

PROCEDURE 403.2

Area: Finance

Adopted: September 18, 1998

Certified by _____

Dr. Adolphus Andrews
Vice President
Administration and Finance

Revisions Approved:

SUBJECT: REVENUE POSTING PROCEDURES

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
- 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.

