

SUNY DOWNSTATE MEDICAL CENTER
Finance Division: Policies and Procedures

Department: Bursar's Office

No: BUR-4

Subject: Receipts and Preparation of State Deposits

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Implementation Date: Currently In Place

Reviewed by: Daniel Cutler

Approved by: Frederick J. Hammond, Jr.

Distribution: Administrative Manual
 Department Manual
 Patient Care Manual
 AOD Manual

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- I. Purpose:** To document procedures for processing receipts and preparation of deposits for the State Income Fund and Dormitory Income Fund ("State") bank account.
- II. Policy:** To ensure that the Bursar's Office implements appropriate procedures for processing receipts and preparing State deposits.
- III. Responsibilities:** The Bursar's Office is responsible for the following:
- Preparing receipts.
 - Voiding and adjusting receipts.
 - Preparing State deposits.

IV. Procedures/Guidelines:

Receipt Preparation

Preparation of receipts for cash and checks is primarily the responsibility of the Cashiering Unit of the Bursar's Office. This unit consists of two Cashiers (Staff Assistant lines) and a Cashiering supervisor (Senior Staff Assistant line). However, all Bursar's Office employees can and do prepare cash receipts at times, especially during busy periods of registration, financial aid processing, and when one or more of the cashiering unit staff are not present.

Receipts are prepared using the "SASI" in-house developed computerized cashiering system. There are two basic types of receipts in this system. Student receipts are prepared for payments that get posted to the student account (tuition, fees, dorm rental, etc.). Non-student receipts include payments for such things as postage, parking, and non-student IFR accounts.

For student receipts, a cashier must enter the student "SID" (student identification number) or social security number on the screen plus the appropriate semester to access the student record. The

cashiering system has online connectivity to the Registrar and Admissions databases, where the student record is initially created. From a dropdown table, cashiers then select the payment type (i.e., cash, personal check, money order, credit card, etc.), enter an amount, and apply the amount on the receipt using a feature in SASI called “auto apply” which distributes payments to outstanding charges based on a user defined hierarchy. The cashier reviews the application for accuracy, makes any changes that might be necessary, and “finalizes” the receipt. A printed copy is generated and provided to the student. Once finalized, the payment is posted to the SASI student account record for that semester.

For non-student receipts, the cashier brings up the appropriate form on the screen and enters the payee’s name. As with student receipts, cashiers then select the method of payment, enter an amount, and from a dropdown menu (or by entering the appropriate account code number) select the account or accounts to be credited. A printed copy is generated and provided to the payee.

Voiding and Adjusting of Receipts: Internal Controls

No one is permitted by the system to void their own receipts, including supervisory personnel. For control purposes, another person must process a void.

Adjustments can be made by all employees to an unbatched receipt for up to \$5.00, except for cash payments. Cash payments require a supervisory employee to make the change.

Adjustments can be made to the account being credited by all cashiers for unbatched receipts (i.e., if a cashier realizes a receipt was credited to postage rather than parking in error, he/she can correct the error without supervisory approval.)

Proving Out, Batching of Receipts, Deposit Preparation

At the end of each business day, each cashier is required to prove out unless supervisory approval is given to allow proving out the following morning. To prove out, the cashier prints out a report (Batch Control Report) from SASI that lists all of his/her open receipts by payment type. Open receipts are defined as finalized, but not batched. Cash for each cashier is counted and verified by another staff member and compared with the amount the SASI system shows was collected by that staff member since the previous batch was done. Similarly, a tape is taken of checks by each cashier to make sure amounts collected agree with amounts recorded in the SASI system since the previous batch was completed. A similar proving out process occurs with credit card receipts. The credit card terminal generates a report listing all receipts processed, which in turn is checked and verified to the SASI report. At the end of each business day, each cashier secures their proved out drawers in the safe, which are accessed again the next business morning for batching and proving out.

Receipts are batched and proved out again in the morning and a separate deposit ticket prepared for each amount batched. “Batching” of receipts is done as part of the deposit preparation process. Once receipts are batched by a cashier, they can no longer be changed in any way except by a supervisor. A copy of the deposit ticket and the SASI Batch report is submitted to the cashiering supervisor. A separate excel spreadsheet is maintained by the cashiering supervisor that lists all direct payment (cash and check) and credit card deposits. A SASI file/report (called RARDAILY report) is generated each business day which summarizes receipts generated since the previous batches were completed and is compared to the totals in the excel spreadsheet.

Deposits are then secured in a locked box in the vault prior to being included in the pouch deposit the following business day. See Procedure BUR-3 on Deposit Pouch Preparation and Verification of Deposits.

Date Reviewed	Revision One)	Required No	(Circle	Responsible Staff Name	Staff Title	Initials
	Yes	No		Daniel Cutler	Assistant Vice President for Finance	
	Yes	No		Frederick J. Hammond, Jr.	Senior Vice President and Chief Financial Officer	