Transportation & Parking

Reconciliation/Deposit Preparation

403.03.101

Effective: 01/01/11   Skai Dancey, Director
Review: 9/02/10   Scott Page, Assoc. VP of Facilities and Logistics

Purpose

To establish guidelines for the Transportation & Parking (T&P) departments' daily cash reconciliation and deposit preparation for Marquam Hill.

Procedure

Print Reports

- PRINT "Transaction˝ and "End of Day" Reports from TickeTrak
- Select the reports ICON:
    1. Choose "Finance Report"
    2. Enter the transaction date
    3. Choose Transaction Listing
        a. Select yes
        b. Select ok
        c. Report will print
    4. Choose "End of Day Report"
        a. Select yes
        b. Select ok
        c. Report will print
- PRINT Crystal Reports:
    http://crystal03/crystal/enterprise10/admin/en/admin.cwr
    1. Citation Transactions
    2. Daily Product Transactions
    3. Miscellaneous Transactions

Count Cash/Checks/Visa/MC and Prepare Forms

- Obtain Parking Office Deposit Bag from the previous day's business; it will be in the Safe.
- Count all cash using adding machine; in order of highest to lowest amount - print the tape
- Open "Cash Reconciliation" Spreadsheet-X:\Admin\Parking\ttrakw32\Parking and ID\Frank's Folder\Deposit\2010 Deposits
- Enter date at top of "CASH COUNT" spreadsheet (1st tab) - this will auto-populate the other forms
- Use "CASH COUNT" spreadsheet to mark number of bills in each denomination and put coin in money envelope.
- Add all checks using adding machine and print tape
- Enter list of checks in "CASH COUNT" spreadsheet
- Use "CASH COUNT" spreadsheet for preparation of DTS Form:
    1. Open www.transactiontracking.com
    2. Enter password
    3. Select Create (create deposit) at top
    4. Select Cash and Checks
    5. Enter number of bills is each denomination
    6. Enter coin total
    7. Select "List Checks" and enter Check Total
    8. Click on Add Checks/Batches
    9. Click on Calendar and select date of collection
    10. Confirm deposit amount is correct for cash/checks
    11. Click "Finished"
    13. Enter Deposit Bag Number
    14. Print DTS Report (3 copies)
- Enter all batch report receipts into "CASH COUNT" spreadsheet
- Enter totals from "CASH COUNT" spreadsheet for cash/checks/Visa and Mastercard on "CASH RECON" tab on lines 5, 9 & 10
- Enter information from TickeTrak "End of Day" report on line

1, 2 and 3
- Enter deposit in each corresponding object code located on right side of form
- Enter any notes regarding reconciliation issues in "Notes" section of "CASH COUNT" form (for files)
- Print 1 copy of "CASH COUNT" and 2 copies of "CASH RECON"

Prepare Deposit
- Prepare a new Deposit Bag - save the top of bag for files (tear off tab on top of bag)
- Enter the Deposit bag number in cell 29B on the "CASH RECON" spreadsheet
- Fill in the customer name on outside of bag as "Parking Office"
- Fill in the transaction day's date and Customer Location = 4636067
- Fill in the Deposit Amount which is equal to the Total Bank Deposit (Cash & Checks)
- Print 2 copies of "DEPOSIT" spreadsheet (3rd tab) - this should have been auto-populated from data
  entered on "CASH RECON"
- Prepare Bank Card Deposit Transmittal - (Merchant No. **1180**) - one for each batch receipt/terminal
- Prepare OHSU Deposit Receipt
- Make copies of all forms - see "Deposit Info" Sheet
- Put Deposit Ticket inside of bag facing front
- Put DTS copy inside of bag facing rear (clear) side.
- Inside of deposit bag, ensure you place: DTS Form, Deposit Ticket, Cash, checks and coin.
- On the outside of the deposit bag, ensure you staple:
  1. Reconciliation form
  2. Deposit Receipt
  3. DTS form (copy)
  4. Deposit ticket (copy)
  5. Cash and Check adding machine tape
  6. TickeTrak Transaction report and End of day report
  7. Bank card slip with terminal batch report receipts (ensure you have already made copies of all forms to keep at T& P!)
- Put cash/checks/coin in Deposit Bag
- Seal bag and staple other materials to front (see Deposit Info sheet)

Location of Cash Forms Used:

- Cash count, Reconciliation and Deposit Form:
  X:\Admin\Parking\ttrakw32\Parking and   ID\Frank's
  Folder\Deposit\2010 Deposits
- Reports: http://crystal03/crystal/enterprise10/admin/en/admin.cwr
- Online Deposit Slip: http://www.ohsu.edu/xd/about/services/financial-services/forms/upload/OHSUDepositReceipt.xls
- DTS Form:
  http://www.transactiontracking.com/login.aspx?referer=default.aspx
- Deposit Ticket: Fill out completely; order from CFS when needed
- Deposit Bags: order from CFS when needed.