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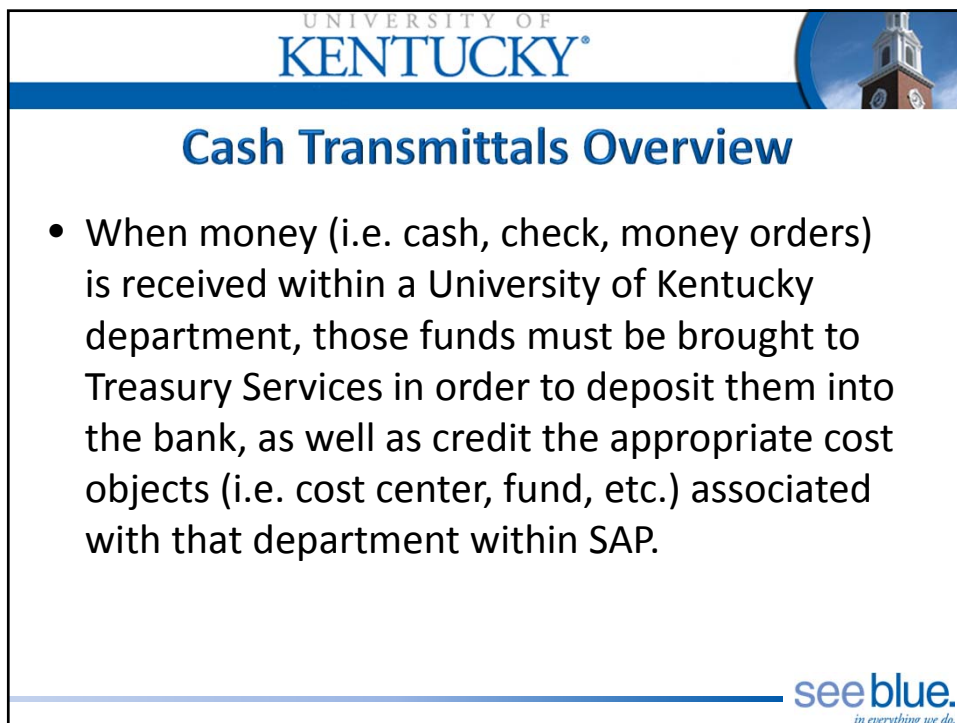
## Office of the Treasurer

## Online Transmittal System

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## Cash Transmittals Overview

- When money (i.e. cash, check, money orders) is received within a University of Kentucky department, those funds must be brought to Treasury Services in order to deposit them into the bank, as well as credit the appropriate cost objects (i.e. cost center, fund, etc.) associated with that department within SAP.

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## Deposit Process






Frank D. Peterson Service Building

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## Deposit Process

The cash transmittal process is as follows:

1. Cash is received by the department (via mail, in-person, etc.).
2. Cash is accounted for by the department within their own systems/logs.
3. The deposit is prepared:
  - a. Cash and checks are separate deposits and should be placed in different envelopes.
  - b. The **Transmittal Form** is completed and printed.
    - i. Two (2) copies are required – one for department records as receipt, and one for Treasury Services.
  - c. The deposit slip is completed for each deposit envelope (white, pink, yellow, and blue carbon copies).
    - i. The white and pink copies go into the corresponding deposit envelope.
    - ii. The yellow copy is attached to Treasury Services copy of the Transmittal Form.
    - iii. The blue copy is retained for departmental records.

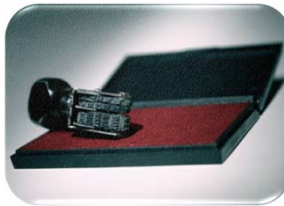
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## Deposit Process

The cash transmittal process is as follows (continued):

4. The deposit is placed in a lockable bank bag and transported to Treasury Services, room 356 of the Frank D. Peterson Service Building.
5. Treasury Services will time-stamp both Transmittal Forms as receipt, keeping one and returning the other to the depositor.



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## Deposit Process

The cash transmittal process is as follows (continued):

4. The deposit is placed in a lockable bank bag and transported to Treasury Services, room 356 of the Frank D. Peterson Service Building.
5. Treasury Services will time-stamp both Transmittal Forms as receipt, keeping one and returning the other to the depositor.


**The deposit process DOES NOT CHANGE with the implementation of the online Transmittal System.**

**The only thing that changes is how the Transmittal is prepared.**



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## Deposit Process

Problems with existing deposit process

- Inefficient
  - Treasury Services clerks keyed over 28,000 transmittals in FY 2013.
- Significant amount of keying errors and corrections

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## Online Transmittal System

**Cash Transmittal Data Entry**

Post Date: 09/05/2013    Doc Date: 09/05/2013    Doc Type: 33    Trans Nbr: C3A0012345

Department: 3A000-OFFICE OF THE TREASURY    Serial Nbr: 12345    Trans Type: Cash

Currency		Quantity		Sum		Currency		Quantity		Sum	
\$100	0			\$0.00		\$1.00	0			\$0.00	
\$50	0			\$0.00		\$0.50	0			\$0.00	
\$20	0			\$0.00		\$0.20	0			\$0.00	
\$10	0			\$0.00		\$1.10	0			\$0.00	
\$5	0			\$0.00		\$0.05	0			\$0.00	
\$2	0			\$0.00		\$0.02	0			\$0.00	
\$1	0			\$0.00		\$0.01	0			\$0.00	
<b>Currency Total:</b>		<b>\$0.00</b>		<b>\$0.00</b>		<b>\$0.00</b>		<b>\$0.00</b>		<b>\$0.00</b>	

**Based As Complete Cash Transmittal**

Doc No.	Doc Date	Doc Type	Trans Nbr	Serial Nbr	Trans Type	Sum
C3A0012345	09/05/2013	33	12345		Cash	\$0.00

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## Online Transmittal System

### Purpose

To improve efficiency and reduce keying errors, the new system will allow university employees to enter and park their own transmittals within the SAP system, thus eliminating the need for the Office of the Treasurer to re-key the transmittal once received with the department's deposit.




## Online Transmittal System

### Target End-Users

This system is primarily intended for those employees responsible for depositing cash, checks, and grant payments, as well as claiming incoming ACH and wire transactions.

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## Online Transmittal System

### Development History

- Planning and development started in winter 2011-12.
- Treasury Services and Sponsored Projects Accounting internal testing was started in fall 2012.
- Pilot Group testing within the development Sandbox started in May 2013.
- Training module was made available to the Pilot Group on September 24, 2013.
- Pilot Group moved into production system (LIVE) on September 24, 2013.

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## Online Transmittal System

### “GO LIVE” on Campus – Key Dates

- Thurs., Oct. 3 and/or Fri., Oct. 4, 2013 – Town Hall Meetings
  - You should receive an email announcement on Sept. 26<sup>th</sup>
  - Employees can take the training and start using the system immediately after attending the Town Hall.
- November 30<sup>th</sup>, 2013 – all employees should be using the Online Transmittal system for all deposits.
  - Deposits received after this date with the old, manual-style transmittals will be denied and ask to be resubmitted using the new Online Transmittal system.

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## Online Transmittal System

### Training

- Prerequisites – must be completed prior to taking the Online Transmittal course.
  - Complete and Sign a **Statement of Responsibility**
  - Complete **UK\_100: IRIS Awareness and Navigation**
  - Complete **FI\_200: Finance Overview**
- Employees must be approved by their ASO or delegate to take the Cash Transmittal course as a component of their Training Plan
- Once the employee successfully takes the training and passes the test, they will be granted access to the system within 24-48 hours.

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## Online Transmittal System

### Training

- Course Name - **FI\_CT\_300: Cash Transmittals**
- To access the online training for the Online Transmittal System (FI\_CT\_300):
  1. Login to myUK and go to the Employee Self Service tab.
  2. Click on Training
  3. From the Training Home page users can either:
    - a) Enter “FI\_CT\_300” in the Find/Search field in the Navigation bar along the left side of the screen,
    - b) Or, they can click on “IRIS Training” in the “Course Catalog” section of the Navigation Bar à then “FI – Finance” in the middle of the screen à and then “FI\_CT\_300 Cash Transmittals” on the following screen.

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**Online Transmittal System**  
**DEMONSTRATION**

Search:

**Cash Transmittal Data Entry**

Post Date:  Doc Date:  Doc Type:  Trans Nbr: C3A00012345

Department:  Serial Nbr:  Trans Type:

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Currency:  Cash Total: \$0.00 Data Entry Total: \$0.00

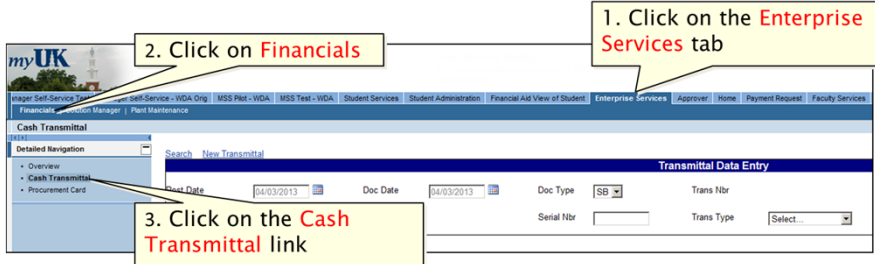
Currency		Quantity		Sum		Coin		Quantity		Sum	
\$100	0			\$0.00		\$1.00	0			\$0.00	
\$50	0			\$0.00		\$0.50	0			\$0.00	
\$20	0			\$0.00		\$0.25	0			\$0.00	
\$10	0			\$0.00		\$1.10	0			\$0.00	
\$5	0			\$0.00		\$0.05	0			\$0.00	
\$2	0			\$0.00		\$0.01	0			\$0.00	
\$1	0			\$0.00						\$0.00	
				<b>Currency Total:</b>	<b>\$0.00</b>					<b>Coin Total:</b>	<b>\$0.00</b>

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**Online Transmittal System**  
**DEMONSTRATION**

- To access the Cash Transmittal system, sign on to myUK (<https://myuk.uky.edu/irj/portal>), and then follow the three steps listed below in order.



The screenshot shows the myUK portal navigation path: **1. Click on the Enterprise Services tab** (top navigation bar), **2. Click on Financials** (left sidebar), and **3. Click on the Cash Transmittal link** (sub-menu under Financials). The main content area shows the 'Cash Transmittal Data Entry' form with fields for Post Date, Doc Date, Doc Type, Trans Nbr, Department, Serial Nbr, and Trans Type.

- Note: Depending on your specific access, the tabs displayed on your myUK may vary from those displayed above.

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## Online Transmittal System

Thank you!

Any Questions?

Please direct any correspondence regarding this system to the following project team members.

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