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
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.
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 handing 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.

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.
Transmittal Data Entry Screen (Continued)

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

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:
Unit 2

Header

Transmittal Header

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

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.
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

![Drop-down menu for selecting Doc Type](image)

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.

![Drop-down menu for selecting Department](image)
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
  - 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.

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.
Completing the Header (Continued)

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

![Diagram of Transmittal Data Entry]

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.

![Diagram of Cash Transmittal Form]
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
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 Summary Screen](image)

• 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 Summary Screen](image)

• 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.

  ![Data Entry Screen](image)

• 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](image)
Data Entry Screen (Continued)

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

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.
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.

![Table showing data entry screen with example amounts and text fields.]

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.

![Table showing data entry screen with example text fields.]

**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.

<table>
<thead>
<tr>
<th>Cost Center</th>
<th>Order Number</th>
<th>WBS</th>
<th>Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>011000070</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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**Totals**

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

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

- 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.

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

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.

- If successful, this process generates a parked document in SAP and the SAP document number for the transmittal will be displayed on the screen.
Unit 4

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 Maker](Image)

• Check Number
  • Enter the number listed on the check.

  ![Check Number](Image)

Check Detail Screen (Continued)

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

  ![Date Received](Image)

• Amount
  • Enter the amount of the check.

  ![Amount](Image)
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.

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.
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.
Unit 7

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).
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.

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.

- 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.

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

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”).

  • Enter the grant WBS Element number to be credited.

  • 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.
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.
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.

• 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.

  • Enter the Amount of the cash or check(s) to be credited to the income GL.
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 Field Example]

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

    ![WBS Entry Example]

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.

  ![Cash Transmittal Example]

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

  ![Cash Transmittal Instructions Example]
 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:

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

  2. Enter the search criteria that will help you find your transmittal. For example:
3. Be sure to click in the checkbox next to Saved As Complete (as long as the transmittal has not yet been posted).

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

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

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.
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.

![Print Orientation Setting](image)

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.

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.

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

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

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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:

1. Click on the printer (the manual will open in a separate browser window)
2. Print the course manual
3. Close the separate browser window
4. Return to this course window
5. 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:

Your participation in this course has been completed.

You may then safely navigate away from the main page.