

Example Cash Receipt Cycle Procedures

Receptionist

1. All mail received at this location is opened by the receptionist. Mail is received twice a day and is processed soon after each delivery.
2. Checks received in the mail are stamped with a restrictive endorsement and segregated by program. Supporting documentation is retained and paper clipped to the back of each check.
3. A check log is kept by the receptionist. The payer, check number, check date and amount are logged for each check.
4. The original log is forwarded directly to the Senior Staff Accountant for reconciliation with the associated deposit.
5. A copy of the log is forwarded with the checks and supporting documentation to the Staff Accountant for further processing.

Staff Accountant

6. The Staff Accountant compares the check log with the checks received from the Receptionist.
7. Daily the Staff Accountant prepares a CR in the TAMI system for the checks. This process includes the coding of revenue. All Agency MFASIS Codes on TAMI were initially established and continue to be maintained by the Senior Staff Accountant. These codes determine how revenue will be recognized in MFASIS.
8. Staff Accountant forwards the checks, copy of the check log and all supporting documentation to the Senior Staff Accountant.
9. Any checks that have not been deposited are secured in the safe at the end of the day.

Senior Staff Accountant and Staff Accountant

10. The Senior Staff Accountant reviews the CR in TAMI for correct clerical entry and proper coding based on supporting documentation, enters the second level of approval and prints the deposit slip. A deposit is done once a day.
11. The Senior Staff Accountant hands the bank bag with the checks and deposit slip to the courier for deposit. The bank receipt ticket is returned to the Staff Accountant with the empty bank bag either the same day or the next morning.
12. Based on bank receipt information, the Staff Accountant completes the validation date portion of the CR in TAMI.
13. The Senior Staff Accountant reconciles the check log to the deposit the day of TAMI acceptance or the day after. Any variance is pursued.
14. Cash receipt supporting documentation is forwarded to another Staff Accountant for processing related to accounts receivable on the subsidiary system.