

**Cash Management: Curriculum Plan
Johns Hopkins University**

Panel Members:

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Cash Management: Core Content

The panel was asked to identify the tasks and knowledge and skills from the functional analysis chart that would be covered as core content. As they reviewed the material they made a few adjustments to the content that is reflected in the following:

Core Content:

Deposits

1. *Methods of payment*

- *Checks*
 - *Credit cards*
 - *Electronic payments*
2. Various types of revenue (sponsored and non-sponsored)
 3. Appropriate procedures for processing
 4. Who has the authority to handle/or responsibility for cash receipts in your area (i.e., supervisor)
 5. All payments/receipts are to be handled promptly.
 6. Always get/give receipt for cash
 7. There are established internal controls

Outcomes:

Upon completion of this course the participant will be able to:

- Communicate that all payments are to be made payable to JHU
- Identify the various methods *and types* of receiving revenue
- Describe how to handle revenue when received
- Explain internal controls for cash receipts

TASKS:

The following tasks from the chart will be covered as core content:

- A1 Determine that checks are payable to JHU and verify that the amount in numbers and words agree, date is valid, is signed, and forward to appropriate office (relates to item 1 above)
- A2 Endorse the back of the check *with university account and department name* (relates to item 1 above)
- A3 Maintain a log/*record* of checks/cash received (*process may vary in departments*) (relates to items 6 & 7 above)
- A4 Make a copy of the checks (relates to item 1 above)
- A5 Determine the type of receipt: (sponsored, non-sponsored) (relates to item 2 above)
- A6 Acquire a second verification of cash received (or checks) (relates to item 3 above)
- A12 Secure undeposited checks at the end of the day (relates to item 3 above)

The panel added the following:

- *1 Knowledge of various types of departmental alternatives for processing receipts and standardized procedures as well as who to contact to determine the alternative used by each division (relates to item 3 above)
- *2 Prepare the transmittal (C90) and forward to the appropriate office (separate sponsored from non-sponsored and foreign) (relates to item 3 above)

Bold, italics type indicates edits to the original document

INTRODUCTION TO RECEIPT PROCESSING 3 HOURS

Student Profile:

This course is designed for employees who meet the following

- Employees whose job responsibilities include or will include handing cash receipts
- May be employees at all levels of the University i.e., administrators, clerks, etc.
- Possesses minimum experience handling cash receipts
- Possesses minimal accounting skills
- Has completed the core module
- Possesses basic math skills
- Knowledge of JHU account codes (suffix)
- Possesses basic communication skills

Course Content:

- A-7 If sponsored funds, notify Research Accounting to get “IN” document numbers +
- A-8 Prepare a separate deposit and transmittal for each foreign check and forward check and transmittal to cash accounting (do not deposit)
- A-9 Prepare the deposit slip(s)
- A-13 Verify that all funds (including foreign) were received and posted to the accounting systems. (using various University systems) +
- B-1 Provide sender with JHU EFT instructions, include identification of payment (JHU account code)
- B-2 Notify cash accounting of incoming EFT including JHU account code
- C-1 Validate that all credit card numbers are included on payment form or refunds
- C-2 Enter information into credit card terminal
- C-3 Reconcile terminal balance to total receipts (i.e. setting)
- C-4 Prepare a deposit transmittal segregated by credit card type (MC, Amer. Ex. Etc.) and verify that the total agrees with terminal balance (attach proof of settlement) +
- C-5 Verify then forward to cash accounting
- C-6 Maintain record of credit card payments
- C-7 Resolve discrepancies with bank and/or credit card holder
- D-1 Cash accounting notifies the office that made the deposit
- D-2 Department notifies cash accounting of which JHU account code to charge
- D-3 Send returned check to department (B-31)
- D-4 Department begins collection process
- D-5 Notify appropriate offices of delinquency
- *1 Prepare C90 (for different types of receipts)
- *2 Forward C90 and receipts and/or validated deposit slips to Cash Accounting or appropriate Divisional Office
- *3 Process for acquiring deposit slips
- *4 Identify transaction codes and bank account number
- *5 Determine proper account code suffix based on the substance of the transaction i.e., revenue vs. credit to expense

+ = Amended by panel

* = Added by panel

Learning Outcomes	Outcome Indicators: The employee will demonstrate the ability to
<p>Given receipts of various types of credit cards, the participant will be able to enter the information into the credit card terminal, reconcile terminal balance, and maintain a record of the credit card payment – (*5, A-13, C-1, C-2, C-3, C-6, C-7)</p>	<ul style="list-style-type: none"> • Verify that the transaction total matches the terminal balance • Reconcile at months' end the transaction total with the credit card statement • Quickly locate credit card records (original receipts and transaction documentation) to resolve discrepancies • The deposit is reflected in the indicated account by months' end
<p>Given a variety of receipt, the participants will be able to identify the type of receipt, complete a C-90, determine the disposition of the form, and determine of a deposit slip is required - (*1, *2, *3, *4, *5, A-7, A-9, A-13, B-2, C-4, C-5)</p>	<ul style="list-style-type: none"> • All fields are correctly completed including <ul style="list-style-type: none"> - bank account numbers - validated deposit date - header information - totals - correct account (CUFS) numbers if non-sponsored, IN number if sponsored - subtotal by credit card type (VISA/Mastercard, American Express, Discover) • The deposit is reflected in the indicated account by months' end • Obtain additional/<u>official</u> deposit slips • Foreign checks have been segregated
<p>Given an Electronic Funds Transfer, the participant will be able to verify that the appropriate information is conveyed to the originator and Cash Accounting. *5, A-13, B-1, B-2, B-3)</p>	<ul style="list-style-type: none"> • The information includes: <ul style="list-style-type: none"> - correct CUFS account number - pertinent JHU bank information • The deposit is reflected in the indicated account by months' end
<p>Upon notification of a returned check, the participant will be able to check records to determine the account (s) to be debited, provide that information to Cash Accounting, and begin the collection process- (A-13, D-1, D-2, D-3, D-4, D-5)</p>	<ul style="list-style-type: none"> • Locate the records/accounts to be debited • Identify the department where check originated • Notify the check originator • Insure that returned check has been indicated in the account by months' end

Introduction to Receipt Processing (on-line module)

Student profile:

This course is designed for employees meeting the following criteria:

- An internal transfer employee new to Cash Management responsibilities
- New JHU employees with extensive accounting experience
- Have taken the core module
- May be employees at any level on the organization i.e., administrators and clerks
- Possess basic math skills
- Possess computer skills
- Knowledgeable of JHU accounting codes

Note: The panel recommended that the "**Introduction to Receipt Processing**" be offered on-line for employees with advanced skills. The on-line format should allow users to select only the information they need to know and not force the user to read through all of the information included in the module. This format could also serve as a reference for those employees taking the traditional course.

Issues and Concerns:

The participants voiced concern that the core modules include an overview of the JHU systems and the scope of funding received by the University. This did not appear to be included in the report from the Core Content panel.