

Section 06.02

CROSSWALK RECEIPTS TO FAMIS

Deposits made at the business office before 3:00pm are posted into FAMIS nightly. However, if the university has not closed out the month, the deposit cannot be posted. Deposits must be posted in the same month in which they were made at the business office. The university closes its books on the first working day of the month with a few exceptions. The months of September, when year-end is taking place and January after the Christmas holiday, are not closed on the first working day of the month. Deposits made at the business office during the first few days of these months will not be posted into the FAMIS accounting system until after the prior month has been closed. The following are examples of when to expect your deposits.

- a. If you deposited your money on a normal working day prior to the 3:00pm deadline, it will post to your FAMIS account on the following day, provided the deposit does not fall on the first working day of the month, or the first week in September, or the first week in January. Example: You deposit your money at the Bursar's Office on Tuesday at 1:00pm and it is in the middle of the month. Your deposit will be submitted to FAMIS and will be posted on Wednesday.
- b. If deposited on a normal working day after the 3:00pm deadline, the receipt will appear in the account the second day after the deposit was made, provided the deposit does not fall on the first working day of the month, or the first week in September, or the first week in January. Example: You deposit your money at the Bursar's Office on Tuesday at 4:00pm and it is in the middle of the month. Your deposit will be submitted to FAMIS on Wednesday night and will be posted to your account on Thursday.
- c. If the deposit is made on the first working day of the month it will take an extra day to process in accordance with the 3:00pm deadline. If it is deposited prior to the 3:00pm deadline then the deposit will show on the account the second day after the deposit and the third day if deposited after the 3:00pm deadline. Example: You deposit your money at the Bursar's Office on October 1 at 2:00pm. The accounting department has not yet closed out the month of September. The deposit cannot be submitted to FAMIS because October has not yet been opened for business. Your deposit will be submitted on the night following the day of close. In this example, the month of September is closed on October 1. Your deposit will be submitted to FAMIS on October 2nd and will appear in your account on October 3rd. If your deposit had been made after the 3:00pm deadline, your deposit may not be submitted until October 3rd and posted to your account on October 4th.
- d. If making deposits in the beginning of the new fiscal year (first few days in September) and the first couple of days in January you will need to contact your accountant to determine when the receipt will show on your account as those periods are variable.

Receipts are posted to your account as a General Receipts Batch with a reference beginning with CR####. The General Receipts Batch will have a batch date that

identifies the date it was deposited at the business office. The batch will have a TCode of 036 and a Reference 2 that indicates the initials of the cashier and the receipt number. The description also indicates the receipt number and a brief description of who deposited the money. It is important to fill out the General Receipts Form mentioned in Section 06.01 thoroughly in order for the information to be reflected in FAMIS correctly.