Cash Management: Cash Receipts

DUTIES:

A. RECEIVE CASH OR CHECKS

- 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
- Endorse the back of the check
- Maintain a log of checks/cash received
- Make a copy of the checks
- Determine the type of receipt: (sponsored, non-sponsored, student, other)
- Acquire a second verification of cash received (or checks)
- Prepare the transmittal (C-90) to forward to cash accounting. If sponsored funds, notify Research Accounting to get “IN” document numbers.

A-1 A-2 A-3 A-4 A-5 A-6

A-7

- Prepare a separate deposit and transmittal for each foreign check and forward check and transmittal to cash accounting (do not deposit)
- Prepare the deposit slip(s)
- Transport deposit to bank (same day if possible)
- Forward validated deposit slip with deposit transmittal to cash accounting
- Secure undeposited checks at the end of the day
- Prepare a deposit
- Transport deposit to bank (same day if possible)
- Forward validated deposit slip with deposit transmittal to cash accounting
- Secure undeposited checks at the end of the day

A-8 A-9 A-10 A-11 A-12

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B. RECEIVE ELECTRONIC PAYMENTS (EFT)

- Provide sender with JHU EFT instructions, include identification of payment (JHU account code)
- If sponsored funds, notify research accounting to create an “IN” document
- Notify cash accounting of incoming EFT including JHU account code
- Verify that funds were received and posted to the accounting system (using AINQ)

B-1 B-2 B-3

B-4

C. RECEIVE PAYMENT BY CREDIT CARD

- Validate that all credit card numbers are included on payment form or refunds
- Enter information into credit card terminal
- Reconcile terminal balance to total receipts (i.e. settling)
- Prepare a deposit transmittal segregated by credit card type (MC, Amer. Ex, etc) and verify that the total agrees with terminal balance
- Verify then forward to cash accounting
- Maintain record of C.C. payments
- Resolve discrepancies with bank and/or C.C. holder

C-1 C-2 C-3 C-4 C-5 C-6 C-7

D. RETURNED CHECKS

- Cash accounting notifies the office who made the deposit
- Department notifies cash accounting of which JHU account code to charge
- Send returned check to department (B-31)
- Department begins collection process
- Notify appropriate offices of delinquency

D-1 D-2 D-3 D-4 D-5