

## **Procedure No. 403.1**

### **Area: Finance**

Adopted: September 18, 1998

Revisions Approved:

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## **SUBJECT: CASH RECONCILIATION PROCEDURES**

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The following procedures delineate cash reconciliations between the various bank balances and the CSU General Ledger accounts that are currently being completed on a monthly basis:

1. Obtain all bank account Bank Statements from the Controller, which are usually available by the 8<sup>th</sup> day of the following month.
2. Run CUFS Report CMT100 for the month being reconciled which gives all cash and cash equivalent balances by General Ledger account number and Fund.
3. Open Excel File F:/Finance/Gen.Ledger/Jmartin/CashMgmt./Doug/"Previous Months Recon".
4. Rename the file using the next Month's Recon.
5. Enter all Bank Statement Balances in the top portion of the Reconciliation File.
6. Enter all CMT100 balances in the appropriate spaces provided.
7. Obtain monthly "Cash Management Department Report" prepared by the Cash Management Analyst which details all bank account activity for the month along with how this bank account activity was (or was not) posted into the CUFS General Ledger system.
8. Enter the Outstanding Check amount and the Deposits-in-Transit amounts in the appropriate cells provided in the Reconciliation File for the month.
9. Compare the "Adjusted Bank Balance<" (i.e. the Bank Statement Balances less outstanding checks plus deposits-in-transit) to the CMT100 General Ledger account balance for each cash General Ledger account on the Reconciliation File.

10. Investigate each Bank Statement for unposted reconciling items. Use the monthly “Cash Management Department Report” to verify posting of bank activity to the General Ledger.
11. Enter all reconciling items for each cash General Ledger account in the cells provided in the Reconciliation File.
12. Document all reconciling items which need to be posted to the General Ledger on a CUFS data input form and have the Controller sign-off on all reconciling items to be posted.
13. Take the approved CUFS input form to the Data Entry office for Journal Voucher input.
14. Verify on next business days CUFS reports that all reconciling items were posted correctly.

**PROCEDURES:**

Revenue Posting Procedures 403.2

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**SUBJECT: REVENUE POSTING PROCEDURES**

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General Ledger sources for revenue are primarily derived from the activities of:

- A) The Registrar’s Office for Student Information System account billings,
  - B) The Grants Management Office for earned grant revenue billed to the Grantor, and
  - C) Miscellaneous Cash Receipts by the Cashier’s Office recorded through CUFS cash receipts (CR) documents
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- A. Accrued revenue entries generated by Student Information System account postings are entered through the Bursar Interface which is performed monthly. All SIS codes affecting revenue are posted by the Bursar Interface entry through the analysis of the SIS GLSOOA report that details all monthly SIS information. This monthly SIS report can be obtained from the Information Technology Department at any time during the month.
  - B. Accrued revenue for Grants billings are posted by the Grants Management Office for all Grant revenue billed as Due from Grantor, when earned. The CUFS entry at the time the revenue is earned is to debit Grants Receivable and to credit Accrued Grant Revenue. All entries are written-up by the Grants Management Supervisor and input by the Data Input clerk.
  - C. Miscellaneous cash receipts by the Cashier’s Office are coded by the Head Cashier before the physical funds are taken to the bank for deposit. The coding sheet for all miscellaneous receipts contains all of the necessary CUFS General Ledger accounting data for proper posting into the General Ledger. After the miscellaneous coding sheet has been completed by the Head Cashier and the funds have been deposited into the bank, the coding sheet along with the bank deposit slip are given to the Data Input clerk for entry into the CUFS general Ledger system through the CR or cash receipts screen. All cash receipt documents are approved by the Controller before input into the General Ledger.

