

# Accounts Receivable: Departmental Deposit Clearing Accounts

## Overview

- This job aid is intended for accounts receivable specialist to understand how to utilize and manage deposit clearing accounts assigned to individual departments for non-student, grant or gift deposits.
- Accounts Receivable Specialist, or other individual as designated by the department's Business Officer, should use this job aid to assist in the review and reconciliation of the clearing accounts used to deposit funds, receipt of credit card transactions or other electronic receipts of departmental funds.
- This job aid will focus on depositing funds and reconciling the deposit account.
  - Deposit process
  - Departmental Deposit Clearing accounts reconciliation

# Accounts Receivable: Departmental Deposit Clearing Accounts

## I. Departmental Deposit Clearing Accounts

1. Deposit accounts have been established for non-Student related departmental deposits. Certain areas will have multiple accounts based on the nature, activity and departmental Accounts Receivable Specialist that will be the trustee of the account.
2. The following is a list of departmental deposit accounts:

*Account Name	*Account No	Dept No	Department
60 Collections-Student Loans	4941795056	10010	General Institutional
02 Miscellaneous Receipts	4944375054	10730	Financial Services
03 Student Financial Aid Receipts	4944375062	10905	Cashier
22 Student Electronic Receipts	4944374909	10905	Cashier
26 Admissions Mobile Unit	4944000058	10905	Cashier
57 Alternative Loans	4941165490	10905	Cashier
58 Cashiers Student Deposits	4941393191	10905	Cashier
59 Collections-Student Accounts	4941752966	10905	Cashier
24 Online Upay	4944375468	10905	Cashier
33 Canvas Online Catalogue	4941194235	10905	Cashier
04 Cashier's Miscellaneous	4944375070	10905	Cashier
12 Cashier's Departmental	4944375203	10905	Cashier
81 Procurement Services	4941938888	11300	Business Services
50 Copy Center	4940577919	11305	Campus Services
61 Campus & Real Estate Services	4941795080	11305	Campus Services
16 Development-Blackbaud	4944375252	12105	University Advancement Operations
29 Athletics Gifts/PacFund	4757576319	12105	University Advancement Operations
32 Development Call Center	4941194227	12105	University Advancement Operations
37 BU-Baylor.edu/Giving (ScaleFunder)	4940313356	12105	University Advancement Operations
45 Gift Processing	4942297920	12105	University Advancement Operations
34 University Advancement	4942447186	12105	University Advancement Operations
62 Information & Technology Services	4941795106	15110	ITS Business Affairs
19 BDSC Ticket Office	4944375286	16210	Student Activities
30 Stu Act Tkts Web	4940732753	16210	Student Activities
44 Student Activities	4942045865	16210	Student Activities
51 Game Room	4941165334	16210	Student Activities
25 Health Center Pharmacy & Ins Pymts	4944375476	16505	Health Center
38 Pharmacy	4940811011	16505	Health Center
39 Health Center	4940811029	16505	Health Center
05 Campus Marina	4944375088	16515	Campus Recreation
14 Campus Rec/SLC	4944375237	16515	Campus Recreation
31 Campus Rec/Intramurals	4940738610	16515	Campus Recreation
84 Campus Rec Portal	4941117855	16515	Campus Recreation
82 Spiritual Life	4940146483	16605	Spiritual Life
63 Campus Living and Learning	4941795122	17001	Campus Living and Learning
64 Provost Office	4941800872	18100	Provost
65 University Press	4941800880	30175	University Press Operations

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*Account Name	*Account No	Dept No	Department
41 Admissions/UG(UnderGrad)/Slate	4940817398	30310	Undergraduate Education
66 Undergraduate Education	4941800906	30310	Undergraduate Education
67 Academic Services	4941800914	30315	Registrar and Academic Records
68 Student Career Services	4941800922	30345	Baylor Career Center
17 Maybom Museum Ticketing/Membership	4944375260	30410	Maybom Museum
18 Maybom Museum Gift Shop	4944375278	30410	Maybom Museum
42 Maybom Online	4941920134	30410	Maybom Museum
01 Grad School 1GR/Slate	4944374925	31105	Graduate School
47 Online Programs 2U	4302253968	31105	Graduate School
52 Grad Business	4941710733	31105	Graduate School
40 Continuing Education	4940199664	31305	Continuing Education
69 Vice Provost for Research	4941800948	31405	Vice Provost for Research
70 Baylor Research & Innovation Collaborative	4941800971	31410	Baylor Research and Innovation Collaborative
54 Research Admin	4940080021	31420	Research Administration
71 Baylor Global Engagement	4941800997	31605	Global Engagement
72 College of Arts and Sciences	4941801011	32001	College of Arts and Sciences
55 BU Museum of Art	4940572027	32210	Art and Art History
20 Student Publications	4944375294	32246	Student Publications
06 Theatre Dept-Mobile Unit	4944375096	32280	Theater Arts
21 Theatre Department	4944374891	32280	Theater Arts
23 Psychology Dept	4944375450	32375	Psychology and Neuroscience
73 Hankamer School of Business	4941801037	34001	Hankamer School of Business
11 Center for Developmental Disabilities	4944375195	36001	Education School
36 School of Education	4942567397	36005	School of Education Dean and Administrative
43 SchOfEd Resource CNT	4942040197	36110	Educational Leadership
35 SchOfEd C&I	4942567389	36115	Curriculum and Instruction
74 Engineering and Computer Science	4941801045	37001	School of Engineering and Computer Science
28 Law School	4941523441	38005	Law School Dean and Administrative
75 School of Music	4941801078	40105	School of Music Dean and Administrative
10 Robbins College	4944375187	41215	Communication Sciences and Disorders
46 Piper Center	4942435991	41605	Child Development Center
83 School of Nursing	4940110679	42001	Louise Herrington School of Nursing
48 MSW App	4943562678	43001	Diana R. Garland School of Social Work
49 School of Social Work	4943622654	43005	School of Social Work Dean and Administrative
76 George W. Truett Theological Seminary	4941801094	46001	George W. Truett Theological Seminary
53 Truett Seminary	4940080013	46005	Truett Theological Seminary Dean and Administrative
07 Libraries	4944375104	50140	Armstrong Browning Library
77 Athletics Conf / NCAA Distributions	4941801110	71000	Intercollegiate Athletics
78 Athletics Electronic	4941806861	71000	Intercollegiate Athletics
79 Intercollegiate Athletics	4941806879	71000	Intercollegiate Athletics
08 Athletics-McLane Stadium	4944375112	71100	Athletics Event Management and Facilities
09 Athletics - McLane Stadium Web	4944375120	71100	Athletics Event Management and Facilities
27 Athletics Mobile Unit	4944122746	71100	Athletics Event Management and Facilities
15 Letterman Association	4944375245	71170	Resource Development and Customer Relations
85 BU Football Operations	4943252239	71205	Football
80 KWBU	4941806895	92023	KWBU-FM Radio
86 KWBU Memberships	4940032972	92023	KWBU-FM Radio

# Accounts Receivable: Departmental Deposit Clearing Accounts

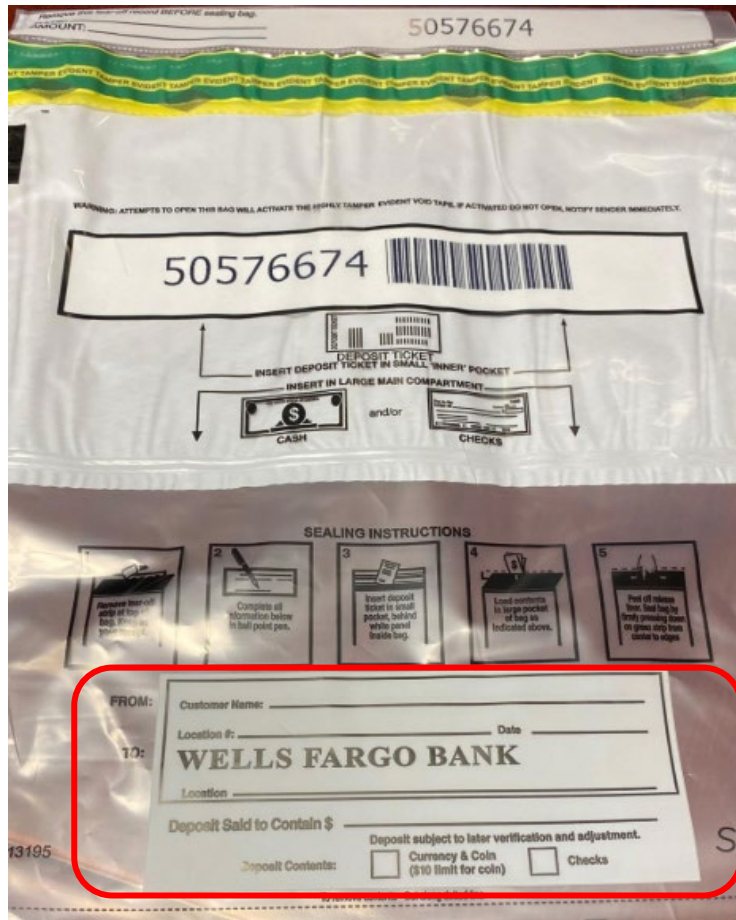
## II. Depositing Funds

1. Departmental deposit accounts will have individual deposit slips with deposit account and routing information associated with the deposit account used in your area.
2. Endorsement of checks received
  - a. If large number of checks normally received, it is best to have an endorsement stamp created that includes the following:
    - i. For Deposit Only
    - ii. Date that can be selected to current date
    - iii. Departments Name (Example: Controller’s Office)
    - iv. Baylor University
  - b. If no stamp available, print the above information in appropriate location on back of check.
3. Prepare one deposit slip and one pouch for the total Miscellaneous Receipts being processed for that day.

4. Steps to complete deposit slip
  - a. Enter date of deposit in “Date” field.
  - b. Enter amounts of cash and/or coin deposited “Currency Count” field.
  - c. Run two tapes of all checks on your calculator to verify total. Make sure you are using the **Amount in Words** not Amount in Numeric Form from each check. Write total amount of checks in “Total” box.
  - d. Enter total amount of currency, coin and checks deposited into “Total Deposit” field.
  - e. Keep yellow copy for departmental records; put white copy and cash/coin/checks into deposit pouch. Do NOT use paper clips or rubber bands to bundle checks or currency together.

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5. Bank Deposit Pouch. Instructions for completion are below.



- a. In the From section: Enter Baylor University in the “Customer name” field.
- b. Enter the Department Name in the “Location #” field.
- c. Enter the date in the “Date” field.
- d. Enter your Departmental Deposit Account number in the “Location” field of the To section, directly under “Wells Fargo Bank”.
- e. Enter the total amount of the deposit in the “Deposit Said to Contain” field.
- f. Mark an X if the deposit contains currency and coins or checks. If both apply, mark both boxes.
  - i. Place the white copy of the deposit slip in the upper portion of the bag, and the cash and checks in the lower portion of the bag.
  - ii. Seal the section and deliver it to the Student Financial Account’s Office.
- g. Deliver deposits to the Student Financial Account’s Office daily; do not store funds in your office.
- h. At the Student Financial Account’s Office, you will complete the Courier Logbook by entering the date, the pouch number, the total amount, and your name.
- i. Student Financial Account’s Office Representative will verify your entry and initial.

# Accounts Receivable: Departmental Deposit Clearing Accounts

## III. Use of Departmental Deposit Account - Miscellaneous Receipts

Please reference Job Aid “**Accounts Receivable: Create and Submit Miscellaneous Receipt**” for detailed instructions to complete and process a Miscellaneous Receipt.

## IV. Deposit- Departmental Clearing, Account 23250

1. Cash management, using an automated process, records deposit account activity per daily bank statements in each departmental deposit clearing account.
2. Miscellaneous receipts that have been processed and posted to each of the deposit accounts will also process to the same clearing as the cash management entry.
3. The clearing account – 23250 – is to be reviewed and cleared on weekly basis.
4. Use the following steps to run a **Deposit Clearing Reconciliation Report** to reconcile the 23250 Clearing account.
  - a. From the Ignite homepage, select **Tools, Financial Management Data Portal**.
  - b. Select **Deposit Clearing Reconciliation Report** listed under Monthly Data – Finance-Month-End Review.
  - c. The default window will open.
  - d. Select or enter the following: Entity, Department and Accounting Period(s)-then click Apply.

\* Entity contains any 00B-Institutional E ▼ Department contains any (All Column Value ▼ Accounting Period Mar-22 ▼ Apply

- e. If you selected multiple Accounting Periods, the summary for each month is shown at the top of the page:

Accounting Period	Entity	Entity Descr	Dept	Dept Descr	Beginning Balance	Period Net Activity	Ending Balance	Balance Subtype
Feb-22	110	Chief Business Officer	10730	Financial Services	-11,326.04	12,001.95	675.91	Actual
Mar-22	110	Chief Business Officer	10730	Financial Services	675.91	-1,175.91	-500.00	Actual
<b>Grand Total</b>					<b>-11,326.04</b>	<b>10,826.04</b>	<b>-500.00</b>	

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# Accounts Receivable: Departmental Deposit Clearing Accounts

f. The details will be displayed in date order below the summary:

Accounting Date	Entity	Department	Journal Header ID	Journal Line - Receipt and Bank Account # Drilldown	Misc. Receipts		Deposits		Adjustments	
					Debit	Credit	Debit	Credit	Debit	Credit
02/01/2022	Chief Business Officer	Financial Services	2413681	000004944375054				219,120.52		
02/01/2022	Chief Business Officer	Financial Services	2417527	Receipt Number: CMN FtSamDPT 2.1.22	174,162.03					
02/01/2022	Chief Business Officer	Financial Services	2417644	Receipt Number: CMN FtSamDScOT-Ortho 2.1.22	33,042.18					
02/01/2022	Chief Business Officer	Financial Services	2420426	Reverse back from Location 03 to Location 02 ACH payment is for Ft Sam:1/27/22 OTHER REFERENCE: IA038153100617TREAS:310 MISC PAY 01/27/22 XXXX0043   FR 000000002 MISC ELECTRONIC RECEIPTS SUB ACCT00004944375054						42,618.12
02/01/2022	Chief Business Officer	Financial Services	2420428	Receipt Number: CMN FtSamDScOT 2.1.22	9,575.94					
02/01/2022	Chief Business Officer	Financial Services	2429389	Receipt Number: CAC1 1/20/22 Ck-PNC-Redeemer	988.65					
02/01/2022	Chief Business Officer	Financial Services	2430524	Receipt Number: CMN FtSm DScPAS-GS Inv# 105001	26,417.71					
02/01/2022	Chief Business Officer	Financial Services	2430526	Receipt Number: CMN FtSam DScOT 1.6.22			2,029.42			
02/01/2022	Chief Business Officer	Financial Services	2430528	Receipt Number: CMN FtSam DScOT 1.6.22	2,029.42					
02/01/2022	Chief Business Officer	Financial Services	2438798	255323					3,920.00	3,920.00
02/02/2022	Chief Business Officer	Financial Services	2413698	Receipt Number: CMN Cook 3015	4,126.67					
02/02/2022	Chief Business Officer	Financial Services	2413975	000004944375054				241,494.84		
02/03/2022	Chief Business Officer	Financial Services	2414377	000004944375054				7,760.64		
02/04/2022	Chief Business Officer	Financial Services	2414417	20220204-ACH-496 - 12/24/21 Communities Fdn of TX					10,000.00	
02/04/2022	Chief Business Officer	Financial Services	2416343	000004944375054				94,633.46		
02/04/2022	Chief Business Officer	Financial Services	2417531	Receipt Number: CMN FtSamOTD 2.4.22	64,712.36					
02/07/2022	Chief Business Officer	Financial Services	2417508	000004944375054				56,262.56		
02/07/2022	Chief Business Officer	Financial Services	2426969	Receipt Number: CAC1 1/10/22 Ck-FCT Bancshares	24,986.50					
02/08/2022	Chief Business Officer	Financial Services	2419423	20220208-ACH-497 - 1/26/22-\$20,000 BGCT; 2/4/22-\$5,000 BGCT					25,000.00	
02/08/2022	Chief Business Officer	Financial Services	2420401	000004944375054				10,779,331.93		
02/08/2022	Chief Business Officer	Financial Services	2420423	2.8.22 Funds from Big XII Conference					10,541,465.00	
02/09/2022	Chief Business Officer	Financial Services	2417661	Receipt Number: FundraiserSports020922	94.40					
02/09/2022	Chief Business Officer	Financial Services	2417793	000004944375054				23,815.00		
02/09/2022	Chief Business Officer	Financial Services	2420403	Receipt Number: 001	350.79					
02/09/2022	Chief Business Officer	Financial Services	2426955	Receipt Number: CAC1 1/27/22 Ck-Herring-George	20.62					

Rows 1 - 25

Entity	Department	Net
Chief Business Officer	Financial Services	10,826.04
<b>Grand Total</b>		<b>10,826.04</b>

Refresh - Export

See the next page for an example of how to use this report to reconcile.

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Accounting Period	Entity	Entity Descr	Dept	Dept Descr	Beginning Balance	Period Net Activity	Ending Balance	Balance Subtype
Mar-22	400	School of Music	40105	School of Music Dean and Administrative	163.24	-163.24	0.00	Actual
<b>Grand Total</b>					<b>163.24</b>	<b>-163.24</b>	<b>0.00</b>	

Refresh - Export

Accounting Date	Entity	Department	Journal Header ID	Journal Line – Receipt and Deposit Account # Drilldown	Misc. Receipts		Deposits		Adjustments	
					Debit	Credit	Debit	Credit	Debit	Credit
03/01/2022	School of Music	School of Music Dean and Administrative	2456674	000004941801078				1,325.00		
03/02/2022	School of Music	School of Music Dean and Administrative	2456804	Receipt Number: BU String Project 3.2.22	360.00					
03/02/2022	School of Music	School of Music Dean and Administrative	2459340	Receipt Number: CBDNA 3.2.22	5,000.00					
03/03/2022	School of Music	School of Music Dean and Administrative	2461397	000004941801078			5,360.00			
03/04/2022	School of Music	School of Music Dean and Administrative	2463357	000004941801078				1,739.10		
03/07/2022	School of Music	School of Music Dean and Administrative	2465441	Receipt Number: Active ACH Alleluia 3.7.22	668.26					
03/10/2022	School of Music	School of Music Dean and Administrative	2471556	Receipt Number: Active ACH Worship Lab 3.4.22	1,679.10					
03/11/2022	School of Music	School of Music Dean and Administrative	2475385	From Location 02 to Location 75: 3/4/22 OTHER REFERENCE: IA000027906400ACTIVE NETWORK, REGISTRATI 000000005856070 RMR*IV*13376190**116320.67*116320.67*0IREF*PO*AWCFR 02 MISC ELEC REC 004944375054						116,320.67
03/21/2022	School of Music	School of Music Dean and Administrative	2500395	000004941801078				3,457.41		
03/22/2022	School of Music	School of Music Dean and Administrative	2502348	Receipt Number: Mens Day Out 3.22.22	54.00					
03/23/2022	School of Music	School of Music Dean and Administrative	2504354	Receipt Number: MorningStar 3.23.22	19.35					
03/25/2022	School of Music	School of Music Dean and Administrative	2509423	Receipt Number: Active ACH Alleluia 3.21.22	1,455.06					
03/25/2022	School of Music	School of Music Dean and Administrative	2509433	Receipt Number: Active ACH Worship Lab 3.25.22	2,555.85					
03/25/2022	School of Music	School of Music Dean and Administrative	2511402	Receipt Number: ActiveACH Summer Camp 3.14.22	116,320.67					
03/25/2022	School of Music	School of Music Dean and Administrative	2513346	000004941801078				73.35		
<b>Grand Total</b>					<b>128,112.29</b>			<b>11,954.86</b>		<b>116,320.67</b>

From the Summary section you can see the account balance is zero. If you want to confirm the activity, match up the debits and credits from the Misc. Receipts and Deposit Columns.

Add the remaining unmatched **credits**.

$$1,325.00 + 1,739.10 + 3,457.41 = 6,521.51$$

Add the remaining unmatched **debits**:

$$668.26 + 1,679.10 + 1,455.06 + 2,555.85 = 6,358.27$$

Subtract the credits from the debits:

$$6,358.27 - 6,521.51 = -163.24 \text{ (The difference should equal the Period Net Activity balance.)}$$

A **positive** Beginning Balance means there is an outstanding Misc. Receipt(s).

A **negative** Beginning Balance means there is an outstanding Bank Deposit.



# Accounts Receivable: Departmental Deposit Clearing Accounts

The following drilldown features can be used from the “Journal Line” column:

**Drilldown #1** = click on the **Receipt Number**, then once the dialog box opens, select **Go to Receipt**. This opens the receipt in the Manage Receipts screen in Accounts Receivables (AR). The Receipt screen will open to those users who have Receipt access in AR.

Accounting Date	Entity	Department	Journal Header ID	Journal Line – Receipt and Deposit Account # Drilldown	Misc. Receipts	Misc. Receipts	Deposits	Deposits
					Debit	Credit	Debit	Credit
03/01/2022	School of Music	School of Music Dean and Administrative	2456674	000004941801078				1,325.00
03/02/2022	School of Music	School of Music Dean and Administrative	2456804	Receipt Number: BU String Project 3.2.22	360.00			
03/02/2022	School of Music	School of Music Dean and Administrative	2459340	Receipt Number: CBDNA 3.2.22	5,000.00			
03/25/2022	School of Music	School of Music Dean and Administrative	2509433	Receipt Number: Active ACH Worship Lab 3.25.22	2,555.85			
03/25/2022	School of Music	School of Music Dean and Administrative	2511402	Receipt Number: ActiveACH Summer Camp 3.14.22	116,320.67			
03/25/2022	School of Music	School of Music Dean and Administrative	2513346	000004941801078			73.35	
<b>Grand Total</b>								<b>11,954.86</b>

## Manage Receipts

Search

Actions View Reassign Receipts Detach

Receipt Number	Document Number	Receipt Type	Receivables Activity	Status	State	At Risk	Receipt Method	Remittance Bank	Remittance Bank Branch	Remittance Bank Account	Entered Amount
Active ACH Worship...	259846	Miscellaneous	Miscellaneous ...	Cleared	Applied	No	Misc. Receipts	Wells Fargo Wa...	121000248	75 School of Mu...	2,555.85 USD

**Drilldown #2** = click on the **Deposit Account Number**, then once the dialog box opens, select **Go to Statement**. This opens the bank statement for the deposit account number, and it will list all the deposits for the month.

Both dialog boxes will open at the same time, so you must select the drilldown (Receipt or Statement) corresponding to the field selected (Receipt # or Department Account #) in the Journal Line column.

**The drilldown will not work for manual adjustment in GL.**

Accounting Date	Entity	Department	Journal Header ID	Journal Line – Receipt and Deposit Account # Drilldown	Misc. Receipts	Misc. Receipts	Deposits	Deposits
					Debit	Credit	Debit	Credit
03/01/2022	School of Music	School of Music Dean and Administrative	2456674	000004941801078				1,325.00
03/02/2022	School of Music	School of Music Dean and Administrative	2456804	Receipt Number: BU String Project 3.2.22	360.00			
03/02/2022	School of Music	School of Music Dean and Administrative	2459340	Receipt Number: CBDNA 3.2.22	5,000.00			
03/25/2022	School of Music	School of Music Dean and Administrative	2509433	Receipt Number: Active ACH Worship Lab 3.25.22	2,555.85			
03/25/2022	School of Music	School of Music Dean and Administrative	2511402	Receipt Number: ActiveACH Summer Camp 3.14.22	116,320.67			
03/25/2022	School of Music	School of Music Dean and Administrative	2513346	000004941801078			73.35	
<b>Grand Total</b>								<b>11,954.86</b>

Bank Account	Statement Identifier	Book Date	Reconciliation Reference	Amount	Transaction Type	Reconciliation Status	Additional Entry Information	Check Number	Customer Reference	Sum by Reconciliation Reference
Sub Accounts Master	3/21/2022	3/21/2022	000004941801078	1,455.06	Automated clearing house	Reconciled	OTHER REFERENCE: IA000028188312ACTIVE NETWORK, REGISTRATI 00000005861358 RMR*IV*13384587**1455.06*1455.06*0VREF*PO*AWC2266FR 000000075 SCHOOL OF MUSIC SUB ACCT 000004941801078		0	3,530.76
			000004941801078	2,002.35	Automated clearing house	Reconciled	OTHER REFERENCE: IA000028188316ACTIVE NETWORK, REGISTRATI 00000005861388 RMR*IV*13384653**2002.35*2002.35*0VREF*PO*AWC2319FR 000000075 SCHOOL OF MUSIC SUB ACCT 000004941801078		0	3,530.76
	3/25/2022	3/25/2022	000004941801078	19.35	Miscellaneous	Reconciled	OTHER REFERENCE: IA004788194048DEPOSIT FR 000000075 SCHOOL OF MUSIC SUB ACCT 000004941801078		0	3,530.76
			000004941801078	54.00	Miscellaneous	Reconciled	OTHER REFERENCE: IA004788667765DEPOSIT FR 000000075 SCHOOL OF MUSIC SUB ACCT 000004941801078		0	3,530.76
<b>Grand Total</b>				3,530.76						3,530.76