

A large, light blue-tinted image of the University of Kentucky's Old Chapel tower, which serves as the background for the slide.

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Office of the Treasurer


Online Transmittal System

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A small, circular inset image of the University of Kentucky's Old Chapel tower, located in the top right corner of the slide header.

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.

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Deposit Process




Frank D. Peterson Service Building

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Deposit 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 **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.

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Deposit Process

The cash transmittal process is as follows (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.
6. Treasury Services **key-enters** each transmittal into the SAP system.



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Deposit Process

The cash transmittal process is as follows (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.
 6. Treasury Services **key-enters** each transmittal into the SAP system.
- The deposit process DOES NOT CHANGE with the implementation of the Online Transmittal System.**
- The only thing that changes is how the Transmittal is prepared.**



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Deposit Process

Problems with existing deposit process

- Inefficient
 - Treasury Services clerks keyed over 28,000 transmittals in FY 2013.
- Significant amount of keying errors and corrections
 - Each correction takes time, as it requires research and communication with the department affected.

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Online Transmittal System

The screenshot displays two overlapping windows from the 'Online Transmittal System'.


The background window is titled 'Cash Transmittal Data Entry'. It includes fields for 'Post Date' (09/05/2013), 'Doc Date' (09/05/2013), 'Doc Type' (50), 'Trans Nbr' (C400012345), 'Department' (SA000-OFFICE OF THE TREASURY), 'Serial Nbr' (12345), and 'Trans Type' (Cash). Below these fields are two tables for currency entry.

Currency	Quantity	Amount	Currency	Quantity	Amount
\$100	0	\$0.00	\$1.00	0	\$0.00
\$50	0	\$0.00	\$0.50	0	\$0.00
\$20	0	\$0.00	\$0.20	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	\$0.02	0	\$0.00
\$1	0	\$0.00			
Currency Total:		\$0.00			

The foreground window is titled 'Based As Complete Cash Transmittal'. It shows a summary of the transmittal, including 'Trans Nbr', 'Doc Nbr', 'Trans Date', and 'Doc Date'. It also displays a table of currency amounts and a section for 'Approved By' and 'Processed By' with signature lines.

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Online Transmittal System

Purpose

To **improve efficiency** and **reduce keying errors**, the new system will allow university employees to enter and park their own transmittals within the SAP system, thus eliminating the need for the Office of the Treasurer to re-key the transmittal once received with the department's deposit.

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Online Transmittal System

Target End-Users

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

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Online Transmittal System

Development History

- Planning and development started in winter 2011-12.
- Treasury Services and Sponsored Projects Accounting internal testing was started in fall 2012.
- Pilot Group testing within the development Sandbox started in May 2013.
- Training module was made available to the Pilot Group on September 24, 2013.
- Pilot Group moved into production system (LIVE) on September 24, 2013.

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Online Transmittal System

“GO LIVE” on Campus – Key Dates

- Thurs., Oct. 3 and Fri., Oct. 4, 2013 – Town Hall Meetings
 - Employees can take the online training and start using the system immediately after attending the Town Hall.
- November 30th, 2013 – all employees should be using the Online Transmittal system for all deposits.
 - Deposits received after this date with the old, manual-style transmittals will be denied and ask to be resubmitted using the new Online Transmittal system.

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Online Transmittal System

Training

- Prerequisites – must be completed prior to taking the Online Transmittal course.
 - Complete and Sign a **Statement of Responsibility**
 - Complete **UK_100: IRIS Awareness and Navigation**
 - Complete **FI_200: Finance Overview**
- Employees must be approved by their ASO or delegate to take the Cash Transmittal course as a component of their Training Plan
- Once the employee successfully takes the training and passes the test, they will be granted access to the system within 24-48 hours.

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Online Transmittal System

Training

- Course Name - **FI_CT_300: Cash Transmittals**
- To access the online training for the Online Transmittal System (FI_CT_300):
 1. Login to myUK and go to the Employee Self Service tab.
 2. Click on Training
 3. From the Training Home page users can either:
 - a) Enter “FI_CT_300” in the Find/Search field in the Navigation bar along the left side of the screen,
 - b) Or, they can click on “IRIS Training” in the “Course Catalog” section of the Navigation Bar à then “FI – Finance” in the middle of the screen à and then “FI_CT_300 Cash Transmittals” on the following screen.

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Online Transmittal System

DEMONSTRATION

Search: [New Transmittal](#)

Cash Transmittal Data Entry

Post Date: 09/25/2013 Doc Date: 09/25/2013 Doc Type: SB Trans Nbr: C3A00012345

Department: 3A000-OFFICE OF THE TREASURY Serial Nbr: 12345 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](#)

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Online Transmittal System

DEMONSTRATION

- 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

Cash Transmittal

Search: [New Transmittal](#)


Post Date: 09/25/2013 Doc Date: 09/25/2013 Doc Type: SB Trans Nbr: C3A00012345

Serial Nbr: 12345 Trans Type: Cash

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

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Online Transmittal System

TIME OUT!


- 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)

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Online Transmittal System

Thank you!

Any Questions?

Please direct any correspondence regarding this system to the following project team members.

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