

Medical University of S.C.

SmartStream®

Accounts Receivable Module For Cash Receipts (Non Student Payments)

Cashier's Office Procedure



**MEDICAL UNIVERSITY OF SOUTH CAROLINA
CASH RECEIPTS PROCEDURES**

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OVERVIEW The following is a high level overview of the MUSC Cash Receipts processing steps.

1. Receive cash receipts (from mail, walk-in customers, or courier pickup).
2. Sort receipts by:
 - Hospital patient payments
 - One-time use bags
 - Other university and hospital payments
3. Process receipts in each category (including printing reports).
4. Reconcile bank deposit and credit card charges to reports.
5. File reports.

COURIER

1. Pick up bags from departments or drop safes. Sign Courier Log.
2. Have departments sign courier log. Have Public Safety sign log for bags picked up from safe.
3. Deliver bags to Cashier's Office. Have cashiers sign for them.

PROCESSING RECEIPTS

Hospital Patient Payments

1. Separate remittances into, individual, corporate, and credit card.
2. Separate cash receipt from remittance advice in each batch.

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3. Run tapes on each batch and balance receipt and remittance advice stacks.
4. Complete MUHA Mail Control Register.
5. Enter receipts into cash receipts system and balance to Register.
6. Run credit cards through terminal.
7. Print Bank Deposit Reports.
8. Scan checks.
9. Give a copy of reports to the Head Cashier along with the cash, checks, and charge slips.
10. Give a copy of reports to Hospital Patient Accounting.
11. Give a copy of reports to the Cashier's Office Manager.

One-Time Use Bags

1. Check bag numbers against Remittance Advice.
2. Enter bags in ATS log and initial log.
3. Call department about any problems with remittance advice.
4. Drop bags in safe and have witness sign initial log.
5. Enter each remittance advice into cash receipts system.
6. Print remittance allocation screen and bank deposit screen.
7. Give the printouts and remittance advice to the Cashier's Office Manager.

Other University and Hospital Payments

1. Enter receipts into cash receipts system.
2. Run credit cards through terminal.
3. Print Bank Deposit Report.
4. Scan checks.
5. Give a copy of report to the Head Cashier along with the cash, checks, and charge slips.
6. Give a copy of report to the Cashier's Office Manager.

CASHIER

1. Balance reports to cash, checks, and credit card slips.
2. Make bank deposit.
3. Give copy of bank deposit slips to Cashier's Office Manager.

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CASHIER'S OFFICE MANAGER

1. Prepare summaries showing that cashiers' reports agree to deposit and to charge card totals.
2. Verify that all deposit bags have been entered into system and so indicate by checking against original courier log and initialing/date the bottom of log.
3. Verify that each batch of hospital mail has been entered into system and check batch totals. Initial mail logs.

1) BANK DEPOSIT

1.1) CREATE DEPOSIT

1. Click on the deposit screen
2. Choose bank
 - a. Wachovia-DS for Academic deposits
 - b. Wachoiva-HA for Hospital Authority deposits.
3. Choose the bank account number.
4. Tab through the date, deposit slip number, effective date and assign to.
5. Fill in the remittance information. See 2 Processing Remittances.
6. Save
7. See inserted screen below.

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Remittance Number	Qualifier	Amount	Status	Alternate ID Type	Alternate Identifier	Receivable Document	Receivable Account	Voucher
CA/5083719	1	36.00	Allocated					000023

1.2) PRINT DOCUMENT SCREEN

1.3) RECORD SYSTEM GENERATED DEPOSIT SLIP NUMBER ON ACTUAL DEPOSIT SLIP

2) PROCESSING REMITTANCES

2.1) UNIDENTIFIED RECEIPTS

1. Click on the "Deposit" screen and create a deposit slip.
2. Type in the remittance number.
 - a. Type "CK" and use the check number and payer or company name (last name & first name) as the Remittance number.
 1. Example: CK10257STATEFARM or CK1074SMITHJOHN
 - b. Repeat this for each receipt.
3. Save the deposit without allocating. Funds will remain in 12910 for Academic receipts and 13980 for Hospital receipts.

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2.2) ONE-TIME USE BAGS

1. Click on the "Deposit" screen and create a deposit slip.
2. Type in the Bag Number for the Remittance Number.
 - a. Use CA/CK plus bag number for cash and checks.
 - b. Use CC plus bag number for credit cards.
3. Save the deposit.
4. Highlight the first Remittance and right click.
5. Choose "Zoom to Remittance Allocation".
6. Right click and choose "On Account".
7. Type in the Receivable Entity, Amount of Allocation and Receivable Account. See 3.3 for setting up Receivable Entity.
8. Save
9. Repeat steps 4 -7 for each Remittance number.

2.3) MAIL/FRONT COUNTER

1. Click on the "Deposit" screen and create a deposit slip.
2. Type in the remittance number.
 - a. Type "CK" and use the check number and company name (last name & first name) as the Remittance number.
 1. Example: CK10257STATEFARM or CK1074SMITHJOHN
 - b. Repeat this for each receipt.
4. Save the deposit without allocating. Funds will remain in 12910, the Academic clearing account, and 13980, the Hospital Authority clearing account, until allocated. See 3.1 for remittance allocation on account.

2.4) ACCOUNTS RECEIVABLE DOCUMENTS

1. Click on the "Deposit" screen and create a deposit slip.
2. Type in the AR Invoice number for the Remittance Number.
3. Save the deposit.
4. Highlight the Remittance and right click.
5. Choose the "Zoom to "Remittance Allocation".
6. Type in the amount of allocation and hit tab key.
7. Save

2.5) CREDIT CARD RECEIPTS

1. Click on the "Deposit" screen and create a deposit slip.
2. Type in the remittance number.
 - a. Type in "CC" and payer name (last name & first name) as the Remittance number.
 1. Example: CCSMITHJOHN
 - b. Repeat this for each receipt.
3. Save the deposit without allocating. Funds will remain in clearing accounts until allocated. See 3.1 for remittance allocation on account.

2.6) CASH RECEIPTS

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1. Click on the "Deposit" screen and create a deposit slip.
2. Type in the remittance number.
 - a. Type in "CASH" and payer name (last name & first name) as the Remittance number.
 1. Example: CASHSMITHJOHN
 - b. Repeat this for each receipt.
3. Save the deposit without allocating. Funds will remain in clearing accounts until allocated. See 3.1 for remittance allocation on account.

2.7) ACH RECEIPTS

1. Click on the "Deposit" screen and create a deposit slip.
2. Type in the remittance number.
 - a. Type in "ACH" and Receivable Document number as the remittance number.
 1. Example: ACHAR10-014
 - b. Repeat this for each receipt.
3. Save the deposit without allocating. Funds will remain in clearing accounts until allocated. See 3.2 for remittance allocation.

3) REMITTANCE ALLOCATION

3.1) ON ACCOUNT

1. Select the "Remittance" activity from the activity list.
2. Click on the Search icon to find remittance or type in the remittance number.
3. Right click and choose "Zoom to Remittance Allocation".
4. Right click and choose "On Account".
5. Fill in the Receivable Entity, Amount of Allocation and the Receivable Account fields. See 3.3 for setting up Receivable Entity.
6. Save

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Activity Windows

File Edit Options Settings Window Help

Remittance Allocation - CA/CK 5851090, 1

Remittance

Number: CA/CK 5851090 Remaining: 0.00

Qualifier: 1 Amount: 450.00

Comments:

Type: Check

On Account

Activity Type	Recv Entity	Recv Account	New Document	Amount	Comments
Remittance-On-Account	006			(450.00)	
UNALLOCATED	12900				

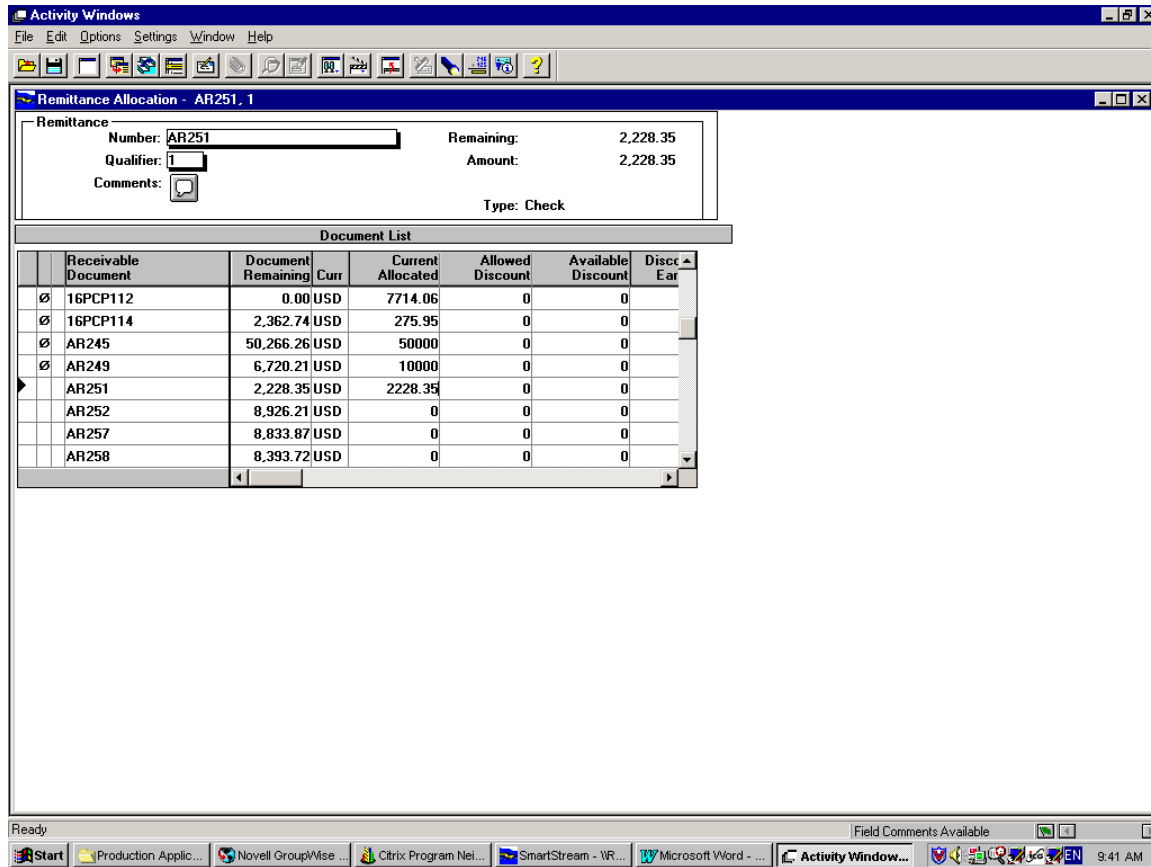
Ready

Start Production Applications Novell GroupWise - Mailbox SmartStream Activity Windows Microsoft Word - Procedu... Browse Available 20 of 774 9:25 AM

3.2) BY RECEIVABLE DOCUMENT

1. Select the "Remittance" activity from the activity list.
2. Type in the remittance number, which will be the Receivable Document Number.
3. Type in the Qualifier Number and hit the tab key.
 - a. If the receipt is the first payment on the document use "1" as the Qualifier Number. If it is the second payment, you will use "2" as the Qualifier Number.
4. Type in the Amount of Allocation and hit the tab key.
5. Save

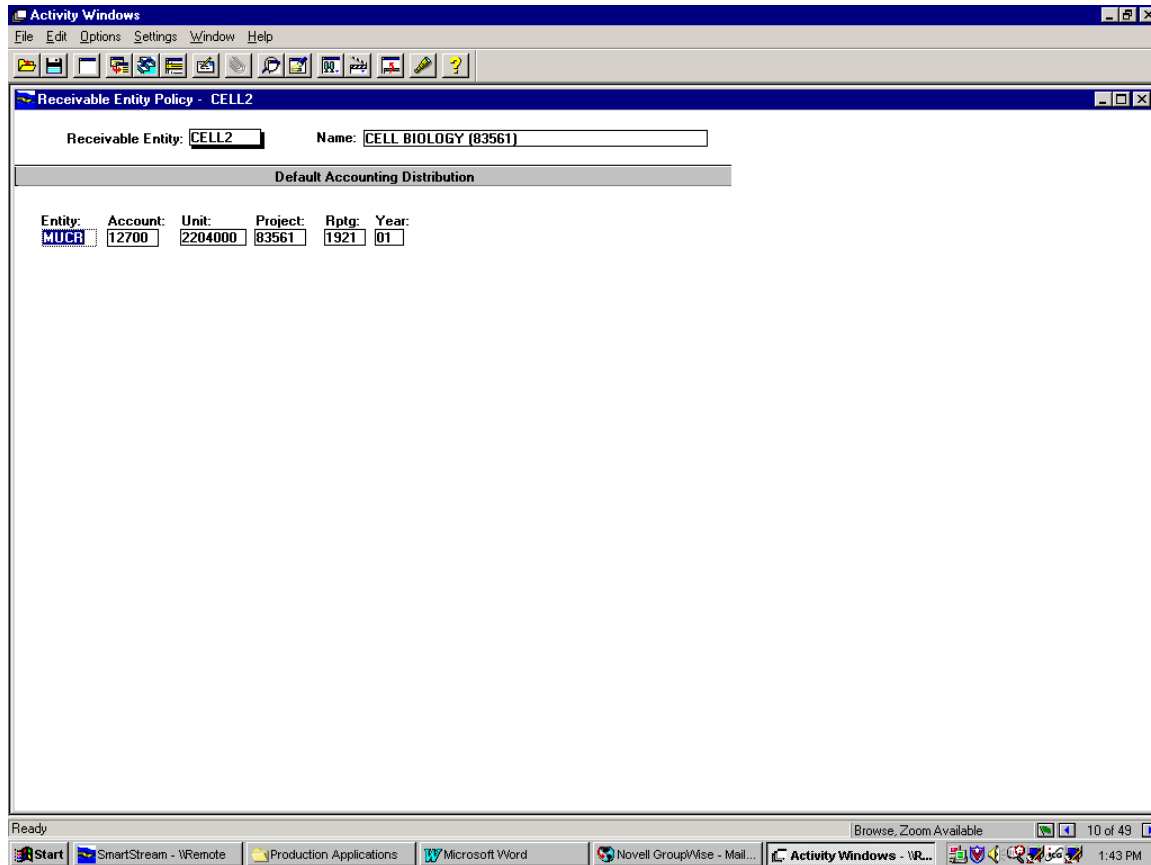
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3.3) RECEIVABLE ENTITY ALIAS AND ACCOUNTING DISTRIBUTION

1. Select the "Receivable Entity Policy" activity from the activity list.
2. Type in the Entity code or click on the search folder icon to get a list of entities.
 - a. To get entity code see the Cashier's Office Manager or Account Receivable Manager.
3. Click on the binoculars and choose "Default Accounting Distribution".
4. See inserted screen below.

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4) CUSTOMER RECEIPTS

4.1) ON DEMAND RECEIPTS

1. Click on the Cash Receipt Icon on desktop.
2. Type in the Remittance Number.
3. Create the Remittance with the deposit in the Deposit Screen.
4. Click on the "Print Cash Receipt" button.

5) DAILY BALANCING

- 5.1) CUTOFF FOR ENTERING RECEIPTS IS AT 4:30 P.M. DAILY. CASHIER'S OFFICE MANAGER IS RESPONSIBLE FOR THE DAILY BALANCING PROCEDURES.

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5.2) REMITTANCE TO LEDGER REPORT

1. Run Remittance to Ledger Report. See 7.1.

5.3) REMITTANCE INPUT BALANCING

1. Run Remittance Input Balancing Report. See 7.2.

5.4) MUHA DAILY REMITTANCE

1. Run MUHA Daily Remittance Report. See 7.3.

5.5) MUSC DAILY REMITTANCE

1. Run MUSC Daily Remittance Report. See 7.4.

5.6) BALANCING REPORTS

1. Compare the Sum of the Daily Remittance Reports to the cash total on the Remittance to Ledger Report.
 - a. If they agree, file with daily transactions.
 - b. If they do not agree, investigate differences, resolve and rerun reports.

5.7) CARRIER AND MAIL LOG TRANSACTIONS

1. Cashier's Office Manager balance transactions to Cash Receipt System.
2. Initial Logs.
3. Run Remittance to Ledger Report. See 7.1.

6) REMITTANCE INQUIRY

6.1) SEARCH BY REMITTANCE NUMBER

1. Click on Remittance.
2. Type in Remittance number.
 - a. Use the flashlight for searching capabilities.
 - b. Can search by bank bag number, first name, last name, check number
3. Right Click
4. Click on Zoom to bank, bank account, deposit, remittance allocation or bank clearance.

6.2) SEARCH BY DEPOSIT SLIP NUMBER

1. Click on Remittance.
2. Click on the file folder.
 - a. Use the down arrow key to find the field criteria and choose deposit slip number.

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- b. Use the down arrow key to find the operator criteria and choose "is equal to" and type the deposit slip number under the value field.
3. Click the search button.

6.3) SEARCH BY BANK

1. Click on Remittance.
2. Click on the file folder.
 - a. Use the down arrow key to find the field criteria and choose bank.
 - b. Use the down arrow key to find the operator criteria and choose "is equal to" and type the bank name under the value field.
3. Click the search button.

6.4) SEARCH BY DEPOSIT DATE

1. Click on Remittance.
2. Click on the file folder.
 - a. Use the down arrow key to find the field criteria and choose deposit slip number.
 - b. Use the down arrow key to find the operator criteria and choose "is equal to" and type the deposit slip number under the value field.
3. Click the search button.

7) BANK REPORTS

7.1) REMITTANCE TO LEDGER RECONCILIATION

1. Click on Receivables/Remittance Balancing.
 - a. This bring you into Access.
2. From the drop down box, choose the report.
3. Click on open and run.

7.2) REMITTANCE INPUT BALANCING

1. Click on Receivables/Remittance Balancing.
 - a. This bring you into Access.
2. From the drop down box, choose the report.
3. Click open and run.

7.3) MUHA DAILY REMITTANCES

1. Click on MUHA Daily Remittance Icon.
2. Type in the deposit date.
2. Choose either the "CA/CK" Cash/Check report or the "CC" Credit Card Report.

7.4) MUSC DAILY REMITTANCES

1. Click on MUSC Daily Remittance Icon.

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2. Type in the deposit date.
3. Choose either the "CA/CK" Cash/Check report or the "CC" Credit Card Report.

8) ERROR CORRECTION

8.1) CHANGE ALLOCATION

1. Click on Remittance Allocation.
2. Choose the incorrect remittance allocation.
3. Type in correct allocation information and save.

8.2) DEPOSIT AMOUNT

1. Bank Clearance option may be used to correct discrepancies in the amount recorded as the deposit and the actual bank deposit. Contact General Accounting Office to make the correction.
2. Prepare manual journal entry.
 - a. Submit proposed journal entry to General Accounting along with supporting documentation.

9) NIGHTLY SYSTEM REPORTING

9.1) JOB SCHEDULE TO RUN REPORTS AND POST TO GENERAL LEDGER

9.2) SYSTEMS ACCOUNTING TO POST BUDFUND FILE

10) MONTH END PROCESSING

10.1) BANK RECONCILIATION - REMITTANCE/DEPOSIT CLEARANCE

Bank clearance information is received on a tape from the bank.

(NOTE: Interface programmers are working on a procedure to convert this bank tape to a file that can be read into SmartStream Receivables and create the required reports.)

Once the clearance data has been processed, the following reports will be produced:

1. Uncleared payments (Outstanding check register)
2. Payment clearance exceptions
3. Payment activity summary
4. Payment clearances added
5. Payment clearances deleted
6. Payment clearances changed
7. Payments added

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8. Payments canceled
9. Payments replaced

To make manual adjustments for clearance detail, use the **Payment Clearance Detail** window. See the following on-line procedures for:

1. Changing a cleared item
2. Deleting a cleared item

To correct errors in clearance transactions found during a scheduled clearance run, use the **Scheduled Bank Transaction Maintenance** Window. Only General Accounting has security to make the changes.

Use the **Bank Reports** window to produce the Bank reports as needed or use Job Scheduler to submit them.

10.2) ACCESS REPORTS

1. Access reports are saved under the S drive (Financial Management's shared directory) under the "Cashier's Office" and are in file folder "Access Reports".
 - a. Receivable Entities (Cash Codes)

11) YEARLY PROCESSING

11.1) DEPOSITS

1. Run Summary Reports

11.2) REMITTANCE ALLOCATION

1. Remittance allocations need to be performed before close of business on June 30.

12) SYSTEM SECURITY

12.1) REMITTANCE/DEPOSIT

1. Cashier's Office.

12.2) REMITTANCE ALLOCATION

1. Cashier's Office and Financial Management Accountant Responsible for clearing Unapplied Account.

12.3) BANK CLEARANCE

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1. General/Systems Accounting

12.4) SCHEDULED BANK TRANSACTION MAINTENANCE

1. General/Systems Accounting

12.5) INQUIRY

1. SmartStream Users