Bank Accounts

The following list contains the disbursement business units in which institutions issue disbursement checks on. Although there are multiple disbursement units, there is only one General Ledger Business unit per institution.

UW GL/AP account	Bursar AP account
UWADM	
UWCOL	BRCOL
UWDPD	
UWEAU	BREAU
UWEXT	
UWGBY	BRGBY
UWLAC	BRLAC
UWMIL	BRMIL
UWMSN	BRMSN
UWOSH	BROSH
UWPKS	BRPKS
UWPLT	BRPLT
UWRVF	BRRVF
UWSTO	BRSTO
UWSTP	BRSTP
UWSUP	BRSUP
UWSYS	
UWWTW	BRWTW

Bank Account Types

This list includes, but is not limited to types of bank accounts that an institution may have.

Zero Balance Account (ZBA) Checking
Deposit Account
Contingent Fund Account
Agency Fund Account
Foreign Account
Travel Account
EFT Account

Bank Account Authorized Signers

The ZBA Checking always has the Controller or CBO as the signer. Other accounts can have any designated signers.   When a change in authorized signers is needed, you can submit your request to UW System staff (Maureen LaBreche).   All requests must also include a bank signature card. Below is an example of the request letter you send on your letterhead for US Bank account changes (non US Bank accounts also require a cover letter).

October 1, 2012

MEMO TO: Sean Nelson

FROM: John Smith

SUBJECT: Account # xxxxxxxxxxxx

We are requesting approval for change in authorized signers for:

       Checking account: xxxxxxxxxxxx

       Titled: University of Wisconsin - Stout
                           ZBA Checking

       Authorized Signer: Mary James

UW System Signature Authority: _____

Zero Balance Account (ZBA) Checking

A checking account in which a balance of zero is maintained by automatically transferring funds from a master account in an amount only large enough to cover checks presented. UW System refers to this master account as the Parent account, and each of the institutions ZBA Checking are Child accounts.

| Vendors | Institution ZBA Checking | UW System Parent account |
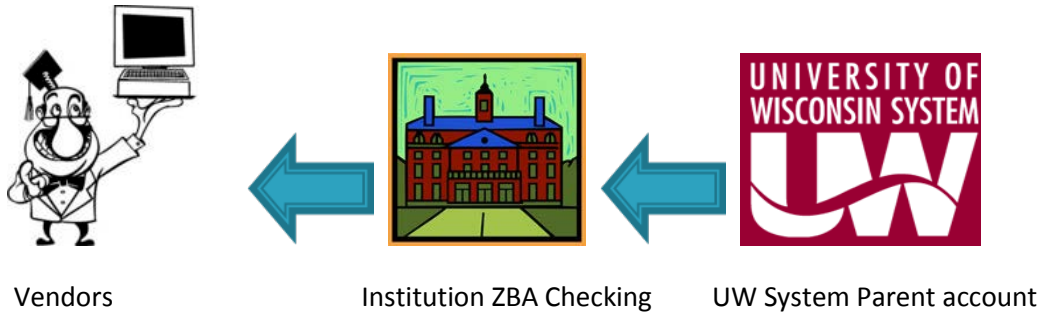
A Parent account has been established at UW System's working bank (US Bank) for which UW System is responsible; a ZBA checking exists for each institution. When a vendor's payment clears the campus ZBA checking, the funds are automatically swept from the Parent account to cover the balance of checks and electronic disbursements that have cleared for that day.

UW System staff is responsible for confirming that the daily new issue amount matches deposits in the Parent account, and also monitors the daily balance. From the day an institution issues checks or electronic disbursements, it will take three business days for funds to be deposited in the Parent account. Day 1, the institution issues payments to vendors. Day 2, UW System reconciles payments and forwards a file to DOA that supports these transactions. Day 3, there is a P1 in WisMart for the payment amount, and DOA will transfer funds from the state's working account to the Parent account. Day 4, the funds are deposited in the Parent account (institutions must hold checks over $500,000 for three days).

Positive Pay

US Bank's Positive Pay service helps to detect check fraud by electronically matching checks that are presented to checks that UW System has issued. UW System transmits a daily file of check issue information to US Bank (file is created during the AP process). The bank uses the file to compare check numbers and dollar amounts to items presented for payment.   Positive Pay identifies any non-matching items.

For items deposited and items presented as cash letters, the bank finds and corrects encoding errors and uses the SinglePoint Positive Pay Exception report to notify each UW institution of any suspect items. After researching these items, the institution decides whether the non-matching items will be

paid or returned. Decisions must be made by 2:00pm, or the item will be returned to the vendor (this is our default setting).

SinglePoint

US Bank's online banking system is SinglePoint. This is used to check the Positive Pay Exception report, print reports, do stop payments, perform check inquiries, and other available features.

University of Wisconsin System
SFS Accounting Manual

Category: General Ledger	Effective Date: July 2, 2005
Task or Process: Daily Deposits Processing Guide – FY 2006 and beyond	Revision Date: Oct. 2014
Contact Information: UWSA Controller	Email: ghintz@uwsa.edu	Phone: (608) 262-6010

These guidelines are for deposits made by business units live on SFS and the four Permanent Interface units.

1. Day 1-Campus daily receipts are deposited to a deposit account at their local bank

2. Day 1 or 2 or 3 …..-Campus creates a GL journal in SFS to record a Treasury Deposit amount in a 990 clearing account. <u>A Source Code of DDD must be used for this journal</u> so that it does not get selected for interface to DOA. **See example A.**

   a) A specific revenue account has been set up in SFS to be used for the daily deposit amount. The account number is 9198 with a title of Daily Deposit-Treasury. This is the only account number that can be used for the revenue portion of a daily deposit journal.

   b) The GL journal would create a debit to Cash (6100) and a credit to account 9198 in fund 990. The campus decides what Org code to use for this clearing account.

   c) An SFS query will be run each morning by staff at UWSA to pull the account 9198, fund 990 data from SFS.

3. Day 2 or 3 or 4 …..Staff at UWSA will use the data from the SFS report to initiate the ACH transfer of funds from the campus local accounts to the UWSA deposit account.

4. Day 3 or 4 or 5 …..The ACH withdrawal hits the campus local bank accounts.

5. Day 4 or 5 or 6 …..Staff at UWSA will use the deposit totals from the SFS report to prepare the online CR document to report the UW receipts to WiSMART. When this CR document posts in WiSMART it creates the DOA equivalent of the 990 amount created in SFS in item number 2. An ACH is processed to transfer funds from the UWSA deposit account to the State Treasury.

6. Day whatever-The campus posts receipts to various funds/orgs/accounts in SFS. **See example B.**

   a) The journal in which this distribution is performed must contain a 990 clearing account revenue reduction equal to the total amount distributed to all other accounts. This balancing effect within the journal is necessary so that a balanced journal document can be created when we pull that data from SFS to interface to DOA. This journal would be given a normal Source Code (e.g. INT).

   b) The 990 clearing account reduction transaction serves the purpose of zeroing the clearing account.

c) The 990 reduction transaction should be coded to account 9182 so that it does not contaminate the SFS Daily Deposit report described in number 2. **Do not use account 9198 for this transaction.**

d) The revenue distribution totals and offsetting 990 reduction amount do not have to match the 990 daily deposit amount (coded to 9198) on a daily basis. The campus must only insure that the 990 clearing account is at a zero balance at the end of the fiscal year.

Example A: GL journal entered by campus staff to identify the amount of funds to be transferred to the State Treasury

BU	Fund	DeptID	Source Code	Account	Debit Amount	Credit Amount
UWOSH	990	123456	DDD	6100 (Cash)	1,000	
UWOSH	990	123456	DDD	9198 (Rev)		1,000

Example B: A GL revenue distribution journal is created from an excel upload, from running Journal Generator in AR/BI, or via direct online entry.

BU	Fund	DeptID	Source Code	Account	Debit Amount	Credit Amount
UWOSH	128	034562	INT	9300		100 **
UWOSH	128	034562	INT	6100	100	
UWOSH	128	034563	INT	9142		100 **
UWOSH	128	034563	INT	6100	100	
UWOSH	128	034567	INT	9144		100 **
UWOSH	128	034567	INT	6100	100	
UWOSH	131	021598	INT	9101		100 **
UWOSH	131	021598	INT	6100	100	
UWOSH	131	021599	INT	9115		100 **
UWOSH	131	021599	INT	6100	100	
UWOSH	131	021587	INT	9113		100 **
UWOSH	131	021587	INT	6100	100	
UWOSH	131	021548	INT	9107		100 **
UWOSH	131	021548	INT	6100	100	
UWOSH	990	123456	INT	6100		700
UWOSH	990	123456	INT	9182	700 **	
			Journal Totals	6100	700	700
				9xxx	700	700

Note: The 990 transactions must be included in the same GL journal that distributes the revenue to the appropriate accounts.

Note: The amounts that have the asterisks identify the GL transactions that would be selected for interface to DOA from this journal.

Note: The $700 debit to the 990 clearing account from this journal creates a partial clearing of the $1000 credit to the clearing account created in example A. The clearing transaction is not coded to 9198 so that it does not contaminate the data used for identifying the daily deposit amount.

Note: SFS business units that are using the AR/BI modules or those that may have data feeding into SFS from a Student Administration system, may have journals that include Accounts Receivable transactions coded to a balance sheet accounts 6200 and/or 6210. Those business units will have to manually enter a debit to their 990 clearing account and an offsetting entry to Cash in all of those journals. When data is extracted from SFS to interface to DOA, all of the account 6100, 6200, and 6210 transactions will be dropped so that we are only sending the revenue transactions. Those revenue transactions should have equal amounts of debits and credits within each journal. See the example below for an illustration of this concept.

BU	Fund	DeptID	Source Code	Account	Debit Amount	Credit Amount
UWEXT	128	034562	AR or INT	9300		100 **
UWEXT	128	034562	AR or INT	6200	100	
UWEXT	128	034563	AR or INT	9142		100 **
UWEXT	128	034563	AR or INT	6200	100	
UWEXT	128	034567	AR or INT	9144		100 **
UWEXT	128	034567	AR or INT	6200	100	
UWEXT	131	021598	AR or INT	9101		100 **
UWEXT	131	021598	AR or INT	6200	100	
UWEXT	131	021599	AR or INT	9115		100 **
UWEXT	131	021599	AR or INT	6200	100	
UWEXT	131	021587	AR or INT	9113		100 **
UWEXT	131	021587	AR or INT	6200	100	
UWEXT	131	021548	AR or INT	9107		100 **
UWEXT	131	021548	AR or INT	6200	100	
UWEXT	990	123456	AR or INT	6100		700
UWEXT	990	123456	AR or INT	9182	700 **	
			Journal Totals	6100	700	700
				9xxx	700	700

Note: The two transactions highlighted in gray are those that business units would need to manually add to all revenue distribution journals posted to the GL from AR/BI.

Note: Only the transactions that have the 9xxx account numbers would be selected for interface to DOA. Thus, the data going to DOA for this example would be:
      A $300 credit in Fund 128 for the 9xxx accounts
      A $400 credit in Fund 131 for the 9xxx accounts
      A $700 debit in Fund 990 for the 9xxx accounts
The journal data sent to DOA is in balance as a result of this process.

CONTINGENT FUND

For each UW Institution, one contingent fund will be authorized. Such funds must be deposited in a public depository approved by the Depository Selection Board, except for petty cash and change accounts, which are cash-on-hand only.

Contingent fund usage should be limited due to Shared Financial System's (SFS) ability to generate same day checks and the availability of purchasing cards. In general, a contingent fund should only be used when immediate, on-the-spot payments are required and payment cannot be made through any other method. *Note: 1099 reportable payments should not be made from contingent funds.*

Control procedures over the contingent fund must include the following basic controls:

a. All disbursements should be authorized in accordance with the normal payment approval procedures of the institution. Under no circumstance shall the contingent fund custodian or contingent account manager independently authorize and make a disbursement over $25 without an additional second party authorization.

b. Access to records and assets should be restricted to prevent unauthorized entries to the records or loss of assets.

c. The system and individuals performing the procedures should be properly supervised.

d. All contingent checking accounts should be reconciled monthly. The reconciliation, or a review of the reconciliation, should be made and attested to by an individual independent of the individual responsible for maintaining the account or fund.