COLORADO STATE UNIVERSITY-PUEBLO
Financial Procedure Instructions
FPI 6-9

CASHIER RULES

Table of Contents

Opening Cashier's Office 3
Deposits for Brinks 3
CR Deposits 4
Creating Ring Outs 5
Logging into AIS 5
Creating A Ring out Number 7
Switching between Ring Outs 10
Receiving Deposit (CMD'S): 11
Accessing KFS 12
Entering Deposits in KFS (CMD's) 15
Petty Cash Procedure 22
Cash Request Procedure 22
Change Fund Procedure 23
Transcript Procedure 23
Posting tuition payments at the counter 24
Credit Cards by mail 26
Checks by mail 26
Payments by phone 27
Posting payments for other services 28
Key Deposits 32
Checks 32
Financial Aid Checks 33
Parent Plus Loans 34
Mailing Financial Aid and Parent Plus Checks: 35
System Generated Refunds 37
Mailing System Generated Refunds 38

Payroll Checks 38
SP's (Sponsor Payment) 38
Verifying that SP Payments have been completed.....47
Monthly CR Reconciliations.....54
Creating a Ring Out Report.....54
CCS Payments.....59
Williams & Fudge Payments.....59
Recreation Deposits.....59
Parking Fee Deposits.....59
Recovery Select Payments.....59
Closing Procedure.....60
Credit Card Reconciliation Procedure for Credit Cards Receipted Daily.....60
Preparing a Daily Balance Sheet for the Credit Card Ring Out.....60
Assembling Credit Card Folder.....61
Cash and Check Reconciliation.....61

Cashier's Office
Procedure Manual

Cashier's office hours are 8:00 a.m. to 5:00 p.m. daily.
Window activity hours are 8:30 am. – 4:30 p.m.
8:00 a.m. – 5:00 p.m. during disbursement.

Opening Cashier's Office

- If head cashier is unavailable, the Senior Accountant or the Controller can open up the Cashier's office.
- Turn on computers to be used by the cashiers at the front counter.
- If head cashier is unavailable, have the Senior Accountant open up the vault.
- Pull out cash drawer from designated location using the keys provided by the Senior Accountant.
- Place cash drawer in the work station drawer to be used.
- Before beginning daily activity, count drawer to verify that there is a total of $2000 in currency.
    - Run tape while counting currency to verify drawer amount. If drawer is correct, initial and date the tape and place the tape inside cash drawer. Write your drawer # on the tape.
    - If currency does not equal $2000, inform the head cashier or the Senior Accountant who will follow the necessary procedures.
- Remove the cart from the vault containing the checks and the daily activity basket and place the cart at the end of the middle counter.
    - Place daily activity basket from the cart on the top end of the main counter.
    - Complete and process all pending transactions left in the daily activity basket from the prior business day.
- Log onto the computer using your username and password assigned to you.
- Once signed into the computer follow procedures below to log into AIS and also to create Ring Outs to accept payments.

Deposits for Brinks

1. CMD Deposits

- There should be a CMD deposit ready from the night before that was verified by Cash Manager.

- First, grab a deposit bag located in the vault on the first shelf immediately to the right.

- On the deposit bag you will write the total amount of cash, coin, and checks and then total them together and write the total in the total section.

- Under the Depositor Section write all information per below:
- Name write **Cashier's Office.**
- Account # **1310431**
- Location **ADMIN 204**
- Financial Institution, Name: **US Bank.**
- At the top of the bag, you will fill out the date, currency amount, check amount, total for all, and date. Tear the small piece off and staple in the CMD for the date the deposit was for.
- Seal the bag.
- In the **Brinks deposit book,** fill in as follows**:**
- Today's **Date**
- Consignee section: **US Bank**
- Write the **total amount** of the bag under said to contain section
- Write the **bag #** under the bag/seal #
- Write **1** under the No. of Items
    - Place the deposit and the Brinks book on the desk near the internal office window, and once Brinks comes for the deposit, hand the Brinks employee all deposit bags and Brinks book so they can sign. Once they are done signing, put the Brinks book back in the vault top cash drawer.

2. CR Deposits

- You should have envelopes for each active drawer from the day before in the vault top cash drawer that needs to be deposited.
- If you are the head cashier, you will need to verify what is in each envelope.
- Start out by verifying the checks.
    - Total all the checks for all envelopes.
    - Then, total all cash.
    - You can then total the amounts on all of the deposit slips, this should be your check figure.
    - Write the totals on the deposit bag.
    - DO NOT SEAL THE BAG!
- Complete the Daily Cash Count Sheet and print two copies for each CR verified, and put them in each corresponding folder for the CR's. This sheet helps to track currency and checks that are sent to the bank. For checks, write the check number and the check amount.
- Also, Daily Balance Sheets must be reviewed and checked for accuracy. There must be $0.00 in the Overage/Shortage Field. Once the Daily Balance Sheet and the AIS Ring out Sheet have been verified, the Daily Balance Sheet must be initialed and dated.
- Daily Ring out Reports must also be printed and verified by the Head Cashier. Account numbers should be verified for accuracy and totals should match the Ring Out. The Ring out Report must be

initialed and dated. The Cashier Supervisor will verify the Head Cashier's Daily Balance Sheet and the Ring out Report.

- In the Brinks Book fill out all of the necessary information.
- Email Cash Manager and let her know that the Deposit is ready to be verified and place the CR folders, envelopes, and deposit bag on the counter for her to verify. Once he has verified, you can put it in the pile of deposits to be sent to Brinks.

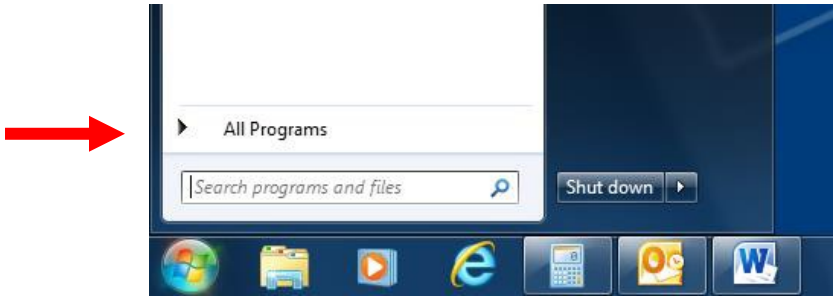
Creating Ring Outs

- First, grab two manila folders located on the bookshelf.
  - Black out or remove any labels previously left on folders.
- Attach Cash Receipt labels to the manila folders located in the drawer titled labels, found at the main cashier's station.
  - ***Cash Receipts will be abbreviated CR.***
- You must create two CR ring out numbers each day. One will be labeled credit cards, and the other will be labeled cash and checks.
- Write the CR number and the date for both labels to be used that day.

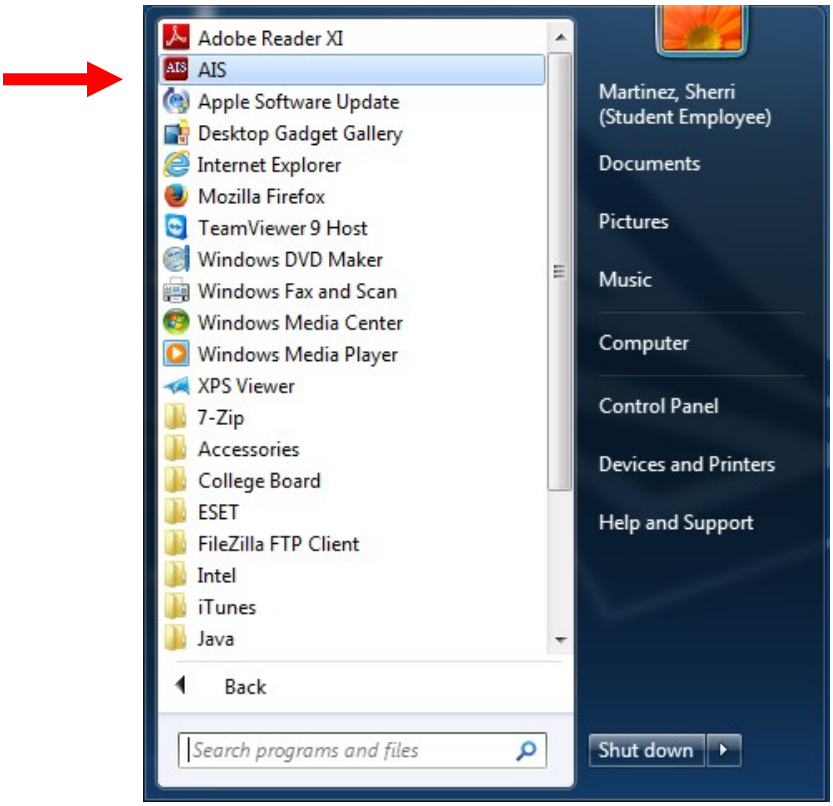
Logging into AIS

- First click on the Start Menu

- Then select All Programs

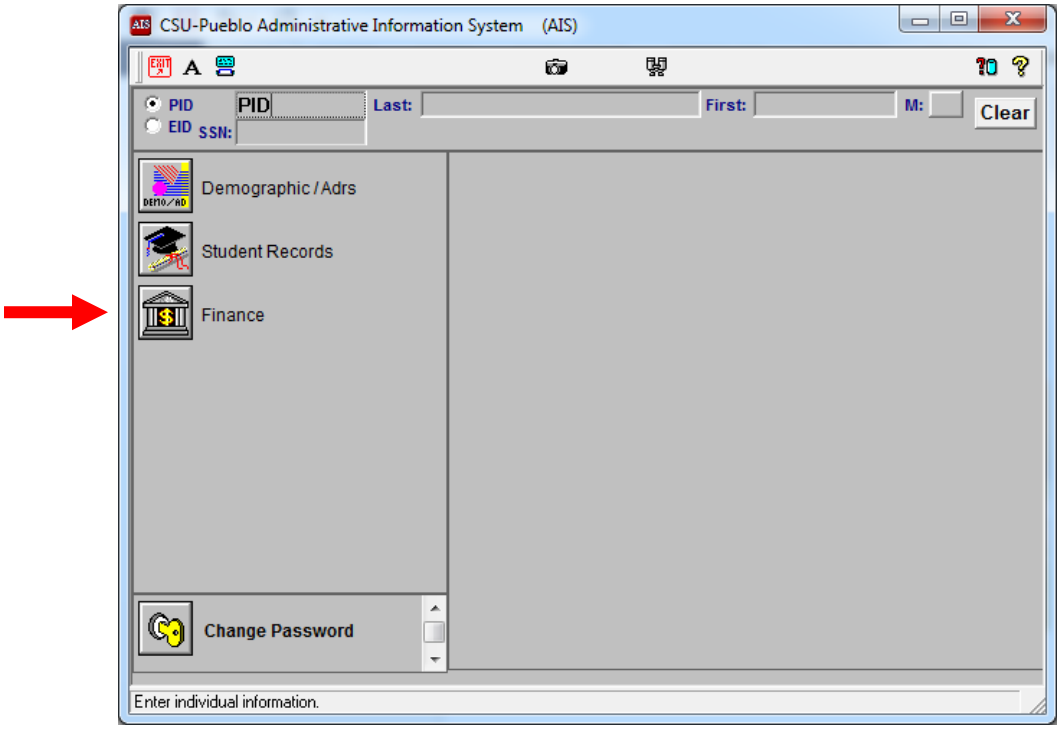


- Select AIS



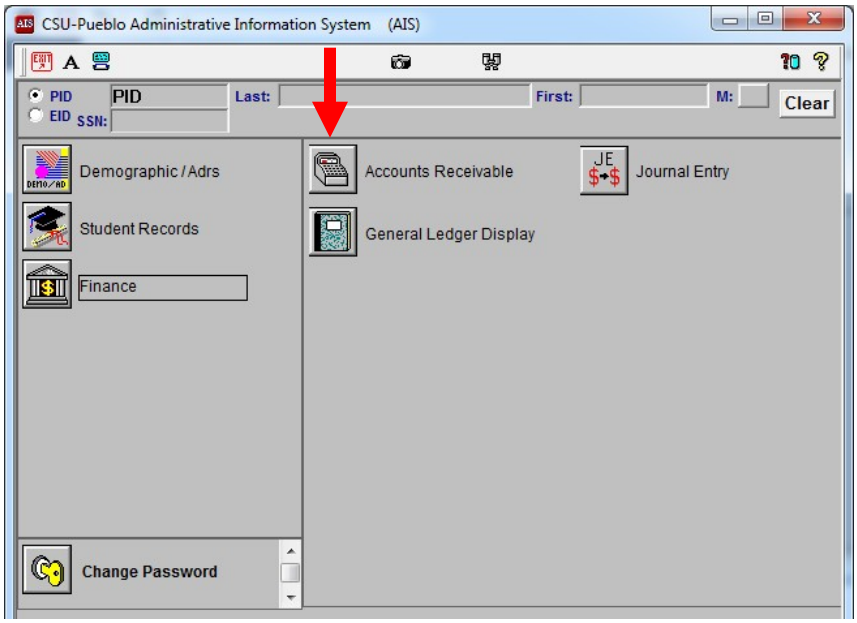
- AIS will open up, and you will need to enter your user ID and password. It should be the same user ID and password as your Local Area Network (LAN) user name and password.

- Once logged into AIS, you will see this screen. Click on the Finance tab.

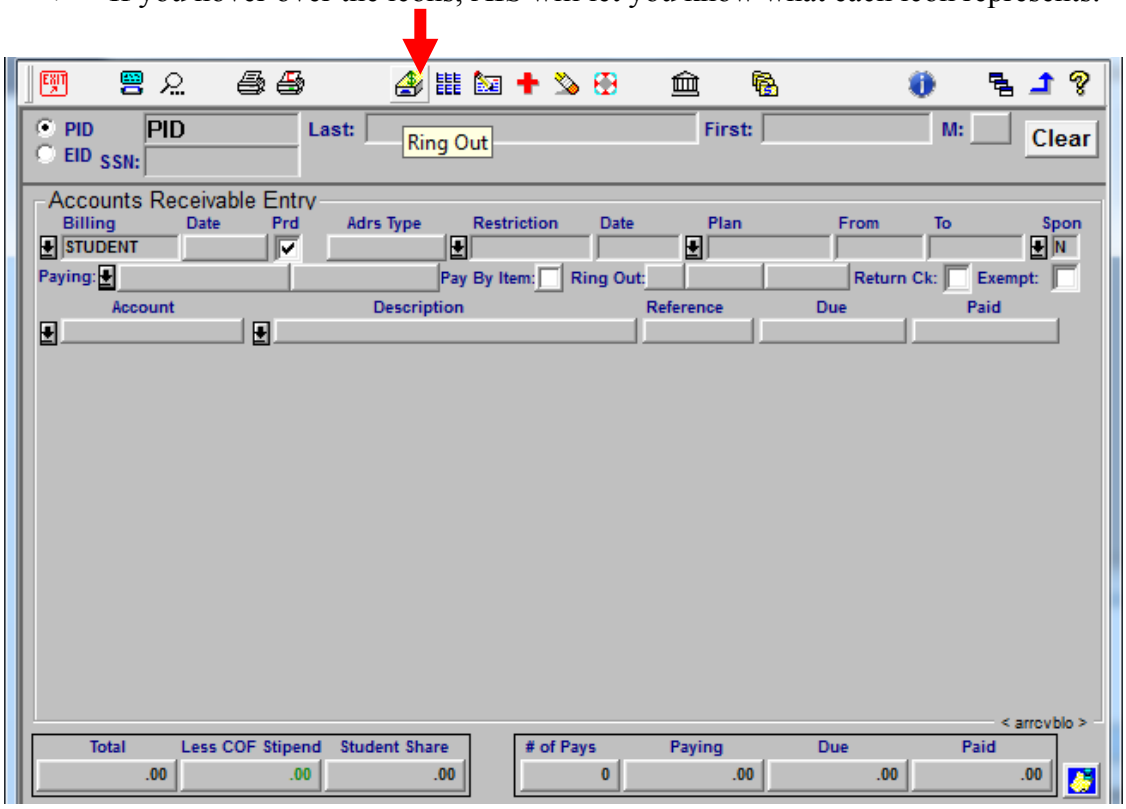


Creating a Ring out Number

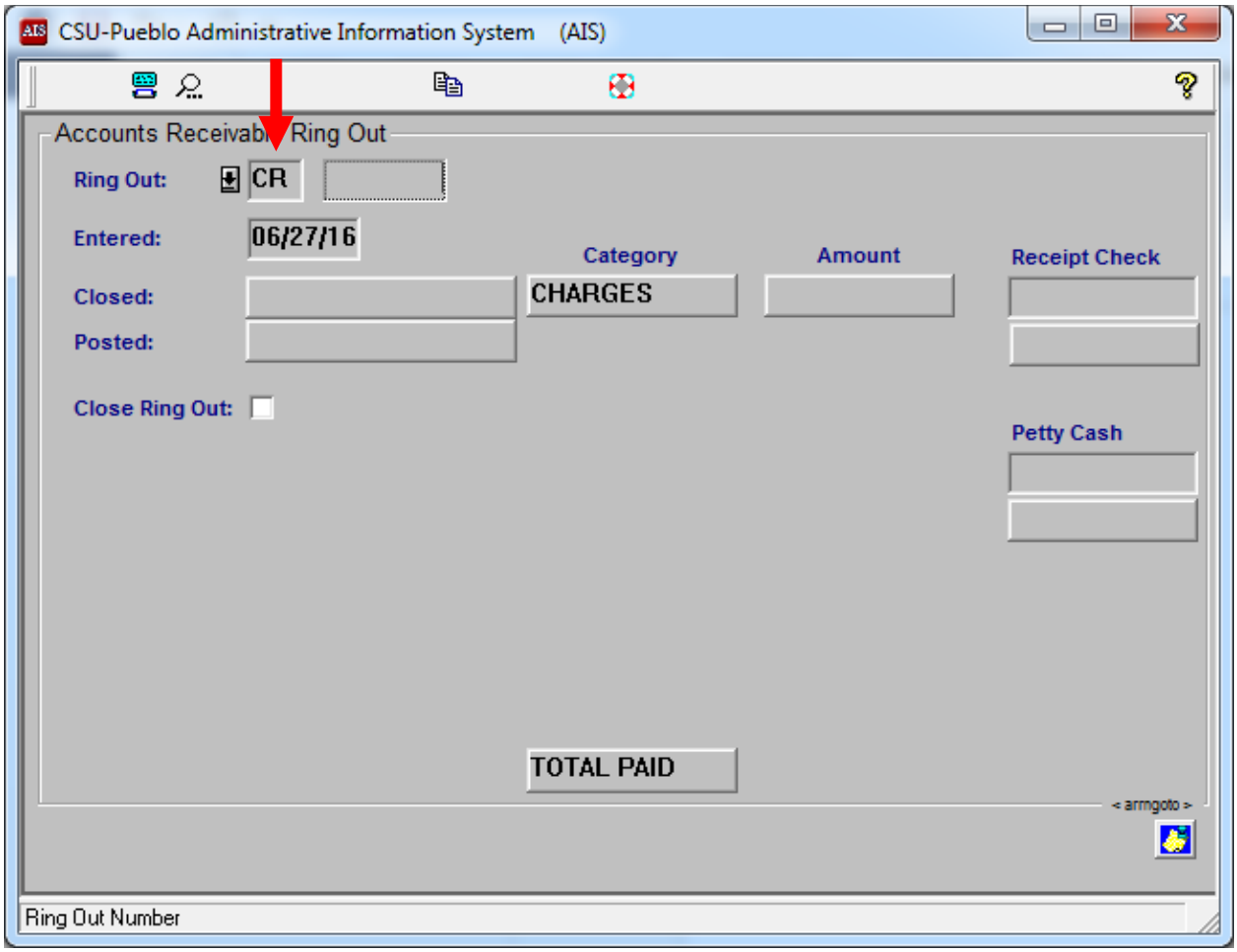
- Click on Accounts Receivable.



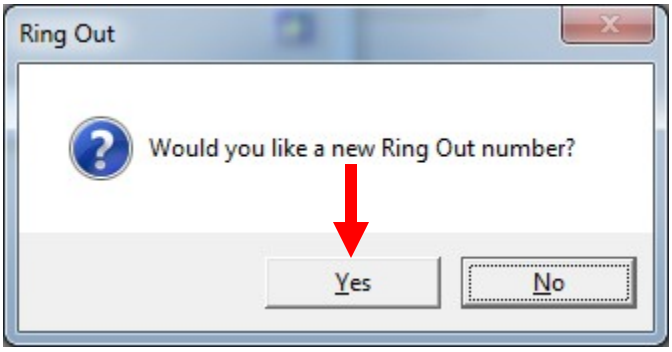
- Once in Accounts Receivable, click on the Ring out Icon at the top of the screen.
  - If you hover over the icons, AIS will let you know what each icon represents.



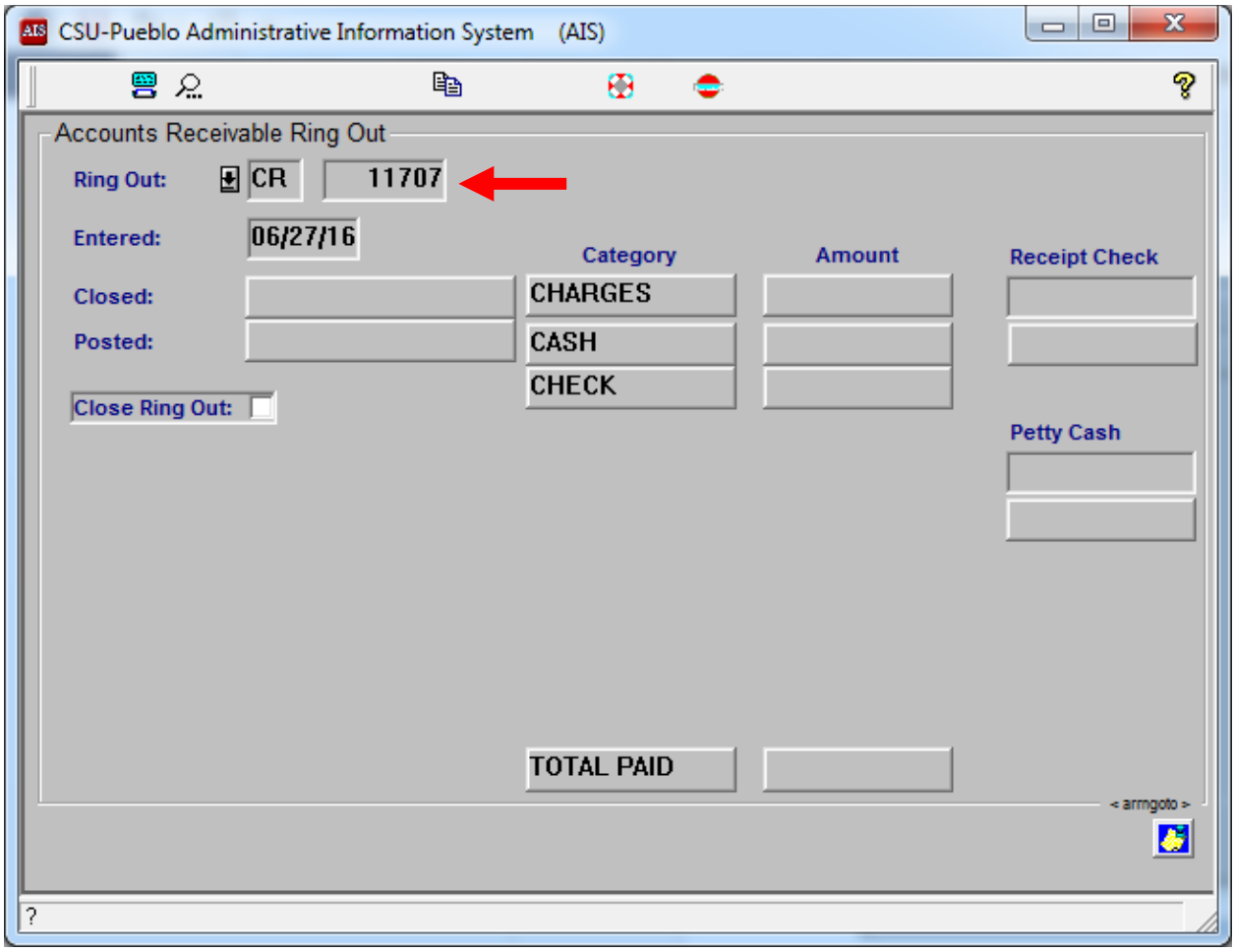
- You will now see the Accounts Receivable Ring out page. Type CR in the first Ring out field and then tab twice to create a Ring Out.



- A disclaimer will then pop-up asking if you would like a new ring out number. Click Yes.



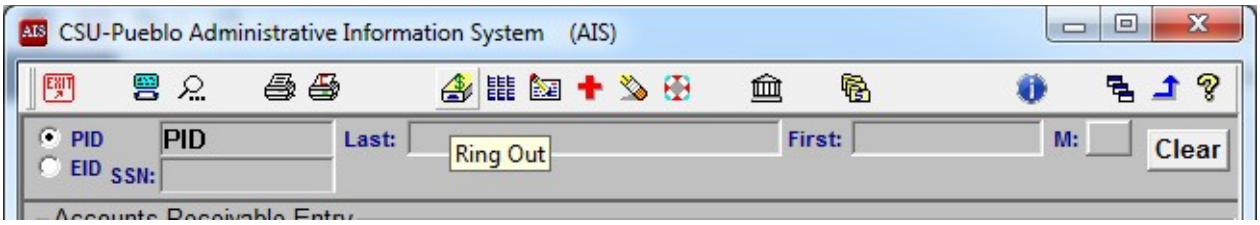
- AIS will generate a ring out number. To go back to the AIS Accounts Receivable page click on the double pages at the top of the screen.



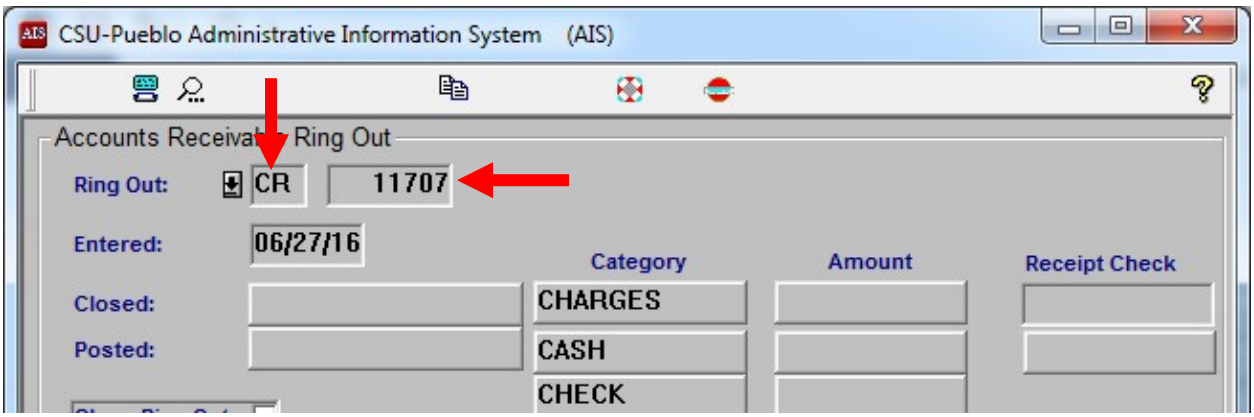
- All transactions done under a CR must have a corresponding manila folder where receipts are placed. Every time you post a transaction a receipt will print. The top copy goes to the customer, and the bottom copy is the office copy which goes into the CR folder along with any correspondence, which would include deposit forms from other departments, hand receipts, etc.

Switching between Ring Outs

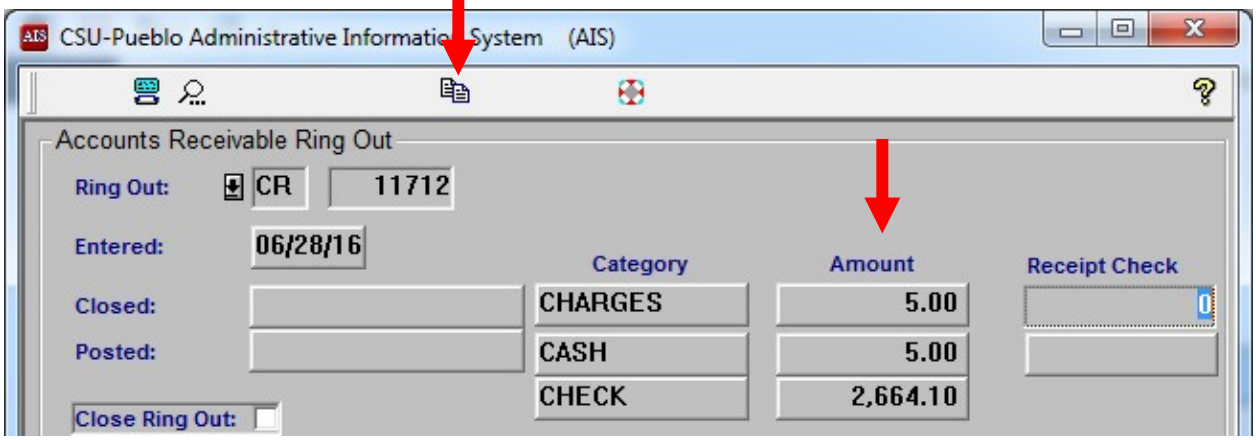
- Say you are in a ring out for credit cards, and you need to switch to a ring out for your cash and checks. Click on the Ring out icon, and AIS will take you back to the Accounts Receivable Ring Out page.



- Once in the Accounts Receivable Ring Out page type CR in the first Ring Out box, hit tab and then enter the Ring Out number previously created for cash and checks.
  - ➢ It is the same process for switching between any CR number.



- You will now see the Amount for cash and checks received if any. Hit the Double pages to return to the Accounts Receivable page.



Receiving Deposit (CMD'S):

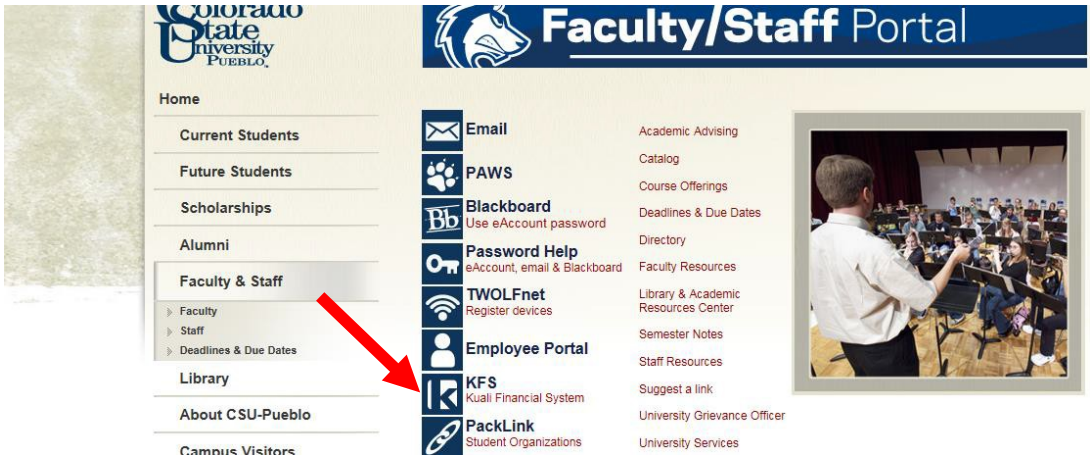
- Person delivering deposit sheet must sign next to Delivered By.
- There should be two copies of the deposit sheet.

    - Original for the Cashier's office and copy returned for the department.
- Cash and check amounts on the deposit sheet must match the amounts on the deposit bag.
    - If amounts do not match, corrections must be properly made and then brought back to the cashier's office.
- All bags containing cash and checks must be sealed before the cashier can sign for the deposit bag.
- All checks must be endorsed by the department before being sealed in deposit bag.
    - If departments do not have stamps to endorse checks the cashier can endorse the check and have the person delivering, seal the bag.
- Bag number must be written on deposit sheet.
- Cashier initials and dates both deposit sheets.
- Cashier keeps original, and returns initialed and dated copy.
    - There may be a third deposit sheet included which would be mailed back to the delivering department after deposited with a Cash Receipt stapled.
- Rubber band the deposit bag and deposit form and place in main cashier's basket.
- <u>All credit card deposits</u> received must be sent to the Staff Accountant. (Carolina Ext. 2952).

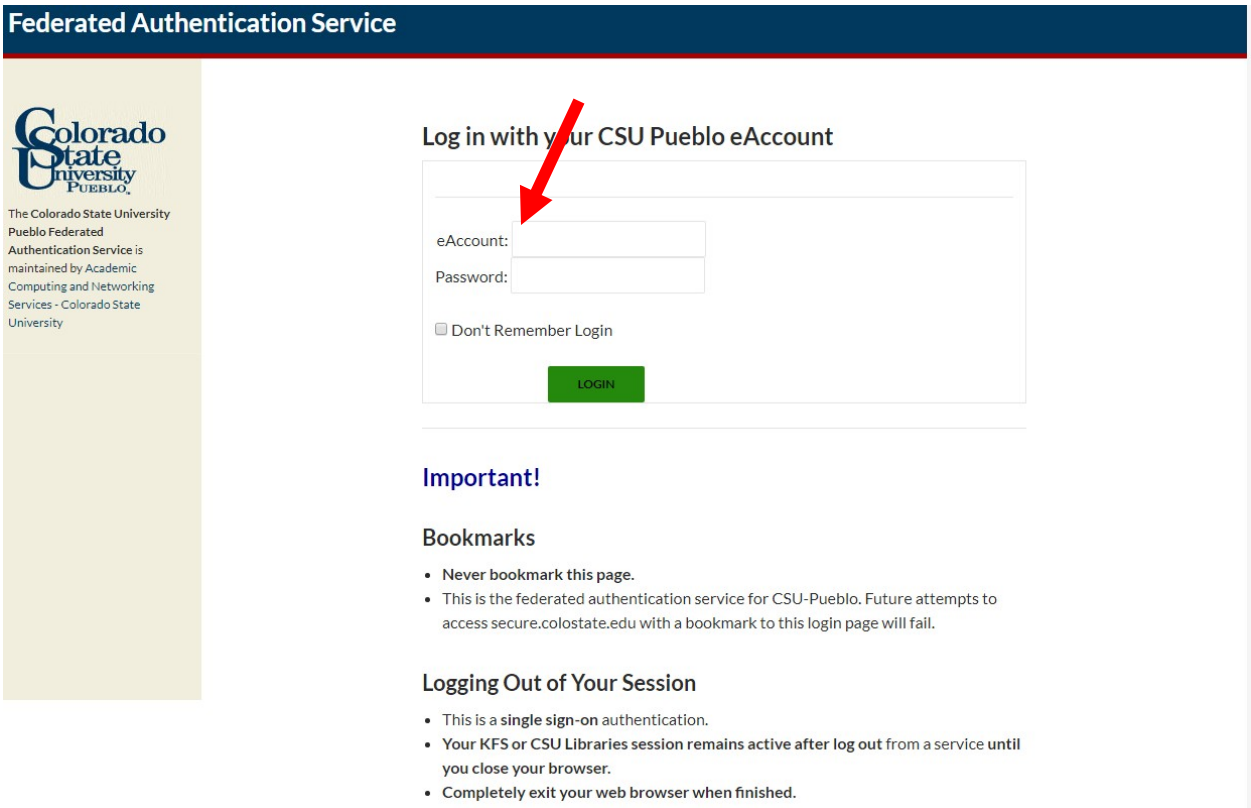
Accessing KFS

- Click on Faculty/Staff Portal.

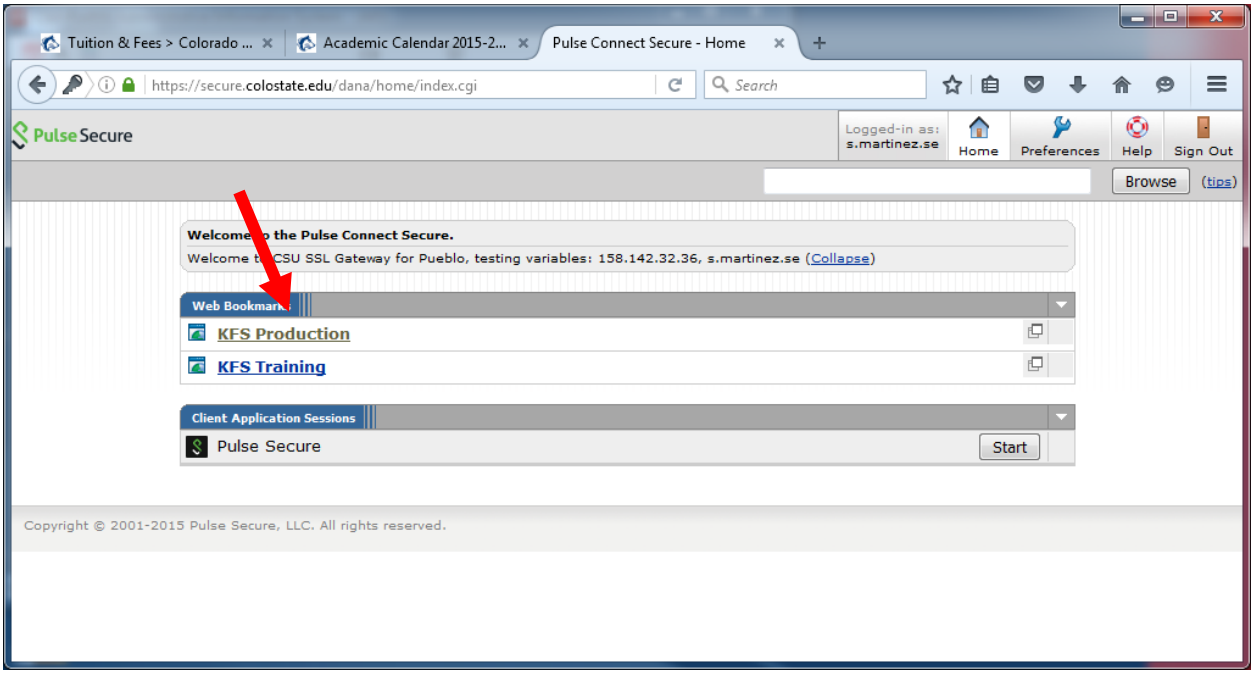
- Next, click on KFS link.



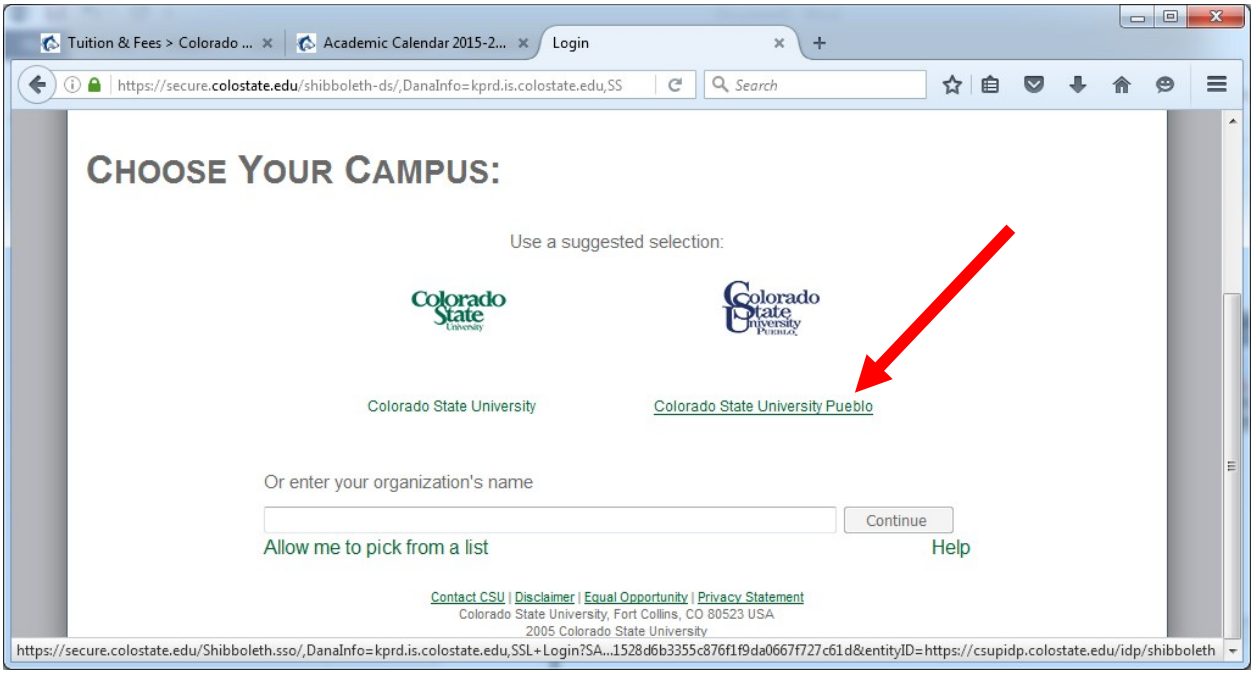
- Type eAccount and password provided.
  - If you don't have an eAccount or a password you will need to submit a CRA requesting an eAccount through the Senior Accountant (Valerie Ext. 2145).



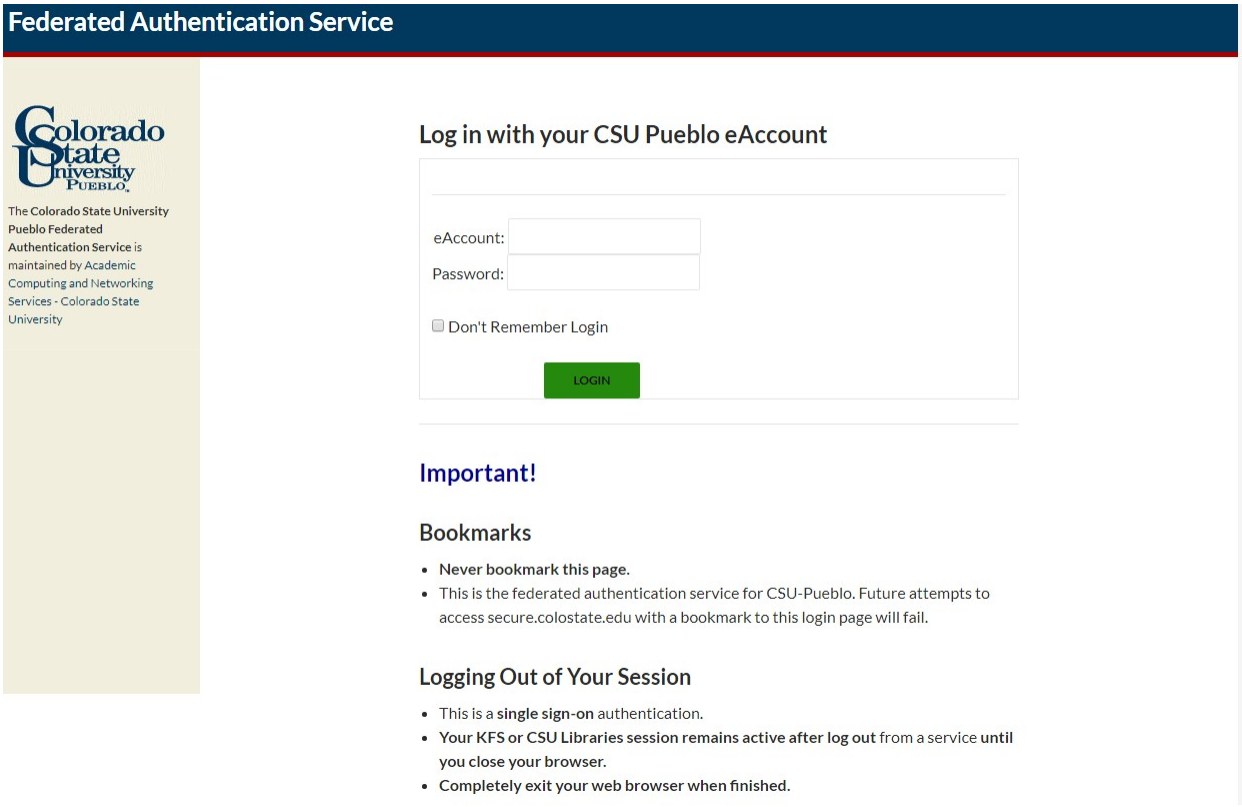
Once you enter your username and password and are logged in, Click on KFS Production.



Click on Colorado State University-Pueblo.



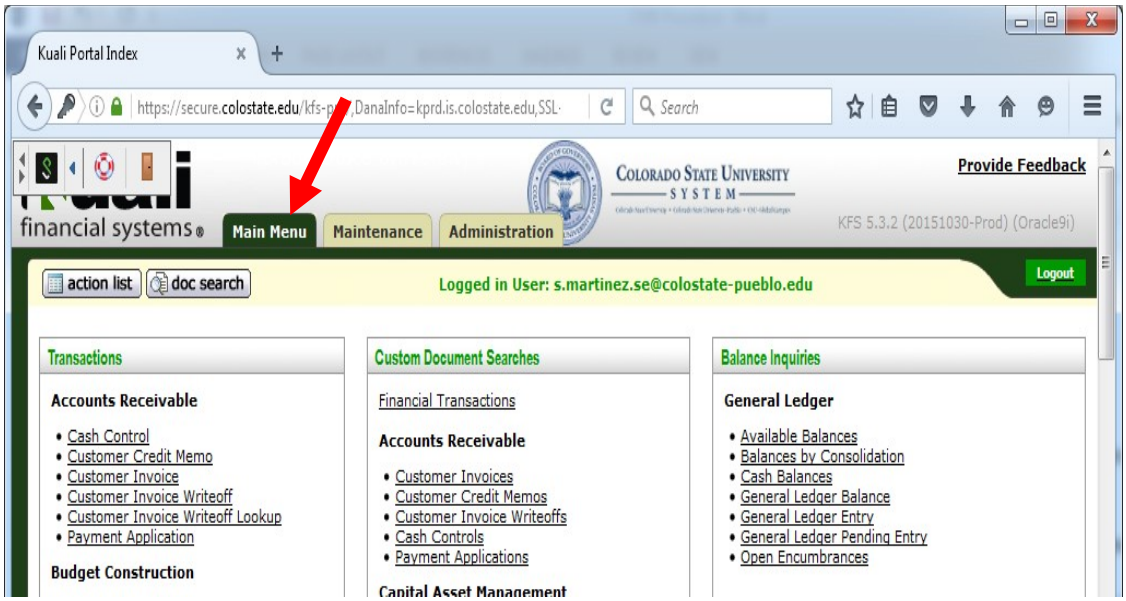
Login one more time before you see the KFS Home Page.



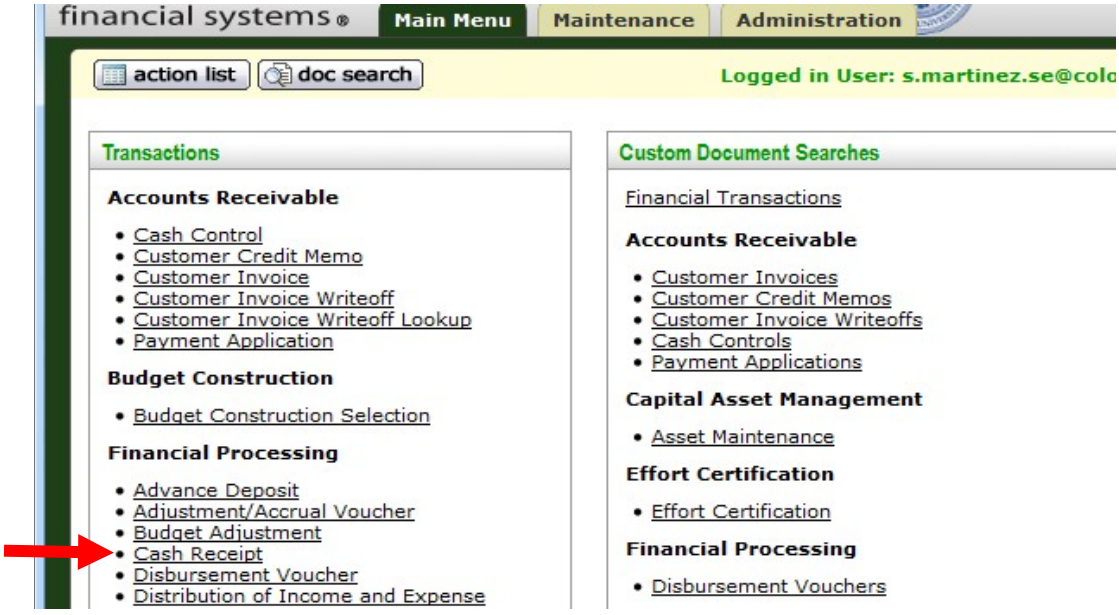
Entering Deposits in KFS (CMD's)

- First grab a manila folder located on the bookshelf.
  - Black out or remove any labels previously left on folders.
- Attach CMD labels to manila folder located in the drawer titled labels found at the main cashier's station.
- All cash and check deposits must be entered in Kuali (KFS)
  - If a deposit was already entered into KFS by the department, make sure the KFS document, Cash Receipt Cover Sheet, and Deposit Sheet are stapled together in that order and place in the CMD folder. Rubber band the deposit bag with the amount facing up.

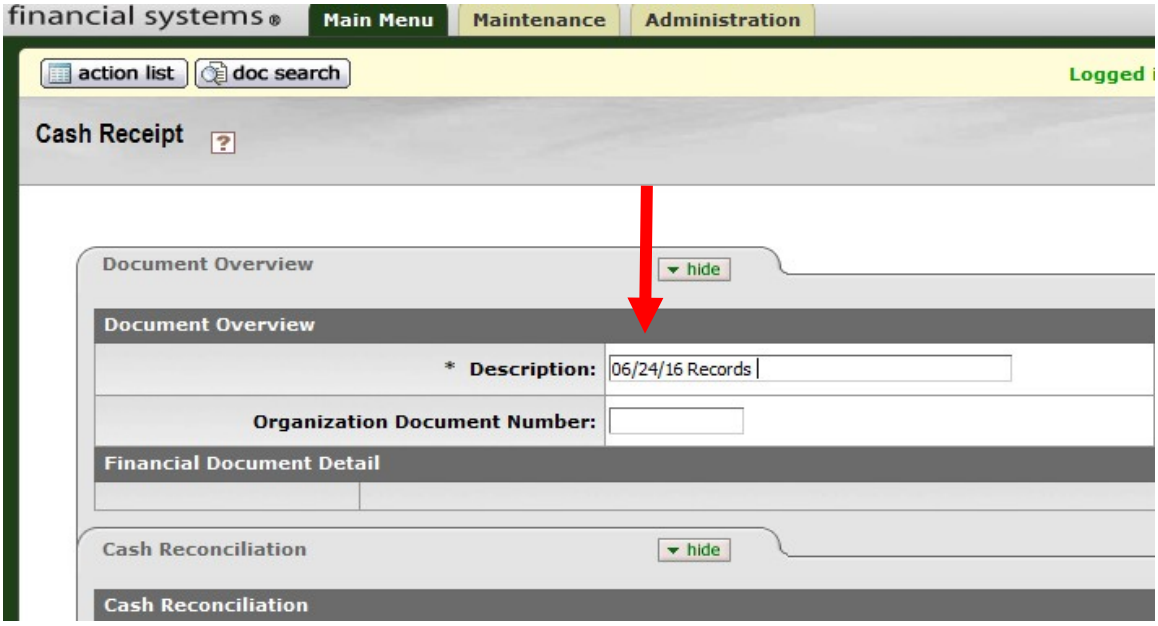
- Once in KFS, Click the Main Menu tab.



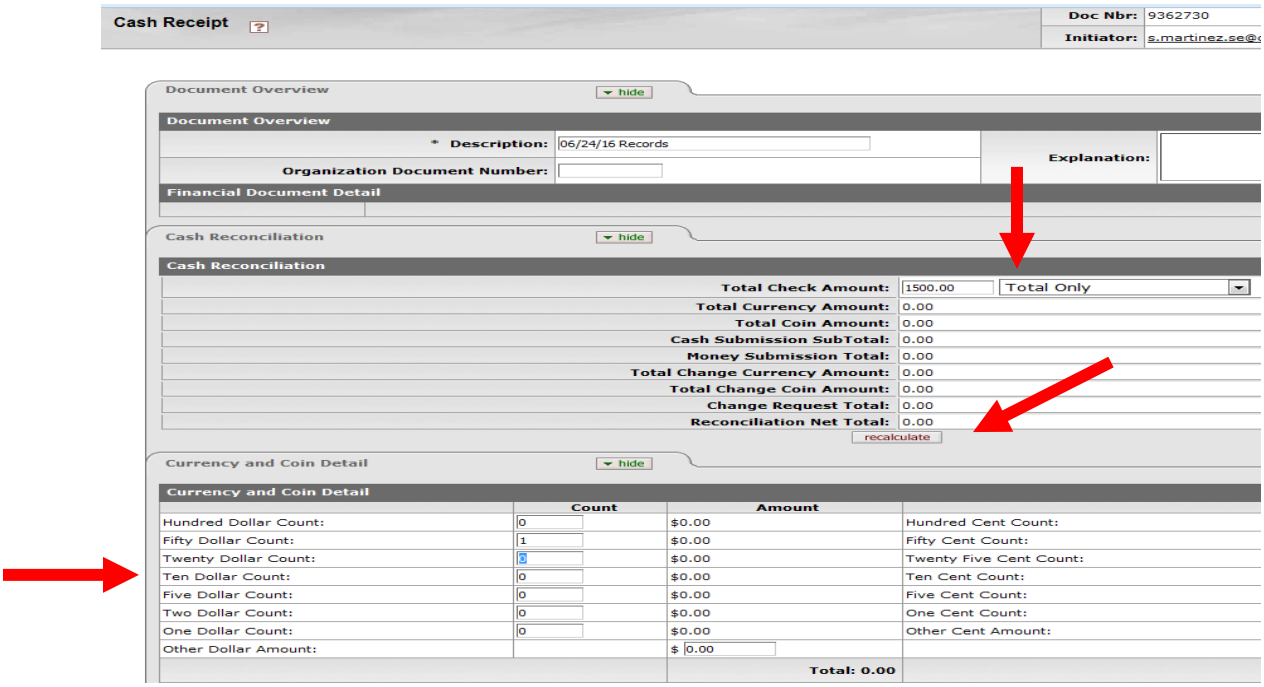
- In the heading titled Transactions on the far left of the screen, you will go down to the sub heading titled Financial Processing and click on Cash Receipt.



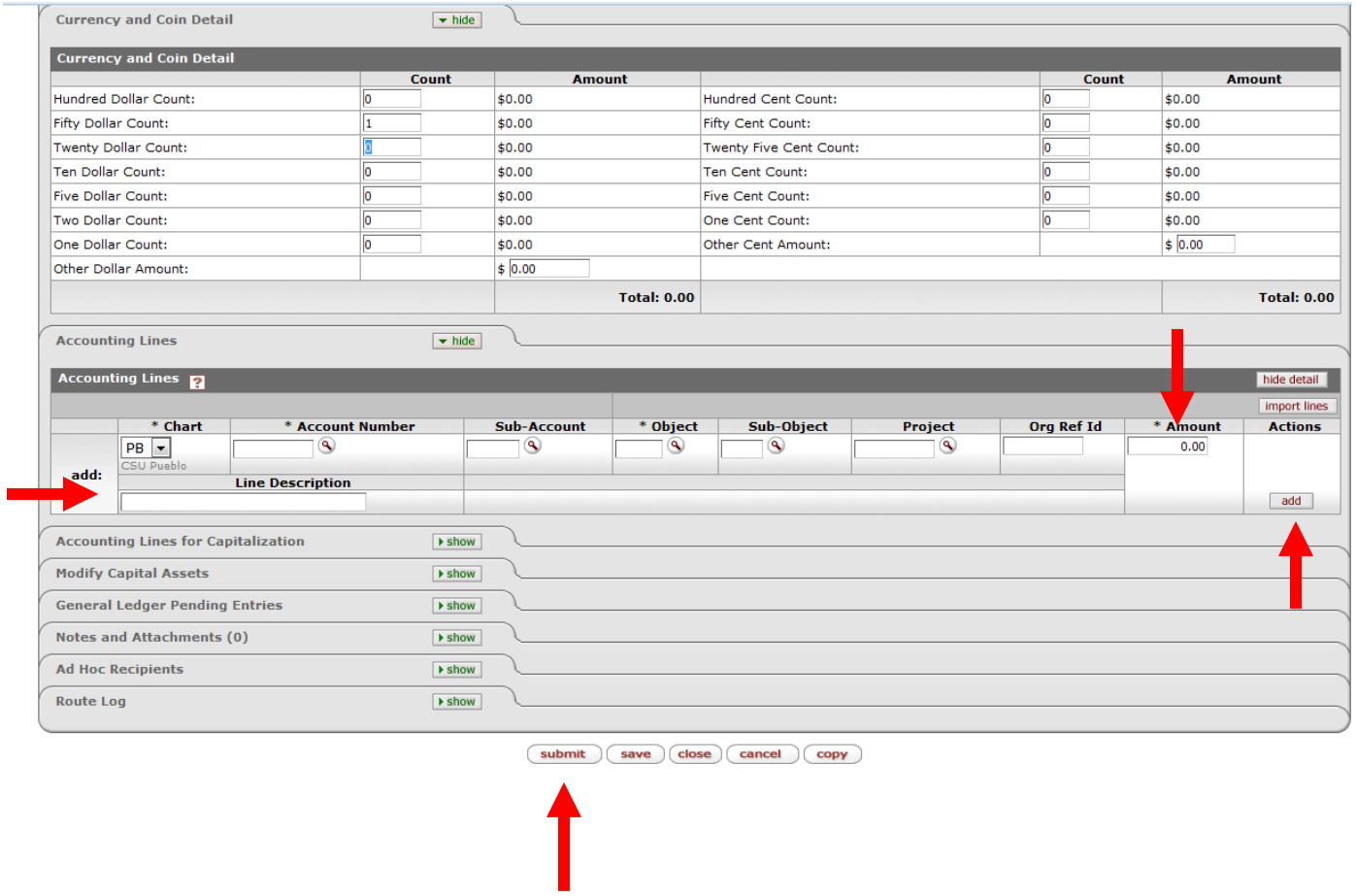
- Once in Cash Receipts all of the fields that contain a * must be completed.
- Start out by entering today's date and the name of the department on the Deposit Sheet into the Description field.



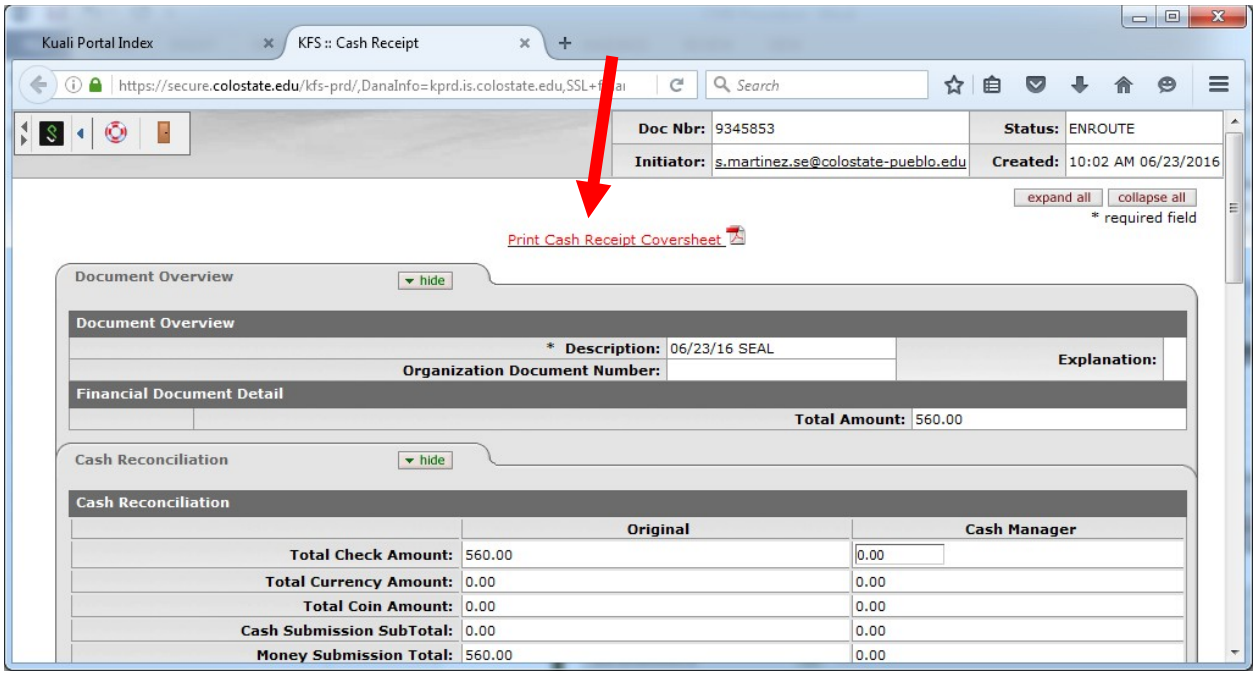
- Under the Cash Reconciliation Tab, first click the dropdown arrow in the box on the right of Total Check Amount field and select Total Only.
- In the first box next to Total Check Amount enter the total amount of checks in deposit.
- In the Currency and Coin Detail tab below the Cash Reconciliation enter the amount of currency received
- Click recalculate to update total, and make sure the amount matches the amount entered on the Deposit Sheet.
    - If totals do not match please go back and verify



- Under the Accounting Lines tab, enter the account number, sub-account number, (if applicable) object code, sub-object code, (if applicable) and the amount of the deposit.
- The Line Description needs to be filled out with the information on the Deposit sheet.
- Once entered, verify the Accounting Lines, Amount, and Description and then click add.
- Once all lines are entered Verify that the Reconciliation Net Total matches the Total of the Accounting Lines and then click submit.



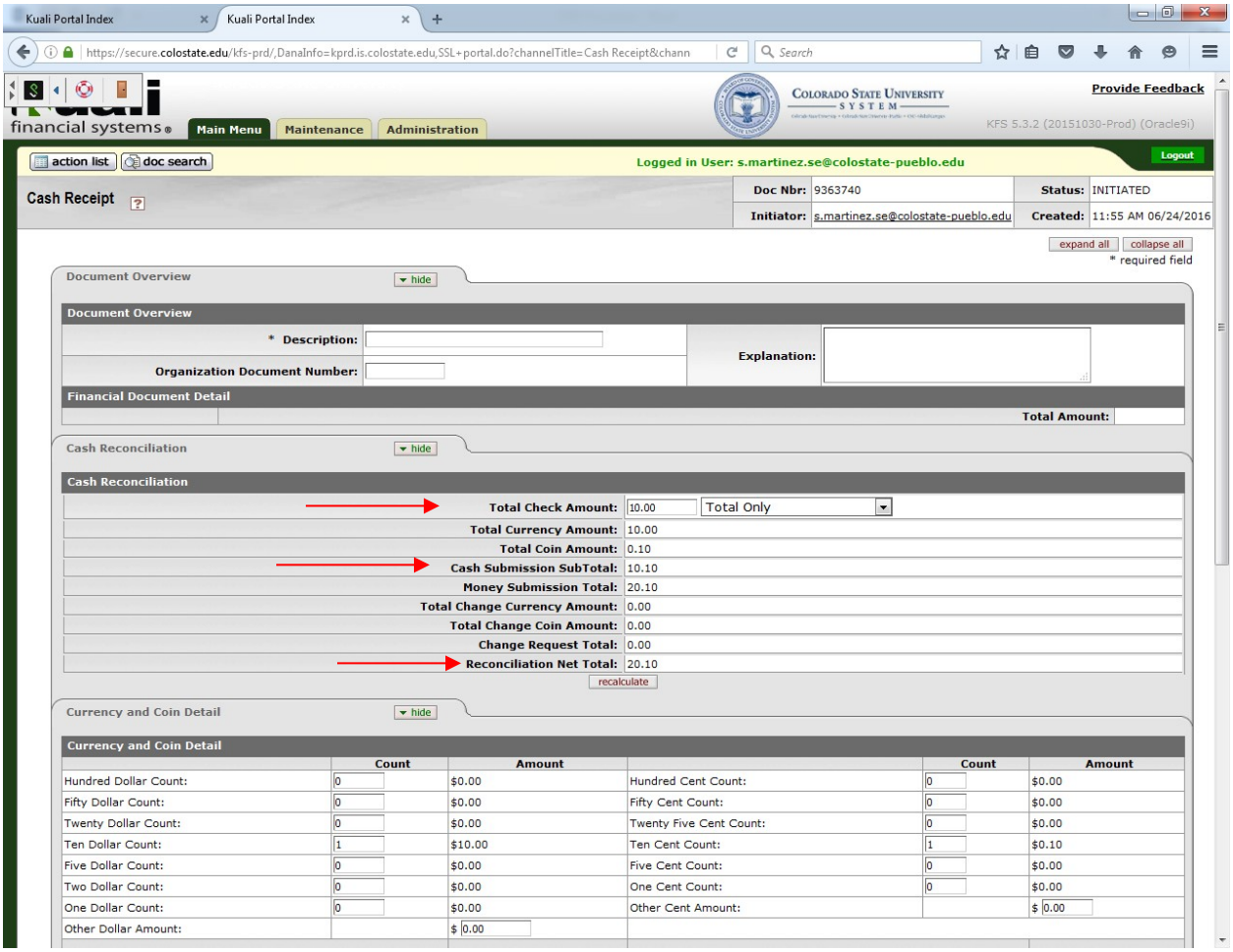
- Once you click on submit you will print the KFS Cash Receipt Document, and then click on the Print Cash Receipt Coversheet link and print the Cash Receipt Coversheet as well.



- You will then staple the KFS Cash Receipt Document, Cash Receipt Coversheet, Deposit sheet, and any supporting documents in that order and hole punch and put them in the CMD folder and rubber band the deposit bags with the amount appearing on top and keep them in order of adding them to the folder.

- At 2:45pm you will use your calculator and create one tape which would first total checks from the Total Check Amount, then total cash from the Cash Submission

Total, then Total all of the CR's using the Reconciliation Net total, and then total all of the Deposit Bags, both CR Totals and Reconciliation Net Total should match.



- Once the tape is created, you will fill out a deposit slip. You will put the date, total cash, total checks, and initial to the left of the currency and write CMD. Paper clip the yellow deposit slip copy to the CMD folder. Put both the tape and white portion of the deposit slip with the deposit bags and put in the vault with the CMD folder and email Val Pfingston letting her know the CMD is ready to be verified.

Petty Cash Procedure

- Accept no more than $100.00 in Petty Cash per department for a single day.
- Petty Cash must **never** include sales tax or have charges for food items.
  - **If sales tax is included it must be deducted from receipt total and correctly written on Petty Cash form.**
- Receipt must always be attached to petty cash form.
- Amount on petty cash form must always match amount on receipt less taxes.
- Items purchased should always be filled out in the description.
- Petty cash form must have 11 digit Account number.
  - **7 Digit Account number plus 4 Digit Object Code.**
- Paid By: must always be signed by whoever purchased the items
- Approved By: must always be signed by department head or Dean
  - **Signature for Approved By must never be the same as the signatures on Paid By or Received By.**
- Received By: must always be signed by person receiving cash.
- Person giving cash **Must Sign and date** petty cash form under Received By and also initial and date top of petty cash form.
- Each week Val will need to be notified of the petty cash receipts so that Val can reimburse each drawer back to $2000.00. If there are only a few receipts received, than the drawers can be reimbursed monthly.
- Each drawer with petty cash receipts will need to be totaled.
- All petty cash receipts need to be entered into the Petty Cash Reimbursement form.
- Enter the date of the petty cash receipt, account number, purpose, initials, and amount.
- Take the petty cash receipts, totaled with a tape and the Petty Cash Reimbursement form to Sarah in Accounts Payable, and she will generate a check to send to the bank to replenish the petty cash drawer.
- Once the check is received to replenish the petty cash drawer, it needs to be sent to the bank in a separate deposit bag.

Cash Request Procedure

- Departments may bring in money and request it be broken down into smaller bills. This request needs to be sent to the bank using a Buy/Sell Cash form.
- Check mark the Buy Cash box, Print CSU-Pueblo-"department name," under Customer Name.
- Print the account number, date, and number of each currency requested.
- The white copy must go in an envelope with the cash. The yellow copy goes in with the CR Ring Out for the day.
- Also be sure to include a daily cash count sheet, so we have verification on what currency was sent to the bank.

- Be sure to fill out the change fund tracking log with the date, department, amount, date received, and date sent to the bank.
- Once the money is returned from the bank, enter the date received from the bank and notify the department their money is ready for pickup.
- It can take up to a week for the bank to return the money.

Change Fund Procedure

- Departments may need change for an event.
- A department will email Carolina two weeks before the change is needed.
- Carolina will compile a bag of change from the safe.
- A Change Fund form will also be prepared, and given to the cashier's office along with the bag of money.
- Once the department picks up the bag of money, the department must also sign the Change Fund form showing they received the money.
- The department will return the change no more than one week after the event being completed.
- Notify Carolina and she will verify and count the money and return it to the safe.

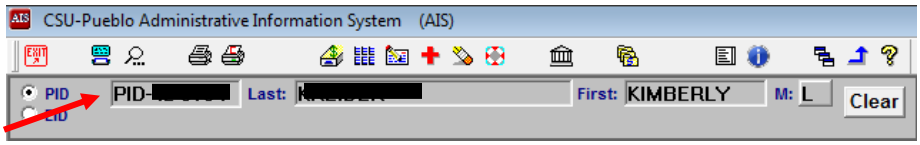
Transcript Procedure

- Students must have a zero balance to purchase transcripts.
  - Amanda or Steven in Student Billing must send an email to approve release of transcripts for students who have payment arrangements or who have a current semester balance.
  - Email of approval must be sent to the Registrar's office and to the Cashier's office before payment can be accepted.
- Student with questions about purchasing transcripts online must speak with Registrar's office at Extension 2779 or 2261.
- **Pricing for Transcripts**
  - Electronic Transcripts $10
  - Paper Transcripts $12
  - Priority Mail $17.15 **($12 Transcripts + $5.15 Shipping)**
  - Express Mail $31.85 **($12 Transcripts + $19.85 Shipping)**
  - International Express/ Priority Shipping $50.00 **($12 Transcripts + $38 Shipping)**
  - Fax- Followed by mail $50.00 **($12 Transcripts + $2.50 Shipping)**
  - International Fax Followed by mail $19.50 **($12 Transcripts + $7.50 Shipping)**
  - **Alumni receiving job on campus receive transcripts for free per Cindy in the Registrar's Office.**

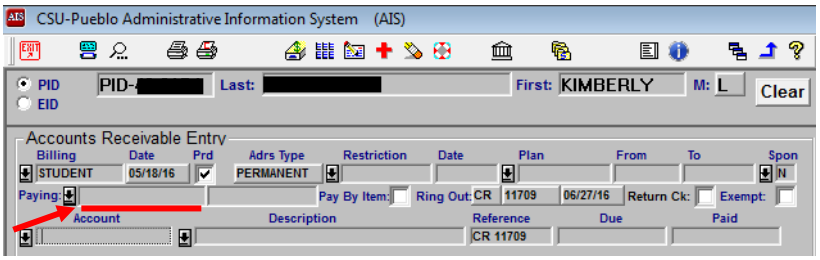
Posting tuition payments at the counter

If student is paying on their account

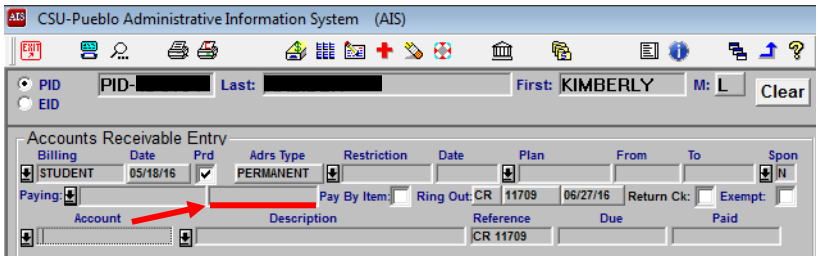
- Request PID# from the student, and check ID. Type PID in AIS.



- Enter the method of payment in paying box. Payment methods for over the counter include: 01- cash, 02- check, and 31- credit card cashier are the major tender types used. There may be other tender types. A list will be provided after this procedure. **Tab**.



- In the paid column enter the amount that the student is paying. **Then Tab.**



- If the student is paying off a charge that has already been loaded onto the account the next step is simply to press **Ctrl P**. This will generate a receipt for the transaction. Tear off top copy to give to the student, and the office copy goes in your ring-out folder.
- Some charges must be loaded on to the student's account at the time of transaction. This is indicated in your account number sheet by "IN/OUT" in the column next to EID#.

Tender Type

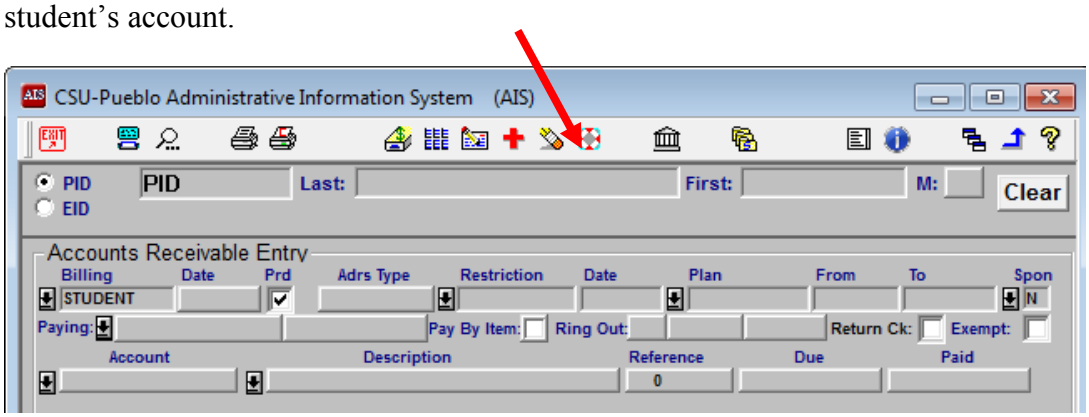
01	Cash
02	Check
03	N/A
04	Travelers Check
05	Cashier Check
06	Money Order
07	Wire-Transfer
08	Codes A, B, C 3% Loan
09	Code H 4% Loan
10	Code I 5% Loan
11	Code J 5% Loan
12	Inter-Agency Voucher
13	Code K Perkins Loans
14	Payment by Loan
15	Scholarship Payments (Noted by IRS)
16	COF Stipend
17	CCS-Wire Transfer
29	Credit Card-Resident Life and Housing
30	Credit Card-Student Health Services
31	Credit Card-Cashier
32	Credit Card-KTSC
33	Credit Card-Music Fest
34	Credit Card-Bookstore
35	Credit Card-Nature Center
36	Credit Card-Continuing Education
37	Credit Card-Aux Services
38	E-Commerce Bookstore
39	Credit Card-Admissions and Records
40	CCS Check
41	Non-Monetary JE Transaction
42	Credit Card-Athletics
50	Online ACH Payment
51	Online Master Card Payment
52	Online Discover Payment
60	Williams & Fudge
61	Enterprise Recovery Systems
62	Windham Professionals
63	Recovery Select
70	Deposit Corrections
88	College Opportunity Fund Stipend

97 Realignment of Payments
98 Financial Aid Payment

Credit Cards by mail

Credit card information will be on a credit card payment form. Input this information into the credit card machine before posting to student's PID. First, input how much the student wants to pay, then press green button. Next, put in the credit card number, then press green button. Next, put in expiration date of card, press green button. Next input CVV, press green button. The machine will ask if the card is present, press "no" and press the green button to enter transaction and generate receipt.

If the card is declined, DO NOT enter it into AIS. Call the card holder and inform them the card was declined. Staple the declined receipt to the credit card information form along with the date and time. If you've entered information for the tender type and amount received column do not simply press the "clear" button. The transaction will still post if you do this. Instead, to back out of the transaction you must press the life preserver button, this will clear the transaction so that it does not post to the student's account.



Once the payment is posted and credit card is ran, shred the part of the payment form that has the card information, and file the top portion in the credit card receipt bin.

Checks by mail

Someone from financial services will bring the check in, along with a copy of the check.

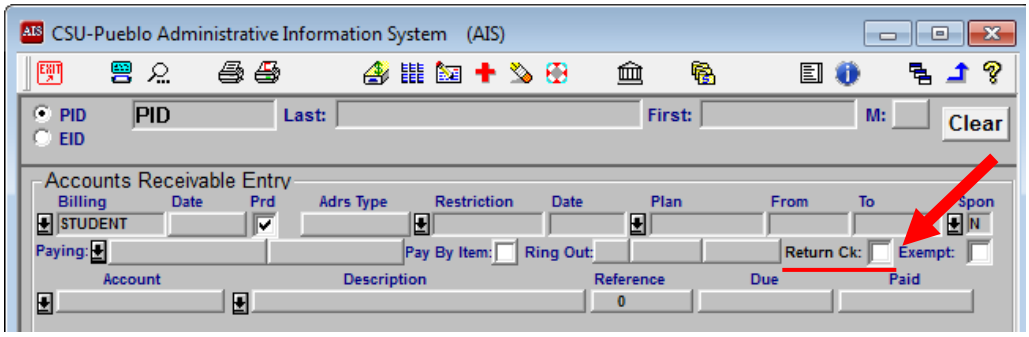
Department checks will be received in the cashier's office as well as through the mail.

We will notify the departments if they receive a check, and have the person picking

up the check sign the copy of the check and we will put the signed copy in the check binder.

When accepting a check as payment the first step is to always verify the check.

- Make sure the written amount matches the numerical amount.
- Verify the "pay to" line is addressed to CSU-Pueblo.
- You also need to check if the student's Return Check box is checked. This means we cannot accept any checks from this individual.



- Once the check is verified, you can stamp it with the deposit stamp, and enter the transaction into AIS. The copy of the check provided by financial services then gets filed into specified folder for received checks.

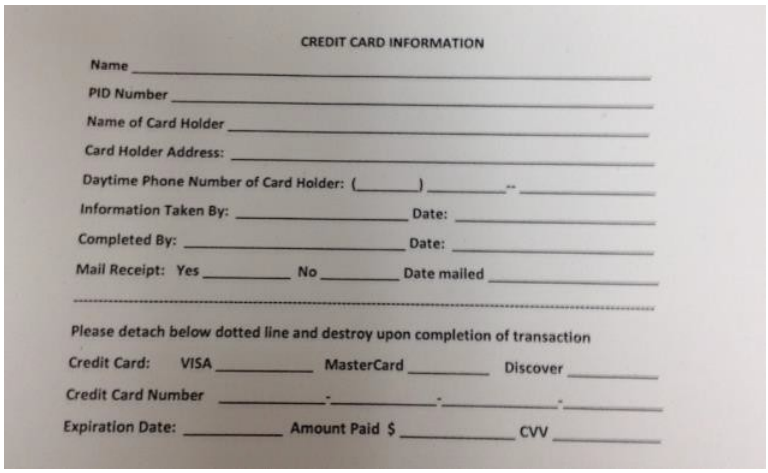
Payments by phone

Only credit card payments are made over the phone.

Be sure to NOT disclose financial information to anyone on the phone other than the student if DO NOT RELEASE is indicated on the student's account. You can release financial information only if a release by the student is on file allowing us to release this information. If a parent is requesting this information ask how much they would like to pay without revealing any confidential information. Balances may be discussed.

There are designated credit card information sheets to fill in for these payments. Be sure to remember to get a phone number to contact the student if there is an issue with the payment. **We do NOT accept American Express.**

Once payment is made, tear off the bottom portion underneath dotted line with the credit card information and shred it, and file the top portion in the credit card receipt bin.



CREDIT CARD INFORMATION

Name _____

PID Number _____

Name of Card Holder _____

Card Holder Address: _____

Daytime Phone Number of Card Holder: (_____) _____-- _____

Information Taken By: _____ Date: _____

Completed By: _____ Date: _____

Mail Receipt: Yes _____ No _____ Date mailed _____

Please detach below dotted line and destroy upon completion of transaction

Credit Card: VISA _____ MasterCard _____ Discover _____

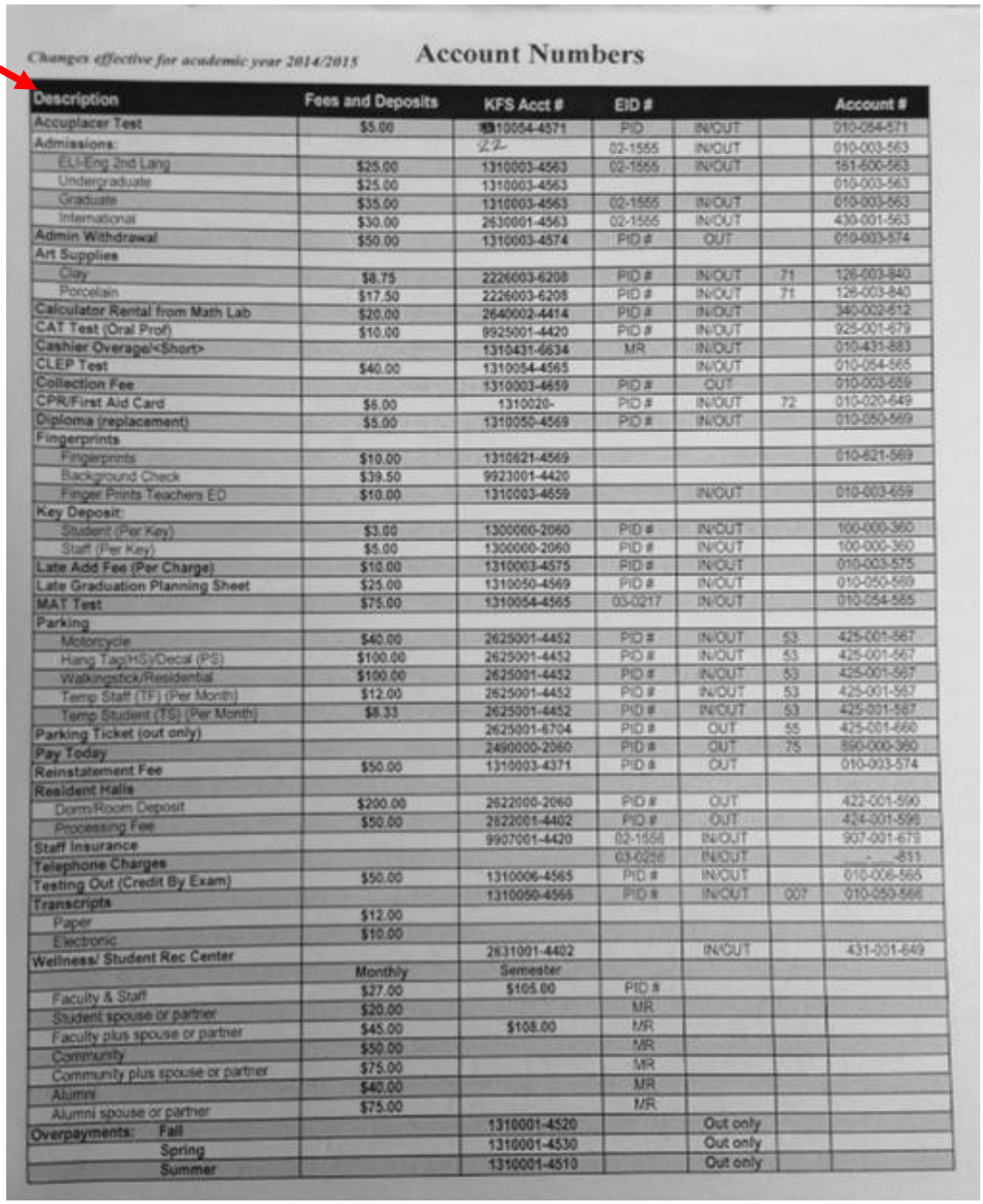
Credit Card Number _____-_____-_____-_____

Expiration Date: _____ Amount Paid $ _____ CVV _____

Posting payments for other services

Certain payments have to be loaded to a specific account number. These types of transactions are listed on the Account Numbers sheet that are at every desk. This sheet gives all information needed for certain transactions including price, Acct #, and whether charges are loaded as an IN/OUT or just an OUT.

- First step in making these transactions is to locate the specific service in the Description column of the Account Number sheet.

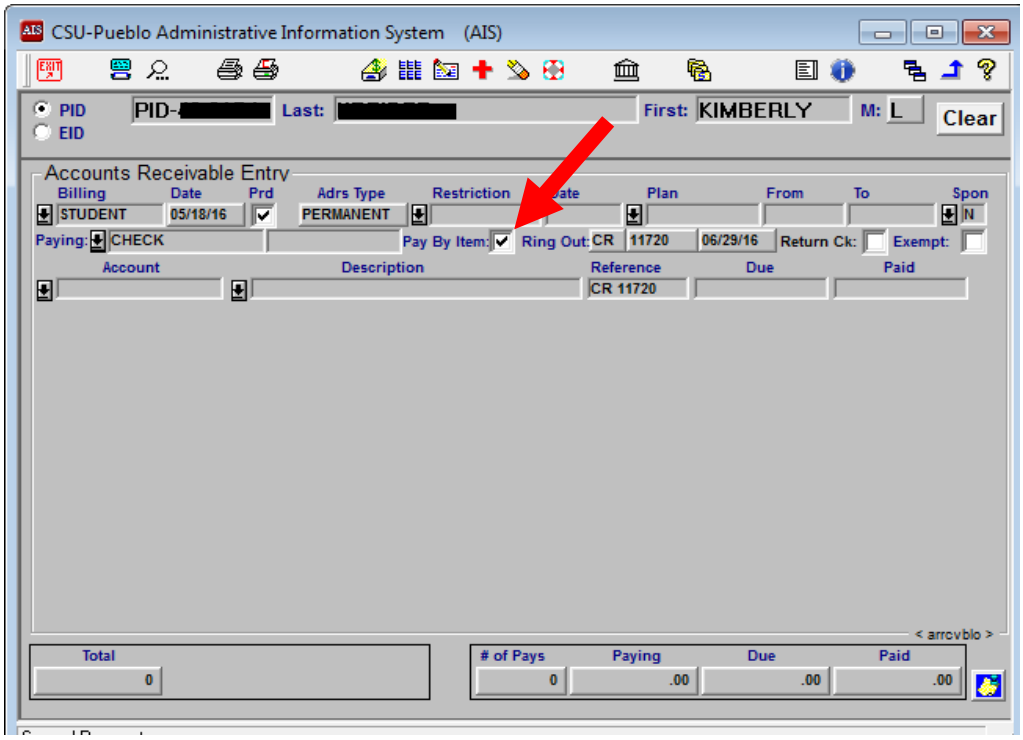


Changes effective for academic year 2014/2015

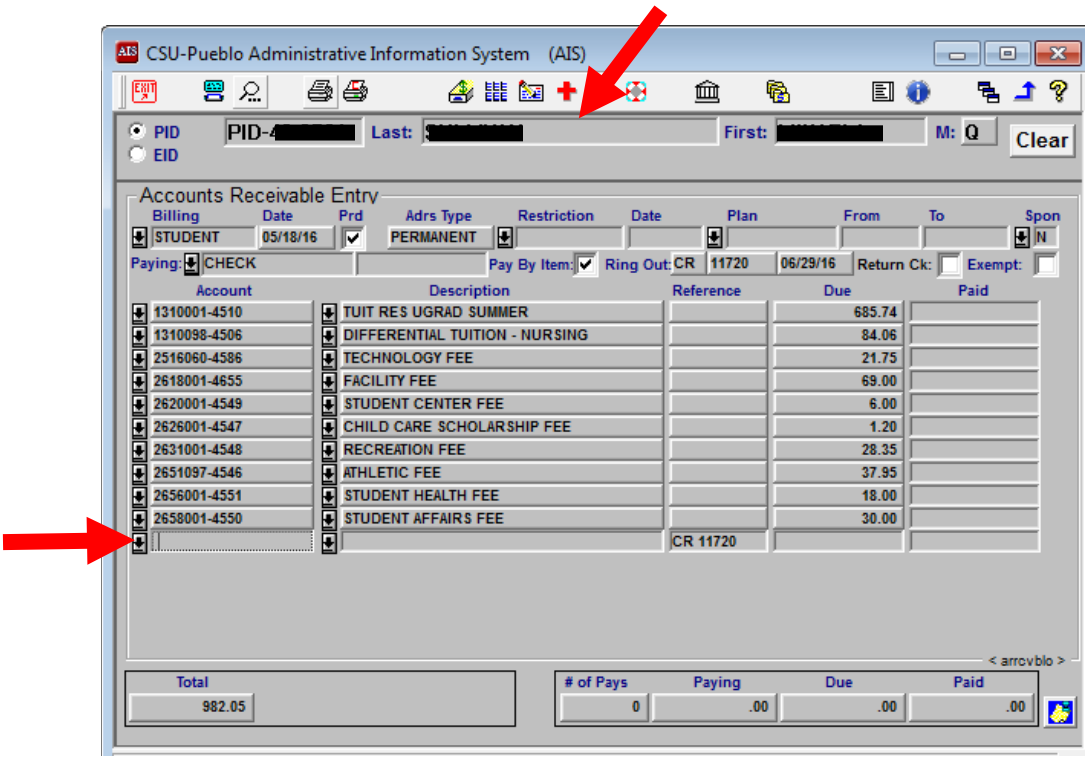
Account Numbers

Description	Fees and Deposits	KFS Acct #	EID #			Account #
Accuplacer Test	$5.00	1310054-4571	PID	IN/OUT		010-054-571
Admissions:		22	02-1555	IN/OUT		010-003-563
ELI-Eng 2nd Lang	$25.00	1310003-4563	02-1555	IN/OUT		151-600-563
Undergraduate	$25.00	1310003-4563				010-003-563
Graduate	$35.00	1310003-4563	02-1555	IN/OUT		010-003-563
International	$30.00	2630001-4563	02-1555	IN/OUT		430-001-563
Admin Withdrawal	$50.00	1310003-4574	PID #	OUT		010-003-574
Art Supplies						
Clay	$8.75	2226003-6208	PID #	IN/OUT	71	126-003-840
Porcelain	$17.50	2226003-6208	PID #	IN/OUT	71	126-003-840
Calculator Rental from Math Lab	$20.00	2640002-4414	PID #	IN/OUT		340-002-612
CAT Test (Oral Prof)	$10.00	9925001-4420	PID #	IN/OUT		925-001-679
Cashier Overage/<Short>		1310431-6634	MR	IN/OUT		010-431-883
CLEP Test	$40.00	1310054-4565		IN/OUT		010-054-565
Collection Fee		1310003-4659	PID #	OUT		010-003-659
CPR/First Aid Card	$6.00	1310020-	PID #	IN/OUT	72	010-020-649
Diploma (replacement)	$5.00	1310050-4569	PID #	IN/OUT		010-050-569
Fingerprints						
Fingerprints	$10.00	1310621-4569				010-621-569
Background Check	$39.50	9923001-4420				
Finger Prints Teachers ED	$10.00	1310003-4659		IN/OUT		010-003-659
Key Deposit:						
Student (Per Key)	$3.00	1300000-2060	PID #	IN/OUT		100-000-360
Staff (Per Key)	$5.00	1300000-2060	PID #	IN/OUT		100-000-360
Late Add Fee (Per Charge)	$10.00	1310003-4575	PID #	IN/OUT		010-003-575
Late Graduation Planning Sheet	$25.00	1310050-4569	PID #	IN/OUT		010-050-569
MAT Test	$75.00	1310054-4565	03-0217	IN/OUT		010-054-565
Parking						
Motorcycle	$40.00	2625001-4452	PID #	IN/OUT	53	425-001-567
Hang Tag(HS)/Decal (PS)	$100.00	2625001-4452	PID #	IN/OUT	53	425-001-567
Walkingstick/Residential	$100.00	2625001-4452	PID #	IN/OUT	53	425-001-567
Temp Staff (TF) (Per Month)	$12.00	2625001-4452	PID #	IN/OUT	53	425-001-567
Temp Student (TS) (Per Month)	$8.33	2625001-4452	PID #	IN/OUT	53	425-001-567
Parking Ticket (out only)		2625001-6704	PID #	OUT	55	425-001-660
Pay Today		2490000-2060	PID #	OUT	75	890-000-360
Reinstatement Fee	$50.00	1310003-4371	PID #	OUT		010-003-574
Resident Halls						
Dorm/Room Deposit	$200.00	2622000-2060	PID #	OUT		422-001-590
Processing Fee	$50.00	2622001-4402	PID #	OUT		424-001-595
Staff Insurance		9907001-4420	02-1556	IN/OUT		907-001-679
Telephone Charges			03-0256	IN/OUT		- -811
Testing Out (Credit By Exam)	$50.00	1310006-4565	PID #	IN/OUT		010-006-565
Transcripts		1310050-4566	PID #	IN/OUT	007	010-050-566
Paper	$12.00					
Electronic	$10.00					
Wellness/ Student Rec Center		2631001-4402		IN/OUT		431-001-649
	Monthly	Semester				
Faculty & Staff	$27.00	$105.00	PID #			
Student spouse or partner	$20.00		MR			
Faculty plus spouse or partner	$45.00	$108.00	MR			
Community	$50.00		MR			
Community plus spouse or partner	$75.00		MR			
Alumni	$40.00		MR			
Alumni spouse or partner	$75.00		MR			
Overpayments: Fall		1310001-4520		Out only		
Spring		1310001-4530		Out only		
Summer		1310001-4510		Out only		

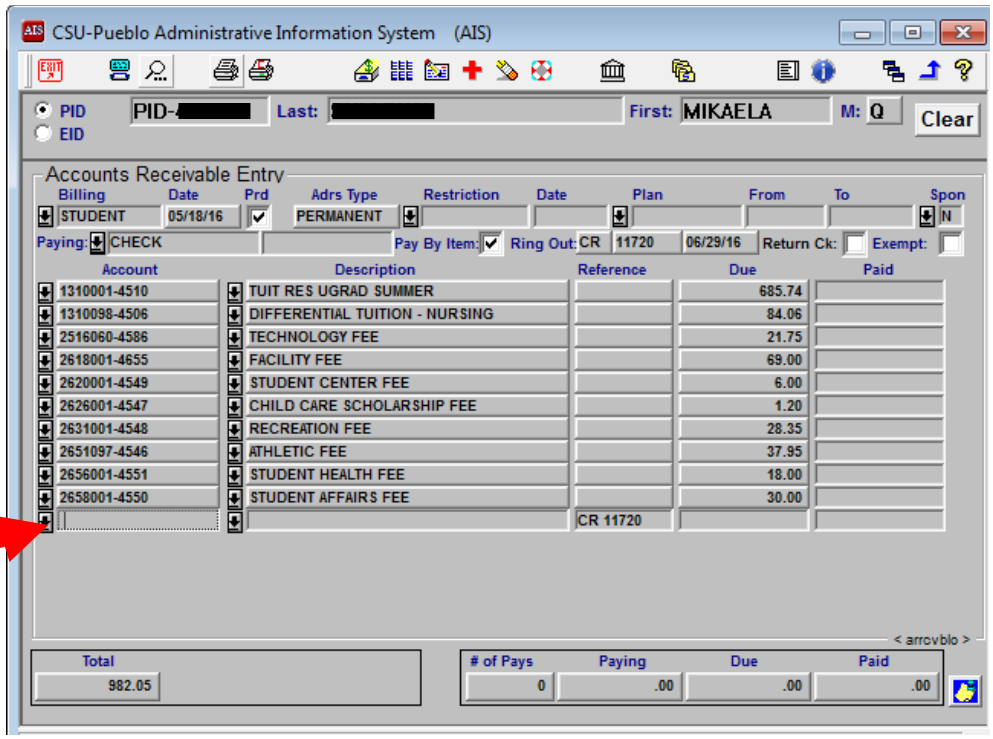
- After entering the student's PID and accepting their payment, you have to load the charge onto their accounts. Enter payment type, and payment amount, and then click in the box for "Pay by Item". This will put a check mark in the box once it's selected.



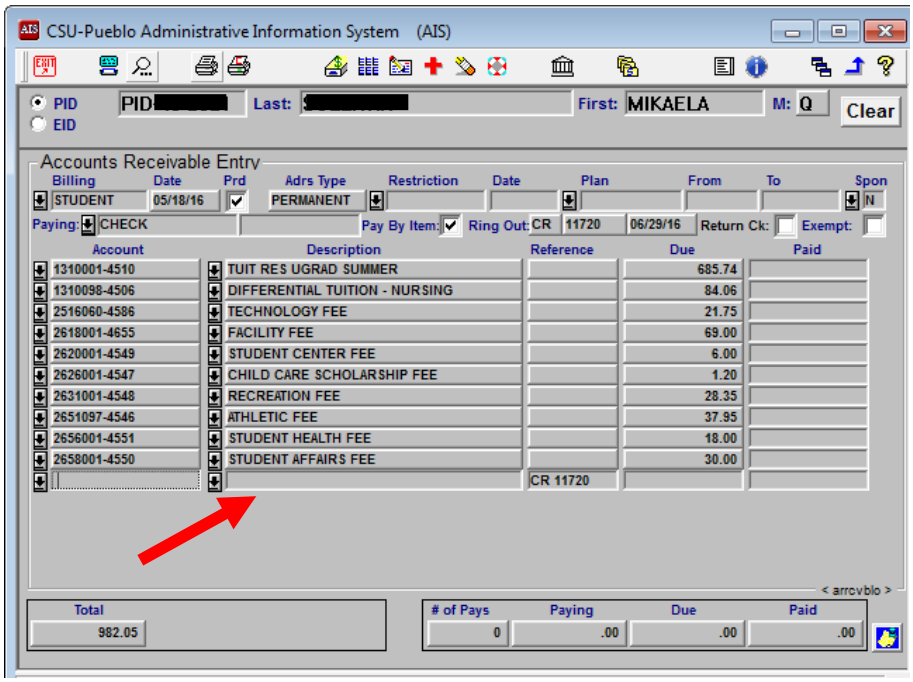
- Then you click the red plus sign to add a line to enter the payment information.



- Once the empty line is loaded onto the screen, enter the specific account number for that transaction. This will be the 11 digit number in the third column of the Account Number sheet shown above. Then tab.

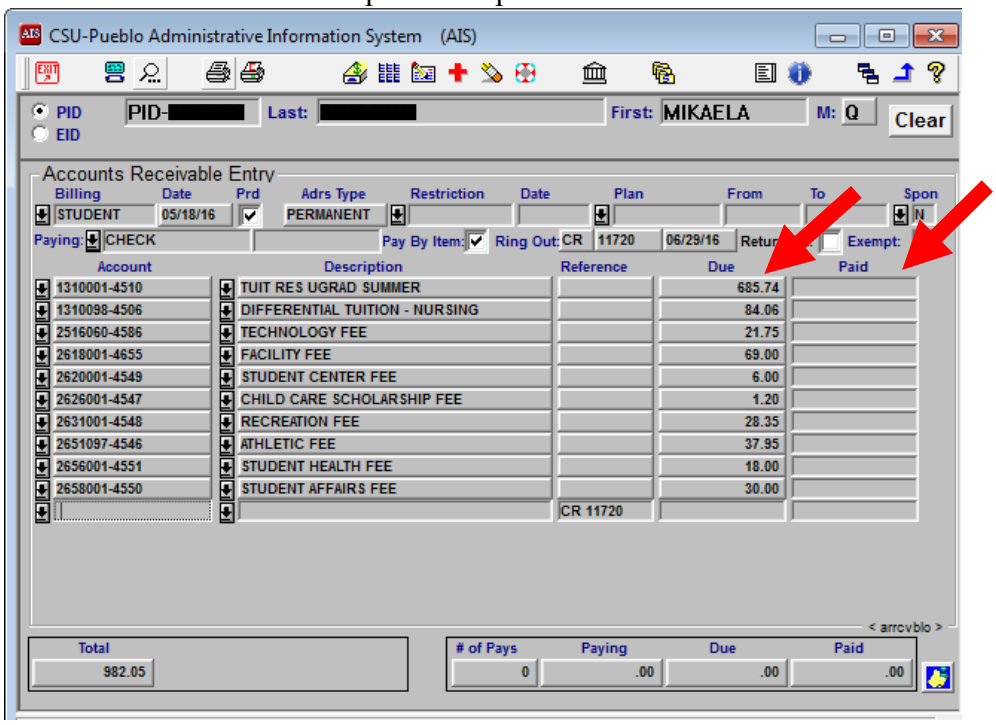


- For the description refer the Account Number List first column. Sometimes you'll need to put more information, for parking tickets and parking passes you're required to include pass and ticket #'s in the description. Then tab.



- The Sheet also indicates if the charge is an IN/ OUT or just an OUT.
    - If a charge needs to be loaded <u>IN/ OUT</u>, this means put the amount in the Due column **and** the Paid column.

- If the payment indicates it needs to be loaded as an OUT only load the amount in the paid column only**, (**you don't need to put anything in the Due column).
- Then tab**. Ctrl+P** to print receipt.



Key Deposits

Staff and students can pay for a key deposit. They must bring the blue key deposit form showing if they are student or staff, and what type of key they are needing. Staff pay $5.00 for Master and/or Sub-master Keys. Staff do not have to pay for a Room key. Students can purchase a Sub-master Key for $3.00. Students cannot receive a master key. Students do not have to pay for a Room key either. Key deposits are entered into AIS as an IN and OUT to account# 1300000-2060.

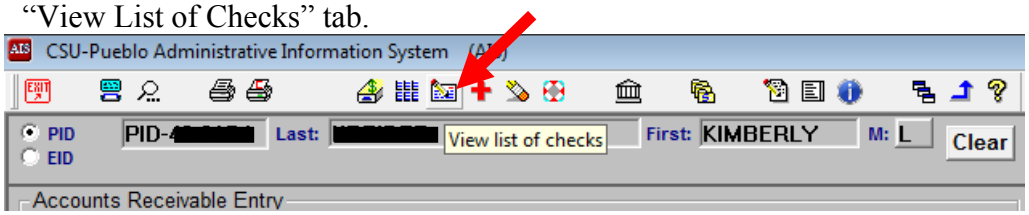
Checks

It is part of the cashier's duties to hand out checks to the students. These checks include financial aid, parent-plus loans, system generated refunds, and payroll.

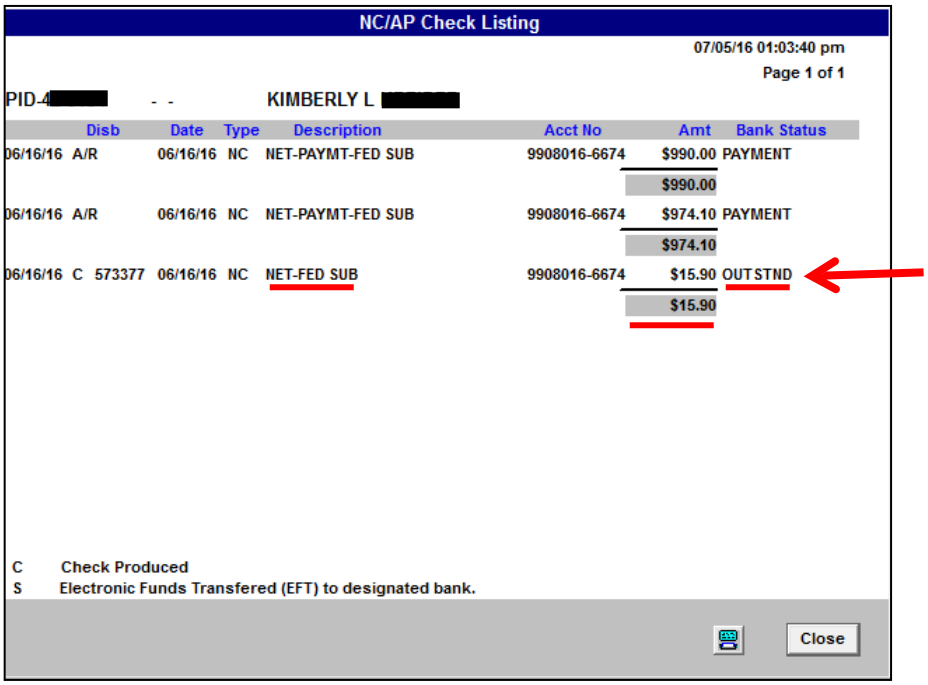
Financial Aid Checks

Financial aid checks go behind the Disbursement file tab in the front of the check bin. We file them alphabetically by the last name of the student.

- When a student comes in to pick up a check the first thing to do is check their I.D. You cannot give a check to anyone other than who the check is issued to.
- Go into their PID in AIS. **You can only give financial aid checks to students' with zero balances on their accounts.**
- You can check whether or not the student has a financial aid check by going into their "View List of Checks" tab.



- This is the screen that will come up. Checks that say "PAYMENT" have been applied to the student's tuition. Checks that need to be picked up will say "OUTSTND". Look at the date of the check, if it has been in the office longer than two weeks it has probably been mailed to the student's address. Also, look at the amount of the check they are expecting.



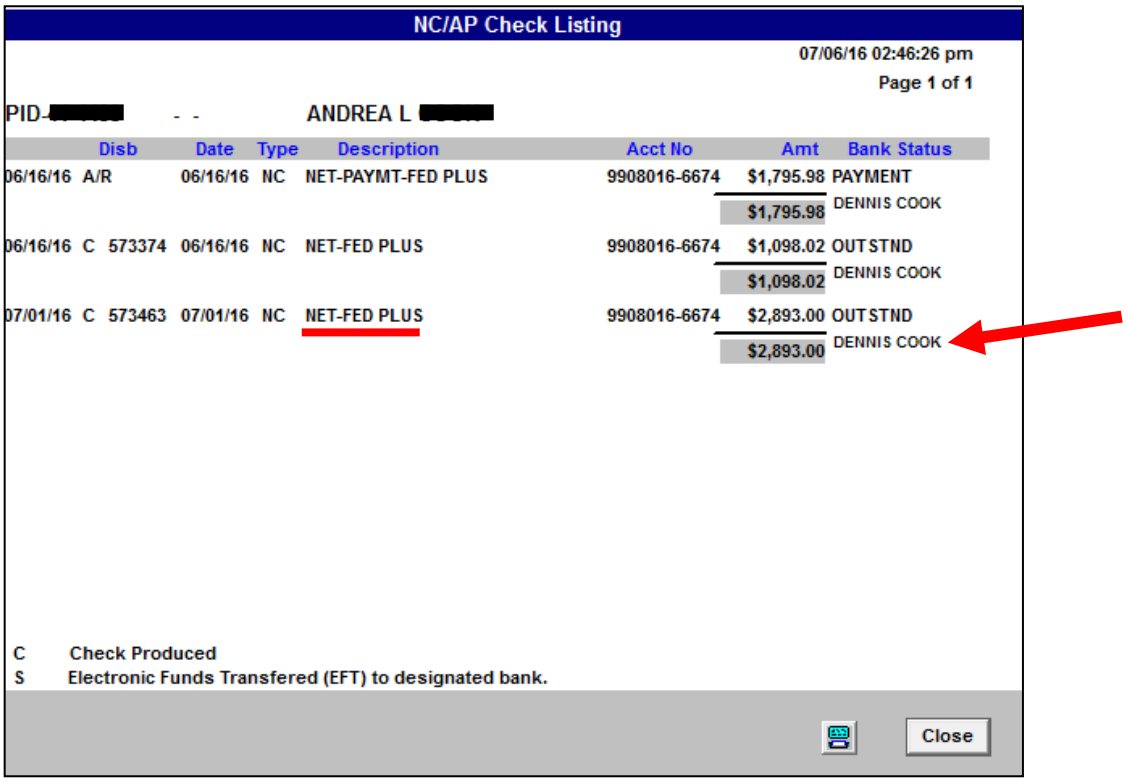
- If the student's account lists an outstanding check, and the student is at a zero balance, you then proceed to get their check out of the check bin. Verify that the information on the check matches the information in the Check Listing in AIS. Check the student's ID. Then, give the check to the student.
- If the student has a balance on their account you cannot give them their check. Their options are either to pay off their balance with cash, credit, debit, check, or they can use their outstanding financial aid check to pay off the balance.

- For the student to use their outstanding F/A check to pay off their student balance, you would first endorse the check with the endorsing stamp. Then, have the student sign the back of the check.
- If the check amount is the same or less than the bill owed, you simply input the payment with the tender type as a check. The amount is the check amount. Next, generate a receipt. Last, put the check in the drawer for your deposit at the end of the day.
- **If the check amount is more than the bill owed**, you input the payment as a check for the balance on the student's bill, and generate a receipt.
    - Once the student's bill is paid, you have to put the remaining amount of money left for financial aid back onto the student's account. The student then will be able to pick up another check for this new amount. This is called a **"Pay Today"**.
    - To do this, you would look on the Account Numbers list for "Pay Today". Input the tender type as a check, and the amount for the left over financial aid funds. Then, add a line and input the Pay Today account number, description, and amount as an **OUT only**. Then, generate a receipt. The receipt should indicate that the student now has a credit on their account. Write the student's information on the daily Pay Today sheet, which would include student's Name, PID, and refund amount.
    - Happy will collect all "Pay Today's" at the end of the day. She will then flag the student's account so a check can be generated and Sarah in Accounts Payable can process another check for the refund owed to the student.

Parent Plus Loans

Parent-plus loans are loans that are taken out by the parent of the student. They are addressed to the parent and therefore can only be picked up by the parent. These loans however will show up, when available, under the student's PID.

- To see if the student has a parent-plus loan available, you can go into their "View List of Checks" screen. If the loan is available it will say NET- FED PLUS in the description column, and the name of the parent will be in the far right column. This is who is authorized to pick up the check.

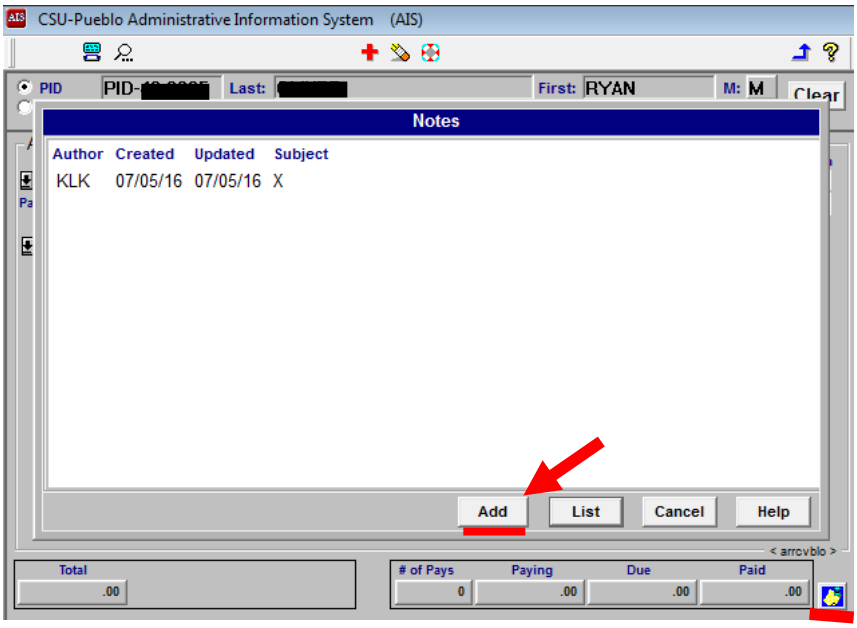


- Because you cannot hand out a check to anyone other than who the check is issued to, the student cannot pick up this check. The parent can come in with ID to pick up their check.
- If the parent picks up the check at the office, you must input a note in the student's account indicating that the check was picked up.
- Parent plus loan checks are mailed out after 2 weeks.

Mailing Financial Aid and Parent Plus Checks:

Any check that has been in the check bin for more than two weeks must be mailed out. **If the student has a check that needs to be mailed and it's in between semesters and the new semester has been billed when the check is going to be mailed out, DO NOT ENDORSE the check if the student has a balance for a new semester. Only ENDORSE the check if the student had a balance for the semester the refund was for. Financial Aid Checks cannot pay for a prior or upcoming semester.**

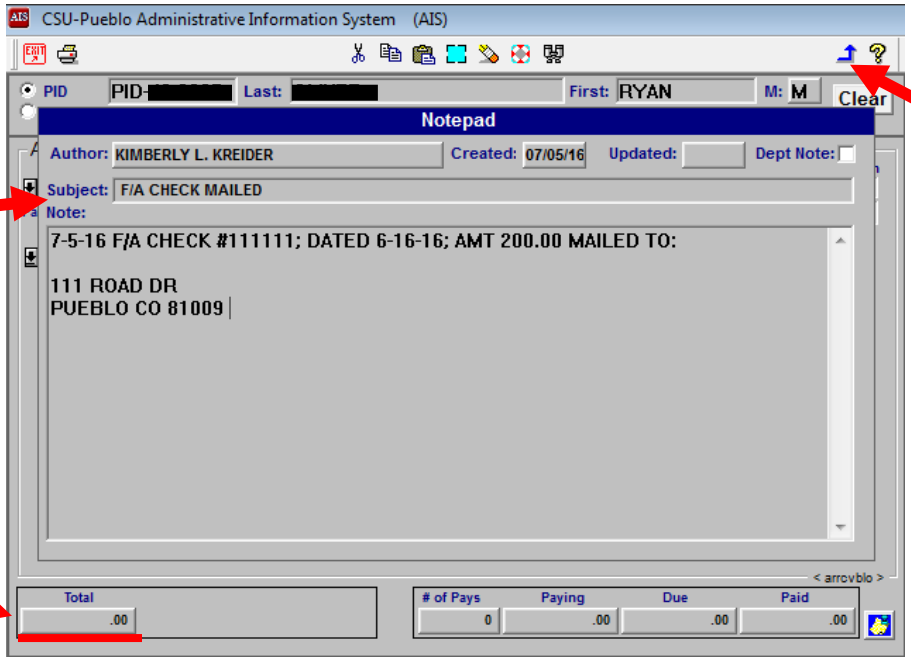
- For financial aid and parent plus checks, the first thing to do is check the PID on the check and make sure the student is at a zero balance.
- Then you press the "Notes" button. Next, press "Add" to write in a new note under the student's PID.



"Notes" button

- You will put in the subject line the type of check and that it was mailed. Then put in the following information:
  Current date; type of check and check number; date on check; amount of check; and address on check. (For parent- plus loans you must include the parent's name when indicating where the check was mailed to.)

  This is an example of a note for an F/A check:



Click the blue arrow when you're finished.

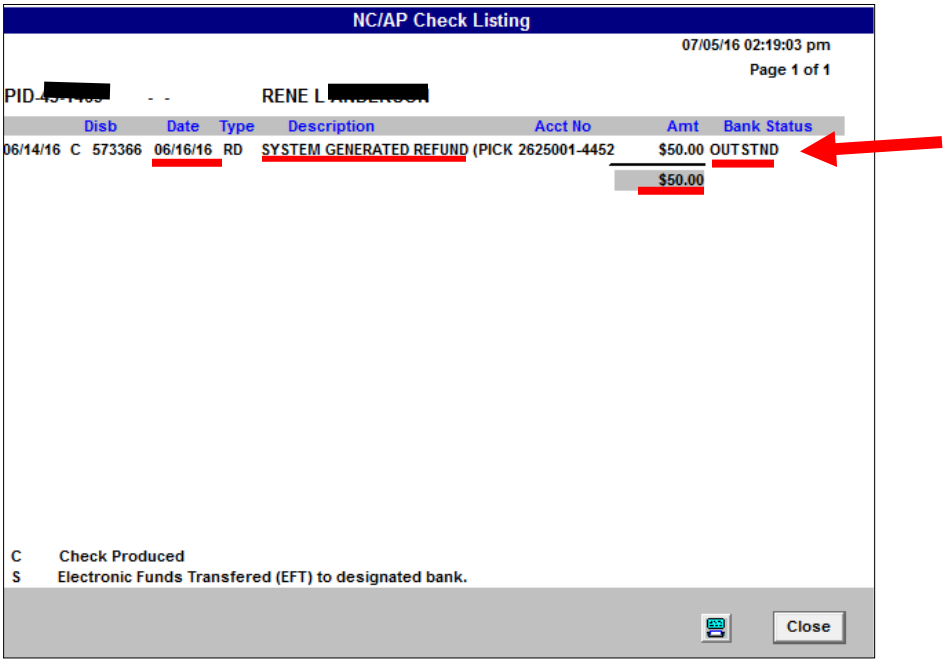
Make sure the student is at a zero balance.

- Once you're finished with the note, you can press the blue arrow in the upper right corner of the screen. This will save the note. You can proceed to put the check in the envelope and mail it out.
- **If the student has a current balance** on their account over ten dollars, you have to endorse the check and attach a notification on the check of the balance that is due. These notifications are premade and should be with your supplies. Staple this to the endorsed check before mailing it out.
    - For students with balances on their account, you would still put a note to document that the check has been mailed. Add some detail to the note to inform that the check was endorsed due to a current balance. Example:
      ; ENDORSED DUE TO A CURRENT BALANCE OF_____;

System Generated Refunds

System generated refunds are the result of a credit on a student's account. These checks are filed alphabetically, and are located towards the back of the check bin under the "VENDOR" file tab.

- First step is to always check the student's ID. Next, check if the student has a balance due. Typically for refund checks, the student's bill is at zero. But if they do have a balance, they must first pay it in full to receive their refund. (Same process as F/A checks stated above)
- Check the "View List of Checks" button to see if the student has a check in the office. Refund checks will be identified by the description. Then you would look at the date, amount, and whether or not the check is outstanding.



- If the check is current and outstanding, you can pull the check from the check bin and give it to the student.

Mailing System Generated Refunds

Any system generated refund that has been in the office over two weeks can be mailed.

- Make sure that the students have zero balances before mailing the check. (For students who have balances due, endorse the check and attach a notification of the balance that is due.)
- Then, input the check information into an excel spreadsheet. This excel spreadsheet is located on the office flash drive. This is its basic format:

Name	PID	Amt	Check #	Dated	Sent On	By

- Input each check into the spreadsheet alphabetically by student's last name, and then print it out. Put this sheet in the back of the check bin in the folder labeled: System Generated Refund Mail Log.
- Now you can mail out the refund checks.

Payroll Checks

Pay day for university student employees is on the 15th of every month. Most university employees have direct deposit, so the money goes directly into their account. A lot of student employees still get their checks printed, and have to pick them up from the cashier's office.

- When giving out any checks, always first ask for ID.
- There will be a Payroll Signature List provided with the payroll checks. If the student has a check to pick up, their name will be on the list. Have the student sign by their name when they pick up their check.
- After they sign by their name you can give them their check.
- We do not mail out payroll checks that students neglect to pick up. If a student requests their check mailed, they must provide the office with a self-addressed envelope with a postal stamp.
- If a paycheck has not been picked up, payroll will distribute outstanding checks at their discretion.

SP's (Sponsor Payment)

An SP is a payment for a student's tuition made on behalf of a third-party sponsor. Student Billing handles the invoices and will give either a copy of the daily bank statement with wire transfers for students, or a copy of a check received, with notes provided where to apply the

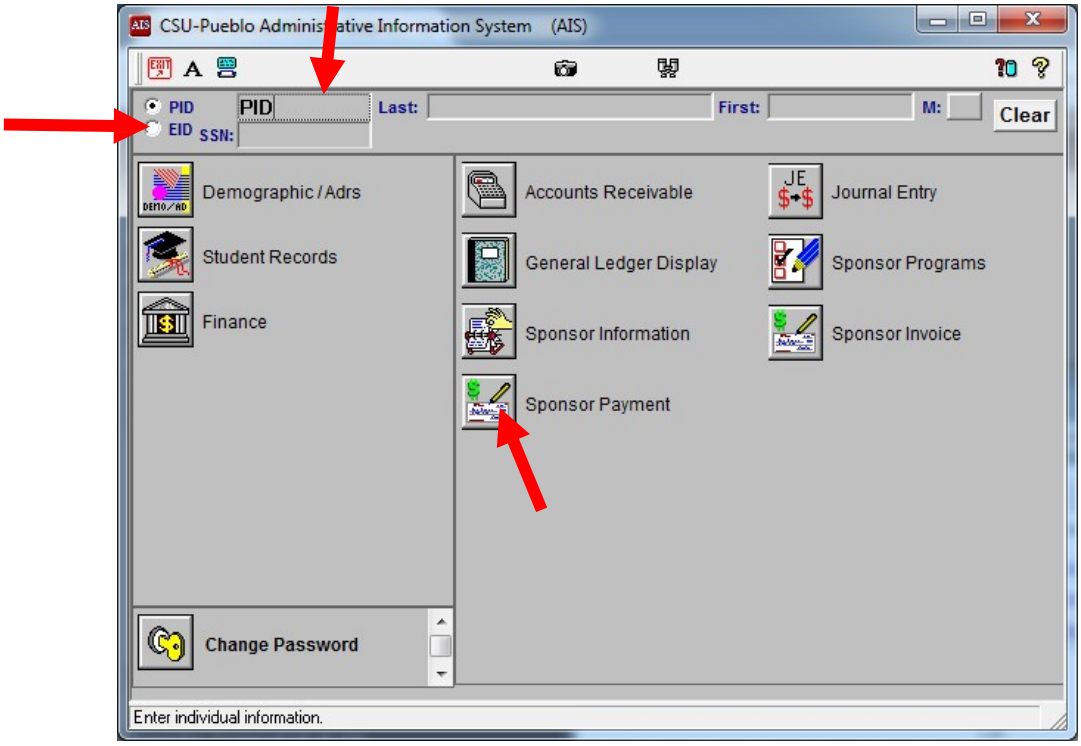
payment. Student Billing may occasionally provide a credit card to run before we process the SP payment also.

Once Student Billing provides the form to process a SP, they will either write the EID on the form or you can look at the list below to find the EID the Sponsor belongs to.

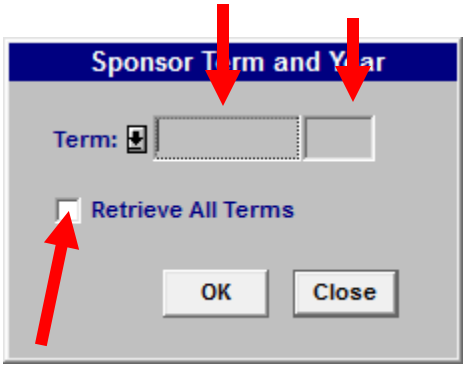
Code	Short Descr	Long Description	Idno	Acct No
254	AMERICORP	AMERICORP	EID-08-8391	5342300-4205
045	ROTC	ARMY-ROTC	EID-10-1238	9947001-6669
104	CANBUINTED	CANADIAN BUREAU OF INTERNATL EDUC	EID-07-9158	5382104-4207
000	CCWORKFOR	CANON CITY WORK FORCE CENTER		
006	CH 1606	CH 1606 - MONTGOMERY GI BILL -RESERVE		
007	CH 1607	CH 1607 - RESERVE EDUCATIONAL ASSIST PGM		
030	CH 30	CH 30 - MONTGOMERY GI BILL-ACTIVE DUTY		
032	CH 31	CH 31 - VOCATIONAL REHABILITATION	EID-08-7971	5342025-4205
031	CH 31	CH 31 - VOCATIONAL REHABILITATION	EID-08-7971	5342025-4205
057	CH 31 -ONL	CH 31-VOC REHAB-CSU-P ONLINE	EID-02-8238	5342025-4205
033	CH 33	CH 33 - POST 9/11 GI BILL	EID-07-3257	5342026-4205
034	CH 33 YLWR	CH 33 - POST 9/11 GI BILL YELLOW RIBBON	EID-09-0072	5342215-4205
059	33 ONLINE	CH 33 - POST 911 GI BILL CSU-P ON LINE	EID-07-3258	5342026-4205
053	33 ONLINE	CH 33 - POST 911 GI BILL CSU-P ON LINE	EID-07-3258	5342026-4205
035	CH 35	CH 35 - SURVIVOR & DEPENDANT ASSIST PGM		
019	DH CIV AV	CIVIL AVIATION AUTHORITY-DOHA Q	EID-09-6916	5382114-4207
044	CDOL-TAA	CO DEPT OF LABOR-TUITION ASSISTANCE AUTH	EID-08-8371	
011	COCOLLEGE	COLORADO COLLEGE	EID-06-0497	5372098-4208
015	SPACE GRAN	COLORADO SPACE GRANT COLLEGE	EID-01-6276	5307106-6669
160	CSU-FT TSP	CSU-FORT COLLINS TSP	EID-09-0233	1310011-6680
040	WIA	DENVER WIA YOUTH PROGRAM	EID-00-8243	5352044-4208
050	DEPTUASPRG	DEPENDENT TUITION ASSISTANCE PROGRAM	EID-08-9851	5352053-4208
016	FTCARSON	DEPT OF ARMY-FT CARSON		
010	FT HOUSTON	DEPT OF ARMY-FT SAM HOUSTON	EID-08-8333	5342010-4205
025	QATAR O C	DOHA-QATAR	EID-09-9838	5382115-4207
220	DVR-COSPG	DVR - COLO. SPRGS	EID-08-9693	5352030-4208
222	DVR-PUEBLO	DVR - PUEBLO	EID-01-8516	5352034-4208
028	DVR-LAMAR	DVR-LAMAR	EID-01-1400	5352029-4208
024	DVR-NORTHG	DVR-NORTHGLENN	EID-04-5957	5352033-6669
070	EMP-CLASS	EMPTUREIMB-CLASSIFIED		
071	EMP-NCLASS	EMPTUREIMB-NON-CLASSIFIED		
159	FPCP	FLORIDA PREPAID COLLEGE PLANS	EID-08-8952	5372081-4207
152	INDN HLTH	INDIAN HEALTH SERVICES	EID-08-9532	5342213-4205
153	INDMINFIN	INDONESIA MINISTRY OF FINANCE	EID-08-9772	5382111-4207
005	IPT&F	INTERNATIONAL PREPAID TUITION & FEES	EID-08-9091	5382109-4207
150	NSG(IUON)	INTL UNIVERSITY OF NURSING(IUON)	EID-07-0657	5382106-4207
003	MARYLANDPC	MARYLAND COLLEGE SAVINGS PLAN	EID-08-9591	5372096-4207
087	MICH ED TR	MICHIGAN EDUCATION TRUST	EID-08-9831	5372087-4207
205	AIRFORCE	MILITARY - AIR FORCE		
058	AIR FORCE	MILITARY - AIR FORCE CSU-P ONLINE	EID-01-5211	5342200-4205
200	GOARMY	MILITARY - GO ARMY		
202	NAVY	MILITARY - NAVY		
201	PETERSON	MILITARY - PETERSON	EID-01-4993	5342011-4205
209	RANDOLOPH	MILITARY - RANDOLPH AFB	EID-08-9673	5342200-4205
102	MOEQATAR	MINISTRY OF ENVIRONMENT/ECONOMY	EID-08-8171	5382107-4207
084	NV TRUST	NEVADA PRE-PAY TRUST	EID-08-9751	5372084-4207
002	PCSO	PUEBLO COUNTY SHERIFF'S DEPT-PCSO	EID-01-6734	5372073-6669
101	QATAR	QATAR MUSEUMS AUTHORITY	EID-08-9833	5382101-4207
036	TURKEY	REPUBLIC OF TURKEY	EID-10-0018	5382116-4207
022	ROCKMTJOB	ROCKY MOUNTAIN SERVICE EMPLOY	EID-07-5098	5352045-4208
046	SAUDI ARAB	SAUDI ARABIA - ROYAL EMBASSY	EID-00-7827	5382115-4207
054	CO SPRINGS	SCHOOL- CO SPRINGS EARLY COLLEGES	EID-10-1421	5362069-4208

Code	Short Descr	Long Description	Idno	Acct No
008	PROWERSSD	SCHOOL DIST - GRANADA HIGH DIST - RE1	EID-01-6729	5372097-4208
049	D70-FULL T	SCHOOL DIST #70 - FULL TIME	EID-10-1420	5362062-4208
048	D70-ASCENT	SCHOOL DIST #70 ASCENT	EID-10-1419	5362062-4208
047	D70-SITE B	SCHOOL DIST 70-SITE BASED	EID-10-1418	5362062-4208
061	PSEO-D60	SCHOOL DIST. #60 (PSEO)	EID-03-1517	5362061-4208
062	D70-ON CAM	SCHOOL DIST. #70 (PSEO)-ON CAMPUS	EID-03-2817	5362062-4208
017	PSEO-FTCAR	SCHOOL DIST-FOUNTAIN FT. CARSON	EID-02-1771	5362065-4208
063	PSEO-ASCNT	SCHOOL DISTRICT - ASCENT		
060	PSEO-DHPH	SCHOOL DISTRICT - DHPH	EID-08-9533	5362060-4207
091	GOAL ACADM	SCHOOL DISTRICT - GOAL ACADEMY	EID-08-9432	5362064-4207
052	CHERRY CR	SCHOOL-CHERRY CREEK DIST 5	EID-05-3619	5362070-4208
027	CECDC	SCHOOL-CO EARLY COLLEGES DOUGLAS COUNTY	EID-09-9839	5362069-4208
038	SCH DIST 2	SCHOOL-SHERIDAN SCH DIST 2	EID-01-5617	5362070-4208
013	SLOVREP	SLOVENE REPUBLIC SCHOLARSHIP	EID-09-6614	5382113-4207
026	ST THERESE	ST THERESE CATHOLIC SCHOOL	EID-05-3118	5362068-4208
009	STATE TA	STATE TA CENTENNIAL CO	EID-08-8372	5342011-4205
255	PSEO-SCA	SWALLOWS CHARTER ACADEMY	EID-08-9551	5362066-4207
023	TEACH GRAN	TEACH GRANT	EID-01-7516	6407014-4205
039	TEACH	TEACH MERIT GRANT	EID-10-1160	5315010-6669
256	TEXASGATUI	TEXAS GUARANTEED TUITION		
001	TEXGTP	TEXAS GUARANTEED TUITION PLAN	EID-09-5553	5372095-4207
012	3RD PARTY	THIRD PARTY EMPLOYEE REIMBURSE	EID-00-8220	2623000-1429
018	MIL GOARMY	TUITION ASSIST - GO ARMY	EID-09-7054	5342200-4205
056	MIL-TA ONL	TUITION ASSIST-GO ARMY ON LINE	EID-09-7055	5342200-4205
021	US COAST G	U. S. COAST GUARD	EID-08-9393	5342214-4205
151	UNAREMAR	UNITED ARAB EMIRATES	EID-08-8351	5382110-4207
014	CSPI	UNITED STATES COAST GUARD	EID-09-6613	5372100-4205
097	UNITEDTECH	UNITED TECHNOLOGIES	EID-09-2072	5372093-4207
051	UP BOUND	UPWARD BOUND SCHOLARSHIP PROG	EID-04-9357	5302106-6669
029	VERIZON	VERIZON WIRELESS/ED PROVIDER	EID-01-6986	5372244-4207
252	VOCREHABIO	VOCREHAB-IOWA	EID-08-9774	5352052-4208
037	WF-FRISCO	WORK FORCE - FRISCO	EID-10-0858	5352047-4208
055	WKFORCE	WORKFORCE - DURANGO	EID-10-1018	5352047-4208
020	WKFORCETR	WORKFORCE CENTER TRINIDAD	EID-08-8211	5352046-4208
041	WF-CANON	WORKFORCE-CANON CITY	EID-05-0897	5352041-4208
042	WF-PIKESP	WORKFORCE-PIKES PEAK	EID-08-8311	5352042-4208
043	WF-PUEBLO	WORKFORCE-PUEBLO	EID-08-7972	5352043-4208
004	YRINST	YELLOW RIBBON INSTUTITIONAL	EID-09-0652	1310722-6669

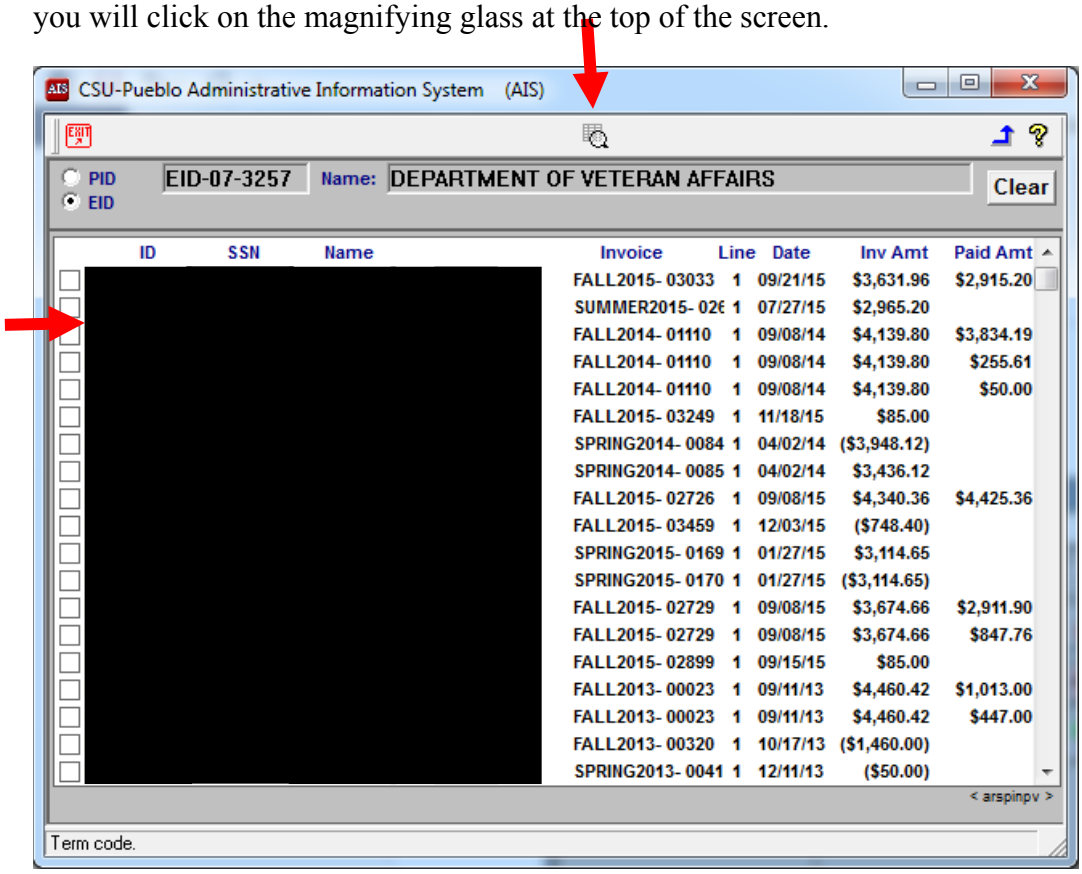
Once you determine the correct EID click the EID radio button, then type the EID in AIS as shown below. After you type in the correct EID, make sure you are under the Finance tab on AIS, then click on Sponsor Payment.



Once you click on Sponsor Payment, you will see this small box pop up and ask what term and year you would like to search. If you know the exact term you can enter 02 for spring, 03 for summer, or 04 for fall, and then enter the year you need to search in. Or, you can click on the Retrieve All Terms box, for all terms, if you are unsure on what semester the charge belongs to.



Once you click ok on the sponsor term and year box, you will see the list of students that have outstanding invoices for the EID selected. You will search for the student or students and click on the blank box to the left of the PID of the student. Once you are done selecting each student you will click on the magnifying glass at the top of the screen.



Once you have clicked on the magnifying glass, you will get the Sponsor Payment screen. On this screen you will enter the Pay Type, Payment Date, Total Amount, Reference, and Pay Amt for each student.

Under Pay Type, indicate how you received the funds. Most of the time you will use 07 for wire transfers or 02 for checks. If you double click in Pay Type field, it will give you a list of other pay type options.

Under Payment Date, you must enter either the date of the check received or the date of the wire transfer activity.

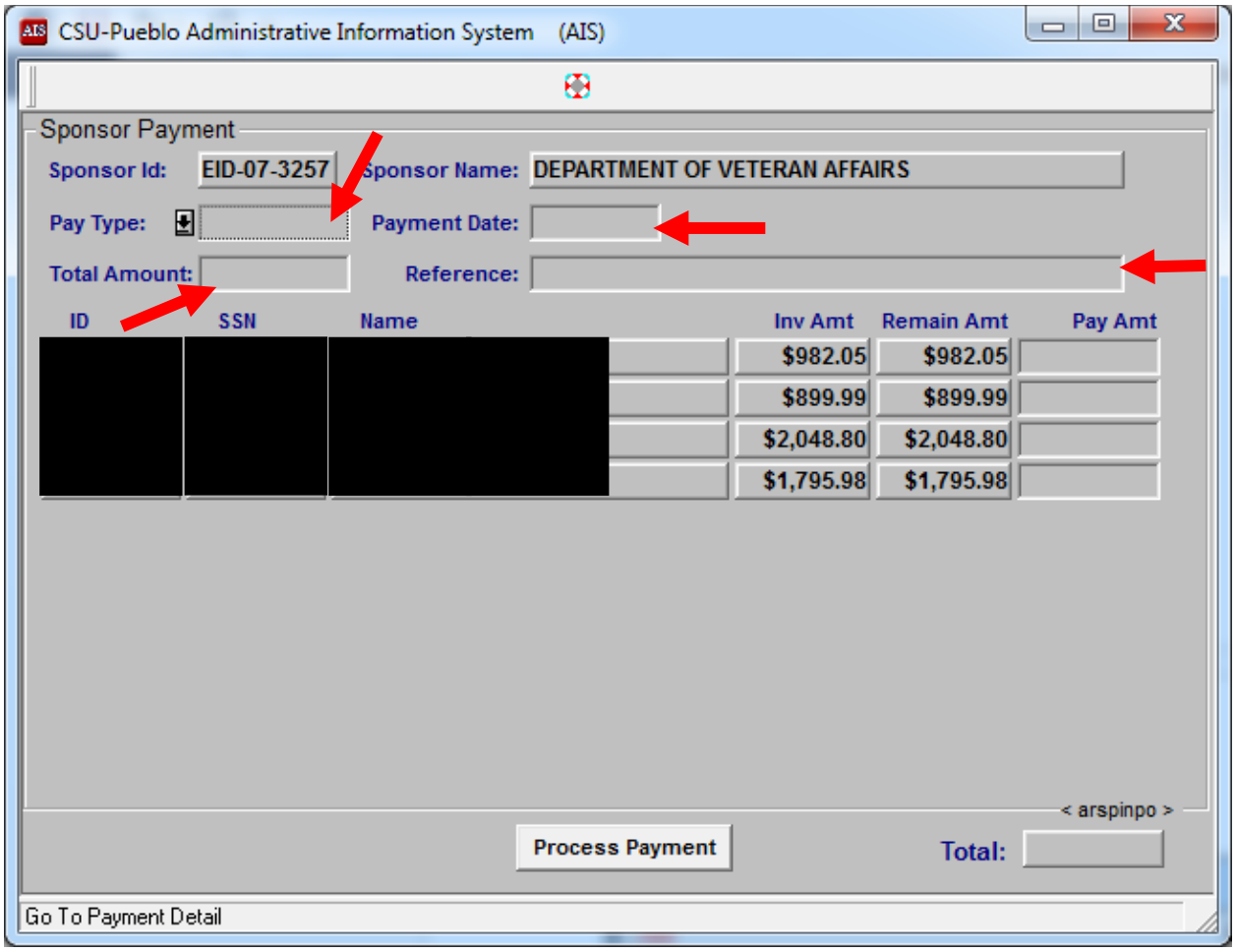
Under Total Amount, you will enter the total amount of the check or the total amount of all the wire transfers being entered.

Under the Reference field:

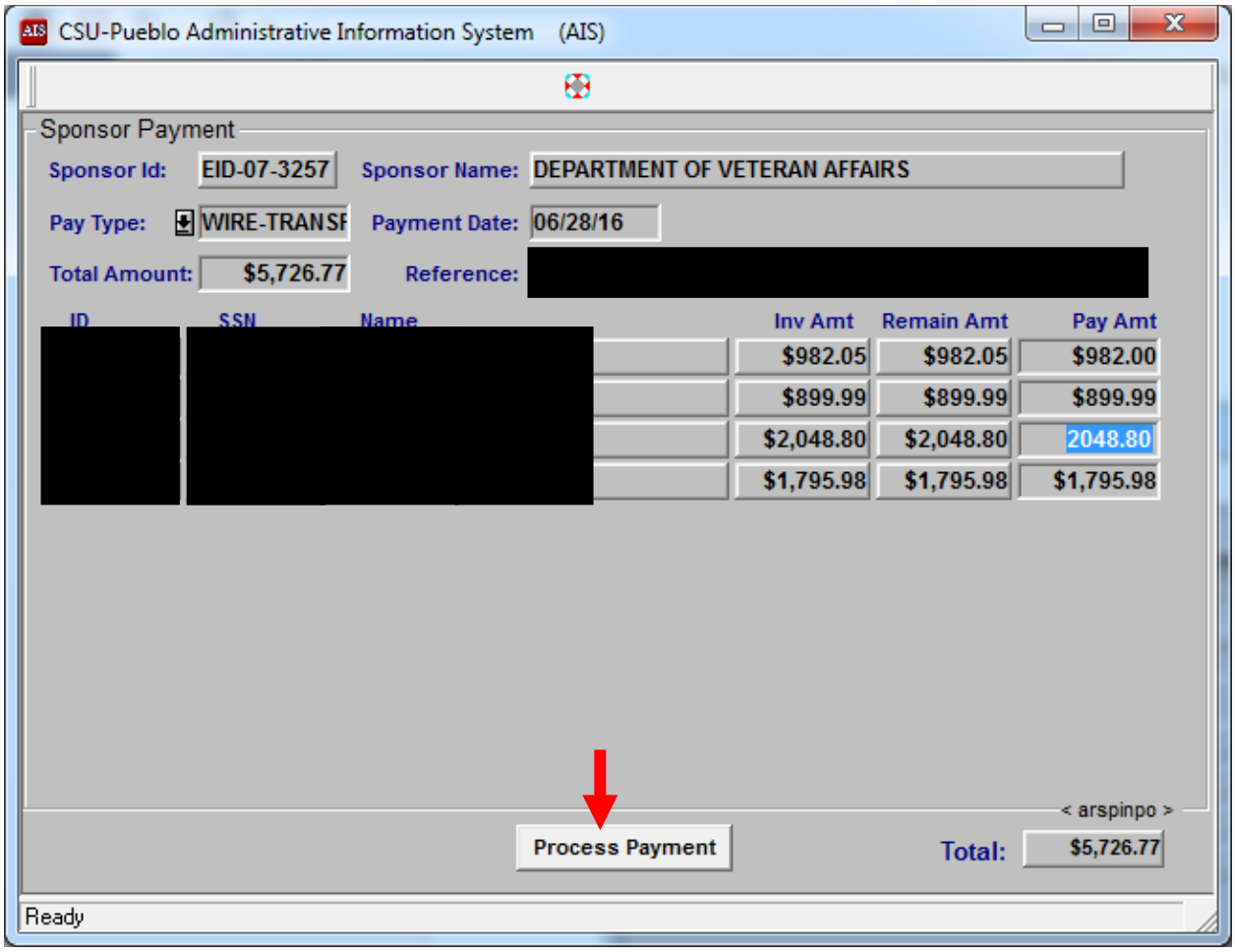
REF # for wire transfer: xxx-xx-last four of SS # on screen (if no SS #, use last four of PID # on screen)

REF # for check: check #-xxx-xx- last four of SS # on screen (if no SS #, use last four of PID # on screen)

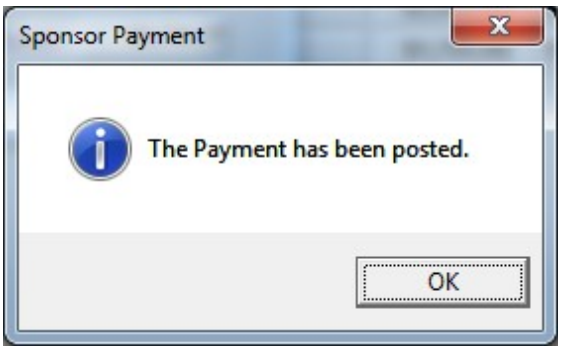
REF # for credit card: xxx-xx- last four of SS # on screen (if no SS #, use last four of PID # on screen)



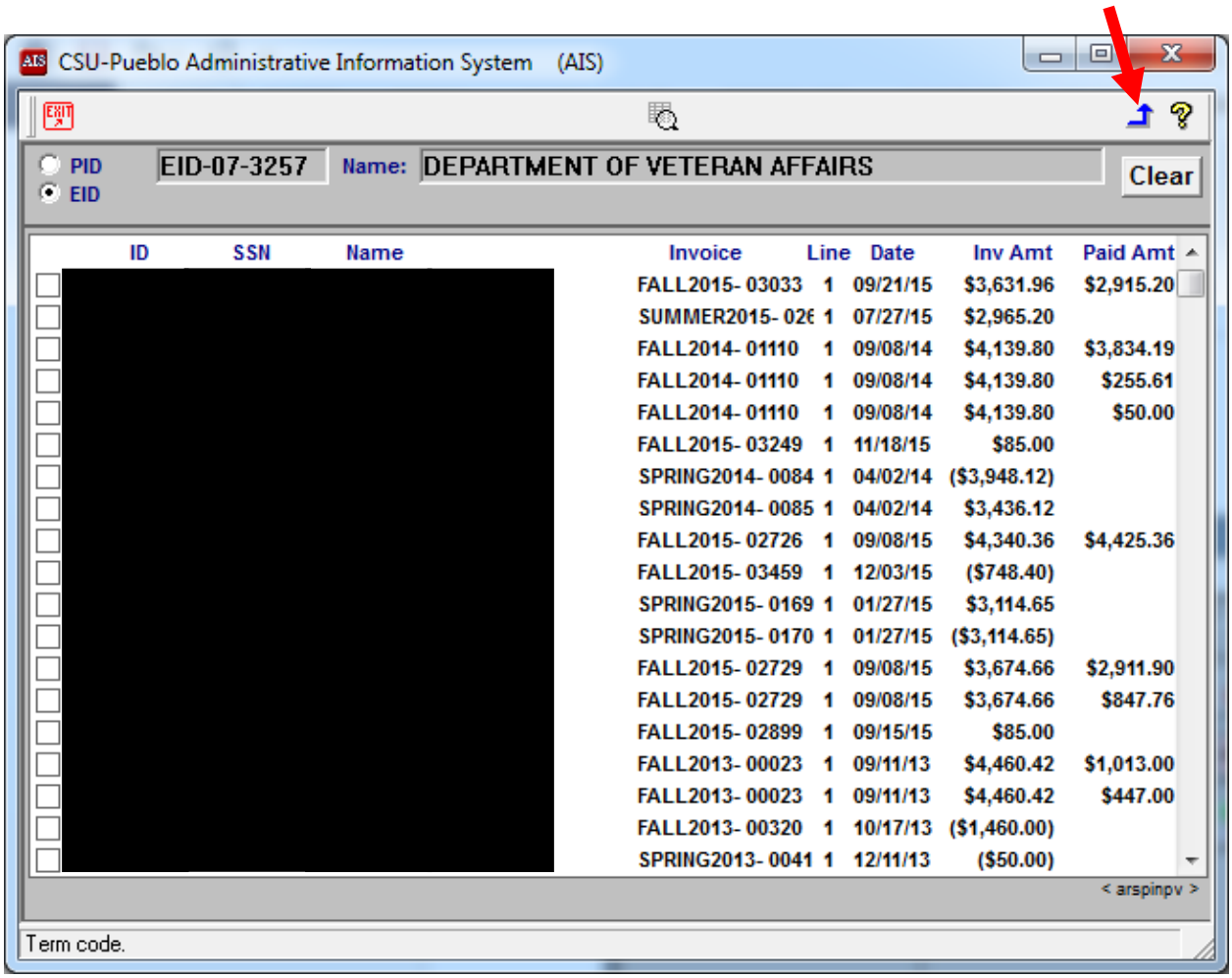
This is what the screen will look like when you have entered in everything. Once you verify that the totals match what you have entered in click on process payment.



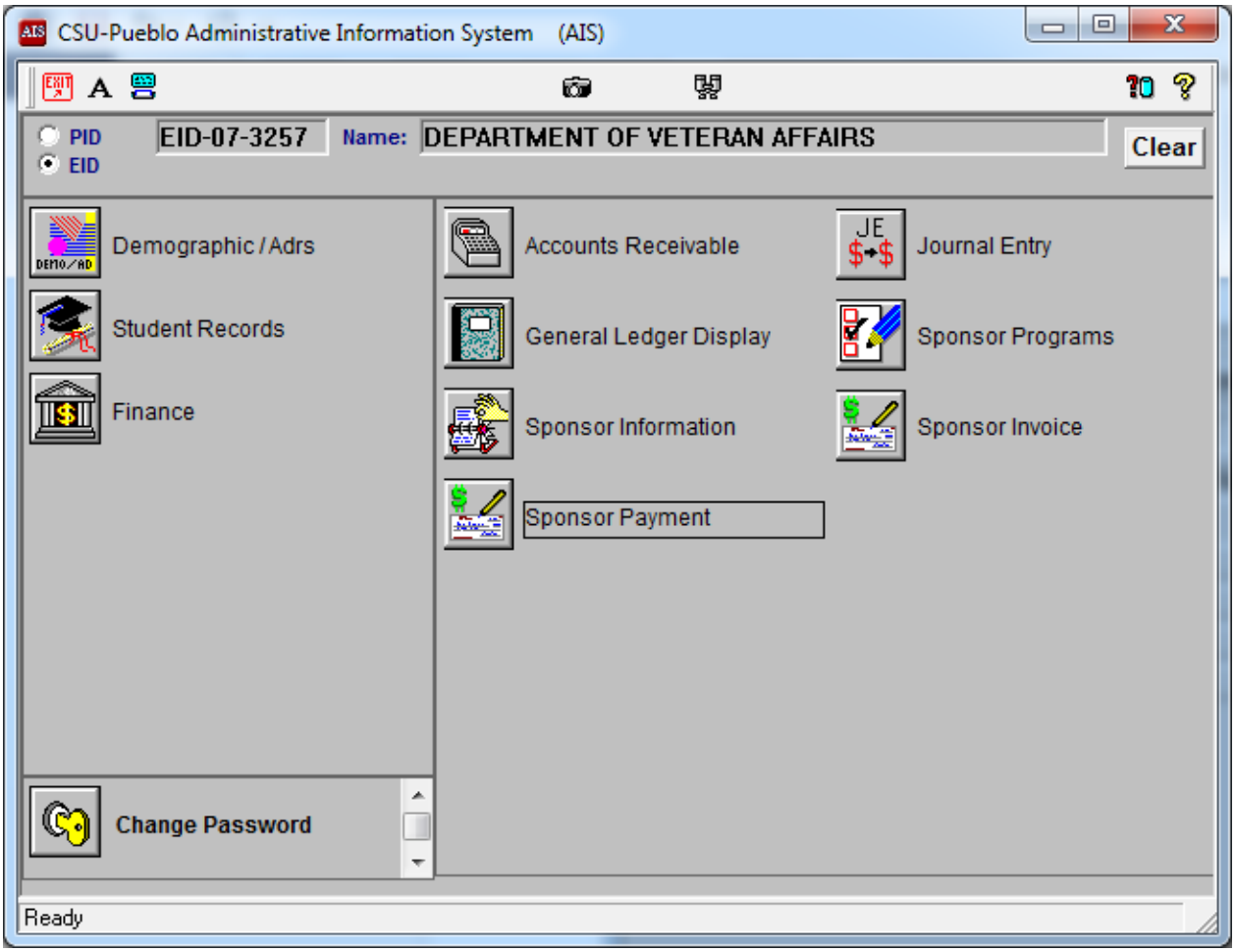
You will get a pop up message that states "The Payment has been posted," for each student that you have processed a payment for, so do not be alarmed if you have to click enter several times.



You will be taken back to the page you started at, just click on the blue arrow in the right hand corner.

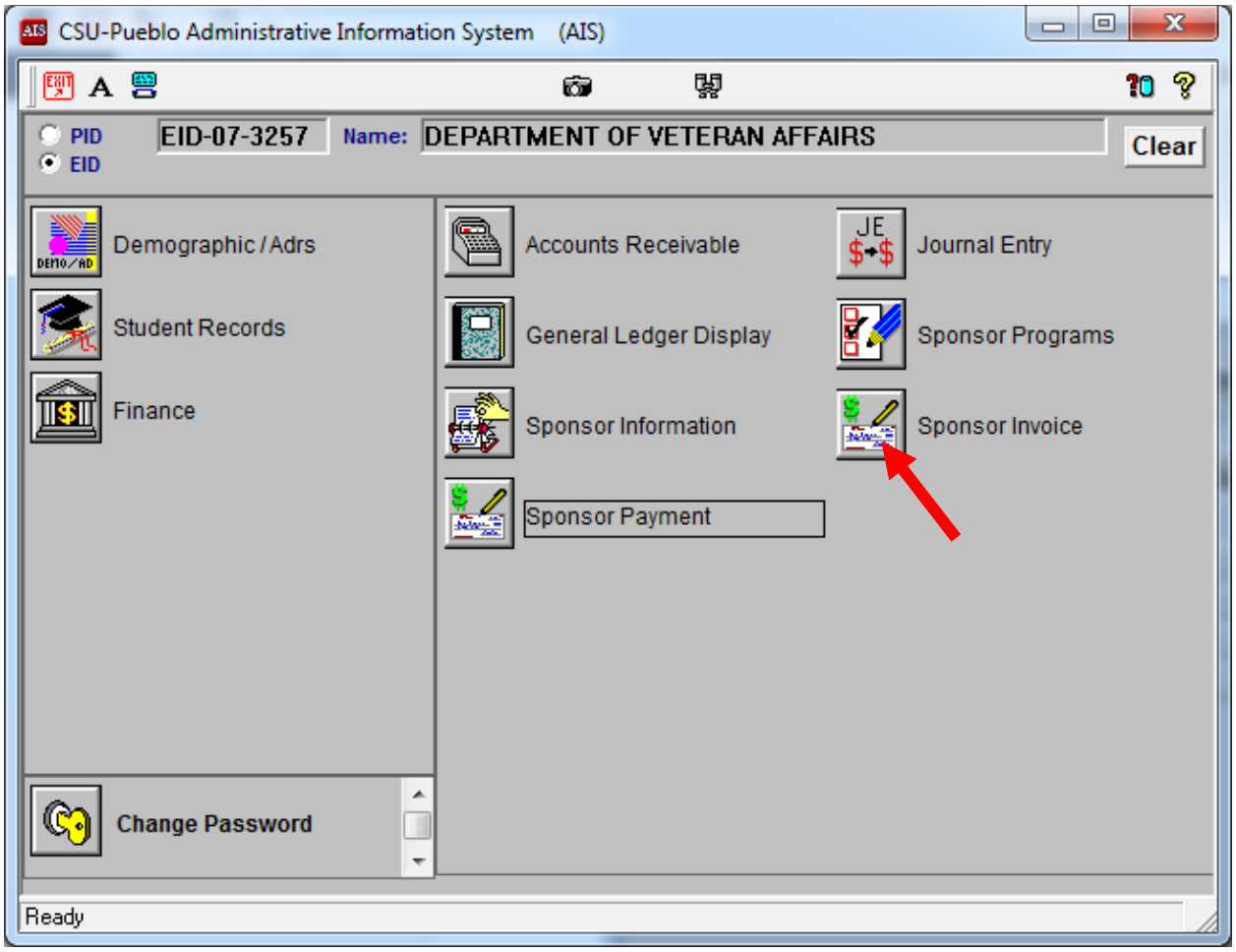


Once you have clicked on the blue arrow you will be routed back to the Finance page in AIS.

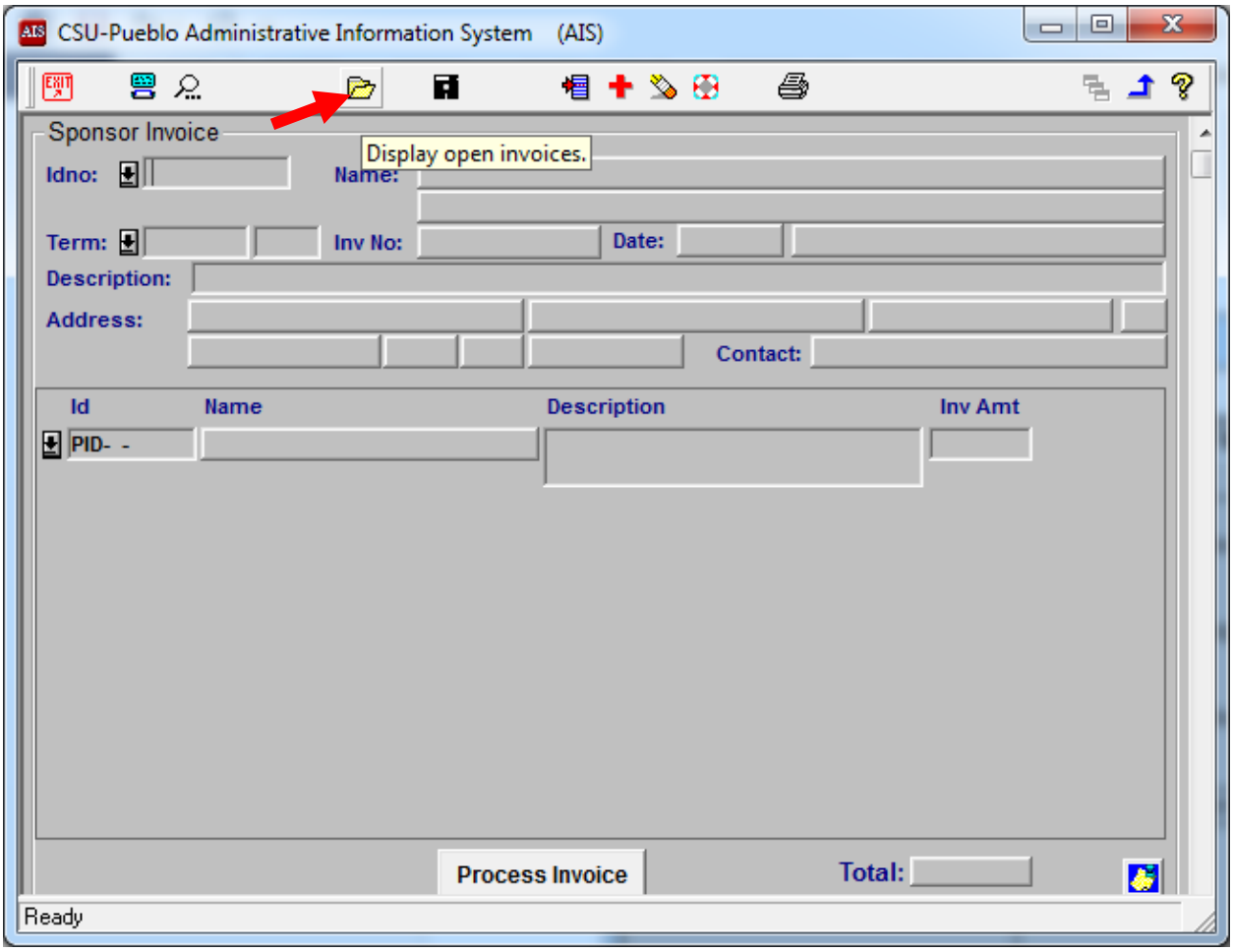


Verifying that SP Payments have been completed.

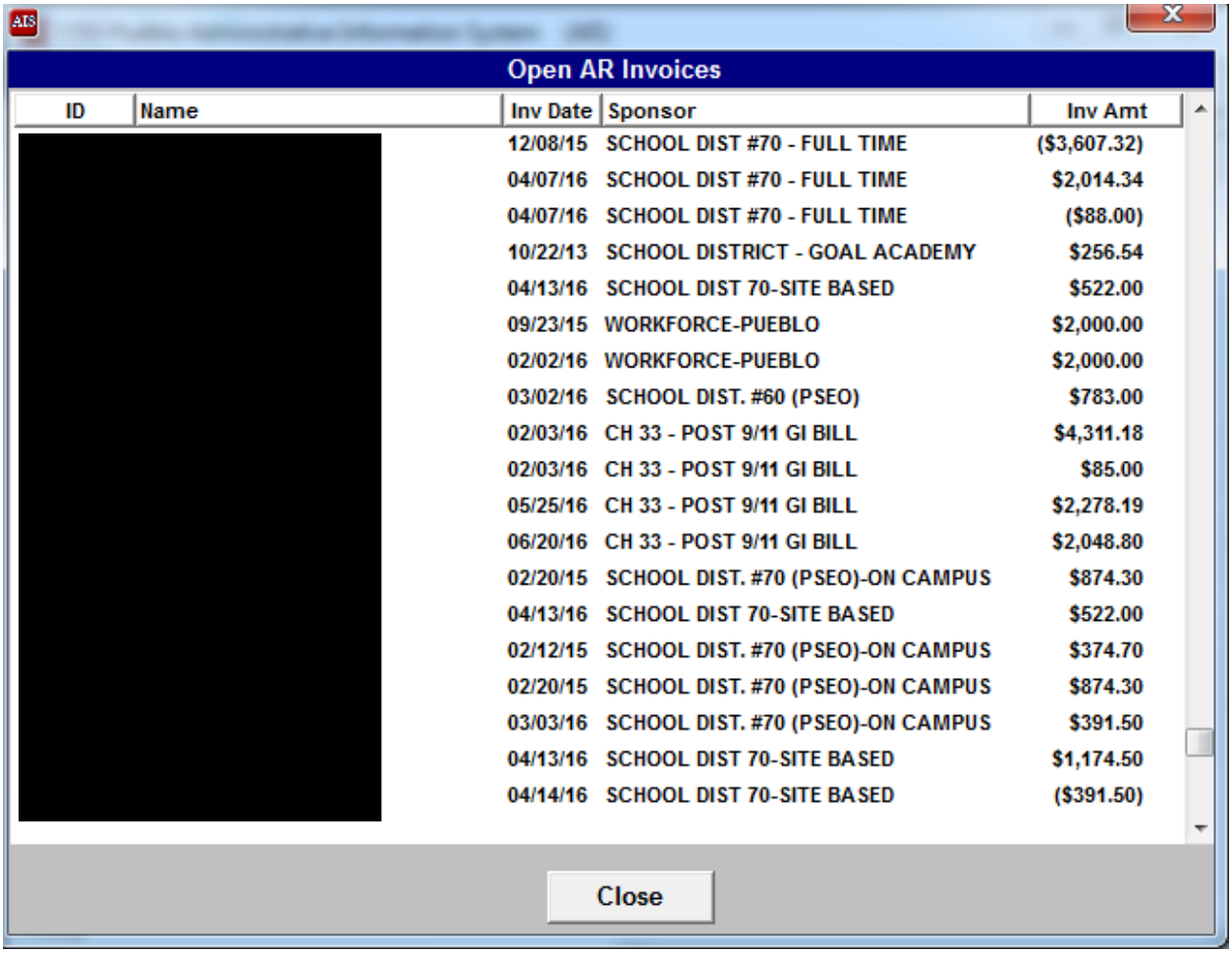
If you would like to see that you have posted a SP payment correctly or to check if a payment has been posted in the past, you can check that through the AIS Sponsor Invoice tab. Under Finance, click on Sponsor Invoice.


CSU-Pueblo Administrative Information System (AIS)
PID
EID
EID-07-3257
Name:
DEPARTMENT OF VETERAN AFFAIRS
Clear
Demographic / Adrs
Student Records
Finance
Change Password
Accounts Receivable
General Ledger Display
Sponsor Information
Sponsor Payment
Journal Entry
Sponsor Programs
Sponsor Invoice
Ready

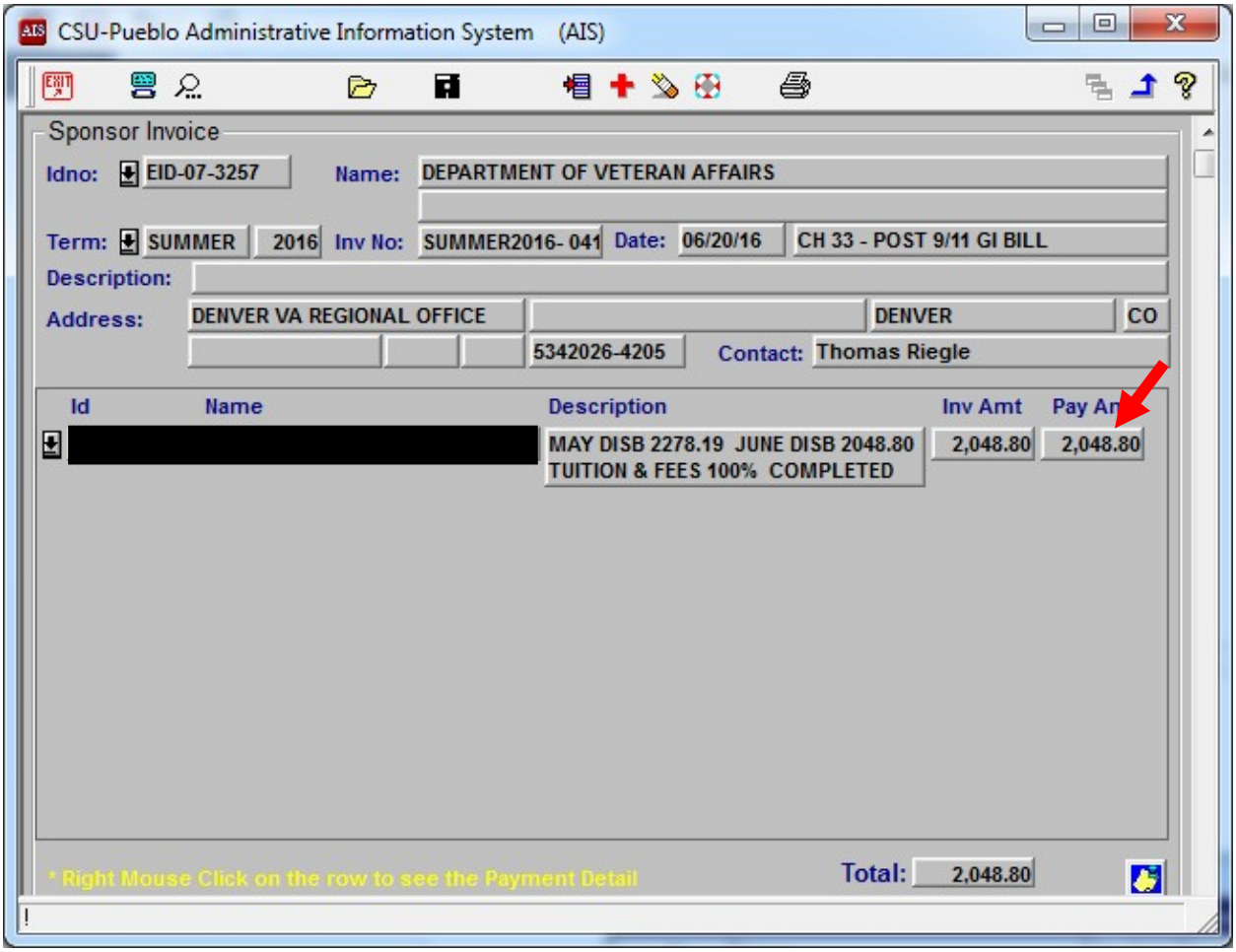
At the top you will see a yellow manila folder icon, which says Display open invoices when you hover over the icon. Click on the yellow manila folder.



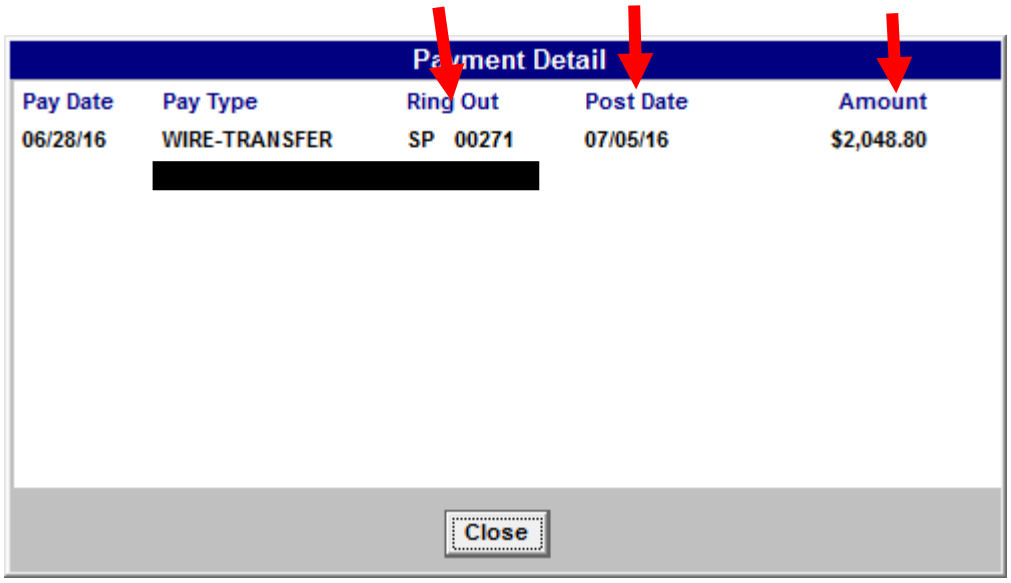
You will now see the Open AR Invoices. Find the student you would like to research, and double click on the student.



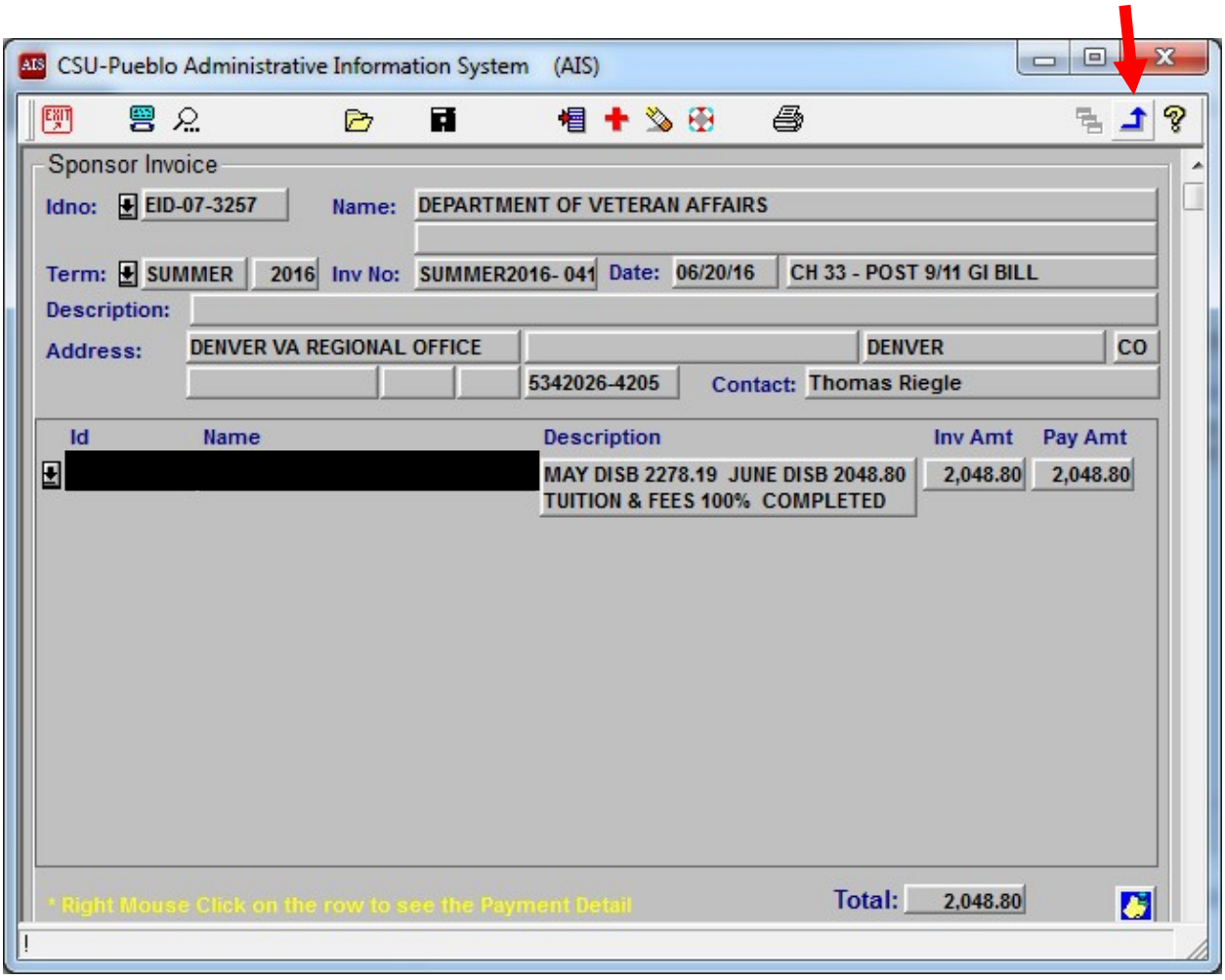
Once you have chosen a student right click on the Pay Amt.



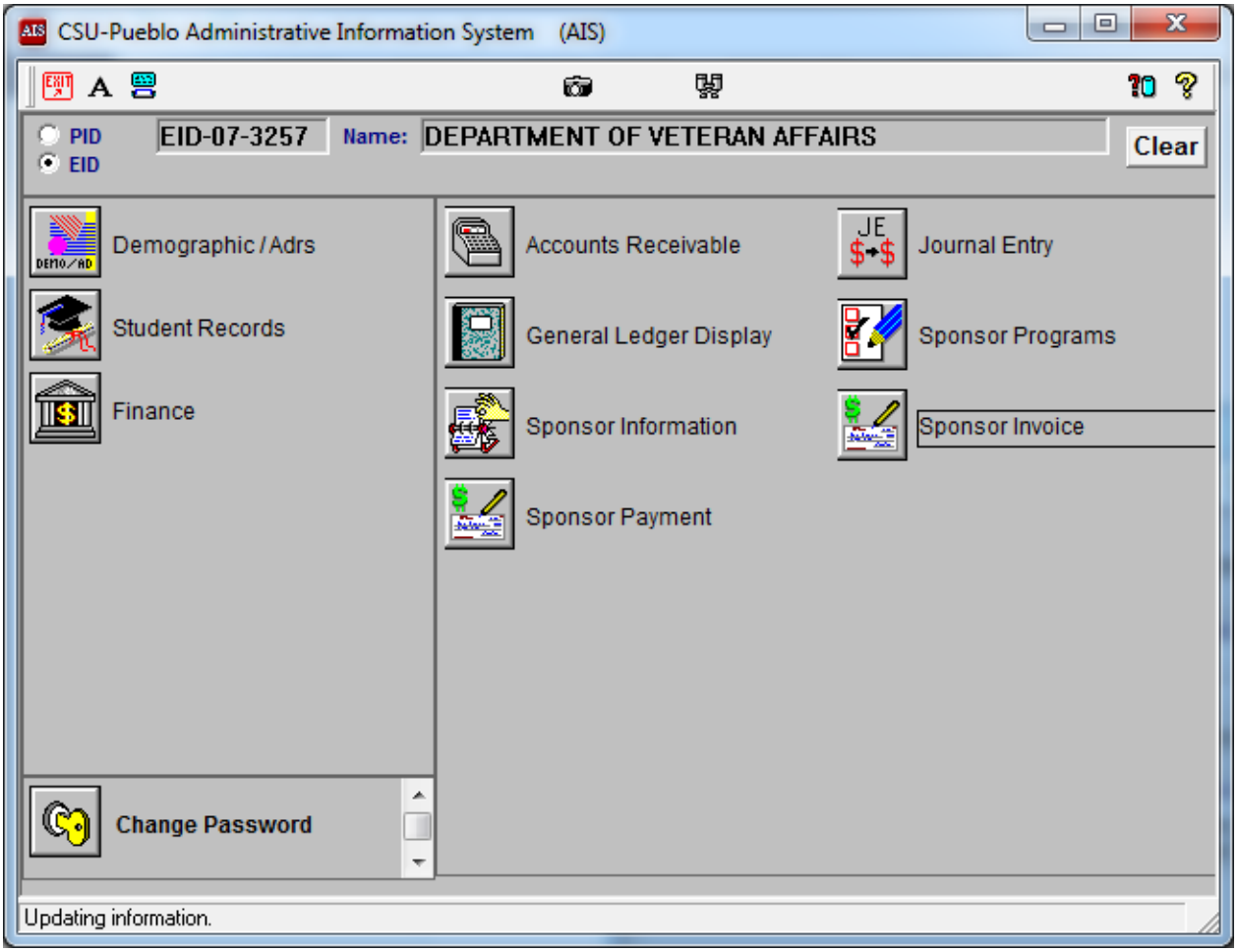
You will now see the Payment Detail pop up and it shows the date it was posted and the Ring Out number it was posted under, and the amount that was posted.



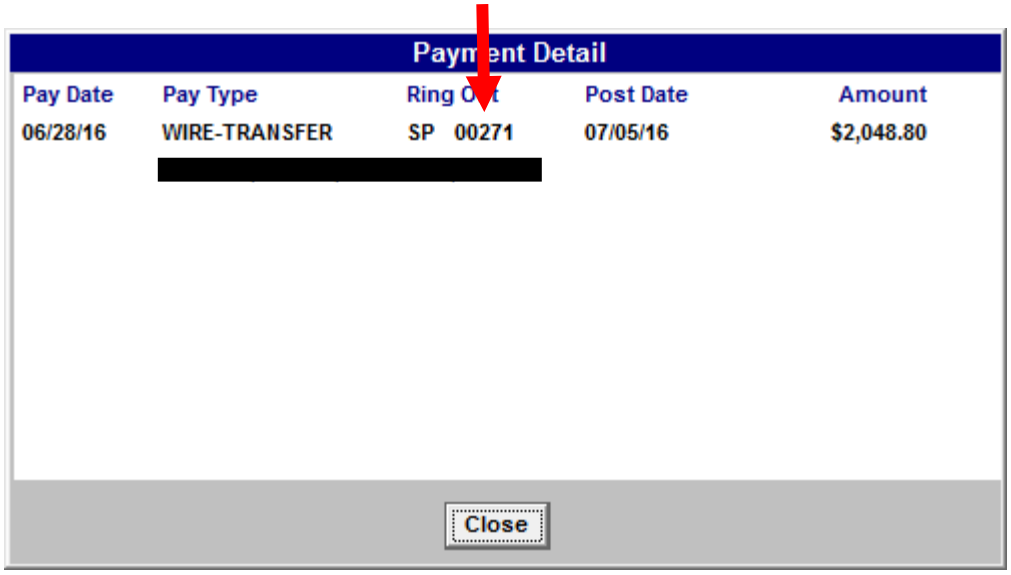
Click on the Close button when you are done with the Payment Detail screen and click on the blue arrow to get back to the Finance tab in AIS.



Once you click on the blue arrow you will see this screen again.



A SP folder will need to be created each day for all SP's that are done for the day. You can get the SP # under the Payment Detail screen of one of the invoices paid for the day.



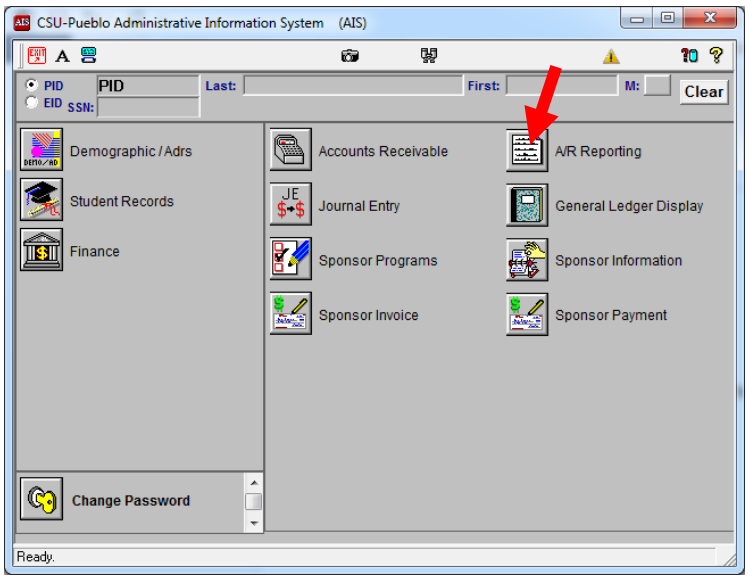
A Ring out Detail must be printed out as well to include in your SP folder. You can get to that information the same way you get to a CR Ring out #. Type in SP instead of CR and the SP # and print the screen and attach in your SP Ring out folder for the day.

Monthly CR Reconciliations

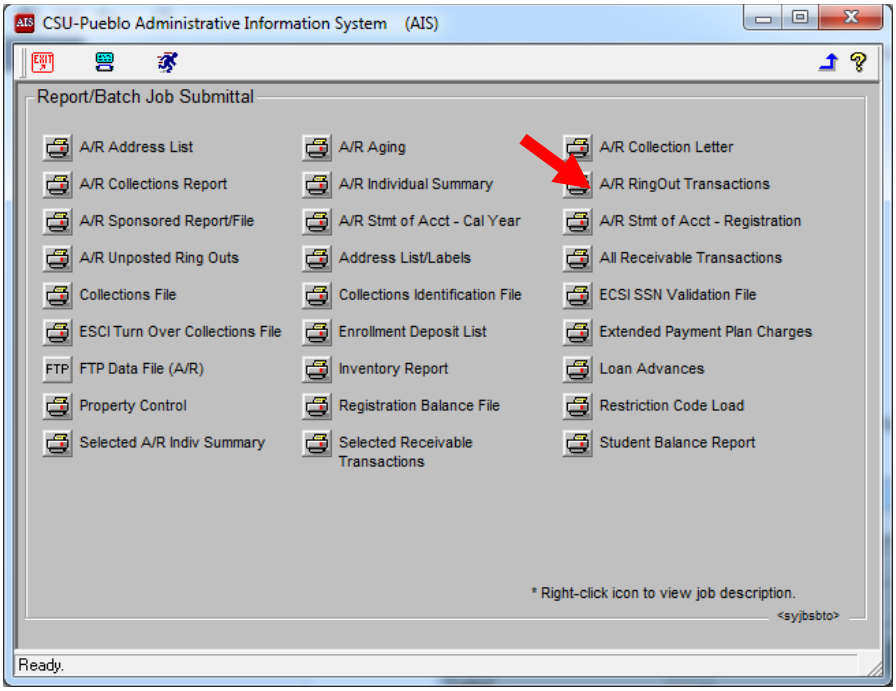
- Each month Robin will give a Hyperion report of the CR's that have discrepancies. The discrepancies could have been done as an in, but should have been done with an out, or vice versa. These need to be researched and corrected with a deposit correction. Create a folder designated for monthly CR reconciliations and keep a record of what was corrected for each month.

Creating a Ring out Report

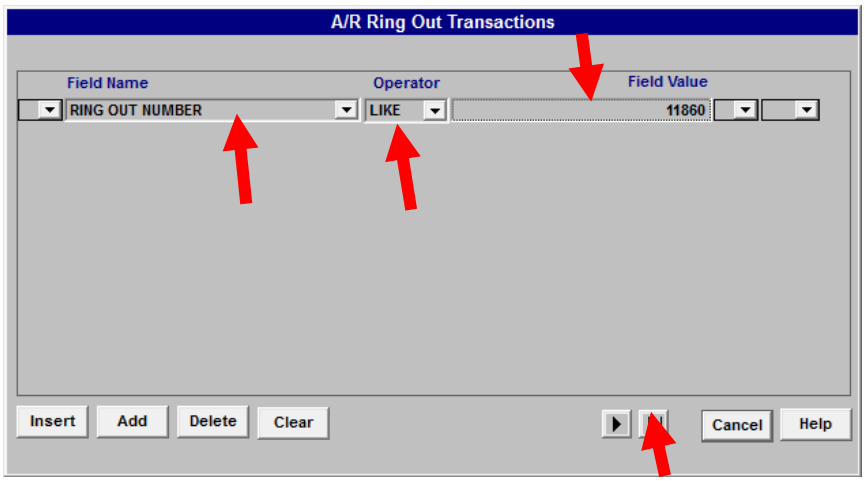
A ring out report may be needed for several reasons, but mostly for reconciling issues. The ring out report will be created through AIS. Once in AIS, click on the A/R Reporting tab.



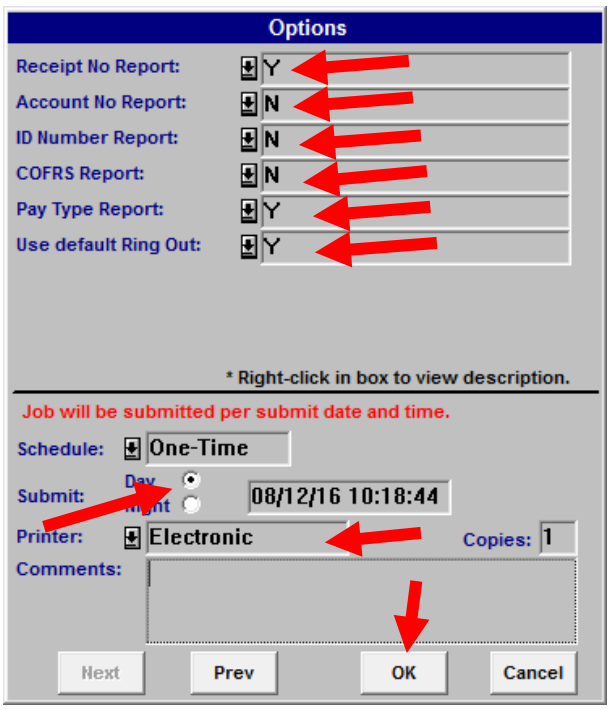
Click on A/R Rigout Transactions



The A/R Ring out Transactions box will appear. In the field name, select RING OUT NUMBER on the drop down menu. Under operator, select LIKE, and under Field Value type the CR # that you would like to run a report for. Once all the required fields are selected click on the arrow button.

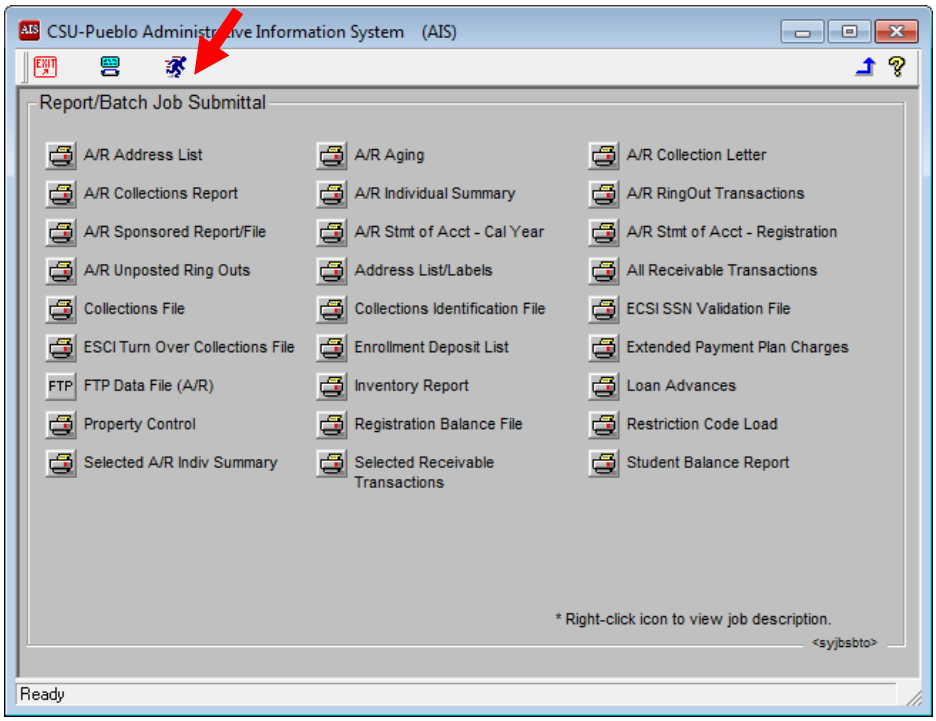


Once you click the arrow button, the Options box will appear. Enter Yes for Receipt No Report, No for Account No Report, No for ID Number Report, No for COFRS Report, Yes for Pay Type Report, and Yes for Use default Ring Out. Under Submit select Day, and under Printer select Electronic, and then click OK

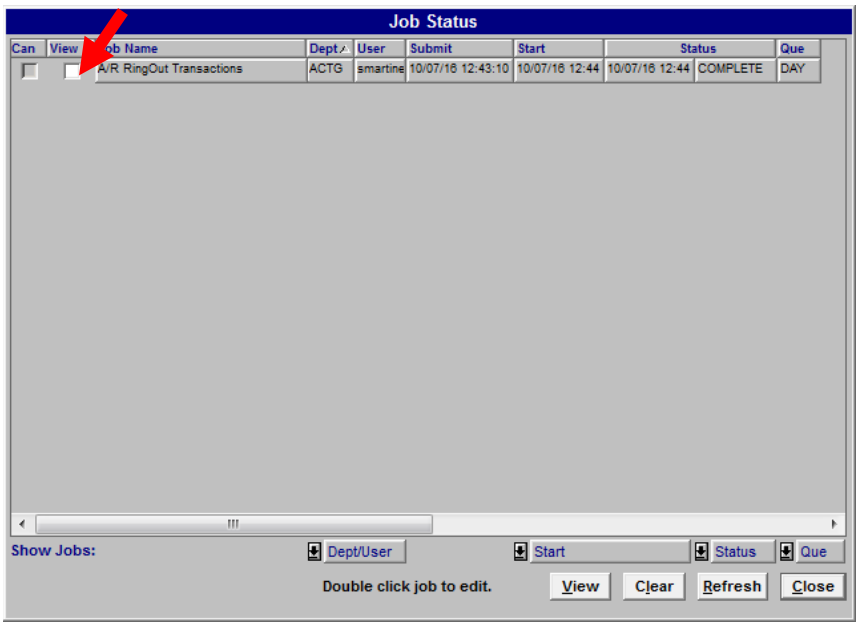


Once you click Ok, you will get a display box stating, “Job Submitted.”

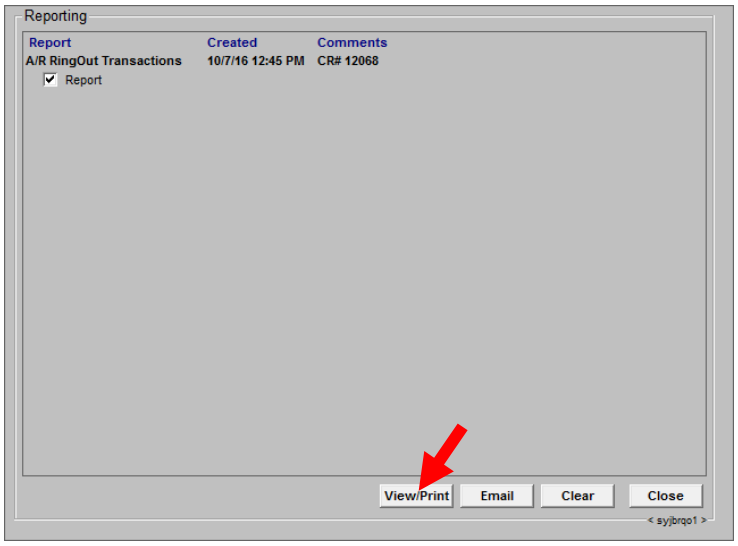
To check on the status of the job click on the Job Status icon.



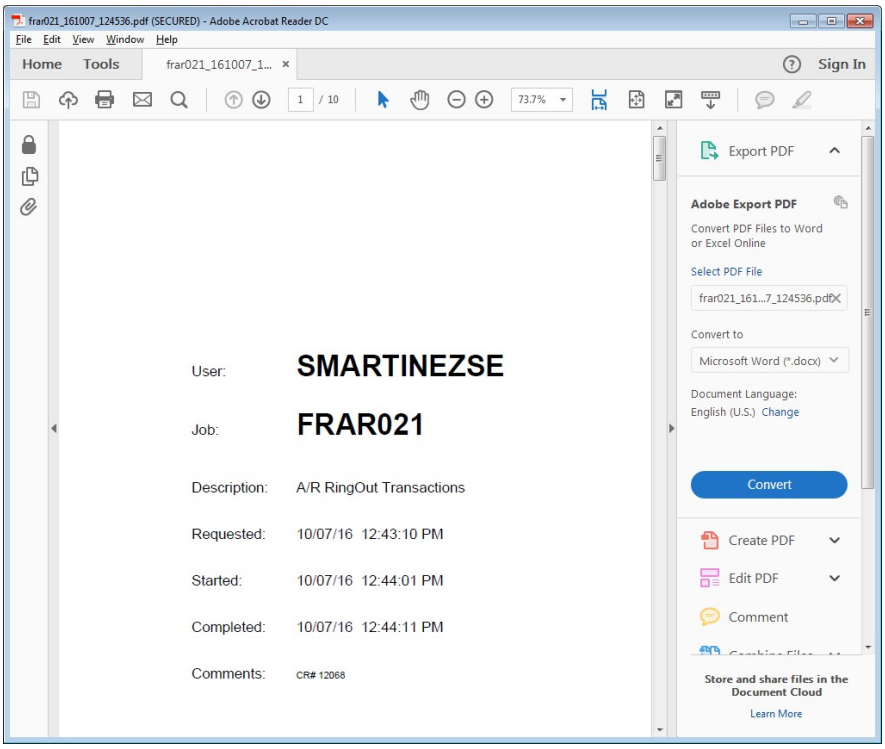
Check the View box, and click on the View Button.



Now click on the View/Print button.



A PDF will be generated.



You can then save this report if needed.

CCS Payments

- Each month, Accounts Receivable will provide a deposit form, wire transfer, and CCS spreadsheet from the bank for CCS payments. The CCS payments get posted to the student's accounts as an OUT only to Account# 1310003-4659. Payment code 17 will be used to post the payments. On the CCS spreadsheet you will enter the amount from the column titled "amount due you." There will also be a Perkins Payment that has to get posted to month's receipts with the account number 5002000-1471 on the deposit form as an IN and OUT.

Williams & Fudge Payments

- Periodically, Accounts Receivable will provide Williams & Fudge payments. Williams & Fudge payments consist of the bank statement showing how much the wire is, and a report showing what amount gets applied to each student's account. Payments for Williams & Fudge get posted to the student's account using Account# 1310003-4659, and payment code 60. Enter the "Paid Us" column into the student's account as a payment. A negative payment will be entered into month's receipts as an IN and OUT using account# 1310000-1412. This payment is calculated by subtracting the Wire transfer amount from the total of payments in the Paid Us column on the spreadsheet.

Recreation Deposits

- Each month, Payroll will bring over a check for recreation fees that were directly withdrawn out of employees' paychecks. The account # needed for the deposit will be 2631001-4402. On the description, enter today's date and "Student Rec Center Fees Deposit." For the description on the accounting lines, enter "Rec Center Fees."

Parking Fee Deposits

- Each month, Payroll will bring over a check for parking fees that were directly withdrawn out of employees' paychecks. The account # needed for the deposit will be 2625001-4452. On the description, enter today's date and "CSU-Pueblo Parking Fee Deposit." For the description on the accounting lines, enter "CSU-Pueblo Parking Fees."

Recovery Select Payments

- Periodically, Accounts Receivable will provide Recovery Select payments. Recovery Select payments consist of a bank statement showing the wire transfer, and the report from CCS showing the student's information. These payments get posted to the student's account using payment code 63 as an OUT only. Any NSF fees get charged to the

student's account as a negative amount to account# 1310003-1428 as a negative OUT only. Any returned checks get deposited to the student's account as a negative OUT only.

Closing Procedure

- Close all open windows at 4:30pm and begin reconciling credit cards, cash and checks.

Credit Card Reconciliation Procedure for Credit Cards Receipted Daily

- ***Start by reconciling credit cards first***.
- First create a tape adding up the total amount of physical receipts in cash drawer.
- On the credit card machine Hit 8, then select Reports Menu, select Detail and then select Print. This will print out your credit card detail for the day.
    - If totals for credit cards match up on the Credit Card Detail, the Tape and Accounts Receivable Ring Out page, close out credit card machine for the day.
- To close out credit card machine for the day, Hit 7. The credit card machine will ask if you would like to close batch and deposit funds. Select Yes.
- Once totals are verified, initial and write credit cards along with today's date on the tape.
- Paperclip the tape on top of all the credit cards receipts, the detail that was printed, and the receipt that was printed for funds deposited and place all of the receipts in an envelope.
- Write the CR# on the envelope. Initial and date the envelope. Also, write credit cards and the total amount of the credit cards on the envelope and then assemble credit card folder.

Preparing a Daily Balance Sheet for the Credit Card Ring Out

- On the Prepared By line, type your name.
- Type in the Ring Out number to indicate which Ring Out the balance sheet is for.
- Also include today's date on the Balance Sheet.
- Under the heading "Cash Drawer Items," you will see "Credit Cards" listed. Enter the total amount of credit card payments received for the day.
- Under the "The Total Currency and Coin" heading on line 39, enter the amount from the box titled Total Paid in the AIS Ring Out screen printed out for credit cards.
- Under the heading titled "Credit Cards" enter the total amount of credit card payments on that line titled Cashier.
- If all amounts are entered correctly, the line at the bottom of the balance sheet titled Variance should be zero.
- If you received credit card payments from other departments that had to be entered into AIS, but were not paid with your credit card machine, include these amounts under the credit cards heading as well.

- Print out completed Balance Sheet and Accounts Receivable Ring Out page and begin assembling credit card folder. ***Never save the Balance Sheet.***

Assembling Credit Card Folder

- Hole Punch and place the office receipts for credit cards on the right side of the credit card folder.
- Print out the Accounts Receivable Ring Out screen for the CR that is being reconciled.
- Place the Daily Balance Sheet for the Credit Card Ring Out on top of the Accounts Receivable Ring Out sheet.
- Place the Account Receivable Ring Out page behind the Daily Balance Sheet.
- Place the envelope previously filled out for credit cards at the top right corner of Daily Balance Sheet and staple on the left hand side of the credit card folder.
- Place folder on main cashier's station for verification.

Cash and Check Reconciliation

- Start by creating a tape totaling all checks received for the day. Print two tapes off for the total amount of checks received.
  - The total amount of checks received should match the total amount in the AIS Ring Out screen.
- On both tapes write "Checks" and then initial and write today's date.
- Paper clip all of the checks received with one of the tapes showing the total amount of checks received. Place checks in a blank envelope for deposit.
- For Cash Reconciliation, begin by opening up Daily Balance Sheet.
- First type your name, the CR number for cash and checks received and then the date.
- Fill out information for cash and checks received.
- On the Daily Balance Sheet under the Cash Drawer Items, there is a line labeled checks. Enter the total amount of checks received for the day on that line.
- Start counting the currency and enter the total number of each denomination in the fields provided.
- For bundled amounts,

10 x $100 bills = 1 bundle = $1000

20 x $50 bills = 1 bundle = $1000

25 x $20 bills = 1 bundle = $500

25 x $10 bills = 1 bundle = $250

20 x $5 bills = 1 bundle = $100

40 x $0.25 coins = 1 bundle = $10

50 x $0.10 coins = 1 bundle = $5

40 x $0.05 coins = 1 bundle = $2

50 x $0.01 coins = 1 bundle = $.50

25 x $1 bills = 1 bundle = $25

- Loose currency or change can be entered into the Daily Balance Sheet as well.
- On line 39 of the Daily Balance Sheet enter the Total Paid amount from the AIS Accounts Receivable Ring Out screen.
- Any petty cash received will be entered under the "Cash Drawer Items" heading under "Cash Due from Bank on the Daily Balance Sheet."
- Under the Daily Deposit Calculation, there is a line that is labeled deposit total. The amount on that line is what should be deposited into the bank.
- The deposit total should also match the amount of cash on the AIS Accounts Receivable Ring Out screen.
- Create a deposit slip.
- On the deposit slip write today's date, initial and write the CR# on the slip.
- Under currency enter the amount of currency being deposited, and under checks enter the total amount of checks being deposited.
- Under both total lines, write the total amount of currency and checks being deposited.
- Get the blank envelope filled with your checks that were reconciled and place the white original deposit slip in the envelope along with any currency being deposited.
- Any coins being deposited should be placed in one of the small orange envelopes.
- On the outside of the envelope write the amount of coin being deposited, CR# the coin belongs to, date, and initials. Place the envelope in the larger white envelope along with the cash and checks.
- On the outside of the white envelope write the CR#, today's date, initials, the word checks with the total amount of checks, and the word cash with the total amount of cash.
- Print the Daily Balance Sheet along with the AIS Accounts Receivable Ring Out sheet.
- Staple both in the CR Ring out folder.
- Staple the yellow copy of the deposit slip on the left hand side above the Daily Balance Sheet, and staple the other tape for the checks that was created next to the deposit slip.
- Recount your cash drawer using a calculator. The tape total should be placed in the cash drawer.
- The total should be back to $2000.
- Lock up the cash drawer in the designated drawer in the vault.
- Place the white envelope with cash and checks in the first drawer in the vault.
- Shut down all computers.
- Make sure all cash drawers are back in the vault for the night.
- Return the check bin and any unprocessed deposits to the vault at the end of the day.
- Close the vault, push the lever down and scramble the combination to lock the vault. Turn off the light. The light switch is to the left of the vault.

- Make sure all windows are securely locked and calculators are shut off. Turn the light off and close the door for the night.