

Cash Deposits and Unidentified Cash for Sponsored Projects

Depositing Sponsored Project Payments

Payments for sponsored agreements are to be deposited by EMF into the new Research Administration System (RAS). This allows systematic matching with existing invoices in Accounts Receivable (AR) in RAS. If departments receive payment directly from sponsor for a sponsored grant/contract, please contact the Sponsor to forward future payments to:

UCSF Controller's Office
Extramural Funds,
Box 0897
San Francisco, CA 94143-0897

Physical address is:
UCSF Controller's Office
Extramural Funds
1855 Folsom Street, Suite 425
San Francisco, CA 94143-0897

For payments a department has already received, we strongly recommend that the department deposits the payment using the drop-safe located on various campuses. However, department must **NOT** do the journal. Instead, fax a copy of the deposit slip, the check, and its back up papers to Cash Management at (415)502-1444. The Cash Management Team at EMF will make the appropriate journals and entries into RAS. While it is not preferred, departments that have no access to drop-safe, can forward the check to the cash manager at EMF at Box 0897.

Unidentified Sponsored Checks

When a payment comes in without enough identification to apply it to the appropriate award, or if the system can not find a matched invoice in RAS, such payment is recorded into a holding account (NCA 116060) in RAS. EMF reviews this account regularly to making manual applications as possible with existing information. EMF then generates a monthly report called "Unapplied Deposits."

This report is posted twice a month at the following address and frequency to allow the known payments to be posted:

http://acctg.ucsf.edu/extramural_funds/communications/Revenue_Cash_Mgmt/UnidentifiedDeposits12_2006.xls

- On the 5th working day after the accounting period is closed
- On the 10th working day before the calendar month-end.

Here is a screen shot of what the report looks like:

Report ID:	SFZAR001	UNAPPLIED DEP. Page No.:	1	Accounting Date:	1/1/2000 - 11/01/2006	Run Date:	11/8/2006	Sponsor:	ALL	Run Time:	12:40:24	Sponsor:	Ref	Fund:		Payment:		ID:	Sponsor Name	Deposit ID	Seq	Payment I	Type	Ref Value	Code	Team Lead	Amount	
10030	Abbott Laboratories	7011-103000E1	1	3068099	I			INV00016784	Cash Management																			
		7011-103006E1	1	3068099	I			INV00016784	Cash Management																			\$95,037.30
10063	American Assn for Study	7011-062606E1	1	17042	R			GRANT 86015 ; A1	Cash Management																			\$60,000.00
10068	American Brain Tumor As	7011-091406R1	1	14156	R			DR. HUILLARD; E; I	Cash Management																			\$7,500.00
		7011-101806R1	1	14244	R			DR. HUILLARD; FL	Cash Management																			\$7,500.00
10074	American College of Rheu	7011-102706E1	11	475465	R			RESEARCHING	Cash Management																		\$81,076.84	
10077	American Diabetes Assn,	7011-092506E1	8	103322	R			NEW FUND; \$1065	Cash Management																			\$194,025.50
					R			NEW FUND; \$1125	Cash Management																			
10088	American Liver Foundatio	7011-060906E1	21	42602	R			GRANT 85458; A1C	Cash Management																			\$12,500.00
		7011-091406E1	17	44591	R			NEW FUND; DR W	Cash Management																			\$18,750.00
10095	American Psychiatric Inst	7011-050406E1	10	2026	R			NO FUND NUMBER	Cash Management																			\$7,238.00
10100	American Soc. for Reprod	7011-072606E1	6	41733	R			85782 - 10100 - A1	Cash Management																			\$30,000.00
10101	American Society of Clinic	7011-080406E1	1	3256	R			NEW FUND ; DR B	Cash Management																			\$17,500.00
10106	Amgen, Inc.	7011-050206E1	23	1296106	R			DR YAMAMOTO; R	Cash Management																			\$7,500.00
		7011-062306R1	3	155410	R			GRANT 85216 ; A1	Cash Management																			\$5,000.00
		7011-080706E1	1	157766	R			NE FUND; DR AND	Cash Management																			\$40,000.00
10120	Arthritis Foundation	7011-090506E1	7	232372	R			86169; \$8333.32; A1	Cash Management																			\$24,999.98
					R			86075; \$4,166.66; A	Cash Management																			
					R			86054 ; \$12,500; A1	Cash Management																			
		7011-100506E1	7	233026	I			INV00012839	Cash Management																			\$14,583.32

Payments in this “Unapplied Deposit” report include key details found in the payment advice from sponsor. We encourage all campus departmental administrators to review this report.

If you are able to claim an undistributed cash receipt from the “Unapplied Deposit” report, please contact Cash Deposit Desk in EMF at [476-8691](tel:476-8691). You will need to provide backup documentation to support your claim. EMF will verify your information and then prepare a journal to transfer the payment. If you have any questions about this process, please contact Cash Deposit Desk or Florence Lu ([476-2075](tel:476-2075)).

Undistributed Wire Payments - Sponsored Status Unknown

When a wire comes in without enough identification for the Controller’s Office to apply it to the appropriate fund, it is recorded into a holding account, NCA 116036 – Cash Received Undistributed – Wire/ACH. This NCA is monitored and reconciled by General Accounting at the Controller’s Office.

In this section, we describe:

- How you can review the data in 116036 in Weblinks
- What additional information is available on the Controller’s Office website
- What to do when you identify wire payments for sponsored and non-sponsored funds

Department administrators can access this NCA account through the WebLinks application. You may review changes to this NCA at any point in the month, not just after month end. Here are the steps to review the undistributed cash in this account using WebLinks:

- 1) Logon to <https://weblinks.ucsf.edu>
- 2) Click on "Financial Detail," from its drop down menu, click "Open Item"
- 3) The "Report Options for Open Item" page displayed (see screen shot followed)
- 4) Leave the beginning Open Item Date as "08/1979"
- 5) Change the "Open Item End Date" to "10/2006" or the most current accounting period
- 6) Select "Open" as for open items from "Include" drop down menu
- 7) Enter 116036 as "NCA (*)"
- 8) Click "Start" button on the left

Here is the screen shot:

The screenshot shows the 'Report Options for Open Item' page. At the top, there is a navigation bar with links for Administration, User Tools, Employee Data, Inquiries, Financial Summary, and Financial Detail. Below this is a blue header with the text 'Report Options for Open Item' and a note: '(*) - At least one of these fields must be selected.' The form contains several fields: 'Open item Date' (08/1979), 'Open Item End Date' (10/2006), 'Business Unit' (UCSF), 'Sort/Total' (NCA, Fund, Reference), 'Include' (Open), 'Output Destination' (Screen), 'DPA', 'Fund-FY (*)', 'Program Code', 'NCA (*)' (116036), and 'Reference Number'. There are 'Start' and 'Reset' buttons at the top and bottom of the form. On the right side, there are 'To:' labels followed by empty input boxes and 'Search' buttons. A second note '(*) - At least one of these fields must be selected.' is located at the bottom of the form.

The result should come out in less than a minute...here is the screen shot:

Row(s) 1 - 177 of 177

S	Journal Date	Close Date	Monetary Amount	DPA	Prog Code	Line Descr	Reference	Journal Id	Source
NCA - 116036 UNDISTRIBUTED DEP BOA - WIRES									
Fund - - FUND NOT USED									
Reference - 01/18/06									
0	02/28/2006	2006/08	30,991.72-			NIH TREAS	01/18/06	08KEV002A	535
	Total:		30,991.72-						
Reference - 02/01/05									
0	03/30/2005	2005/09	5,000.00-			WIRE	02/01/05	09AYL0008	535
	Total:		5,000.00-						
Reference - 02/03/06									
0	03/31/2006	2006/09	11,921.65-			OU UK PFIZER	02/03/06	09KEV002A	535
	Total:		11,921.65-						
Reference - 02/06/06									
0	03/31/2006	2006/09	1,980.00-			TEVA PHARMACEUTICAL	02/06/06	09KEV002A	535
	Total:		1,980.00-						
Reference - 02/13/06									

Controller's Office Website Review – Wires/ACH Only

Updated on a monthly basis, the Controller's Office website contains a report with the monthly close Weblinks data for NCA 116036, but with additional remittance information. This report can be found in Excel/PDF format at: http://acctg.ucsf.edu/general_accounting/wires/index.htm

Identifying and Claiming Payments

Payments Belonging to Sponsored Projects

If you are able to claim an undistributed cash receipt from Weblinks or the monthly wires/ACH report on our website, please contact [Karen Chan](#) in EMF at 476-8691. You will need to provide backup documentation to support your claim. EMF will verify your information and then prepare a journal to transfer the payment. If you have any questions about this process, please contact Karen Chan or [Florence Lu](#) (476-2075).

Payments Belonging to Non-Sponsored Funds

If you are able to claim an undistributed cash receipt from Weblinks or the monthly wires/ACH report on our website, you will need backup documentation to support your claim. Departments should then process an on-line financial journal to credit the wire transfer to the appropriate departmental fund and attach the backup documentation. General Accounting will review and verify the transaction and its backup documentation as part of the reconciliation process for NCA 116036. If you have any questions about this process or other questions about incoming wires, please contact [Kevin Leung](#) in General Accounting and Reporting at 476-8878.