

THE UNIVERSITY OF NEW MEXICO

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# CASH MANAGEMENT & MONEY LISTS

August 26 & 27, 2014

Presented by Alana Watts

# Introduction

- ▣ Cash Management – Policy 7200
- ▣ What departments need to know about:
  - Checks
  - Cash
  - Credit Cards



# Cash Management

▣ Includes how your department handles:

■ Collections



■ Safekeeping



■ Deposits



■ Gifts



# Topics to be Covered:

- ▣ Required Training
- ▣ Petty Cash Guidelines
- ▣ UNM Bank Account
- ▣ Gifts - UNM Foundation
- ▣ External Billings
- ▣ Timely Deposits
- ▣ Money Lists
- ▣ Internal Controls

# 1.1 Training Required

- ▣ EOD 430 in Learning Central
  - UNM's required online Cash Management Course
  - Only 30 minutes to complete
  - All Individuals handling cash/checks AND their direct Supervisor must take this course
  - Within 60 days of being assigned cash handling duties



# 1.3 Petty Cash

- ▣ Petty cash and Change Funds-must meet cash handling requirements
- ▣ Petty Cash is the least desirable method to conduct transactions from an accounting and risk standpoint
- ▣ P-Cards should be used whenever possible
- ▣ UAP- 7210 Petty Cash Fund



# 1.4 Use UNM Bank Account

- ▣ Use a UNM account for deposits!
- ▣ Departments may not set up a bank account for their organization.



# 1.5 Gifts to UNM Foundation

- ▣ All Gifts and forms must be delivered to the UNM Foundation for processing
- ▣ Do not deposit these amounts yourself
- ▣ <https://www.unmfund.org/unm-depositors-page/>
- ▣ Foundation Contact is Jodi Wilson  
Jodie.frettern@unmfund.org, 277-5871





# Billings

- ▣ External Billings are billed through the Non Student Accounts Receivable System (NSAR)

*Departments should not create their own invoices outside of NSAR*

- ▣ Assures compliance with State of New Mexico statutes to have an accounting of all of UNM Accounts Receivables

# Billings

Using the NSAR module:

- ▣ Posts revenue to your index immediately
- ▣ Unrestricted Accounting will:
  - Print invoices
  - Mail invoices
  - Receive payment
  - Track receivables

# Billings

- ▣ You should not receive payments for these bills
- ▣ If you do, bring them to Unrestricted Accounting, and we will deposit and apply payment for you



# 2-Deposits

- ▣ Deposit cash and checks received by the next working day



- <\$50 – may be accumulated up to one week.
- ▣ The Cashier Department is available to pick up deposits to assist in compliance
- ▣ Must transport deposit in a locked bag

# Depositing Funds Received

- ▣ Money Lists are used to deposit cash and checks
  - Documentation must be maintained should it become necessary for reconstruction
- ▣ *Confidential* information such as *Social Security* numbers must not be kept in any format



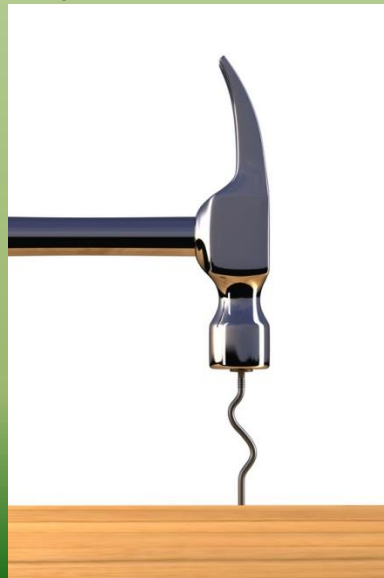
# On a Side Note:

## MOST COMMON ERROR:

Use of 07Z0- Other Sales Revenue

when should be

07ZZ- Employee Reimbursement



# Money Lists

- ▣ The Department Money List copy should include the Check backup attached



### REGISTRATION FORM

UNMHSC Job Fair

September 4, 2013: Albuquerque, New Mexico

Name: Danilo Krizan Title: Healthcare Recruiter  
Organization: Christus St. Vincent Street: 436 St. Michaels Dr.  
City: Santa Fe State: NM Zip: 87505  
Phone: 505 913 5212 Fax # 505 929 6708 Email: danilo.krizan@stvin.org

For planning purposes, please indicate the type(s) of healthcare provider you are recruiting for this year:

<input type="checkbox"/> Dentists	<input type="checkbox"/> Dental Hygienists	<input type="checkbox"/> Dietitians/ Nutritionists
<input type="checkbox"/> Medical Lab Technicians	<input type="checkbox"/> Nurses (RN, LPN, Nurse Practitioners and Nurse Midwives)	<input type="checkbox"/> Physical Therapists
<input checked="" type="checkbox"/> Occupational Therapists	<input checked="" type="checkbox"/> Pharmacists	<input type="checkbox"/> Radiology Technicians
<input type="checkbox"/> Physicians	<input type="checkbox"/> Physician Assistants	
<input type="checkbox"/> Respiratory Therapists		

\*How many exhibitors will attend? 2 For lunch, please indicate how many lunches:  
Vegetarian 2 Non-Vegetarian

\*Early Registration \$500.00  
(Postmarked on or before August 7, 2013)

Regular Registration \$550.00  
(Postmarked after August 7, 2013)

If you are attending the NMOTA Conference on 9/6 AND postmark your registration on or before August 7, 2013  
\$350.00 (\$400 if postmarked after 8/7/13)

\*If more than 2 people are registering, please include an additional \$25 per person.

You can fax the registration form to 505-925-4626 or include with your payment. If sending payment separately, please mail it directly to this address:

UNMHSC  
Office for Community Health  
MSC09-5065, 1 UNM  
Albuquerque, NM 87131  
Attn: Amy Clithero

Make check payable to UNM RAPS & GAPS Program  
If paying by credit card, please use the form attached

Your registration will be confirmed by mail along with a site map and a parking permit

Questions? Call Amy Clithero at (505) 272-6140 or [Acclithero@salud.unm.edu](mailto:Acclithero@salud.unm.edu)



# Money Lists

- Check #2 backup attached



THE UNIVERSITY OF NEW MEXICO  
HEALTH SCIENCES CENTER

## REGISTRATION FORM

UNMHSC Job Fair

September 4, 2013: Albuquerque, New Mexico

Name: Laura Kopervos Title: Event Coordinator  
Organization: Genesis Rehab Services Street: 101 East State Street  
City: Kennett Square State: PA Zip: 19348  
Phone: (610) 925-1168 Fax: (610) 925-4485 Email: Laura.Kopervos@GenesisHCC.com

For planning purposes, please indicate the type(s) of healthcare provider you are recruiting for this year:

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Dentists                           | <input type="checkbox"/> Dental Hygienists  | <input type="checkbox"/> Dietitians/ Nutritionists      |
| <input type="checkbox"/> Medical Lab Technicians            | <input type="checkbox"/> Nurses (RN, LPN, Nurse Practitioners and Nurse Midwives) | <input type="checkbox"/> Occupational Therapists        |
| <input checked="" type="checkbox"/> Occupational Therapists | <input type="checkbox"/> Pharmacists  | <input checked="" type="checkbox"/> Physical Therapists |
| <input type="checkbox"/> Physicians                         | <input type="checkbox"/> Physician Assistants                                     | <input type="checkbox"/> Radiology Technicians          |
| <input checked="" type="checkbox"/> Respiratory Therapists  |   |   |

\*How many exhibitors will attend? 1 For lunch, please indicate how many lunches:  
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# Money Lists

- Check #1 copied and attached

THIS DOCUMENT IS PRINTED IN TWO COLORS. DO NOT ACCEPT UNLESS BLUE AND GREEN ARE PRESENT.

**CHRISTUS ST. VINCENT**  
Regional Medical Center

455 ST. MICHAEL'S DRIVE, SANTA FE, NEW MEXICO 87506  
(505) 913-5968

LOS ALAMOS NATIONAL BANK  
SANTA FE, NEW MEXICO

CHECK NUMBER **521724**

CHECK DATE **08/08/13**

CHECK AMOUNT **\*\*\*\*\*500.00**

VOID AFTER 180 DAYS • AMOUNTS OVER 10,000 REQUIRE TWO SIGNATURES

**FIVE HUNDRED AND 00/100**

PAY TO THE ORDER OF  
UNM RAPS AND GAPS PROGRAM  
MSC09 6065  
UNIVERSITY OF NEW MEXICO  
SALBUQUERQUE NM 87131-0001

USD

AUTHORIZED SIGNATURE

REMOVE DOCUMENT ALONG THIS PERFORATION

8381 UNM RAPS AND GAPS PROGRAM 08/08/13 521724

INVOICE #	DATE	GROSS AMOUNT	DISC AMOUNT	NET AMOUNT
UNM JOB FAIR 09/06/13	07/31/13	500.00	0.00	500.00
		500.00	0.00	500.00

# Money Lists

- Check #2 copied and attached

Genesis HealthCare LLC  
 Disbursement Services Division  
 101 E. State Street  
 Kennett Square PA 19348

Citibank Delaware - One Penn's Way - New Castle DE, 19720  
 08/08/2013  
 62-20/311  
 01449617

\*\*\*\*Three Hundred Fifty Dollars And No Cents\*\*\*\* \$350.00\*\*\*

Pay To The Order of UNIVERSITY OF NEW MEXICO  
 RAPS & GAPS  
 Office of Community Health  
 MSC09-5065 1 Unm  
 Albuquerque NM 87131-0001

6

Authorized Signature

DETACH ALONG THIS PERFORATION

0000300306  
 01449617

				Amount	Discount	Payment
21001 GRS Kennett Office	072913-21001	07/29/201	GRS - JOB FAIR 09/04/13	\$350.00	\$0.00	\$350.00
				\$350.00	\$0.00	\$350.00

# Money Lists

- Confirm that the Cashier's receipt matches the Money List Total and attach it to the Money List copy:

University of New Mexico  
MSC06 3660  
1 University of New Mexico  
Albuquerque, NM 87131-0001  
(505) 277-5363

Cashier: 10 - tyellow  
Station: 7 - Window17  
Receipt #: 227056  
Trans Date: Friday, August 16, 2013  
Post Date: Friday, August 16, 2013  
Time: 2:08:17 PM

Credit Account(s)

-----  
Department: Miscellaneous Deposit  
Detail Code: C260  
Code Desc: ML110 GRAD MEDICAL EDUCATION  
Amount: \$850.00

COAS: U  
FUND: 3U0005  
ACCI: 400069  
ORGN: 400B  
ACCT: 0820  
PROG: P221  
ACTV: 400B14  
RUCL: CLR

Total Credits: \$850.00

# Banner Reconciliation

- Confirm Banner matches the Money List Total

Detail Transaction Activity Form FGITRND 8.4.0.3 (BANP)

COA	Fiscal Year	Index	Fund	Organization	Account	Program	Activity	Location	Period	Commit Type
U	14	400069	3U0005	400B	08Z0	P221	400B14			Both

Account	Organization	Program	Document	Description	Field	Amount	Increase (+) or Decrease (-)
08Z0	400B	P221	F0170864	ML112 GRADUATE MEDICAL EDUCATI	YTD	1,700.00	+
08Z0	400B	P221	F0170864	ML0821A13	YTD	500.00	+
08Z0	400B	P221	F0170823	0660 CC111 08202013	YTD	50.00	+
08Z0	400B	P221	F0170610	ML110 GRAD MEDICAL EDUCATION	YTD	850.00	+
08Z0	400B	P221	F0170108	ML109	YTD	1,500.00	+

# Handling Credit Card information

- ▣ Federal law requires that the University protect against exposure and possible theft of account and personal cardholder information that has been provided to UNM
- ▣ Redact scanned information before sending via email or saving for reference



# Credit Card Changes

- ▣ As of June 1, 2014:
  - Bursar's office does not receive walk in CC payments
  - Department's should not receive phone payments
  - No hand written forms
  
- ▣ Department that have credit card terminals are still allowed to process their batch totals as their normal course of business.



# Credit Card Processing

- ▣ For Credit Card collections UNM offers Touchnet Marketplace
- ▣ Safe, third party server
- ▣ Complies with required Federally mandated security
- ▣ Use it for:
  - Conference Registration Fees
  - Student Application Fees
  - Course Fees
  - **NOT** UNM for Student Enrollment or class fees

# Credit Card Processing

- ▣ Touchnet is already used to collect credit card payments by many UNM Departments
- ▣ Touchnet collection is set up for your department by Patrick Patten in the Bursar's office
- ▣ You will be automatically emailed each time a credit card deposit is received
- ▣ Touchnet has a report function that will let you know by period who has paid, and how much they paid by credit card
- ▣ These Touchnet Marketplace reports will assist with reconciling your credit card revenue

# 3. - Internal Control

- ▣ Limit access to monies
- ▣ Immediately record payment transactions
- ▣ Segregate duties
- ▣ Bill timely
- ▣ Reconcile accounts

# 3.1 - Limiting Access

- ▣ Access to monies must be restricted to the employee responsible for monies
- ▣ Place daily receipts in a secure location
  - Locked Box
  - Locked Cabinet or Safe



## 3.2 – Recording Payments

- ▣ **When payment is made in person:**
  - Immediately record transaction by cash register or issuing a pre-numbered receipt
  - Employees are responsible for an assigned block of receipts. Maintain a copy of the receipt in the department

## 3.2 – Recording Payments

- ▣ **When Payment is not in person:**
  - **Two people** are required to open the mail
    - ▣ Mail marked “Confidential” must be delivered to the Person unopened
  - **Two people** are required to empty collection boxes (ie: parking meters, copy machines, etc.)
  - **Two people** are required to record the monies received

A large, bold, red number '2' with a slight 3D effect and shadow, centered within a white square.A large, bold, red number '2' with a slight 3D effect and shadow, centered within a white square.A large, bold, red number '2' with a slight 3D effect and shadow, centered within a white square.

# 3.2 – Recording Payments

- ▣ **Immediately** endorse the check upon receipt
- ▣ Do not write the individual's SSN anywhere on the check
- ▣ Financial Services recommends **as a best practice:**
  - Date stamping each check
  - Use a check log to record receipt of all checks
  - Reconcile

ENDORSE HERE:  
X Endorse  
Check  
Here

DO NOT SIGN / WRITE / STAMP BELOW THIS LINE  
FOR FINANCIAL INSTITUTION USAGE ONLY

The following security features are not  
guaranteed by the issuer of  
this check.

## 3.2 – Recording Payments

- ▣ Wire Transfer Payments- set up through the Credit, Collections, and Merchant Services
- ▣ Notify CCMS of index & account code if you are expecting an ACH remittance
- ▣ Contact: Soraya Salazar, 277-0969  
sasalazr@unm.edu



# 3.3 – Segregation of Duties

- ▣ Who:
  - Employees Who Have Access to Monies
  
- ▣ What:
  - Accept Cash and Enter Deposits
    - ▣ Employee A: Enter into Check Log
    - ▣ Employee B: Creates Money Lists and Deposits
  
- ▣ Why:
  - Reduction of Risk
  - Protects you as an individual

# Reconciliation

- ▣ Who:
  - Employees With No Access to Monies
  
- ▣ What:
  - Review Money Lists for accuracy of indices and account codes
  - Compare Bursar's Deposit Receipt to Check Log and verify posting in Banner
  
- ▣ Why:
  - Assures checks properly accounted for and processed
  - Efficiency

# In Summary

- ▣ Cash Management Includes:
  - Collection, safekeeping, and timely deposit of funds
  - Segregation of duties & internal controls
  - Security for document information to limit exposure
  - Required Cash Management Training
- ▣ Outside Billing only through NSAR
- ▣ The Foundation processes *all* gifts
- ▣ Use TouchNet Marketplace to process credit card payments

# CASH MANAGEMENT CONTACTS

**Schedule Pickup-Cashier Department-Amy Montoya**  
ambachman@unm.edu, 925-9266

**NSAR- HSC Campus: Stacie Hurley**  
Shurley@salud.unm.edu, 272-5460

**NSAR- Main Campus: Justin Walters**  
Jwalters@unm.edu, 277-0057

**Gift Processing-UNM Foundation: Jodi Wilson**  
Jodie.frettem@unmfund.org, 277-5871

**Touchnet MarketPlace-Bursar's Office: Patrick Patten**  
ppatten@unm.edu, 925-9252

**Credit Card Merchant Services: Soraya Salazar,**  
sasalazr@unm.edu, 277-0969

# What are your Questions?

