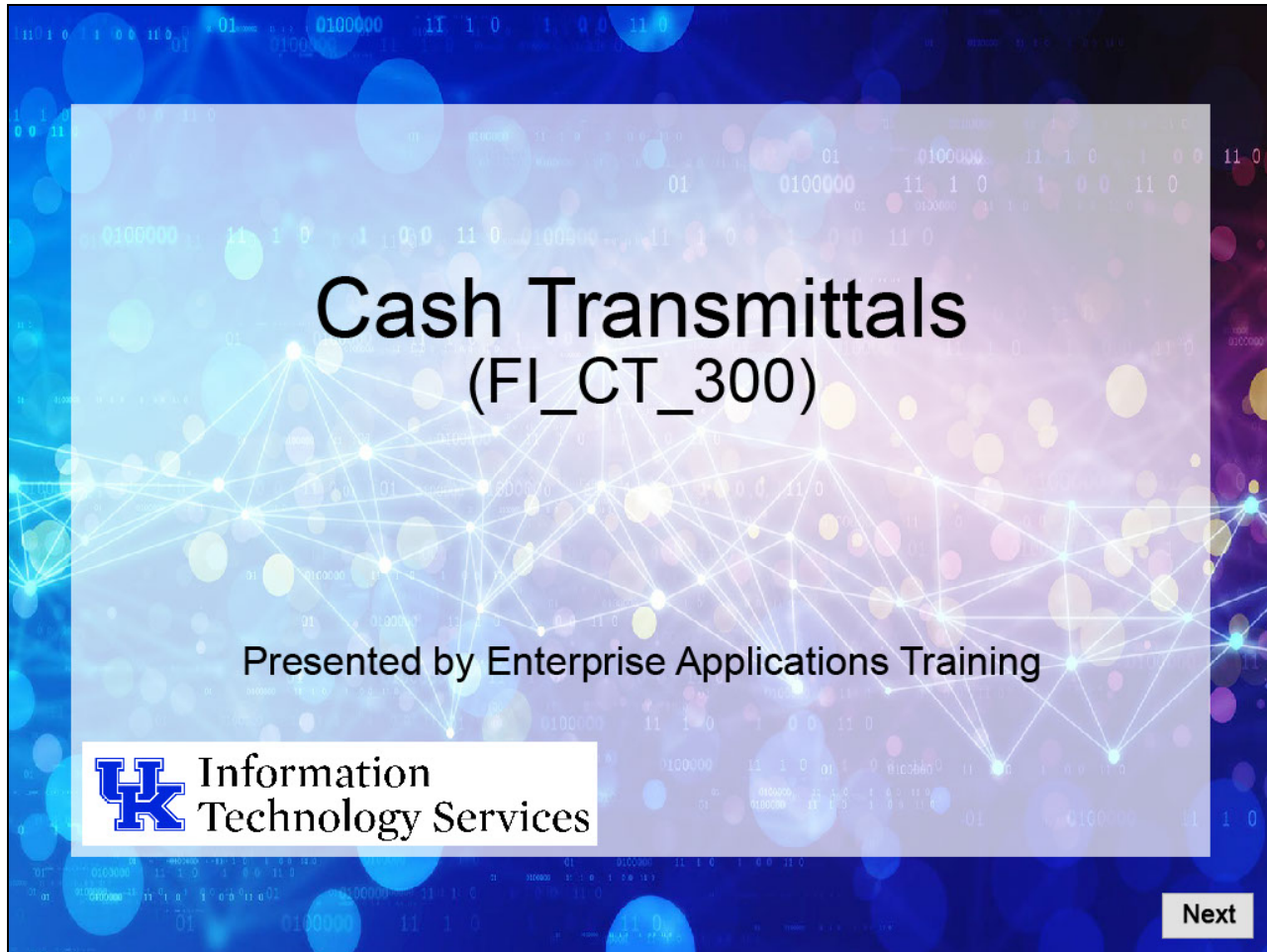



Slide 1 - Title Slide



Cash Transmittals (FI_CT_300)

Presented by Enterprise Applications Training

 Information
Technology Services

Next

Course Learning Objectives

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.

The learning objectives for this course are 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

[Next](#)

Slide 3 - Slide 3

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 Back Deposit Transmittals

Unit 7: Grant Postings

Unit 8: Printing

Unit 9: Searching

Cash Transmittals myHelp Website

[Next](#)

Slide 4 - Slide 4

Unit 1: Overview



Next

Slide 5 - Slide 5

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

[Next](#)

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 email it to Treasury Services at Treasury.Services@uky.edu in order for those funds to be credited to the appropriate cost object.

[Next](#)

Reduction of Expenditure

A **Reduction of Expenditure** occurs when a payment is received from a third party reimbursing an expense that had previously been incurred by a department.

- 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 for goods or services paid via a shopping cart or PRD document.

[Next](#)

Slide 8 - Slide 8

Reduction of Expenditure (Continued)

Please complete a Reduction Form with any GL beginning with a 5xxxxx.

- The Reduction Form can be found on the eForms page at the following link:
<https://www.uky.edu/ufs/sites/www.uky.edu.ufs/files/eforms/reductionform.pdf>
- Please submit a copy of this form with your transmittal or email a copy to Treasury.Services@uky.edu.

[Next](#)

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 tamper resistant bags.
 - 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. *If deposits are made via armored car or Kiosk, Treasury Services will not receive a transmittal copy.

[Next](#)

Slide 10 - Slide 10

Cash Transmittal Process (Continued)

- c. The deposit slip is completed for each deposit envelope (white, pink, and yellow carbon copies).
 - i. The white copy goes into the corresponding deposit tamper resistant bag.
 - ii. The yellow copy is attached to Treasury Services copy of the Transmittal Form.
 - iii. The pink copy is retained for departmental records.

[Next](#)

Slide 11 - Slide 11

Cash Transmittal Process (Continued)

4. The deposit is placed in an inconspicuous bag and transported for deposit at one of the following Location:
 - Deposit at the Treasury Services window in Room 356 of the Frank D. Peterson Service Building;
 - Utilize one of the Deposit Kiosks located in the Funkhouser and Ag North buildings (for more information, please visit <https://www.uky.edu/ufs/treasury-services#QRC>);
 - Take the deposit directly to a local PNC Bank branch location during their normal daytime operating hours.

[Next](#)

Slide 12 - Slide 12

Cash Transmittal Process (Continued)

5. Be sure to obtain a receipt upon making your deposit to keep with your records as proof that the deposit was made.
 - Treasury Services will time-stamp both Transmittal Forms as receipt, keeping one and returning the other to the depositor
 - If using a Deposit Kiosk, a receipt will be emailed to the depositor utilizing the email address entered at the time of deposit
 - The bank will give you a receipt upon deposit at a branch location during their normal operating hours

[Next](#)

Slide 13 - Slide 13

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 Learning module.

- From your myUK Learning Home page, use the **Find Learning** tile to search for the **Cash Handling Operations** course.



Cash Handling Operations

(CLASSROOM HR-TD-BP-CHO)

What are the University's cash operations policies and procedures? Who is responsible for cash handling operations at the University? During this workshop, we will undergo an examination of the University's Cash Operations. We will also discuss best practices and audit trends related to cash

Find Learning

Search input: Cash Handling Operations X Go

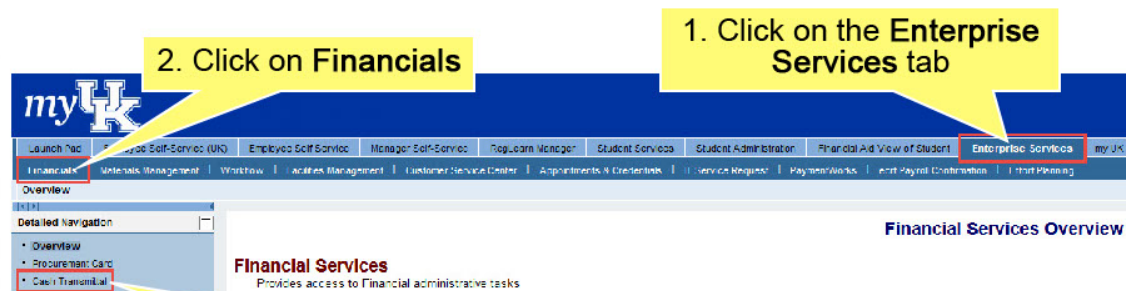
[Browse all courses >](#)

[Next](#)

Slide 14 - Slide 14

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.



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

[Next](#)

Slide 15 - Slide 15

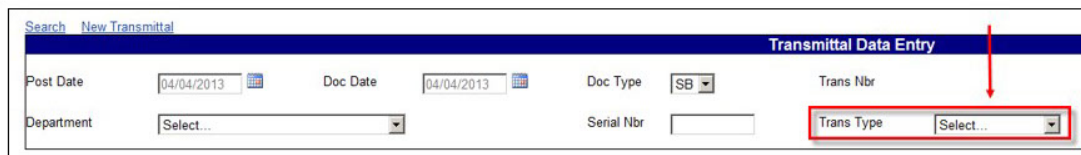
Transmittal Data Entry Screen

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.



The screenshot shows the 'Transmittal Data Entry' screen. At the top left, there is a 'Search' link and a 'New Transmittal' link. The 'New Transmittal' link is highlighted with a red box, and a red arrow points to it. Below the links is a blue header bar with the text 'Transmittal Data Entry'. Under the header, there are several input fields: 'Post Date' (04/04/2013), 'Doc Date' (04/04/2013), 'Doc Type' (SB), 'Trans Nbr', 'Department' (Select...), 'Serial Nbr', and '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.



The screenshot shows the 'Transmittal Data Entry' screen. The 'Trans Type' dropdown menu is highlighted with a red box, and a red arrow points to it. The other fields are the same as in the previous screenshot: 'Post Date' (04/04/2013), 'Doc Date' (04/04/2013), 'Doc Type' (SB), 'Trans Nbr', 'Department' (Select...), 'Serial Nbr', and 'Trans Type' (Select...).

[Next](#)

Slide 16 - Slide 16

Transmittal Data Entry Screen (Continued)

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

Transmittal Data Entry						
Post Date	<input type="text" value="04/04/2013"/>	Doc Date	<input type="text" value="04/04/2013"/>	Doc Type	<input type="text" value="SB"/>	Trans Nbr
Department	<input type="text" value="Select..."/>	Serial Nbr	<input type="text"/>	Trans Type	<input type="text" value="Select..."/>	

[Next](#)

Slide 17 - Slide 17

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)

[Next](#)

Slide 18 - Slide 18

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

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

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

Clear Grid Next

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

GL	GL Description	D/C	Assignment	Amount	Data Entry Text	Cost Center	On
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













Next

Slide 19 - Slide 19

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
  	SB	110095	Incoming Wire Trans	100.00	09/23/2013	09/23/2013	09/23/2013	MPETE2	1200254279	C1090011111	MPETE2	MPETE2
  	SB	110095	Incoming Wire Trans	100.00	09/23/2013	09/23/2013	09/23/2013	MPETE2	1200254280	C1060012343	MPETE2	MPETE2
  	SB	110062	ACH Credit Clearing	100.00	09/23/2013	09/23/2013	09/23/2013	MPETE2	1200254281	C1130013243	MPETE2	MPETE2
  	SB	110062	ACH Credit Clearing	100.00	09/23/2013	09/23/2013	09/23/2013	MPETE2	1200254282	C10900123432	MPETE2	MPETE2

New Transmittal

Cash Transmittal Search

Fiscal Year2014Doc TypeSelect...

Document Numberto

Document Dateto

Post Dateto

Date Enteredto

Entered ByMPETE2

☐ Saved As Complete☐ Posted

Get Transactions

Clear Search

Next

Slide 20 - Slide 20

Unit 2: Header



Next

Slide 21 - Slide 21

Transmittal Header

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

The screenshot displays the 'Transmittal Data Entry' window. At the top, there are links for 'Search' and 'New Transmittal'. The main title bar reads 'Transmittal Data Entry'. Below this, the form is organized into two rows of fields. The first row contains 'Post Date' (with a date picker showing 04/04/2013), 'Doc Date' (with a date picker showing 04/04/2013), 'Doc Type' (a dropdown menu showing 'SB'), and 'Trans Nbr' (an empty text field). The second row contains 'Department' (a dropdown menu showing 'Select...'), 'Serial Nbr' (an empty text field), and 'Trans Type' (a dropdown menu showing 'Select...').

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...		

[Next](#)

Slide 22 - Slide 22

Completing the Header

Post Date

The screenshot shows a web form titled "Transmittal Data Entry". At the top left, there are links for "Search" and "New Transmittal". The form contains several input fields: "Post Date" (with a calendar icon), "Doc Date" (with a calendar icon), "Doc Type" (a dropdown menu showing "SB"), "Trans Nbr" (a text field), "Department" (a dropdown menu showing "Select..."), "Serial Nbr" (a text field), and "Trans Type" (a dropdown menu showing "Select..."). The "Post Date" field is highlighted with a red rectangular box, and a red arrow points from the top right towards this box.

- 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

[Next](#)

Slide 23 - Slide 23

Completing the Header (Continued)

Doc Date

The screenshot shows a web form titled "Transmittal Data Entry". It has a blue header bar with "Search" and "New Transmittal" links. Below the header, there are several input fields: "Post Date" with a date picker showing "04/04/2013", "Doc Date" with a date picker showing "04/04/2013" (highlighted with a red box and a red arrow), "Doc Type" with a dropdown menu showing "SB", "Trans Nbr" (empty), "Department" with a dropdown menu showing "Select...", "Serial Nbr" (empty), and "Trans Type" with a dropdown menu showing "Select...".

- 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

[Next](#)

Slide 24 - Slide 24

Completing the Header (Continued)

Doc Type



The screenshot shows a web form titled "Transmittal Data Entry". It includes fields for "Post Date" (04/04/2013), "Doc Date" (04/04/2013), "Department" (Select...), "Doc Type" (a dropdown menu with options SB, PM, and ZX), "Serial Nbr", "Trans Nbr", and "Trans Type" (Select...). A red box highlights the "Doc Type" dropdown, and a red arrow points to the "SB" option.

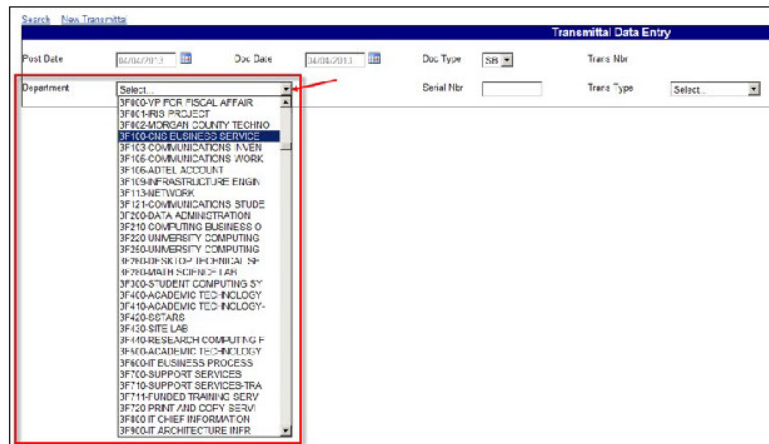
- Use the drop-down arrow to select the document type
 - **SB** – G/L Account posting – Used most often for non-grant related deposits (default document type)
 - **PM** – Grant Revenue
 - **ZX** – Used only for reduction of expenditures on sponsored project accounts

[Next](#)

Slide 25 - Slide 25

Completing the Header (Continued)

Department



The screenshot shows the 'Transmittal Data Entry' form. The 'Department' field is highlighted with a red box, and its dropdown menu is open, displaying a list of department codes and names. A red arrow points to the dropdown arrow icon. The list includes departments such as 3F800-VP FOR FISCAL AFFAIR, 3F801-PROJ, 3F802-MORGAN COUNTY TECHN, 3F100-CHS BUSINESS SERVICE, 3F103-COMMUNICATIONS INVEN, 3F106-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-STATE POLICE, 3F300-STUDENT COMPUTING SY, 3F400-ACADEMIC TECHNOLOGY, 3F410-ACADEMIC TECHNOLOGY, 3F420-STATE LAB, 3F450-SITE LAB, 3F460-RESEARCH COMPUTING F, 3F460-ACADEMIC TECHNOLOGY, 3F600-IT BUSINESS PROCESS, 3F700-SUPPORT SERVICES, 3F710-SUPPORT SERVICES TRA, 3F711-FUNDED TRAINING SERV, 3F720-PRINT AND COPY SERV, 3F800-IT CHIEF INFORMATION, and 3F800-IT ARCHITECTURE INFR.

- 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.

[Next](#)

Slide 26 - Slide 26

Completing the Header (Continued)

Serial Nbr

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

Search New Transmittal

Transmittal Data Entry					
Post Date	04/04/2013	Doc Date	04/04/2013	Doc Type	SB
Department	3F100-CNS BUSINESS SERVICE	Serial Nbr	12345	Trans Nbr	C3F10012345
				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
Department	3F100-CNS BUSINESS SERVICE	Serial Nbr	12345	Trans Nbr	C3F10012345
				Trans Type	Select...

[Next](#)

Slide 27 - Slide 27

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.



The screenshot shows a web form titled "Transmittal Data Entry". It contains several input fields: "Post Date" (04/04/2013), "Doc Date" (04/04/2013), "Doc Type" (PM), "Department" (3A000-OFFICE OF THE TREASU), "Serial Nbr" (12345), and "Trans Type" (Select...). The "Trans Nbr" field is highlighted with a red box and contains the value "C3A6003A00012345". A red arrow points from the "Doc Type" field to the "Trans Nbr" field.

[Next](#)

Slide 28 - Slide 28

Completing the Header (Continued)

Trans Type

Use the drop-down arrow to select the transaction type

The screenshot shows a web form titled "Transmittal Data Entry". It contains several input fields: "Post Date" (04/04/2013), "Doc Date" (04/04/2013), "Doc Type" (SB), "Trans Nbr", "Department" (Select...), and "Serial Nbr". A red box highlights the "Trans Type" dropdown menu, which is open and showing a list of options: "Select...", "Select...", "Cash", "Check", "Wire", "ACH", "Lockbox", and "Out of Town Bank". A red arrow points to the dropdown arrow of the "Trans Type" field.

[Next](#)

Slide 29 - Slide 29

Completing the Header (Continued)

If Check or Cash trans type are selected, the **Location Code** box will appear. The location code found on the deposit ticket will be entered in this field.

Search New Transmittal

Cash Transmittal Data Entry

Post Date 09/23/2013 Doc Date 09/23/2013 Doc Type SB Trans Nbr C107001111 Location Code

Department 10700-DONOVAN ACCOUNTS Serial Nbr 1111 Trans Type Cash

Serial Nbr, no Dept Nbr

DEPOSIT TICKET
FOR CLEAR COPY, PRESS FIRMLY

CURRENCY	CHECKS	DEBITS	CREDITS	TOTAL
1	2	3	4	5
6	7	8	9	10
11	12	13	14	15
16	17	18	19	20
21	22	23	24	25
26	27	28	29	30
31	32	33	34	35
36	37	38	39	40
41	42	43	44	45
46	47	48	49	50
51	52	53	54	55
56	57	58	59	60
61	62	63	64	65
66	67	68	69	70
71	72	73	74	75
76	77	78	79	80
81	82	83	84	85
86	87	88	89	90
91	92	93	94	95
96	97	98	99	100

UNIVERSITY OF KENTUCKY
RESTRICTED TRUST ACCOUNT
UNCO DMO TRM COORD BRD FL

PNC BANK

SEP DOCUMENT NO.

00 20006 126400 70 20 42 39*

TOTAL ITEMS

8-12/010 1070

Next

Slide 30 - Slide 30

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.

Search: [Now Transmittal](#)

Check Transmittal Data Entry

Post Date: 06/29/2018 Doc Date: 06/29/2018 Doc Type: SE Trans Nbr: C3A20012345 Location Code: 1234567

Department: 3A200-TREASURY SERVICES Serial Nbr: 12345 Trans Type: **Check**

Check Total: \$0.00 Data Entry Total: \$0.00

	Maker	Check Number	Date Received	Amount	Additional Info	Message
X				\$		
X				\$		
X				\$		
X				\$		
X				\$		
X				\$		
Totals:				\$0.00		

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

Next

Next

Slide 31 - Slide 31

Unit 3: Cash Transmittals



Next

Slide 32 - Slide 32

Cash Transmittals

Once the header portion of the **Transmittal Data Entry** screen has been completed and the **Cash** transmittal type selected, and the location code is entered in the **Location Code** field, the lower portion of the **Transmittal Data Entry** screen will appear.

The **Cash** transmittal type consists of two tabs/screens: **Currency/Currency Summary**.

Search New Transmittal

Cash Transmittal Data Entry

Post Date: 04/05/2013 Doc Date: 04/05/2013 Doc Type: SB Trans Nbr: C3A200123456 Location Code: 5550148

Department: 3A200-TREASURY SERVICES Serial Nbr: 123456 Trans Type: Cash

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

Currency	Quantity	Sum	Coin	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			
Currency Total:		\$0.00	Coin Total:		\$0.00

Clear Grid Next

Next

Slide 33 - Slide 33

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.

Currency		Data Entry		Currency Totals: \$253.32 Data Entry Totals: \$0.00		Currency Summary			
Currency		Quantity	Sum	Coin		Quantity	Sum		
\$100		1	\$100.00	\$100		0	\$0.00		
\$50		0	\$0.00	\$50		0	\$0.00		
\$20		6	\$120.00	\$25		7	\$1.75		
\$10		2	\$20.00	\$10		0	\$0.00		
\$5		0	\$0.00	\$05		0	\$0.00		
\$2		0	\$0.00	\$01		27	\$0.27		
\$1		11	\$11.00						
Totals:							\$253.32		

Clear Grid Next

Next

Slide 34 - Slide 34

Currency Summary Screen

- 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.

Currency		Data Entry		Currency Totals: \$253.32		Data Entry Totals: \$0.00	
Currency		Quantity	Sold	Cost	Quantity	Sold	Cost
\$100	<input type="text" value="1"/>		\$100.00	\$1.00	<input type="text" value="0"/>		\$0.00
\$50	<input type="text" value="0"/>		\$0.00	\$0.50	<input type="text" value="0"/>		\$0.00
\$20	<input type="text" value="0"/>		\$120.00	\$0.25	<input type="text" value="7"/>		\$1.75
\$10	<input type="text" value="2"/>		\$20.00	\$0.10	<input type="text" value="3"/>		\$0.30
\$5	<input type="text" value="0"/>		\$0.00	\$0.05	<input type="text" value="0"/>		\$0.00
\$2	<input type="text" value="0"/>		\$0.00	\$0.01	<input type="text" value="27"/>		\$0.27
\$1	<input type="text" value="11"/>		\$11.00				
Totals:							\$253.32

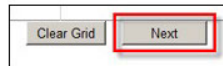
- The **Clear Grid** button clears all quantities in all denominations.

Next

Slide 35 - Slide 35

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.

Next

Slide 36 - Slide 36

Data Entry Screen (Continued)

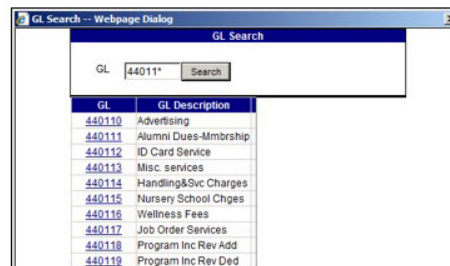
GL/GL Description - Enter the GL account number to which the deposit (or portion of) should be assigned.



Currency	Data Entry	Curr
	GL	GL Description
X	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-Mmbrship
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

[Next](#)

Slide 37 - Slide 37

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	Curr
	GL	GL Description
X	440112	ID Card Service

NOTE: Unless the responsible unit has an exception granted by UK Philanthropy, each gift credited to a gift GL (ex. 420100, 422103) should be entered as a separate line item on the transmittal data entry screen, even if all of the gifts will be credited to the same cost center. This action will ensure the accurate recording and reporting of the gifts.



440111	FOUNDER LIVES-mentorship
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

[Next](#)

Slide 38 - Slide 38

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.



The screenshot shows a software interface with two tabs: 'Currency' and 'Data Entry'. The 'Data Entry' tab is active. At the top right, it displays 'Currency Totals: \$253.32' and 'Data Entry Totals:'. Below this is a table with four columns: 'GL', 'GL Description', 'D/C', and 'Assignment'. The first row of data shows a red 'X' icon, a green checkmark, the GL number '440112', the description 'ID Card Service', and the dropdown 'C'. The 'Assignment' column for this row contains the text 'PT Clinic', which is highlighted by a red rectangular box. A red arrow points from the 'Data Entry Totals' text to the 'Assignment' column header. The second row of the table is partially visible, showing another red 'X' icon and a green checkmark.

	GL	GL Description	D/C	Assignment
✗ ✓	440112	ID Card Service	C	PT Clinic
✗ ✓				

[Next](#)

Slide 39 - Slide 39

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		\$

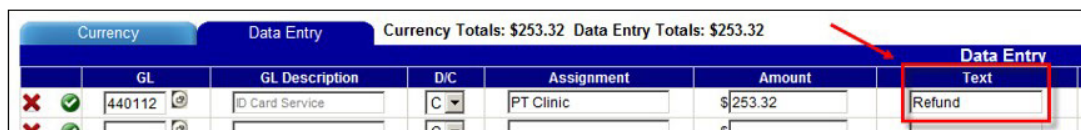
[Next](#)

Slide 40 - Slide 40

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 Text
X	440112	ID Card Service	C	PT Clinic	\$253.32	Refund

[Next](#)

Slide 41 - Slide 41

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.

[Next](#)

Slide 42 - Slide 42

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
----------	------------	---

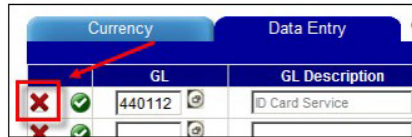
In order to successfully complete and save the transmittal, the totals from both tabs/screens **must be equal!**

[Next](#)

Slide 44 - Slide 44

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.

[Next](#)

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	On
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

Next

Slide 46 - Slide 46

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.

A screenshot of a software interface showing a table with columns 'Text' and 'Cos'. The first row contains 'nd' and '101'. Below the table, there is a 'Save As Complete' button highlighted with a red rectangle. A red arrow points from the button to the text below.

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

A screenshot of the 'Cash Transmittal Data Entry' screen. The screen displays fields for Post Date (04/11/2013), Doc Date (04/11/2013), Doc Type (SB), Trans Nbr, Department (Select...), Serial Nbr, and Trans Type (Select...). A red arrow points from the 'Save As Complete' button to a message box that says 'Document 1200253761 Save As Complete successful'.

[Next](#)

Slide 47 - Slide 47

Unit 4: Check Transmittals

[Next](#)

Slide 48 - Slide 48

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**

Search New Transmittal

Check Transmittal Data Entry

Post Date 04/05/2013 Doc Date 04/05/2013 Doc Type SB Trans Nbr C3A200123456 Location Code 5550148

Department 3A200-TREASURY SERVICES Serial Nbr 123456 Trans Type Check

Check Data Entry

Check Total: \$0.00 Data Entry Total: \$0.00

	Maker	Check Number	Date Received	Amount	Additional Info	Message
X				\$		
X				\$		
X				\$		
X				\$		
X				\$		
X				\$		
Totals:				\$0.00		

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

Next

Next

Slide 49 - Slide 49

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			
×		John T. Smith	
×			

Check Number

- Enter the number listed on the check.

Check Number	
	3124

[Next](#)

Slide 50 - Slide 50

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
\$

[Next](#)

Slide 51 - Slide 51

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	

[Next](#)

Slide 52 - Slide 52

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

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

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

Next

Next

Slide 53 - Slide 53

Data Entry Screen (Continued)

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

Check		Data Entry										Check Totals: \$100.00 Data Entry Totals: \$100.00	
	GL	GL Description	DEC	Assignment	Amount	Text	Cost Center	Order Number	WBS	Fund	Message		
✗	✓	F35031	GF	Donorship/Contributio	C		\$100.00	1012042470				In 6500000 GLs only for refund/reimburse of cur yr expenditures.	
✗	✓		GF		C								
✗	✓		GF		C								
✗	✓		GF		C								
✗	✓		GF		C								
Totals:							\$100.00						

Clear Grid
+ Add Grid Line
1 Nbr / of Lines - max 15 at a time
Prev
Save As Complete

- Any errors noted in the **Message** column must be addressed prior to saving the transmittal.
- NOTE:** As stated earlier in this presentation, unless the responsible unit has an exception granted by UK Philanthropy, each gift credited to a gift GL (ex. 420100, 422103) should be entered as a separate line item on the transmittal data entry screen, even if all of the gifts will be credited to the same cost center. This action will ensure the accurate recording and reporting of the gifts.

Next

Slide 54 - Slide 54

Data Entry Screen (Continued)

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.

Check Transmittal Data Entry					
Post Date	<input type="text" value="05/01/2013"/>	Doc Date	<input type="text" value="05/01/2013"/>	Doc Type	<input type="text" value="SB"/>
Trans Nbr	<input type="text" value="C3A00012345"/>				
Department	<input type="text" value="3A000-OFFICE OF THE TREASU"/>	Serial Nbr	<input type="text" value="12345"/>	Trans Type	<input type="text" value="Check"/>

Document 1200253765 Save As Complete successful - Check

[Next](#)

Slide 55 - Slide 55

Unit 5: Wire/ACH/Lockbox Transmittals



Next

Slide 56 - Slide 56

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 with the exception of the location code field which is absent for these payment types.

Search New Transmittal

ACH Transmittal Data Entry

Post Date: 05/01/2013 Doc Date: 05/01/2013 Doc Type: SB Trans Nbr: C3A00012345

Department: 3A000-OFFICE OF THE TREASURY Serial Nbr: 12345 Trans Type: ACH

Data Entry Totals: \$1,519.00

GL	GL Description	SL	Assignment	Amount	Text	Cost Center	Order Number	WBS	Fund	Message
449000	Unrecovered Costs	C	Ins. Claim Reimbs.	\$1,519.00	Adjustable Claims	1015102310			0011030100	Review Item Validation in background
Totals:				\$1,519.00						

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

Save As Complete

Next

Slide 57 - Slide 57

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.

[Next](#)

Slide 58 - Slide 58

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 screenshot shows the 'ACH Transmittal Data Entry' form. At the top, there are fields for Post Date (05/01/2013), Doc Date (05/01/2013), Doc Type (SB), Trans Nbr (C3A00012345), Department (3A000-OFFICE OF THE TREASU), Serial Nbr (12345), and Trans Type (ACH). Below these is a 'Data Entry Totals: \$1,519.00' section. The main table has columns: GL, GL Description, SIC, Assignment, Amount, Total, Cost Center, Order Number, WBS, Fund, and Message. A row is visible with GL 40900, GL Description 'Governmental Expense', SIC 'C', Assignment 'Ins. Claims Reimb.', Amount '\$1,519.00', Total '\$1,519.00', Cost Center '1013182310', Order Number '1011030100', and Message 'Basic line Validation is Successful'. At the bottom, there are buttons for 'Clear Grid', '+ Add Grid Line', and 'Nbr / of Lines - max 15 at a time'. A red arrow points to the 'Save As Complete' button.

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

The screenshot shows the same 'ACH Transmittal Data Entry' form, but with a confirmation message at the bottom: 'Document 1200253765 Save As Complete successful - ACH'. The message is highlighted with a yellow background. A red arrow points from the 'Save As Complete' button in the previous screenshot to this message.

[Next](#)

Slide 59 - Slide 59

Unit 6: Out of Town Bank Deposit Transmittals



Next

Slide 60 - Slide 60

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.

Search New Transmittal

Out of Town Bank Transmittal Data Entry

Post Date: 05/01/2013 Doc Date: 05/01/2013 Doc Type: SB Trans Nbr: C3A00012345

Department: 3A000-OFFICE OF THE TREASU Serial Nbr: 12345 Trans Type: Out of Town Bank

Bank: Select, Select All, West KY Sub, West KY 4H, Robinson, Palmer 4H, Morgan Coun Tec Ctr, Hazard RHC, No. Central 4H, Cumberland 4H

Data Entry Totals: \$0.00

[Next](#)

Slide 61 - Slide 61

Data Entry Screen

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

Search New Transmittal

Out of Town Bank Transmittal Data Entry

Post Date: 05/01/2013 Doc Date: 05/01/2013 Doc Type: SB Trans Nbr: C3A00012345

Department: 3A000-OFFICE OF THE TREASU Serial Nbr: 12345 Trans Type: Out of Town Bank Bank: Hazard RHC

Data Entry Totals: \$0.00

GL	GL Description	EIC	Assignment	Amount	Text	Cost Center	Order Number	WBS	Fund	Message
X										
X										
X										
X										
X										
Totals:				\$0.00						

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

Save As Complete

The **Data Entry** screen is completed exactly the same as mentioned in the Cash Transmittal unit with the exception of the location code field which is absent for these payment types.

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

Next

Slide 62 - Slide 62

Unit 7: Grant Postings



Next

Slide 63 - Slide 63

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	Doc Type	PM SB PM ZX	Trans Nbr	C3A6008E0014136
Department	8E001-ARTS & SCIENCES ADMI	Serial Nbr				Trans Type	Check

Next

Slide 64 - Slide 64

PM Doc 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		Check Transmittal Data Entry			
Post Date	05/01/2013	Doc Date	05/01/2013	Doc Type	PM	Trans Nbr	C3A6008E0014136
Department	8E001-ARTS & SCIENCES ADMI	Serial Nbr	4136	Trans Type	Check		

[Next](#)

Slide 65 - Slide 65

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.

Currency		Data Entry		Currency Totals: \$254.18 Data Entry Totals: \$0.00	
Currency	Quantity	Sum	Currency Summary	Code	Quantity
\$100	0	\$0.00		\$1.00	0
\$50	0	\$0.00		\$5.00	0
\$20	10	\$200.00		\$2.25	13
\$10	1	\$10.00		\$1.10	7
\$5	3	\$15.00		\$0.05	0
\$2	0	\$0.00		\$0.01	23
\$1	25	\$25.00			
Totals:					

Clear Grid Next

Check		Data Entry		Check Totals: \$150.00 Data Entry Totals: \$0.00	
Maker	Check Number	Date Received	Amount	Check Detail	Additional Info
Novartis	745	05/01/2013	\$ 150.00		Dr. Smith clinical trial
			\$		
			\$		
			\$		
			\$		
			\$		
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.

Next

Slide 66 - Slide 66

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: \$1	
		GL	GL Description	D/C	Assignment
✗	✓	426006	ISR - 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
\$

[Next](#)

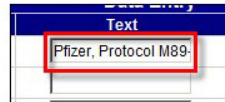
Slide 67 - Slide 67

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").



A screenshot of a software interface showing a 'Text' field. The field is highlighted with a red border and contains the text 'Pfizer, Protocol M89-3'.

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



A screenshot of a software interface showing a 'WBS' field. The field is highlighted with a red border and contains the number '3048109223'.

- 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.

[Next](#)

Slide 68 - Slide 68

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.

Search: New Transmittal

Check Transmittal Data Entry

Post Date: 05/01/2013 Doc Date: 05/01/2013 Doc Type: PM Trans Nbr: C3A6008E0014136

Department: 8E001-ARTS & SCIENCES ADM Serial Nbr: 4136 Trans Type: Check

Document 9600012748 Save As Complete successful - Check

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

GL	GL Description	GLC	Assignment	Amount	Text	Cost Center	Order Number	WBS	Fund	Message
42000	Clinical Trial	C	Clinical Income	\$150.00	Pedar Protocol M89			3048109223	0226000000	10- Submit a copy of the check, remittance, and copies from the original expense with the parked document.
Totals:				\$150.00						

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

Prev Save As Complete

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.

Next

Slide 69 - Slide 69

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.

[Next](#)

Slide 70 - Slide 70

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 shopping cart 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.

[Next](#)

Slide 71 - Slide 71

ZX Doc Type: Grant Reduction of Expenditure (Continued)

- Please complete a **Reduction Form** with any GL beginning with a 5xxxxx.
 - The **Reduction Form** can be found on the eForms page at the following link:
<https://www.uky.edu/ufs/sites/www.uky.edu.ufs/files/eforms/reductionform.pdf>.
 - Please submit a copy of this form with your transmittal or email a copy to SPA.AR@email.uky.edu.

[Next](#)

Slide 72 - Slide 72

ZX Doc 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.

Search New Transmittal					
Check Transmittal Data Entry					
Post Date	<input type="text" value="05/07/2013"/>	Doc Date	<input type="text" value="05/07/2013"/>	Doc Type	<input type="text" value="ZX"/>
Trans Nbr	<input type="text" value="C3A6008H700336"/>				
Department	<input type="text" value="8H700-MECHANICAL ENGINEERI"/>	Serial Nbr	<input type="text" value="336"/>	Trans Type	<input type="text" value="Check"/>

[Next](#)

Slide 73 - Slide 73

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		Data Entry		Currency Totals: \$254.18 Data Entry Totals: \$0.00	
Currency	Quantity	Sum	Currency Summary	Cost	Quantity
\$100	0	\$0.00		\$1.00	0
\$50	0	\$0.00		\$5.00	0
\$20	10	\$200.00		\$2.50	13
\$10	1	\$10.00		\$1.10	7
\$5	3	\$15.00		\$0.05	0
\$2	0	\$0.00		\$0.01	23
\$1	25	\$25.00			
Totals:					

Clear Grid Next

Check		Data Entry		Check Totals: \$125.00 Data Entry Totals: \$0.00	
Maker	Check Number	Date Received	Amount	Check Detail	
NAME	8775	05/05/2013	\$ 125.00	Reduction of expense registration	
			\$		
			\$		
			\$		
			\$		
			\$		
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.

Next

Slide 74 - Slide 74

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: \$1	
		GL	GL Description	D/C	Assignment
✗	✓	530027	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
\$

[Next](#)

Slide 75 - Slide 75

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	

[Next](#)

Slide 76 - Slide 76

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.

Search New Transmittal

Check Transmittal Data Entry

Post Date: 05/07/2013 Doc Date: 05/07/2013 Doc Type: ZX Trans Nbr: C3A600B4700336

Department: BH700 MECHANICAL ENGINEER Serial Nbr: 336 Trans Type: Check

Document 9600012749 Save As Complete successful - Check

Check Data Entry Check Totals: \$125.00 Data Entry Totals: \$125.00

GL	GL Description	EIC	Assignment	Amount	Text	Cost Center	Order Number	WBS	Fund	Message
530027	Travel-OS Reg Fees	C	Reduc of Expense	\$125.00	refund regis fees			3048109223	0220000060	10- Submit a copy of the check, remittance, and copies from the original expense with the parked document.
Totals:				\$125.00						

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

Prev Save As Complete

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

Next

Slide 77 - Slide 77

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.

[Next](#)

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.

[Next](#)

Slide 79 - Slide 79

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.

[Next](#)

Slide 80 - Slide 80

Unit 8: Printing



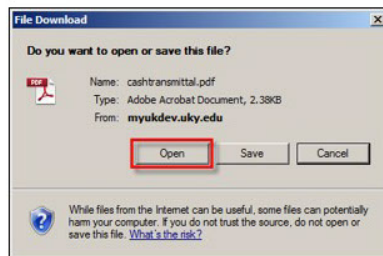
Next

Slide 81 - Slide 81

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.



Saved As Complete Transmittal

Print Date: 05/07/2013 Doc Date: 05/07/2013 Treasury Services Use Only
Entry Date: 05/07/2013 Document Number: 120020708
Transmittal #: 07A00012345 Serial #: 12345 Blank Date:
Check #: 145678 Dept Name: UNIVERSITY ADMINISTRATION
Mailing Address: 0-101 MEDICAL CENTER Speed Sort: 0007

RL	Amount	Assignment	Text	Cash Center	Internal Order	WBS Element	Fund
110000	\$337.20						0011000000
660112	(\$337.20)	61 5000	10001620102				0041620100
Total	\$337.20						

Currency	Quantity	Rate	Cash	Quantity	Rate
\$100	0	\$0.00	\$1.00	0	\$0.00
\$50	1	\$0.00	\$0.50	0	\$0.00
\$20	2	\$1.00	\$0.20	10	\$0.20
\$10	3	\$0.00	\$0.30	0	\$0.00
\$5	13	\$0.00	\$0.05	14	\$0.05
\$0	0	\$0.00	\$0.01	5	\$0.01
\$0	00	\$00.00	Total		\$007.30

Prepared By (print name) _____ Phone Number _____ Signature _____ Date _____

Verified By (print name) _____ Phone Number _____ Signature _____ Date _____

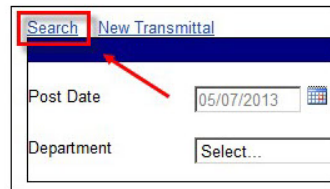
Next

Slide 82 - Slide 82

Cash Transmittal Printing (Continued)

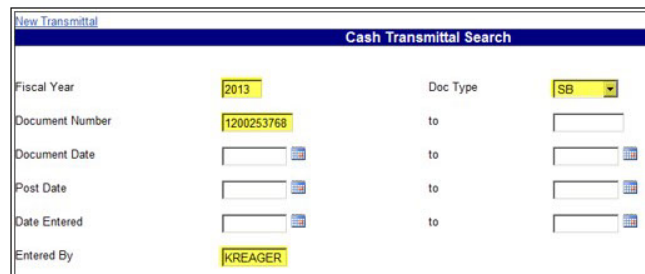
If the File Download pop-up window does not appear, follow these steps:

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



The screenshot shows a web interface with a blue header bar containing two links: 'Search' and 'New Transmittal'. The 'Search' link is highlighted with a red rectangular box. A red arrow points from the 'Search' link down to the 'Post Date' field. Below the header bar, there are two input fields: 'Post Date' with the value '05/07/2013' and a calendar icon, and 'Department' with a dropdown menu showing 'Select...'.

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



The screenshot shows a web interface titled 'Cash Transmittal Search'. It contains several search criteria fields arranged in two columns. The first column includes 'Fiscal Year' (2013), 'Document Number' (1200253768), 'Document Date' (empty), 'Post Date' (empty), 'Date Entered' (empty), and 'Entered By' (KREAGER). The second column includes 'Doc Type' (SB), and three 'to' fields followed by empty input boxes and calendar icons. The fields are separated by 'to' labels.

[Next](#)

Slide 83 - Slide 83

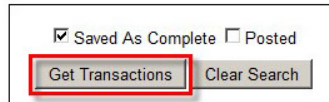
Cash Transmittal Printing (Continued)

3. 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

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



☒ Saved As Complete ☐ Posted
Get Transactions Clear Search

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

New Transmittal

Modify Search

New Search

Saved As Complete Transactions

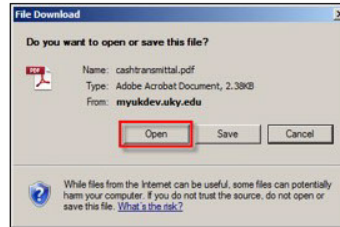
	Doc Type	GL	GL Descr	Amount	Post Date	Doc Date	Date Entered	User	Doc Number	Transmittal Nbr	Parked By	Last Upd By	Last Upd Dt
<div> <div></div> <div></div> <div></div> </div>	SB	110058	Cash Clearing	337.30	05/07/2013	05/07/2013	05/07/2013	KREAGER	1200253768	C7A00012345	KREAGER	KREAGER	KREAGER

[Next](#)

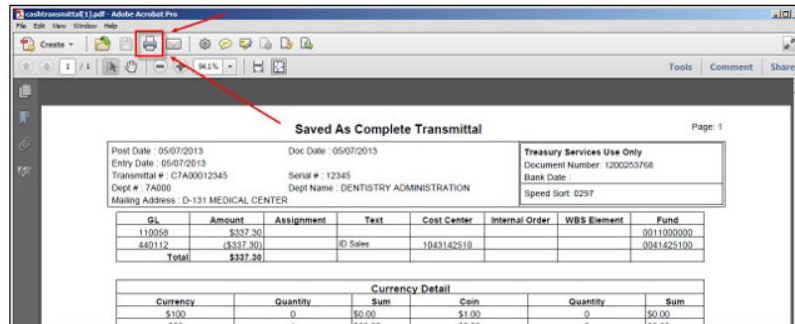
Slide 84 - Slide 84

Cash Transmittal Printing (Continued)

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



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



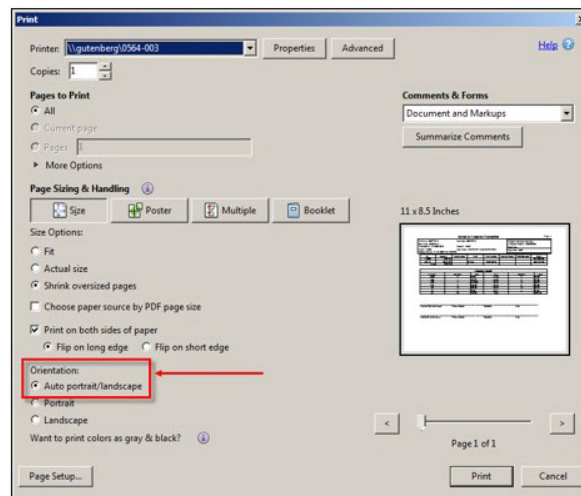
Next

Slide 85 - Slide 85

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.

[Next](#)

Slide 86 - Slide 86

Unit 9: Searching



Next

Slide 87 - Slide 87

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.



The screenshot shows the 'Transmittal Data Entry' screen. In the top-left corner, there are two links: 'Search' and 'New Transmittal'. The 'Search' link is highlighted with a red box, and a red arrow points to it. Below the links, there are several input fields: 'Post Date' (05/07/2013), 'Doc Date' (05/07/2013), 'Doc Type' (SB), 'Trans Nbr', 'Department' (Select...), 'Serial Nbr', and 'Trans Type' (Select...).

[Next](#)

Slide 88 - Slide 88

Cash Transmittal Searching (Continued)

- 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.

The screenshot shows a web form titled "Cash Transmittal Search". At the top, a red box highlights the instruction: "Select Saved As Complete or Posted checkbox. Please enter Doc Num, Doc Date, Post Date, or Date Entered Search criteria." Below this, the form has several input fields: "Fiscal Year" (2013), "Doc Type" (SD), "Document Number" (empty), "Document Date" (empty), "Post Date" (empty), "Date Entered" (empty), and "Entered By" (KREAGER). There are also checkboxes for "Saved As Complete" and "Posted". At the bottom, there are two buttons: "Get Transactions" and "Clear Search".

[Next](#)

Slide 89 - Slide 89

Cash Transmittal Searching (Continued)

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

[New Transmittal](#)

Cash Transmittal Search

Fiscal Year	<input type="text" value="2013"/>	Doc Type	<input type="text" value="SB"/>
Document Number	<input type="text"/>	to	<input type="text"/>
Document Date	<input type="text" value="05/01/2013"/>	to	<input type="text" value="05/07/2013"/>
Post Date	<input type="text"/>	to	<input type="text"/>
Date Entered	<input type="text"/>	to	<input type="text"/>
Entered By	<input type="text" value="KREAGER"/>		




☒ Saved As Complete ☐ Posted

[Next](#)

Slide 90 - Slide 90





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**

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
	SB	110062	ACH Credit Clearing	1519.00	05/01/2013	05/01/2013	05/01/2013	KREAGER	1200253765	C3400012345	KREAGER	KREAGER
	SB	110058	Cash Clearing	337.30	05/07/2013	05/07/2013	05/07/2013	KREAGER	1200253768	C7400012345	KREAGER	KREAGER

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

Posted Transactions												
	Doc Type	GL	GL Descr	Amount	Post Date	Doc Date	Date Entered	User	Doc Number	Transmittal Nbr	Parked By	Last Upd Dt
	SB	110059	Check Clearing	34.20	02/18/2013	02/18/2013	02/18/2013	MPETE2	1200253510	C1020034334	MPETE2	
	SB	110065	Incoming Wire Trans	25.50	02/27/2013	02/27/2013	02/27/2013	MPETE2	1200253524	C12B0012343	MPETE2	
	SB	110058	Cash Clearing	150.00	02/27/2013	02/27/2013	02/27/2013	MPETE2	1200253533	C12C0044444	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	C12B0011111	MPETE2	

Next

Slide 91 - Slide 91

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

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	110052	ACH Credit Clearing	1519.00	05/01/2013	05/01/2013	05/01/2013	KREAGER	1200253765	C3400012345	KREAGER	KREAGER	KREAGER
	SB	110058	Cash Clearing	337.30	05/07/2013	05/07/2013	05/07/2013	KREAGER	1200253768	C7A00012345	KREAGER	KREAGER	KREAGER

[Next](#)

Slide 109 - Slide 109

Cash Transmittals myHelp Website

The Cash Transmittals myHelp website, myhelp.uky.edu/rwd/HTML/FI/FI_CT_300.html, contains the following:

- A PDF, printable version of this course manual
- Other online cash transmittal system documentation links

[Next](#)

Slide 111 - Last Slide

The End

Congratulations, you have successfully completed this training course!



You may now close this course window and return to your myUK Learning Home page. The course should be listed in your "Learning History" tile, which contains all successfully completed courses.