



Title:	CASH RECEIPTS JOURNAL VOUCHER
Updated:	September 21, 2005
Audience:	All Faculty of Medicine Dean’s Office Units, Departments, Centres, or Schools that send JV’s to the Dean’s Office – Business Affairs for processing.
Purpose:	To ensure all Cash Receipts Journal Vouchers are processed accurately in a timely and efficient manner.
Contact:	MedFinance

POLICY

Cash Receipts Journal Vouchers (JV) should be accurate, properly authorized, and attached with appropriate supporting documentation.

APPLICABILITY

Applies to all Faculty of Medicine (FoM) Dean’s Office Units, Departments, Centres, or Schools that send JV’s to the Dean’s Office – Business Affairs (BA) for processing. JV’s sent to Financial Services – Accounts Payable (AP) for processing should follow University JV Policy and Procedure.

PROCEDURES

The University allows four methods to complete a Cash Receipts Journal Transaction:

1. Complete the Cash Receipts JV Manual Form, and send to Financial Services AP for processing.
2. Complete the Cash Receipts JV via Direct On-Line Processing (On-Line Users only)
3. Create an Excel spreadsheet file (in a pre-defined format,) and send to Data Management. In order to use this method, the minimum number of journal lines required in each excel spreadsheet file is 25 lines. The Excel spreadsheet is checked against a Macro file, saved in a .prn format, and sent to Financial Services. Only authorized individuals within the department should send spreadsheets to Financial Services for upload. (Contact Frances Tadman at frances@finance.ubc.ca in Data Management for details.)
4. Create a flat file, and load onto the UNIX Directory for subsequent loading into the ledgers (contact Frances Tadman at frances@finance.ubc.ca in Data Management for details.)



Currently, BA is only able to process JV's using methods (1) and (2). For method (1), instead of sending the JV's to Financial Services AP for processing, the Units, Departments, Centres, or Schools have the option of sending the Cash Receipts JV Manual Forms to BA for processing. In such cases, they will be subject to FoM Dean's Office Cash Receipts Journal Voucher Policy and Procedures.

Cash Receipts Journal Transaction via Cash Receipts JV Manual Form or Direct On-line Processing


1. Financial transactions involving cash deposits, which are not processed through the Web Cash Receipts Program should be recorded utilizing Cash Receipts JV, which can be entered in either Canadian or US currency.
2. When FoM Dean's Office Units, Departments, Centres, or Schools, send JV to BA for processing, the Units, Departments, Centres, or Schools should:
 - a. Ensure the Cash Receipts JV is accurate and valid.
 - b. Ensure the Cash Receipts JV is authorized by the person who has the signing authority on the Project/Grant (PG).
 - c. Ensure appropriate supporting documentation or a note indicating where the appropriate supporting documentation can be found, is attached to Manual Form. Examples of appropriate supporting documentation include bank deposit forms, invoices, and any documentation which supports the Cash Receipts JV to be put through into the General Ledger.
 - d. Ensure that all information is complete with valid Speed Chart, Account Number, Fund Code, Dept ID, and Project/Grant (PG) ID.
3. When Cash Receipts JV are processed on behalf of the FoM Dean's Office, Units, Departments, Centres, or Schools; or when BA processes JV directly online, BA should:
 - a. Check the Cash Receipts JV is accurate and valid.
 - b. Check the Cash Receipts JV is authorized by the person who has the signing authority on the Project/Grant (PG).
 - b. Check appropriate supporting documentation or a note indicating where the appropriate supporting documentation can be found, is attached to the Manual Form. Examples of appropriate supporting documentation include bank deposit forms, invoices, and any documentation which supports the Cash Receipts JV to be put through into the General Ledger.
 - c. Check that all information is complete with valid Speed Chart, Account Number, Fund Code, Dept ID, and Project/Grant (PG) ID. Invalid information should be communicated with the person who submits the Manual Form.
 - d. Data-enter the information on the Manual Form following the steps outlined in Chapter 2 of the PeopleSoft 8.4 General Ledger Journal Training Manual.



- e. Complete the Data Entry Use Only Box on the Manual Form by filling in the Journal ID number, Name of the person who enters the voucher, and Journal Date after the financial transaction is entered on-line.
- f. For USD Cash Receipts JV, additional steps are required, and they are outlined in Chapter 3 of the PeopleSoft 8.4 General Ledger Journal Training Manual.



CAD Cash Receipts Journal Voucher Manual Form



The University of British Columbia
CASH RECEIPTS - (Canadian)
FINANCIAL SERVICES DEPARTMENT

Direct Queries To:	Phone No.:	Deposit Date: _____
Dept. Name: _____		
Dept. Address: _____		

USE A SEPARATE FORM FOR EACH DEPOSIT

X	5	
X	10	
X	20	
X	50	
X	100	
Canadian Coins		
Total Cash		
Total Cheques (20100.00)		
TOTAL DEPOSIT		

10020 - 437218 - 001

OUTLET NO.
NO. **2056852**

Enter this amount in Deposit Amount (Dr.) below

JOURNAL ENTRY HEADER
Ledger Group: **ACTUALS** Source: **CC**

For deposits to an "S" or "R" fund (Project/Grant field required)

If a budget increase is required

DESCRIPTION: _____

JOURNAL ENTRY LINES (use continuation sheet of GA404 if necessary)

*Special Chart	Account	Fund	Dept ID (Org)	* Program	* Project / Grant (PG)	Deposit Amount (Dr.)	* Reference
CAGEN	110130	G0000	932200				
*Special Chart	Account	Fund	Dept ID (Org)	* Program	* Project / Grant (PG)	Credit Amount (Cr.)	* Reference
GSTPAY	219100	G0000	932200				
PST	219200	G0000	932200		32G17021		

Total Credit - must agree with deposit amount

AUTHORIZATION
Authorization Signature: _____

* Indicates Optional or Defaulted Fields

DATA ENTRY USE ONLY
Journal ID # _____
Entered By: _____ Date: _____

T 2056852

FINANCIAL SERVICES

GA402 Rev. (03/01)



USD Cash Receipts Journal Voucher Manual Form

The University of British Columbia
CASH RECEIPTS - (U.S.)
FINANCIAL SERVICES DEPARTMENT

USE A SEPARATE FORM FOR EACH DEPOSIT
NOT TO BE USED FOR CANADIAN FUNDS

X	1
X	2
X	5
X	10
X	20
X	50
X	100

10020 - 437218 - 070

Cash In: _____

Che: _____

TOTAL US DEPOSIT _____

Direct Queries to: _____ Phone No. _____ Deposit Date xx/xx/xx

Dept. Name _____

Dept. Address _____

OUTLET NO. **NO 6012776**

TELLER'S INITIALS _____

US FUNDS

Enter this amount in Deposit Amount (Dr.) below

JOURNAL ENTRY HEADER

Ledger Group: **ACTUALS** Source: **CU**

Rate type: Under \$10,000 (AVG) Over \$10,000 (COMM)

Check for "S" (Specific Purpose) or "R" (Research) Funds only: For deposits to an "S" or "R" fund (Project/Grant field required) If a budget increase is required

DESCRIPTION: _____

JOURNAL ENTRY LINES (all amounts are to be in US dollars-conversion into Canadian dollars is system calculated) Use continuation sheet GA406 if necessary

* Special Char	Account	Fund	Dept ID (Org)	* Program	* Project / Grant (P/G)	Deposit Amount (Dr.)-SUS	* Reference
USGEN	110230	G0000	932200				
GSTPAY	219100	G0000	932200				
PST	219200	G0000	932200		32G17021		

Total Credit - must agree with deposit amount

AUTHORIZATION

Authorization Signature: _____

* Indicates Optional or Defaulted Fields

DATA ENTRY USE ONLY

Entered By: _____

Journal ID # _____

Date Entered: _____

T 6012776

FINANCIAL SERVICES

(GA405 Rev. (05/01))



Incomplete Journal Voucher Form

Any incomplete Cash Receipts JV Manual Form that comes into BA will be sent back to the Units, Departments, Centres or Schools with a memo requesting for additional information before the Cash Receipts JV Manual Form is processed.

RECORDS

Cash Receipts Journal Vouchers and their appropriate supporting documentation must be maintained for 7 years (1 year in an easily-accessible place and the balance in storage.)

UPDATED

This policy was created on September 21, 2005.