F800-IT CHIEF INFORMATION
3F900-IT ARCHITECTURE INFR

Completing the Header (Continued)



- **Serial Nbr**

- Enter **ONLY** a serial number (**DO NOT include the department!**)
 - Can be any number that you create for your own departmental tracking purposes

Search New Transmittal

Transmittal Data Entry

Post Date: 04/04/2013 Doc Date: 04/04/2013 Doc Type: SB Trans Nbr: C3F10012345

Department: 3F100-CNS BUSINESS SERVICE Serial Nbr: 12345 Trans Type: Select...

- The system will add a **C** and your selected department number to the serial number and display this as the transmittal number (**Trans Nbr**) in the upper-right field of the **Transmittal Data Entry** screen, as well as on the printed transmittal.

Search New Transmittal

Transmittal Data Entry

Post Date: 04/04/2013 Doc Date: 04/04/2013 Doc Type: SB Trans Nbr: C3F10012345

Department: 3F100-CNS BUSINESS SERVICE Serial Nbr: 12345 Trans Type: Select...

Completing the Header (Continued)



- **Serial Nbr (Continued)**

- Transmittal numbers for PM and ZX documents will also include 3A600 at the beginning of the number, prior to the department number.
 - For example, a PM/ZX transmittal for department 3A000 with serial number 12345 would be C3A6003A00012345.

Search New Transmittal

Transmittal Data Entry

Post Date: 04/04/2013 Doc Date: 04/04/2013 Doc Type: PM Trans Nbr: C3A6003A00012345

Department: 3A000-OFFICE OF THE TREASU Serial Nbr: 12345 Trans Type: Select...

Completing the Header (Continued)



- **Trans Type**
 - Use the drop-down arrow to select the transaction type

Search [New Transmittal](#)

Transmittal Data Entry					
Post Date	04/04/2013	Doc Date	04/04/2013	Doc Type	SB
Department	Select...	Serial Nbr		Trans Type	Select...
				Trans Type Select... Select... Cash Check Wire ACH Lockbox Out of Town Bank	

Completing the Header (Continued)



- **Trans Type (Continued)**
 - Once the transaction type is selected, the appropriate transmittal form for your selection will display below the header.

Check [New Transmittal](#)

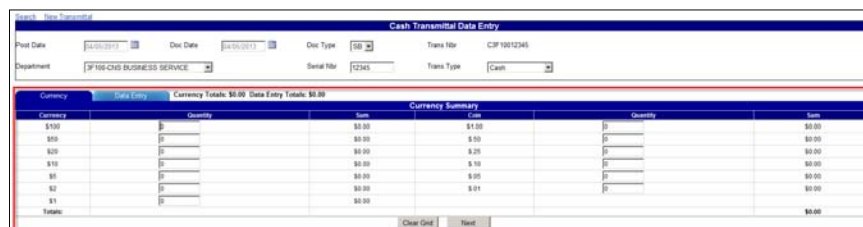
Check Transmittal Data Entry					
Post Date	04/04/2013	Doc Date	04/04/2013	Doc Type	SB
Department	SP100-ONS BUSINESS SERVICE	Serial Nbr	02345	Trans Nbr	CF100102345
				Trans Type	Check
Check Check Totals: \$0.00 Data Entry Totals: \$0.00					
Check	Check Number	Date Received	Amount	Additional Info	Message
X					
X					
X					
X					
Totals:			\$0.00		
Clear Grid Add Grid Line 1 of 1 Lines - max 10 at a time					
Save					



Cash Transmittals

Cash Transmittals

- Once the header portion of the **Transmittal Data Entry** screen has been completed and the **Cash** transmittal type selected, the lower portion of the **Transmittal Data Entry** will appear.
- The **Cash** transmittal type consists of two tabs/screens:
 - Currency/Currency Summary**
 - Data Entry/Data Entry**



The screenshot shows the 'Cash Transmittal Data Entry' screen. At the top, there are fields for Post Date (04/05/2013), Doc Date (04/05/2013), Doc Type (50), Trans Nbr (CIP10012345), Department (OF THE CHS BUSINESS SERVICE), Serial Nbr (12345), and Trans Type (Cash). Below these fields, there are two tabs: 'Currency' and 'Currency Summary'. The 'Currency Summary' tab is active, displaying a table with columns for Currency, Quantity, and Sum. The table shows the following data:

Currency	Quantity	Sum
\$100	0	\$0.00
\$50	0	\$0.00
\$20	0	\$0.00
\$10	0	\$0.00
\$5	0	\$0.00
\$2	0	\$0.00
\$1	0	\$0.00
Total	0	\$0.00

At the bottom of the screen, there are buttons for 'Clear Grid' and 'Print'.

Currency Summary Screen



- Enter the **Quantity** for each **Currency/Coin** denomination
 - The **Tab** key may be used to move between quantity fields.
 - As a quantity is entered, the **Sum** for that denomination will automatically be populated.

- The **Currency Totals** will also be populated and displayed to the right of the tabs as well as the lower-right side of the screen.

- The **Clear Grid** button clears all quantities in all denominations.

Data Entry Screen



- Once all of the cash quantities are entered and the total equals the amount of the deposit, click on the **Next** button to move to the **Data Entry** tab/screen.

- On the **Data Entry** screen you can debit/credit (**D/C** column) one specific cost object or distribute the deposit between multiple cost objects.
 - The **D/C** column defaults as a credit (**C**), but may be changed to a debit (**D**) if necessary.

Data Entry Screen (Continued)



- **GL/GL Description**

- Enter the GL account number to which the deposit (or portion of) should be assigned.

Currency	Data Entry	Cur
GL	GL Description	
440112	ID Card Service	

- If necessary, use the **Possible Entries** icon to search for a specific GL account number.

- Use the wildcard (*) to broaden search results.
- Click on the desired GL account number once found.

GL Search - Webpage Dialog

GL Search

GL 44011* Search

GL	GL Description
440110	Advertising
440111	Alumni Dues-Membership
440112	ID Card Service
440113	Misc. services
440114	Handling&Svc Charges
440115	Nursery School Chges
440116	Wellness Fees
440117	Job Order Services
440118	Program Inc Rev Add
440119	Program Inc Rev Ded

Data Entry Screen (Continued)



- **Assignment**

- Optional field that may be used to enter a simple statement (up to 18 characters) that can be used by the department for reference to help identify these funds and why they were assigned to a particular GL account number.
- This field may also be left blank.

Currency	Data Entry	Currency Totals: \$253.32	Data Entry Totals
GL	GL Description	D/C	Assignment
440112	ID Card Service	C	PT Clinic

Data Entry Screen (Continued)



- **Amount**

- Enter the total of the deposit (or portion of) which will be assigned to the GL account number on this particular line.

Currency		Data Entry				Currency Totals: \$253.32 Data Entry Totals: \$253.32	
	GL	GL Description	D/C	Assignment	Amount		
✗	✓	440112	ID Card Service	C	PT Clinic	\$253.32	
✗	✓			C		\$	

Data Entry Screen (Continued)



- **Text**

- Optional field that may be used to enter a simple statement (up to 50 characters) that can be used by the department for reference to help identify these funds.
- This field may also be left blank.
- Examples: Refund; Enrichment; WOCA Conference; Insurance Reimbursement; Repair broken gate; Etc.

Currency		Data Entry				Currency Totals: \$253.32 Data Entry Totals: \$253.32	
	GL	GL Description	D/C	Assignment	Amount	Data Entry	
✗	✓	440112	ID Card Service	C	PT Clinic	\$253.32	Refund
✗	✓			C			

Data Entry Screen (Continued)



- **Cost Center / Order Number / WBS / Fund**
 - Enter the appropriate cost object information to which this deposit (or portion of) should be assigned.

Cost Center	Order Number	WBS	Fund
1012062470			

- Complete additional lines on the **Data Entry** screen to distribute the deposit to the various cost objects and GL account numbers as needed.

Totals



- As data is entered in the **Amount** column, a grand total may be seen at the bottom of the column.

Amount
\$253.32
\$
\$
\$
\$
\$253.32

- Additionally, the totals to the right of the tabs will also be populated.

Currency	Data Entry	Currency Totals: \$253.32 Data Entry Totals: \$253.32
----------	------------	---

- In order to successfully complete and save the transmittal, the totals from both tabs/screens **must be equal!**

Validations



- Also prior to completing and saving the transmittal, you can validate each line entry to ensure that the deposit assignment meets all of the business rules for the associated type of cost object.
 - Click on the green **Validate Line** icon next to the line item to validate a single line.



- If there is a business rule violation, an error message will display in red in the **Message** column at the far right of the line item that has the violation.
 - The violation must be addressed and resolved before saving!

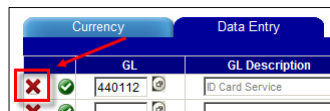


- Validating each line item is optional as the system will automatically validate all line items when the transmittal is saved.

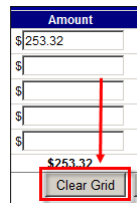
Other Data Entry Screen Functions



- Click on the red **Delete Line** icon if an error is made and you wish to delete an entire line.



- Click on the **Clear Grid** button to clear all line items.
 - This will not clear the items on the Currency/Check/Wire/ACH Summary tab/screen.



Other Data Entry Screen Functions (Continued)



- Use the **+ Add Grid Line** button and the white field immediately to the right to add additional lines.

Text	Cost Center	Q
Refund	1013182310	

+ Add Grid Line 1 Nbr / of Lines - max 15 at a time

- Click on the **Prev** (Previous) button to toggle back to the **Currency** tab/screen.

Text
Refund

+ Add Grid Line

Prev S

Saving the Cash Transmittal



- Once all data has been entered and validated/verified and the totals from both screens are balanced, click on the **Save As Complete** button to save the transmittal.

Text	Cost
nd	101

+ Add Grid Line 1 Nbr / of Lines -

Save As Complete

- If successful, this process generates a parked document in SAP and the SAP document number for the transmittal will be displayed on the screen.

Cash Transmittal Data Entry				
Post Date	5/11/2013	Doc Date	5/11/2013	Doc Type
Department	Select...	Serial Nbr		Trans Nbr
		Trans Type	Select...	

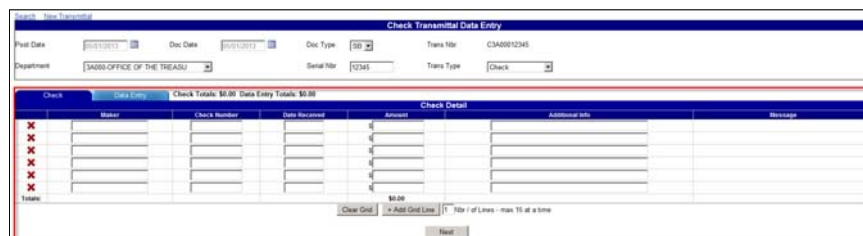
Document 1200253761 Save As Complete successful



Check Transmittals

Check Transmittals

- Once the header portion of the **Transmittal Data Entry** screen has been completed and the **Check** transmittal type selected, the lower portion of the **Transmittal Data Entry** will appear.
- The **Check** transmittal type consists of two tabs/screens:
 - **Check/Check Detail**
 - **Data Entry/Data Entry**



Check Detail Screen



- Enter each individual check on a separate line on the **Check Detail** screen.
- **Maker**
 - Enter the maker of the check, or from whom the check originated.

Check		Data Entry
		Maker
X		John T. Smith
X		

- **Check Number**
 - Enter the number listed on the check.

Check Number
3124

Check Detail Screen (Continued)



- **Date Received**
 - Enter the date the check was received, recorded, and endorsed by your department.

Date Received
05/01/2013

- **Amount**
 - Enter the amount of the check.

Amount
\$ 100.00
\$

Check Detail Screen (Continued)



- **Additional Info**

- Optional field that may be used to enter a simple statement that can be used by the department for reference for this particular check.
- This field may also be left blank.
- Examples: Payment by check for golf scramble; Memorial contribution; County MOA monthly payment; Insurance payment for claim #12345; Etc.

Additional Info	
Memorial contribution	

Data Entry Screen



- Once all of the individual checks have been entered and the total at the bottom of the **Amount** column matches the total amount of checks you have on hand for deposit, click on the **Next** button to proceed to the Data Entry screen.
- You may alternatively click directly on the **Data Entry** tab.

Check		Data Entry		Check Totals: \$100.00		Data Entry Totals: \$0.00	
		Check Detail					
	Maker	Check Number	Date Received	Amount	Additional Info		
X	John T. Smith	3124	05/01/2013	\$ 100.00	Memorial contribution		
X				\$			
X				\$			
X				\$			
X				\$			
X				\$			
Totals:				\$100.00			

Clear Grid + Add Grid Line 1 / of Lines - max 15 at a time

Next

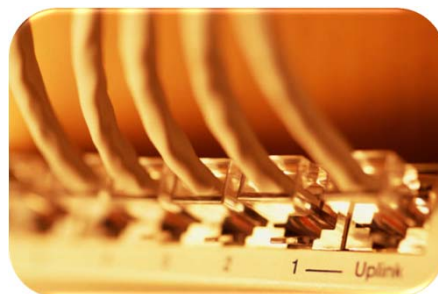
Data Entry Screen (Continued)



- The **Data Entry** screen is completed exactly the same as mentioned in the Cash Transmittal unit.

- Any errors noted in the **Message** column must be addressed prior to saving the transmittal.
- Once both screens have been completed and verified and the **Check Totals** and **Data Entry Totals** are balanced, click on the **Save As Complete** button to save the transmittal.

Unit 5



Wire / ACH / Lockbox Transmittals

Wire/ACH/Lockbox Transmittals



- If you are submitting a transmittal for an incoming **Wire** transfer, **ACH**, or **Lockbox** payment, the transmittal system will show only the **Data Entry** screen below the header section.
 - The header portion will be completed the same as all other transmittal types, with the exception that the **Post** and **Doc Dates** can and **should be back-dated** to match the date of deposit in which the ACH/Wire/Lockbox was received at the bank.
 - The **Data Entry** screen is completed exactly the same as mentioned in the Cash Transmittal unit.

Wire/ACH/Lockbox Transmittals (Continued)



- For these transmittal types, it would be a good idea to provide descriptive information, such as the originator and reason for payment, within the **Assignment** and **Text** fields to assist Treasury Services in identifying your transaction once it is received within the daily electronic payments.

Wire/ACH/Lockbox Transmittals (Continued)



- Once the header and **Data Entry** sections have been completed and verified, click on the **Save as Complete** button to save the transmittal.

- The transmittal system will provide the document number in the confirmation message:

Unit 6



Out of Town Bank Deposit Transmittals

Out of Town Bank Deposit Transmittals



- The header portion will be completed the same as all other transmittal types, with two exceptions:
 - The **Post** and **Doc Dates** can and **should be back-dated** to match the date of deposit in which it was deposited into the out of town bank.
 - When the **Out of Town Bank** Trans Type is selected, a new field (**Bank**) will appear out to the right with a list of approved out of town banks. Choose the bank to which the deposit was made.

Data Entry Screen



- As with the Wire/ACH/Lockbox transmittals, only the **Data Entry** screen will show below the header section.

- The **Data Entry** screen is completed exactly the same as mentioned in the Cash Transmittal unit.
- Once the header and **Data Entry** sections have been completed and verified, click on the **Save As Complete** button to save the transmittal.



Grant Postings

Grant Postings

- For cash or checks that should be posted to WBS Elements for grants, determine whether the cash receipt is for revenue (Doc Type **PM**) or reduction of expenditures (Doc Type **ZX**).

Search New Transmittal		Check Transmittal Data Entry	
Post Date	05/01/2013	Doc Date	05/01/2013
Department	BE001-ARTS & SCIENCES ADM	Doc Type	PM
		Serial Nbr	
		Trans Nbr	C3A6008E0014136
		Trans Type	Check

PM Document Type – Grant Revenue



- The accounting information for a PM document will be added based on the type of revenue to be posted.
- Only grant revenue can be entered on the PM document grant transmittal.
- Only **Cash** or **Check** Transmittal Types are valid for grant cash receipts.
- The Transmittal Number is C3A600 + Department Number + Serial Number.

Search New Transmittal

Post Date: 05/01/2013 Doc Date: 05/01/2013 Doc Type: PM Trans Nbr: C3A600BE0014136

Department: BE001-ARTS & SCIENCES ADMI Serial Nbr: 4136 Trans Type: Check

Check Transmittal Data Entry

PM Doc Type – Cash/Check Detail Screen



- Complete the **Cash/Check Detail** screen based on the same instructions mentioned in the Cash Transmittals and Check Transmittals units.

Company Data Entry Currency Totals: \$254.18 Data Entry Totals: \$0.00

Currency	Quantity	Sum	Currency	Quantity	Sum
\$100	0	\$0.00	\$1.00	0	\$0.00
\$50	0	\$0.00	\$0.50	0	\$0.00
\$20	0	\$0.00	\$0.25	0	\$0.00
\$10	0	\$0.00	\$0.10	0	\$0.00
\$5	0	\$0.00	\$0.05	0	\$0.00
\$2	0	\$0.00	\$0.01	0	\$0.00
\$1	0	\$0.00			
Totals:		\$254.18			\$254.18

Clear Grid Next

Check Data Entry Check Totals: \$150.00 Data Entry Totals: \$0.00

Marker	Maker	Check Number	Date Received	Amount	Additional Info
X	Novartis	745	05/01/2013	\$ 150.00	Dr. Smith clinical trial
X				\$	
X				\$	
X				\$	
X				\$	
Totals:				\$150.00	

Clear Grid + Add Grid Line 1 Nbr / of Lines - max 15 at a time Next

- Click on the **Next** button to advance to the **Data Entry** screen once completed.

PM Doc Type – Data Entry Screen



- Complete the **Data Entry** screen as follows:
 - The accounting information will be added for the type of revenue to be posted. Only the following income types can be entered:
 - Clinical trial income
 - Program income
 - Enter the **GL** based on the type of income received.
 - The **GL Description** and **Assignment** fields will automatically populate based on the GL entered.

Check		Data Entry		Check Totals: \$150.00 Data Entry Totals: \$	
	GL	GL Description	D/C	Assignment	
✗	426006	SR - Clinical Trial	C	Clinical Income	
✗			C		

- Enter the **Amount** of the cash or check(s) to be credited to the income GL.

Amount
\$150.00
\$

PM Doc Type – Data Entry Screen (Continued)



- Complete the **Data Entry** screen as follows (Continued):
 - Enter the Maker of the check and any other identifying information in the **Text** field (for example, "Pfizer, Protocol M89-3").

Text
Pfizer, Protocol M89-

- Enter the grant **WBS** Element number to be credited.

WBS
8048109223

- Enter the **Fund** ONLY if the cash receipt is program income to be credited to the grant's cost share fund.
 - This situation is limited to departments that have obtained prior authorization for this type of cash posting.

PM Doc Type – Completion



- Once the header and **Cash/Check Detail** and **Data Entry** sections have been completed and verified, click on the **Save As Complete** button to save the transmittal.

- Print the transmittal and deliver the cash receipts to Treasury Services according to the instructions in the Printing unit.
 - Be sure to include copies of the checks and any documentation to support the cash receipts for the grant such as sponsor letters, conference descriptions, or e-mails.

PM Doc Type – Completion (Continued)



- Keep a copy of the transmittal and copies of the checks in the department as documentation in case of an audit.
- Send a copy of the transmittal to the Research Administrator(s) in OSPA assigned to the WBS Element(s) posted on the transmittal so the grant budget(s) can be adjusted accordingly.

ZX Doc Type – Grant Reduction of Expenditure



- Only grant reduction of expenditures should be posted on the ZX document type.
 - A reduction of expenditure occurs when a payment is received from a third party (not the grant sponsor) reimbursing an expense that had previously posted to the project.
 - Examples of reduction of expenditures include but are not limited to:
 - A traveler is reimbursed for their registration expense for a conference by the conference host or a third party.
 - A refund is received from a vendor for the amount of a duplicate or overpayment on the grant for goods or services paid on a DAV or PRD document.
 - A refund is received from a grant's subcontractor.
 - A refund is received from a vendor for items purchased on the grant that were returned to the vendor.

ZX Document Type – Header



- On the header, complete all of the usual information as outlined in the Cash Transmittals unit.
- Only **Cash** or **Check** Transmittal Types are valid for grant cash receipts.

Check Transmittal Data Entry					
Post Date	05/07/2013	Doc Date	05/07/2013	Doc Type	ZX
Department	BH700-MECHANICAL ENGINEER	Serial Nbr	336	Trans Nbr	C3A6008H700336
				Trans Type	Check

ZX Doc Type – Cash/Check Detail Screen

- Complete the **Cash/Check Detail** screen based on the same instructions mentioned in the Cash Transmittals and Check Transmittals units.

Currency		Currency Summary			
Quantity	Rate	Amount	Rate	Amount	
\$100	1.00	\$0.00	1.00	\$0.00	
\$20	1.00	\$0.00	1.00	\$0.00	
\$20	1.00	\$0.00	1.00	\$0.00	
\$10	1.00	\$0.00	1.00	\$0.00	
\$5	1.00	\$0.00	1.00	\$0.00	
\$2	1.00	\$0.00	1.00	\$0.00	
\$1	1.00	\$0.00	1.00	\$0.00	
Totals		\$0.00		\$0.00	

Check		Data Entry		Check Totals: \$125.00 Data Entry Totals: \$0.00		Check Detail	
	Misake	Check Number	Date Received	Amount	Additional Info		
X		8775	05/05/2013	\$ 125.00	[Reduction of expense registration]		
X				\$			
X				\$			
X				\$			
X				\$			
X				\$			
Totals:				\$125.00			

Clear Grid + Add Grid Line 1 / nbr / of Lines - max 15 at a time Next

- Click on the **Next** button to advance to the **Data Entry** screen once completed.

ZX Doc Type – Data Entry Screen

- Complete the **Data Entry** screen as follows:
 - Enter the **GL** based on the expense GL on which the original charge was posted.
 - The **GL Description** and **Assignment** fields will automatically populate based on the GL entered.

Check		Data Entry		Check Totals: \$125.00 Data Entry Totals:	
	GL	GL Description	D/C	Assignment	
✗	✓	30027	Travel-OS Reg Fees	C	Reduc of Expense
✗	✓			C	

- Enter the **Amount** of the cash or check(s) to be credited to the income GL.

Amount	
\$	125.00
\$	

ZX Doc Type – Data Entry Screen (Continued)



- Complete the **Data Entry** screen as follows (Continued):
 - Enter a brief description of the type of reduction of expenditure and any other identifying information in the **Text** field.

Text
refund regis fees

- Enter the grant **WBS** Element number on which the original charge was posted.
 - Do not enter a **Fund**.

WBS	Fund
3048109223	

ZX Doc Type – Completion



- Once the header and **Cash/Check Detail** and **Data Entry** sections have been completed and verified, click on the **Save As Complete** button to save the transmittal.

Check Transmittal Data Entry											
Post Date	Doc Date	Doc Type	Trans File								
01/01/2013	01/01/2013	CX	CX400001700336								
Department	Serial Nbr	Trans Type									
HYDROMECHANICAL ENGINEERS	336	Check									
Document 3600272148 Save As Complete successful - Check											
Check Totals: \$125.00 Data Entry Totals: \$125.00											
GL	GL Description	DO	Assignment	Amount	Data Entry	Cost Center	Order Number	WBS	Fund	Message	
	01/01/2013		01/01/2013		refund regis fees			3048109223	01/01/2013		
Totals:				\$125.00							
Clear Grid Add Grid Line Print Save As Complete											

- Print the transmittal and deliver the cash receipts to Treasury Services according to the instructions in the Printing unit.

ZX Doc Type – Completion (Continued)



- Provide all of the following documentation for the reduction of expense:
 - Copy of the check being deposited to the grant.
 - Copies of all original payment documentation related to the reduction of expenditure such as DAVs, PRDs, Disbursement Forms, travel vouchers, or Purchase Order invoice transmittals.
 - Complete explanation of the reason the project is receiving the funds.
 - Any other documentation that will help to explain the reason for the reduction of expenditure.
- Keep a copy of the transmittal and copies of the checks and backup in the department as documentation in case of an audit.

General Grant Notes



- Several types of grant income cannot be posted with the new electronic transmittal process. Instead, complete a manual transmittal for the following and take the transmittal and cash receipts to Treasury Services for deposit:
 - Cash receipts for projects that are not set up in SAP. The funds must be deposited in the SPA Holding Account. Leave the WBS Element blank and type "SPA Holding Account" on the transmittal.
 - Checks that must be split between a Cost Center and WBS Element. For example, IRB fees and project funds for a grant may be on the same check from the sponsor.
 - Cash receipts for projects that have been invoiced by SPA. Occasionally a sponsor will mail a check directly to the department for expenses that have been invoiced through SPA (non-clinical projects).
 - If unsure whether a cash receipt can be entered on the new online transmittal, contact SPA.AR@email.uky.edu for assistance.

General Grant Notes (Continued)



- If the department receives more than one check for a project or group of projects, the checks can all be listed on the same check transmittal on the Check Detail screen. On the Data Entry screen, assign the funds to the appropriate GL accounts and WBS Elements. However, be aware that separate transmittals will need to be created for revenue GLs on PM documents and expense GLs on ZX documents.
- Follow the instructions in the Searching unit for pulling up PM or ZX documents for saved as complete and posted grant documents.

Unit 8

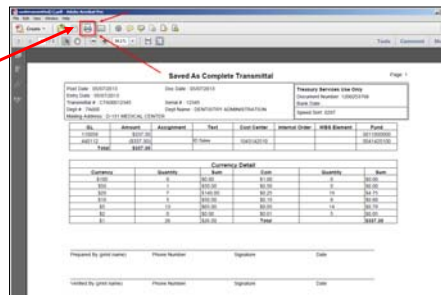
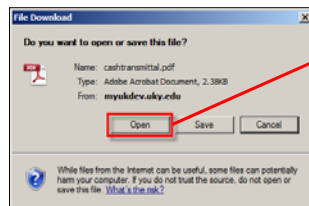


Printing

Cash Transmittal Printing



- Once a transmittal has been saved as complete, it must be printed, signed, and attached to the deposit that will be taken to Treasury Services, per BPM E-2-4.
- After clicking on the **Save As Complete** button, the **File Download** pop-up window may automatically appear. If so, click on the **Open** button, and then click on the **Print** icon in the toolbar of the Adobe window displaying the transmittal.



Cash Transmittal Printing (Continued)



- If the File Download pop-up window does not appear, follow these steps:

- Click on the **Search** link in the upper-left corner of the transmittal screen.

- Enter the search criteria that will help you find your transmittal. For example:

Cash Transmittal Printing (Continued)



- Be sure to click in the checkbox next to **Saved As Complete** (as long as the transmittal has not yet been posted).

☒ Saved As Complete ☐ Posted

Get Transactions Clear Search

- Click on the **Get Transactions** button to initiate the search.

☒ Saved As Complete ☐ Posted

Get Transactions Clear Search

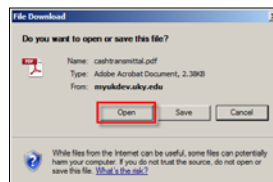
- Once found, click on the **Print Transmittal** icon in the far-left column.

Saved As Complete Transactions													
	Doc Type	GL	GL Descr	Amount	Post Date	Doc Date	Date Entered	User	Doc Number	Transmittal Nbr	Entered By	Last Used By	Last Used On
	110058		Cash Clearing	337.30	05/07/2013	05/07/2013	05/07/2013	KREAGER	1200253758	CTA00012345	KREAGER	KREAGER	KREAGER

Cash Transmittal Printing (Continued)



- Click on the **Open** button on the **File Download** pop-up window.



- Click on the **Print** icon in the toolbar of the Adobe window displaying the transmittal.

Saved As Complete Transmittal

Post Date: 05/07/2013 Doc Date: 05/07/2013

Entry Date: 05/07/2013 Serial #: 12345

Transmittal #: CTA00012345 Dept Name: DENTISTRY ADMINISTRATION

Dept #: 14000 Mailing Address: 10-131 MEDICAL CENTER

Treasury Services Use Only
Document Number: 1200253758
Issue Date:
Speed Start: 0207

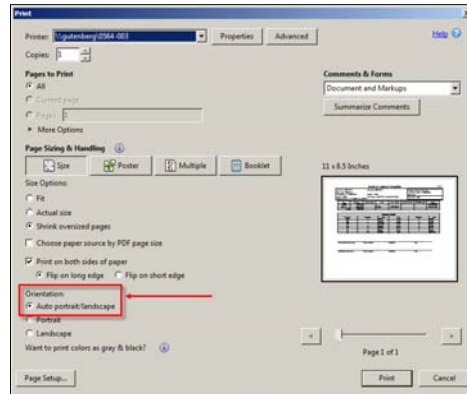
GL	Amount	Assignment	Text	Cost Center	Internal Order	WBS Element	Fund
110058	\$337.30					0011000000	
440112	(\$337.30)		00 Taxes	3543142010		0041422100	
Total	\$337.30						

Currency	Quantity	Sum	Open	Quantity	Sum
\$100	0	\$0.00	\$1.00	0	\$0.00

Cash Transmittal Printing (Continued)



- Please print the transmittals in **Landscape** orientation.
 - The orientation option in Adobe should be set to **Auto portrait/landscape** on the **Print** pop-up window.
 - You should only have to set that once, and the print orientation will be driven by the PDF document orientation settings.



Unit 9



Searching

Cash Transmittal Searching



- The **Search** functionality allows you to search for one or multiple transmittals that have been saved as complete or posted.
 - Click on the **Search** link in the upper-left corner of the transmittal screen to begin the search.

Cash Transmittal Searching



- Enter the search criteria that will best help you find the transmittal(s) for which you are looking.
 - Use any one or multiple criteria to narrow down the search results.
 - The system will alert you if any required fields have not been completed.

Cash Transmittal Searching (Continued)



- Click on the **Get Transactions** button to initiate the search.

New Transmittal

Cash Transmittal Search

Fiscal Year: 2013 Doc Type: SB

Document Number: to

Document Date: 05/01/2013 to 05/07/2013

Post Date: to

Date Entered: to

Entered By: KREAGER

☒ Saved As Complete ☐ Posted

Get Transactions Clear Search

Cash Transmittal Searching (Continued)



- Once the search results are displayed for **Saved As Complete** transmittals, the following options (icons) are available in the far-left column for each transmittal:

- Edit Saved As Complete Document** – be sure to save and re-print after making any changes
- Delete Parked Document**
- Print Transmittal**

New Transmittal Modify Search New Search

Saved As Complete Transactions

Doc Type	GL	GL Descr	Amount	Post Date	Doc Date	Date Entered	User	Doc Number	Transmittal Nbr	Parked By	Last Upd By	Last Upd Dt
SB	110062	ACH Credit Clearing	1519.00	05/01/2013	05/01/2013	05/01/2013	KREAGER	1200253765	C3A00012345	KREAGER	KREAGER	KREAGER
SB	110058	Cash Clearing	337.30	05/07/2013	05/07/2013	05/07/2013	KREAGER	1200253768	C7A00012345	KREAGER	KREAGER	KREAGER

- Only the **Print Transmittal** option (icon) is available when viewing **Posted** transmittals.

New Transmittal Modify Search New Search

Posted Transactions

Doc Type	GL	GL Descr	Amount	Post Date	Doc Date	Date Entered	User	Doc Number	Transmittal Nbr	Parked By	Last Upd By	Last Upd Dt
SB	110059	Check Clearing	34.20	02/18/2013	02/18/2013	02/18/2013	MPETE2	1200253510	C1020014234	MPETE2		
SB	110065	Incoming Wire Trans	25.50	02/27/2013	02/27/2013	02/27/2013	MPETE2	1200253524	C1020012343	MPETE2		
SB	110058	Cash Clearing	150.00	02/27/2013	02/27/2013	02/27/2013	MPETE2	1200253533	C1020044444	MPETE2		
SB	110059	Check Clearing	242.33	02/27/2013	02/27/2013	02/27/2013	MPETE2	1200253534	C10700123432	MPETE2		
SB	110062	ACH Credit Clearing	12.38	02/27/2013	02/27/2013	02/27/2013	MPETE2	1200253540	C1280011111	MPETE2		

Cash Transmittal Searching (Continued)



- Regardless of whether displaying **Saved As Complete** or **Posted** transmittals, there are also three additional options available:
 - New Transmittal** – opens a blank **Transmittal Data Entry** screen
 - Modify Search** – returns to criteria screen with existing criteria
 - New Search** – returns to criteria screen with blank criteria

Saved As Complete Transactions												
	Doc Type	GL	GL Descr	Amount	Post Date	Doc Date	Cash Entered	Yr	Doc Number	Transmittal Nbr	Parked By	Last Used By
SB	110052		ACH Credit Clearing	1519.00	05/01/2013	05/01/2013		KREAGER	1200253785	CTA00012345	KREAGER	KREAGER
SB	110058		Cash Clearing	337.30	05/07/2013	05/07/2013		KREAGER	1200253786	CTA00012345	KREAGER	KREAGER

Printing Course Manual (Optional)



If desired, a printable (Adobe PDF) version of this course manual is available for your convenience.

To access and print the manual:

- Click on the printer (the manual will open in a separate browser window)
- Print the course manual
- Close the separate browser window
- Return to this course window
- Click on the green Continue button below



To proceed without printing, click on the green Continue button below.

Check for Understanding



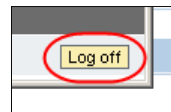
In order to receive full credit for the Cash Transmittals course, you must now successfully complete the Check for Understanding – a quiz covering the main concepts presented in this course.



Course Completion



- To complete this WBT, click on the yellow **Log off** button in the lower corner of this window.



- Note:** This window will close, and you should be returned to the main Training page for the SOR. The main page will refresh (usually within 30 seconds, depending on network traffic), and you should receive a green, system message confirming your participation. For example:



You may then safely navigate away from the main page.