

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 assure prompt posting of these items, please address the email to the following people:

Jan Pfeifer jpfeifer@fau.edu
Susan Kohnken skohnken@fau.edu
Suzanne Reeves sreeves1@fau.edu

The Cash Management Area will print this notification and review daily bank transactions to locate the wire transfer. Once the transfer appears on Bank of America, Cash Management will:

- Print a copy of the supporting bank transaction data.
- Assign a receipt 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 CR05 using the assigned receipt number as the document number.

The deposit number for these items will be:

WImmddy	Wire
WFmddy	Foundation wire
PCRDmddy	Pcard
ELmddy	ELM deposit
SCmddy	ELM auto debit
AMmddy	Campus Partners
LOmddy	Campus Partners debit
Cmddy	Construction wire
PKmddy	Perkins
PDmddy	Perkins debit
Bootmddy	Traffic and Parking boot fees
PMmddy	Parking meter auto debit
EGmddy	Payroll wire from State
SAMmddy	School of Accounting auto debit
LOTTmddy	Lottery
MDmddy	Medicare wire