The University of Iowa
Accounting & Financial Reporting
Updated March 2019

How to Add Cash Handling Roles to the Institutional Roles Application

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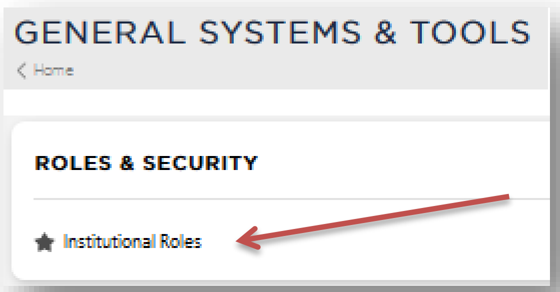
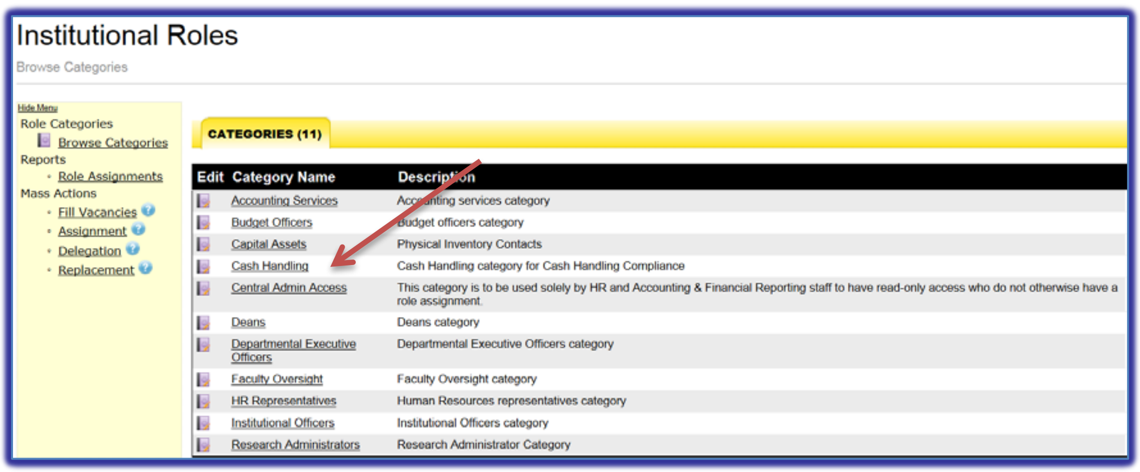
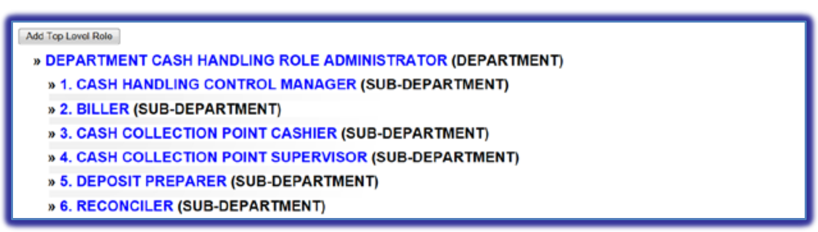
1. Log in to *Self Service*. Under **General Systems & Tools**, go to the **Roles & Security** section & select *Institutional Roles*



2. Select the category named “Cash Handling”

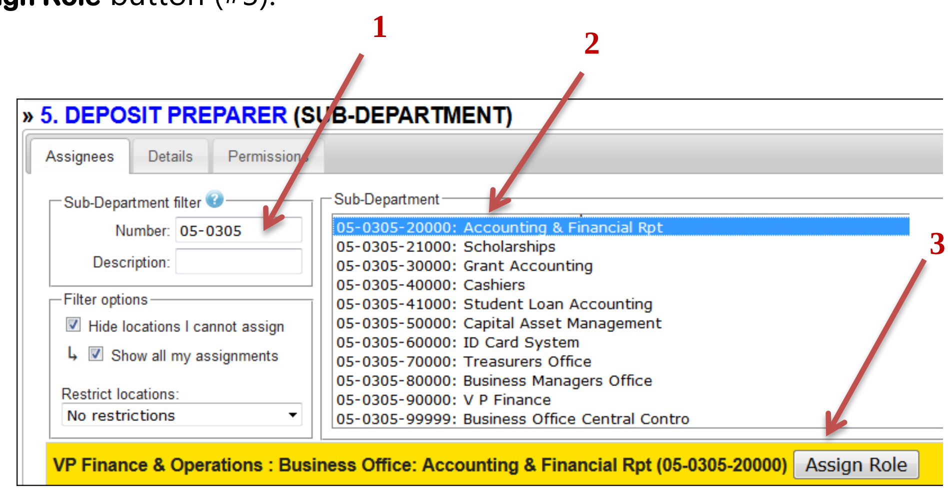


3. Scroll down to the Roles. You will see the 6 cash handling roles. It is preferable that an individual have responsibility for only one of the cash handling roles below. However, if not feasible, then we do allow fewer roles. Please see the next page for roles details, rules & internal control requirements.



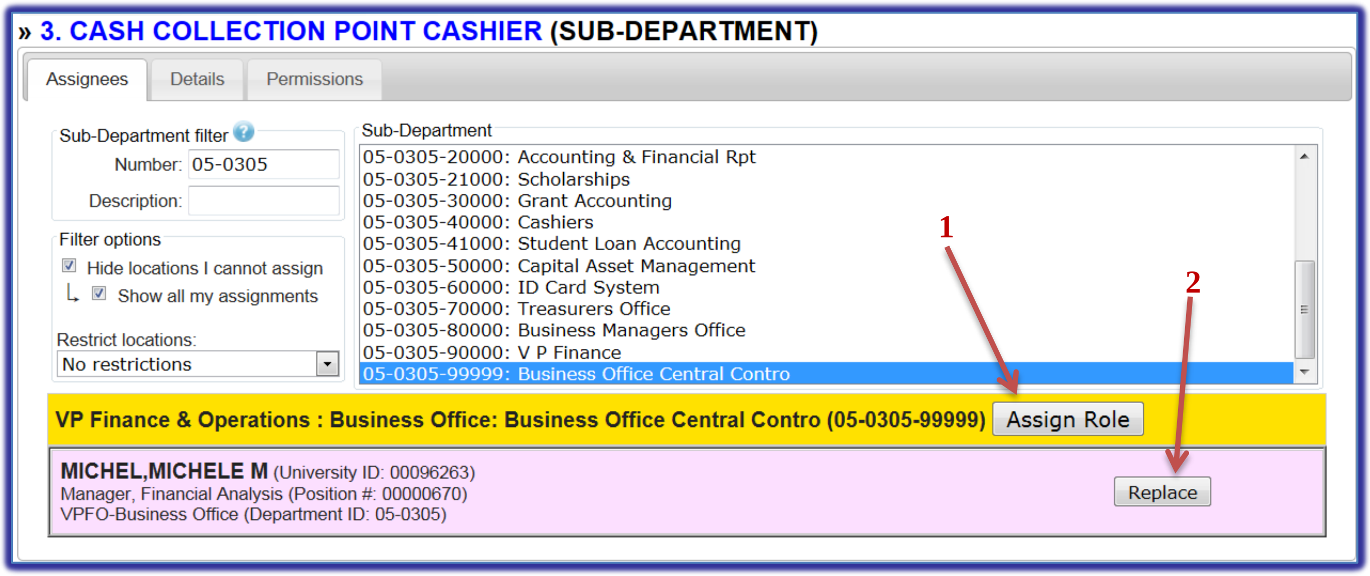
		New Policy	Description of Role	Audit Control
Department Level	**Department Cash Handling Role Administrator**	***Required Role*** *This person can be the Department Administrator (DA) or any other individual deemed appropriate by the Budget Officer.*	✓Maintain timely, accurate & effective communication will all local cash handling control managers in the department. ✓Update cash handling roles for all payment receipt locations at the sub-department level in a timely and accurate manner. ✓Monitor cash handling training compliance for all payment receipt locations in the department.	None
Sub-department Level	**Local Cash Handling Control Manager**	***Required Role*** *We recommend that this person be someone different than any of the individuals in the roles. However, if no other option is available, it may be the same person as the* ***Cash Collection Point Supervisor****.*	✓Maintain strong internal controls for payment collections at the payment receipt location level and safeguarding against loss. ✓Annually, or when staff roles change, review local cash handling procedures and update as needed. At minimum, resubmits procedures every 3 years to AFR for approval. ✓Notify the Departmental Cash Handling Role Administrator of changes in roles.	No overlap in roles except with *Cash Collection Point Supervisor*
	Biller	Optional Role *We recommend that this person be a different individual than any of the other roles. However, if no other option is available, it may be the same person as* ***Reconciler***	✓Create and send invoices ✓Record sales as appropriate ✓Update the accounts receivable system	No overlap in roles except with *Reconciler*
	Cash Collection Point Cashier	***Required Role*** *We recommend that this person be a different individual than any of the other roles. However, if no other option is available, it may be the same person as* ***Deposit Preparer****.*	✓Conduct cash transactions with customers ✓Provide a receipt to customer paying in person ✓Endorse all checks immediately upon receipt with a restrictive University of Iowa endorsement. ✓Enter transactions into accounts receivable system, cash register or cash receipt journal/log ✓Count the cash and submit the cash & supporting documentation to the Cash Collection Point Supervisor at the end of their shift.	No overlap in roles except with *Deposit Preparer*
	Cash Collection Point Supervisor	Optional Role *We recommend that this person be a different individual than any of the other roles. However, if no other option is available, it may be the same person as* ***Local Cash Handling Control Manager****.*	✓Monitor cash receipting functions ✓Authorize various transactions, such as refunds, voids, and cash drawer reconciliations	No overlap in roles except with *Local Cash Handling Control Manager*
	Deposit Preparer	***Required Role*** *We recommend that this person be a different individual than any of the other 5 roles. However, if no other option is available, it may be the same person as* ***Cash Collection Point Cashier****.*	✓Retrieve & count cash receipts from the business day ✓Prepare the deposit ✓Store the cash in a secure location until it is deposited ✓Deliver deposit to the bank or designated deposit drop location ✓Submit accounting information through the eDeposit system ✓Deliver each validated deposit slip/eDeposit form to the Reconciler	No overlap in roles except with *Cash Collection Point Cashier*
	Reconciler	***Required Role*** *We recommend that this person be a different individual than any of the other roles. However, if no other option is available, it may be the same person as* ***Biller.***	✓Verify that the Deposit Preparer has deposited all cash received ✓Reconcile eDeposit forms to the supporting documentation and to the Transaction Detail Report (TDR).	No overlap in roles except *Biller*

4. **Department Cash Handling Role Administrator (Department)**. The initial default assignment for this role is the Department Administrator (from the Budget Officers category). The role will be copied over through an initial nightly process. Only Budget Officers and their delegates can change this role.
5. **All Other Roles (Sub-department).** Refer to the table on page 2 for details on required & optional roles that are assigned at the Sub-department level. The *Department Cash Handling Role Administrator* can assign these roles. To assign the roles, follow the steps below.
   a. Click on role name (in blue text). You may use the Department Filter in upper left (#1 below). Use Org-Dept number only to see all the sub-departments listed *("Filter Options – Hide locations I cannot assign" is defaulted to be "on".)*
   b. In the Sub-Department window, click specific sub-department to assign (#2).
   c. Click **Assign Role** button (#3).

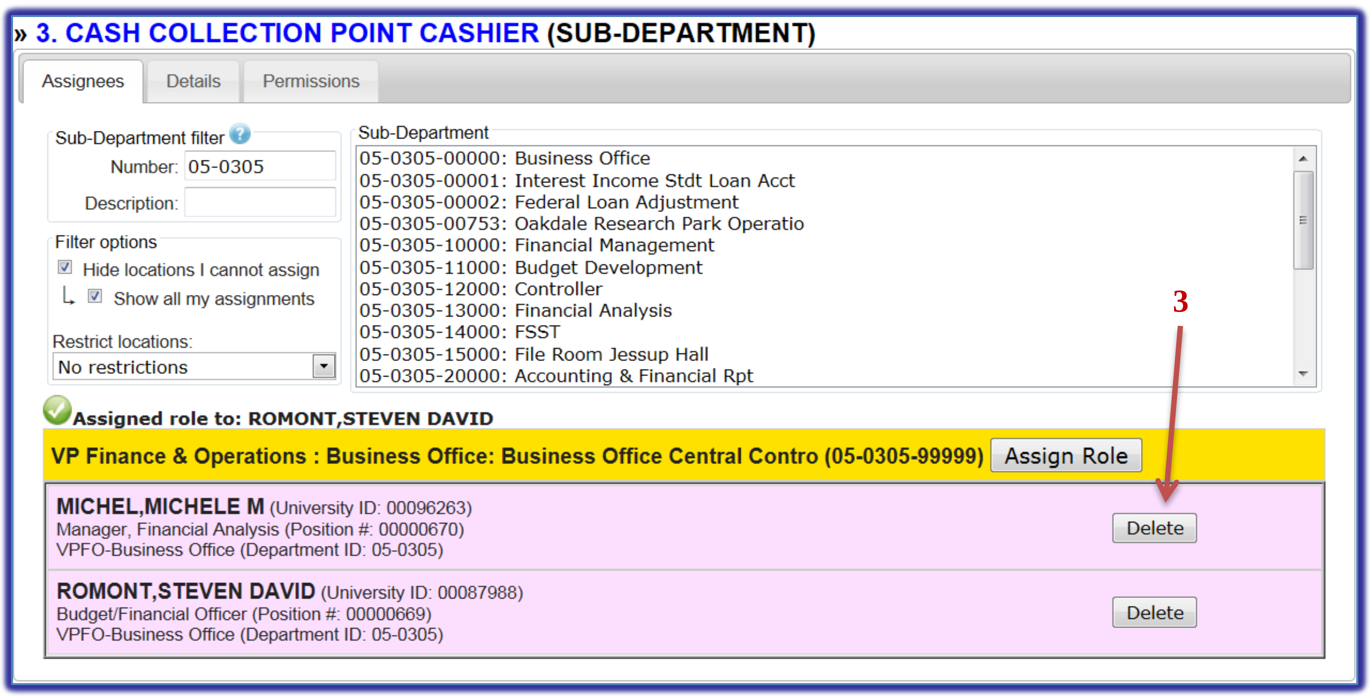


   d. Use the search tool to identify employee to assign (#4) and then click **Select** to assign the person to the role (#5).

Note: If needed, you may assign more than one person to a role in order to accommodate for different shifts, backup roles, etc. To do this, use the Assign Role box to add others (#1). A person already assigned may be changed by using the Replace box (#2).



You have the option to delete a person in an assigned role after another person has been assigned to that role (#3).



For information on the full requirements of the Cash Handling policy & procedures, please visit http://afr.fo.uiowa.edu/cash-handling. If you have questions on how to complete the roles, please contact cash-handling@uiowa.edu.