

Cash Posting Procedures

If a non-IDX, non-ISIS check is received in a department, it is the responsibility of the department to communicate to the sender the university's policy to use either electronic funds transfer (EFT) or the University's central lock box. Until the sender complies with that policy, the department may use their existing deposit tickets to prepare the check(s) as they normally would for courier pickup. This process is explained in more detail in the Deposit Preparation Process section on Cash Accounting's web page at <http://www.controller.jhu.edu> .

Effective immediately Cash Accounting is implementing a more effective process for posting customer payments received by check to ensure that open items (invoices) are cleared in SAP.

There are two types of SAP Customers at Johns Hopkins, Sponsored and Non-sponsored.

A Sponsor is an organization or other source that finances a project conducted by the Johns Hopkins personnel. The sponsor may be a government agency, company, foundation, or individual interested in a study or interested in a particular area and is entitled to receive some consideration or benefits. The agreement from the sponsor represents a contractual obligation for performance of the specific activity by the Johns Hopkins Enterprise.

A non-sponsored customer is an outside organization that is billed by Johns Hopkins Enterprise for goods, services or reimbursement of expenses that were provided to that third party by Johns Hopkins Enterprise.

The new Deposit Transmittal Form can be found at http://www.controller.jhu.edu/depts/cash/DEPOSIT_TRANSMITTAL_FORM.doc . This form should be used if either a sponsored or non-sponsored customer payment is received in your department and it needs to be applied to close an open item (invoice) in SAP or if your department does not have deposit tickets (ordered through Cash Accounting Office).

1) If you do not have M&T Bank deposit tickets (ordered through Cash Accounting), complete the appropriate fields on the deposit transmittal form and send with checks (including check stub and any other paperwork received with the check) to Cash Accounting (see address information at top of deposit transmittal form). If you anticipate a need to have your own deposit tickets, based on the volume of checks that you receive, send an e-mail request to CashAcctHelp@jhuadig.admin.jhu.edu for guidance.

OR

2) If you do have M&T Bank deposit tickets (ordered through Cash Accounting), make the deposit according to the previously established procedures. Complete

the appropriate fields on the deposit transmittal form for each item associated with the deposit. Attach a photo copy of the deposit ticket, and a photo copy of each check, including the check stub and any other paperwork received with the check. Fax or mail to Cash Accounting Office (see information at top of deposit transmittal form for address and fax number). If you have scanning/e-mail capability, a new e-mail address DepositTransmittals@jhu.edu is available for e-mailed documentation.

When completing the deposit transmittal form, to locate the customer number, you will need to use transaction XD03 or FBL5N under the AR-Display Document role. To determine if an open item (invoice) has already been created, you will need to search within the FBL5N transaction as well. It is helpful if you know the provider code when you are doing a search. The provider code is reflected in CUFS by using the PRVA table to type the sponsor's name. If you see the appropriate open item in SAP, record that on the deposit transmittal form. If there is no open item, please email billings@jhu.edu to request one. Your e-mail to billings should include the customer number, the internal order number (use the SAP crosswalks as needed) and the dollar amount.

If you are using the bottom section of the deposit transmittal form, use the SAP crosswalks as needed. Internal orders always derive the fund. However, if you are using a cost center, you must type the fund on the form.

For non-customer cash receipts, please use the cash journal or excel spreadsheet, both of which are discussed on Cash Accounting's web page at <http://www.controller.jhu.edu> .

If you have any questions, please contact Maggie Hauf at 443-997-8958, mhauf@jhu.edu or Lou Cavallaro at 443-997-7460, lfc1@jhu.edu .