SUBJECT: CASH REPORT ONLINE DATA ENTRY GUIDELINES  
EFFECTIVE DATE: September 1, 2009 (Revised)

THIS PROCESS RELATES TO DIRECT DEPOSIT AND CREDIT CARD AREAS ONLY

Approval

Departmental data entry of cash reports directly into PRISM must be authorized by the General Accounting Department. Once approval has been obtained, the following instructions should be adhered to in order to ensure the proper reporting of revenue and expedite the bank reconciliation process. **ALL REVENUE MUST BE RECORDED IN THE MONTH IT IS RECEIVED.**

PRISM Access and Security

Once a department has been approved for cash report data entry, a new responsibility will be created in PRISM by the Financial Information Department and will become one of the General Ledger Responsibility menu options. Account security attached to this responsibility will allow access to departmental accounts and subcodes related to the department’s cash report entries as well as the required University cash accounts – AMX, CID, GME, GPN, PCC, PDS.
PRISM Data Entry Requirements
All of the information currently required on the paper copies of cash reports is also required in the PRISM system. The PRISM General Ledger screens used for the entry of cash reports will be the same screens as those used for IDC, NSCT, and NSCTR entries. Specific field information will change based on the document type. The following are the changes required for the data entry of cash reports.

**BATCH SCREEN:**

**Batch Name**
All cash batch names must follow the standard batch naming convention used for all General Ledger entries. The transaction type (segment one of the batch name) for cash report batches is determined by the University cash account(s) where cash and/or credit card receipts are recorded. The transaction types for cash report batches are:

- AMX = DDAMX
- CID = DDCID
- GME = DDGME
- GPN = DDGPN
- PCC = DDPCC
- PDS = DDPDS
- Multiple bank accounts = DDXXX

**EXAMPLE:**

DDCID 02022 SAL 6-29 1
*(If only one deposit account is involved for a day—Example for deposit to Citizens Bank)*

DDXX 02022 SAL 6-29 1
*(If more than one deposit account is involved for a day i.e. CID, PCC, PDS)*

**NOTE:** When processing a correction item, add the word **CORRECTION** to the end of the BATCH name.

**Batch Control Total**
When entering a cash report batch, a “1” should be placed in the BATCH CONTROL TOTAL as is the procedure for all other batch types entered into PRISM. Once the cash report batch has been successfully completed and approved, change the batch control total FROM “1” TO “2” (omit quotes). This will identify the batch as complete and will prompt the review process by General Accounting.

**JOURNAL SCREEN:**

**NOTE:** ALL information currently required on the paper copy of the cash report is required in the PRISM system as well.
Journal Name

The department name or Regional Campus abbreviation MUST be entered in this field. Additional information may follow the department name or regional campus abbreviation. “Additional information” may include the six-digit bank location number provided by the Office of Finance. Use this “Journal Name” format for ALL cash report batches.

EXAMPLE: GEN ACCOUNTING, or

GEN ACCOUNTING 123456

Effective Date

The “Effective Date” MUST be changed to the deposit date related to the cash deposit for that day. DO NOT combine more than one day of cash activity or credit card activity on a single journal page, with the exception of those departments previously approved to combine cash and credit card transactions on the same cash report (refer to the attached “Cash Report Guidelines” and “Guidelines for Transacting Credit Card Payments”).

If you are recording credit card activity only, you MUST change the “Effective Date” to match the date of the balancing or settlement report.

If you are recording Lock Box items, you MUST change the “Effective Date” to match the date of the advice received from the bank. NOTE: The “Effective Date” relates to the Date Box on the paper cash report form.

When entering a cash report correction item or an omitted item pertaining to a prior month, change the “Effective Date” to the first day of the period in which you are entering the item.

EXAMPLE: If the item relates to an August 2009 deposit and you are entering it in the September 2009 period, the “Effective Date” should be changed to 01-SEP-09.

Category

The category “Journal” will default. It does not need to be changed.

Journal Control Total

Enter the amount of the cash report. Total Debits must equal Total Credits which must equal the Journal Control Total.

Account Number

When entering the transactions related to the various University cash accounts, open the list of values box by clicking on the […] in the account number field. You will then be prompted to provide an “alias.” In the alias box, type the appropriate three character bank ID, (CID,
PCC, etc.) as done on the paper copy of the cash report. Select “OK.” The corresponding 32-digit University cash account number will populate the field. Be sure to select the bank ID (cash account) which correctly relates to the entry.

<table>
<thead>
<tr>
<th>Bank ID Type</th>
<th>Account Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMX</td>
<td>American Express 02.00010.1051.00000.000000.00000.00000</td>
</tr>
<tr>
<td>CID</td>
<td>Citizens 02.00010.1029.00000.000000.000000.00000</td>
</tr>
<tr>
<td>GME</td>
<td>BNY Mellon Lock Box 02.00010.1001.00000.000000.000000.00000</td>
</tr>
<tr>
<td>GPN</td>
<td>PNC Bank 02.00010.1044.00000.000000.000000.00000</td>
</tr>
<tr>
<td>PCC</td>
<td>Visa/MasterCard 02.00010.1046.00000.000000.000000.00000</td>
</tr>
<tr>
<td>PDS</td>
<td>Discover Card 02.00010.1048.00000.000000.000000.00000</td>
</tr>
</tbody>
</table>

**NOTE:**
If you are recording Sales Tax, use the alias STAX in the account field for this line item. The Sales Tax account number is: 02.03020.2000.18141.000000.00000.00000

**Line Description**

Enter the appropriate line descriptions relating to the revenue applied to your departmental accounts. The required University cash account line description MUST be completed as indicated in the “Cash Report Guidelines” and “Guidelines for Transacting Credit Card Payments.”

**EXAMPLE:**
6/29/09 CID (Deposit date followed by bank ID)

6/29/09 V/MC (Settlement date from credit card Balancing or Settlement Report followed by credit card type, i.e. V/MC for Visa/MasterCard, DSCV for Discover Card, and AMX for American Express)

6/29/09 GME Lock Box (Advice date followed by GME Lock Box. This is different from the Guidelines referenced above. Each Lock Box advice MUST BE RECORDED AS A SEPARATE LINE ITEM on the cash report for the appropriate date.)

**NOTE:**
If you are entering a correction or omitted item from a previous month, use the original date of deposit, credit card settlement, or Lock Box advice in the line description, the bank ID, card type, or GME Lock Box followed by the word “Correction” if applicable. Add the word CORRECTION to the end of the BATCH name as well.

When recording Sales Tax items. The line description must begin with the word TAX.

Complete all other information related to the batch and review for accuracy.

**CHANGE THE BATCH CONTROL TOTAL FROM “1” TO “2” (do not include quotes).**

**SAVE THE BATCH BY SELECTING THE SAVE ICON (yellow disk) located on the tool bar.**
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Document Retention
Pre-typing a paper cash report document prior to entry into the PRISM system is no longer required. A report printout of the batch from the PRISM system is REQUIRED and will serve as the cash report. (Refer to the PRISM training material regarding the printing of journal reports.) Preparer and approver signatures must be included on the PRISM report printout. All required support documentation such as deposit tickets, credit card balancing or settlement reports, advices etc. (as indicated in the “Cash Report Guidelines” and “Guidelines for Transacting Credit Card Payments”) MUST be attached to the printout of the cash (journal) report batch and maintained in a secure location for audit purposes in compliance with record retention policies and procedures.

Running the Journals-General Report

- From the Navigator window, select Requests: Submit.
- Submit a New Request window opens. Click OK.
- Click on List of Values for the Name field. Choose Journals-General (180 Char). Click OK.
- Enter the following parameters. Enter all or part of the Batch Name (remember uppercase characters). The % sign is a wild card character that can stand for single characters or groups of characters.
- Click OK.
- Click Submit.
- The Request window will open.
- Click Refresh Data until the Phase field says Completed.
- Click View Output. The report will display.
- Click Tools, Copy File. A copy of the report is made in Internet Explorer.
- Click File, Page Setup. Change Orientation to Landscape.
- Click File, Print to print a hardcopy of the Report.