

CASH MANAGEMENT

Procedures for Posting Electronic Payments

This procedure is to be used to record monies that have been sent electronically (wire or ACH) to the Main Depository Account at Bank of America.

All areas will notify the Cash Management area by email when an incoming wire or ACH is expected. To ensure prompt posting of these items, please address the email to the following people:

Jan Pfeifer jpfeifer@fau.edu
Suzanne Reeves sreeves1@fau.edu
Gail Gallo ggallo2@fau.edu

Cash Management will review daily bank transactions to locate the wire transfer. Once the transfer appears on the Bank of America daily transaction report, Cash Management will:

- Print a copy of the supporting bank transaction data.
- Assign a deposit number
- Log the amount and date of the wire or ACH in the current receipt book. These items will have a unique deposit number for easier identification.
- Complete a journal entry (CR05) using the assigned deposit number as the document number.

The deposit number for these items will be:

BBT (mmyy) BB&T Rent payments
BOA (mmyy) Bank of America Lease Payments
LO (mmddyy) C.P. Autodebit
AM (mmddyy) Campus Partners
VA (mmddyy) Champ VA Ins Payments
W (mmddyy) Charter School (Palm Point)
VMC (mmyy) Commerce Bank offset
CO (mmyy) Commerce Bank Paypath
CTX (mmyy) Communications Taxes
WF(mmddyy)a-z Foundation
FC (mmddyy) Fraud check reimburse

IV (mmddy) Innovation Villiage
BOOT (mmyy) T&P-Boot collections
LOTTO(mmyy) Lotto
MC(mmddy) Medicaid, State of FL-HC Claim
MS (mmddy) Medical School
MD (mmddy) Medicare
DV(mmddy) NSC-Degree Verify
PCRD(mmyy) PCard payment
PM (mmddy) Parking Meter
PT(mmddy)a-z Paymentech
EG(mmddy) Payroll
C (mmddy) PECO Construction
PK (mmddy) Perkins C.P.
PD (mmddy) Perkins Debit
PC (mmddy) Prometric
STX (mmddy) Sales & Use Tax
SA (mmddy) School of Accounting
ST (mmddy) Stadium from Regions
SF (mmddy) Student Financial Aid
SH (mmddy) Student Health
TM (mmddy) Ticketmaster
RB (mmddy) Transfer to Regions
UGA (mmyy) UGA @ 33.33% and 66.66%
W (mmddy) Wires regular
W2 (mmddy) Workforce One id#25068
W3 (mmddy) Workforce One id#3478
WI (mmddy) State of Florida-VPK
FE (mmddy) FEPP (Disc.Lottery,Class Size, Trust 5%,95%, Fin Program Enhancement

