The Office of Cashiers has administrative responsibility for all cash collections on campus. It has the responsibility and authority to act as advisor for all cash handling activities of the campus, receive and deposit funds from campus departments, and verify that deposits are handled and prepared in accordance with University of Missouri (MU) policy and procedures.

Many departments across campus accept funds designated for MU. These monies must be processed to Office of Cashiers for deposit. This document, for campus departments not specifically authorized by Administrative Services as cash receiving locations, outlines how to use of a Cash Receipt Report (CRR) in MIS Web Applications to make a deposit with Office of Cashiers.

There are Four Steps to Completing a Deposit with Office of Cashiers

Step 1. Prepare Cash Receipts
Step 2. Complete CRR
Step 3. Complete CRR package
Step 4. Deliver CRR package to Office of Cashiers

IMPORTANT!

Most MU deposits are made with a CRR. The exceptions are:
- Deposits that are sent directly to the bank, by departments that are authorized. Normally, these deposits are picked up by Brinks.
- Deposits which cannot be reported electronically through a CRR. They are reported to the Campus Accounting Office and recorded as a PeopleSoft Journal Entry (JE).

All cash receipts – coins, currency, checks, money orders and other payment forms – must be processed the same day they are received. If daily depositing is not possible, contact Office of Cashiers, 882-6855, for handling instructions.

The CRR should arrive at Office of Cashiers the day it is generated; however, it may be delivered no later than the next business day. If a CRR will not arrive at the Office of Cashiers within this timeframe, Office of Cashiers must be notified.

If the CRR is not received at Office of Cashiers within three business days, Office of Cashiers will contact the department regarding the CRR.

Note: CRRs should be at the Cashiers office by 3:30 pm since deposit balancing and completion of the daily university deposit begins at this time.
Step 1
Prepare Cash Receipts

Preparation of the cash receipts prior to completing the CRR is necessary.

- **Checks** must be endorsed with a readable For Deposit Only stamp that identifies MU and the originating department. Departments are responsible for acquiring their own stamps.

- **Checks** must be faced, sorted by type and fixed together. **Do not staple checks together.** Include an adding machine tape of all checks, even if there is only one check.

- **Currency** must be counted, faced, sorted by denomination and fixed together, i.e. paper clipped or enveloped. It is not necessary to have an adding machine tape of currency.

- **Coins** must be counted and fixed together. It is not necessary to have an adding machine tape of coins, but large quantities of coins must be wrapped. Coin wraps are available from Office of Cashiers.

Step 2
Complete CRR

Navigate to UM Web Applications - [https://webapps.umsystem.edu/](https://webapps.umsystem.edu/)

- Click **Web Applications**.
- Enter **Username** and **Password**.
- Click **Login**.

The UM Web Applications screen pops up.

- Click **PS CRR**.
The Cash Receipts Report screen pops up.

The most common CRR is a Cashier Deposit. Departments that send their deposits to Office of Cashiers should prepare a Cashier Deposit.

– Click Cashier Deposit.

Departments which have a deposit involving gift money should prepare a Cashier Deposit with Gift Money.

– Click Cashier Deposit with Gift Money. This form designates the money goes to a Gift Clearing Account and gives the MoCode/PS Account as C4779/480050.

Foreign funds are included on a separate CRR. Office of Cashiers will work with the bank to convert the funds to U.S. dollars. Office of Cashiers will then create a CRR reflecting the conversion rate and notify the department.

– Click Cashier Deposit.
Note

- Click **Edit Prior Submissions** to modify or delete the submission prior to the Office of Cashiers processing the CRR.

- Click **Edit/Create Personal Template** to create a template that can be re-used for deposits.

- To view a created CRR, enter the CRR number and click **View a CRR**.

- Click **Search CRRs** to search for a submitted CRR.

**Step 2 CRR**

The top of the form auto fills with the date, the name of person logged in, and his department, location and phone number. A transaction number is also created.
Step 2  
CRR Receipt Details

Under Receipt Details:

- Enter currency totals. Enter the number of currency under each denomination, not the total amount.

- Enter coins totals. Enter the number of coins under each denomination, not the total amount.

- Enter the total check amount (from the adding machine total) and the number of checks.

As the Receipt Details are completed, Total Receipts is calculated automatically.

Note: It is highly recommended to put all of the deposit on one CRR, with a maximum of 40 checks per CRR. This helps reduce errors and time needed in creating and processing the CRR.

Step 2  
CRR Deposit Details

Under Deposit Details:

Use a separate line for each unique MoCode/PS Account combination in your deposit.

- Enter date of the deposit.

- Under explanation/source of receipts, enter deposit details – something meaningful to the department.

- Under MoCodes/PS Accounts, enter the appropriate numbers contained in the deposit.

- Under Amount, enter the dollar amount for that MoCode/PS Account combination.

Nine additional MoCodes/PS Accounts can be added by clicking on More Blank Lines.

Note: As the Deposit Details are completed, Total Deposit is calculated automatically.
### Step 2

**Submit CRR**

When all information has been added, verify \( \text{Total Receipts} = \text{Total Deposits} = \text{Actual Money} \).

- Click **Submit** button.
- If no errors pop up, click **Continue** to complete the transaction.
- Print CRR – portrait not landscape.
Deposit to Cashier’s Office: Truman Tiger
8821234
15 Willard Hall
February 24, 2011
2:31 PM
Transaction Number: 1111111

Status: Posted to PS 02/25/11

Total Amount: $2,482.17

<table>
<thead>
<tr>
<th>Date</th>
<th>Explanation/Source of Receipts</th>
<th>MoCode/PS Account</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/24/11</td>
<td>Misc Meat Market sales</td>
<td>C1111-42070</td>
<td>$1541.13</td>
</tr>
<tr>
<td>02/21/11</td>
<td>Allen Ericson ck#366</td>
<td>C1111-431500</td>
<td>$579.00</td>
</tr>
<tr>
<td>02/16/11</td>
<td>Central Hog Market ck#3988</td>
<td>DCL54-431100</td>
<td>$362.04</td>
</tr>
<tr>
<td></td>
<td><strong>Total Deposit</strong></td>
<td></td>
<td><strong>$2,482.17</strong></td>
</tr>
</tbody>
</table>

Preparer’s Comments:
Misc meat market sales, sale of 70 pigs from SRC, milk check period ending 1/31/11
The CRR package includes:

1. One copy of CRR – or – two copies if department wants a date-stamped CRR receipt for its records. **Note:** Stamping the department’s copy of the CRR does not guarantee the accuracy of the contents. It merely acknowledges the CRR was received.
2. Adding machine tape of checks, even if there is only one check.
3. Checks, fixed together; currency, fixed together; coins, fixed together.

Above items must be fixed together in a package by some means.

**Note:** Cashier only needs the CRR front page, not any subsequent pages. Do not include copies of checks. All of these extra items are discarded in the recycle bin!

**Note:** CRRs should be at the Cashiers office by 3:30 pm since deposit balancing and completion of the daily university deposit begins at this time.

All funds being transported to the Office of Cashiers must be hand carried, regardless of the amount. It is not authorized to send CRRs through the mail, including campus mail. If you do, Office of Cashiers will not send a stamped receipt back.

Access to UMC Cash Handling Procedures can be found at Business Policy and Procedure Manual: Cash Receipts.

Call the Cashier representative at Office of Cashiers, 882-6855, with any questions on completing the CRR or creating the CRR package.