

**SECTION C: CASH RECEIPTS AND DEPARTMENTAL RECEIVABLES****C.1. Departmental Receivables:**

Any amounts due to the University for goods or services rendered prior to July 1, 2017, that will be submitted to Departmental Receivables for invoicing must be reported to Departmental Receivables, 110 Administration Building, by 5:00 PM Tuesday, June 27, 2017. Due to the routing requirements of the Distribution of Income and Expense documents related to Departmental Receivables, Fiscal Officers must not delay processing these transactions at the end of June. To ensure credit to department's accounts for 2016-17 fiscal year, Departmental Receivable related documents submitted prior to June 30, 2017, but waiting for Fiscal Officer approval, will be auto-approved on June 30, 2017.

**C.2. Cash and Check Receipts:**

Cash and check deposits submitted as a Cash Receipt financial document must have all departmental approvals and be awaiting Cashiers Office approval by 10:00 AM Friday, June 30, 2017. Funds to be deposited must be delivered to the Cashiers Office by 10:00 AM Friday, June 30, 2017, as well. Any receipts received after this period will be processed beginning July 1, 2017, and will post to the new year (fiscal year 2017-18 – Period 1).

**C.3. Credit Card Deposits:**

Daily credit card sales that are uploaded automatically by the Controller's Office will be processed as follows for year-end cutoff: Credit card sales processed on Thursday, June 29 and Friday, June 30 will be recorded to the finance system via Journal Voucher document to Fiscal Period 12 on Monday, July 3, 2017.

All other manual credit card deposits initiated through the financial system via the Credit Card Receipt document must be approved and in "FINAL" status by 5:00 PM Friday, June 30, 2017.

**C.4. Advance Deposits:**

All financial documents for recording deposits made directly to University bank accounts in June (Fiscal Period 12), including lock box deposits, must be approved and in "FINAL" status by 5:00 PM Friday, June 30, 2017 for inclusion in fiscal year 2016-17.