Fiscal Year End Preparation: Depository Services
Introduction

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Depository Services
Agenda

• Key Topics
• Key Dates
• Contacts
• Resources
Department Cash Receipt Ticket (CRT) Deposits

- All ATM card, check scanner, and in-person at the window deposits (for Brinks pickup) must be done in accordance with FYE Key Dates guideline
- Endorse all checks and include the chart string
- CRTs should be created and committed
- Credit card CRTs auto-committed after 5 business days if not committed by department. Last date to commit CRTs for FY24 is September 6th.
- All deposits must be made by 8/30 for revenue to be applied to FY24
Incoming Wires

• All unidentified wires > two years will be forfeited - NO EXCEPTIONS

• When expecting an incoming wire please provide Depository Services
  – Vendor/Company name
  – Chart string including 5-digit account number
  – Invoice number
  – International/Domestic incoming wire
  – You can find the Expected Incoming Funds form on our website

• Departments should check the Depository Services website monthly for unidentified wires and unidentified checks
Missing Revenue – Deposit not Posted

- Check the CRT status – should be committed and posted
- Verify the chartstring on the CRT is correct
- Does the CRT Dep Ref ID field match the deposit slip or department location number
- Scanned checks should be submitted and not saved
- Consider if other party sent a wire/ACH instead of a check
Petty Cash (and Direct Payment Requests)

- **Petty cash** used for participant payments in research studies; **corporate cards** used for general department purchases

- Petty cash should be replenished weekly/monthly (not > 90 days)

- Last day for petty cash replenishment during FYE is August 27nd

- Process to replenish petty cash
  - DPR should generate a new bar code including the three-letter department code. Template cannot be used.
  - Approvals, original receipts/documents must accompany the DPR
  - 90-Day Approval memo, as needed
Petty Cash (and Direct Payment Requests) cont.

• Petty cash transfer form must be submitted if the custodian changes

• Petty cash must be closed when the project or study is complete

• Department and Custodian are responsible for all petty cash funds and must respond to the annual petty cash verification letter
PNC Stored Value Card (plastic card)

• PNC physical cards can be used for research participant payments at no charge to departments

• Cards can be mailed, if used for study surveys or virtual interviews

• These cards are reloadable for returning participants
  – Last day to request/reload cards for FY24 is August 26th

• Departments should not over-order or overstock, due to 90-Day Rule and defunding procedures
  – Last day to return loaded stored value cards for FY24 is August 16th
Hyperwallet Virtual Visa Card

- Cards only used for online purchases (not able to print or use in-store)
- Participant can transfer funds to personal banking account for fee
- Cards can be reloaded – great option for study surveys or virtual interviews
- Cards sent electronically, so minimum cost and effort required
DEPOSITORY SERVICES

Key Dates

**FY24**

**AUG 16**
- Last day to return loaded stored value cards for FY24 credit

**AUG 27**
- Last day (1:00 pm) for petty cash reimbursement ensured to be charged to FY24

**AUG 26**
- Last day to request/load stored value cards for FY24 expense

**AUG 30**
- Deposit all cash and checks to Depository Services by 11:30 am
- ATM and remote deposits by 4:00 pm
- Create and commit all non-credit card CRTs by 4:00 pm

**SEPT 6**
- Commit credit card-only CRTs sent to you by Treasury Services
Contacts

• Cash Receipt Tickets (CRTs) / Petty Cash
  o Depository Services: depository.services@northwestern.edu
  o Cindy Regner: c-regner@northwestern.edu | 847.467.6327

• Missing Wire or ACH Revenue?
  o Yan Shen: yan-shen@northwestern.edu | 847.491.4691
  o treasury_operations@northwestern.edu

• Stored Value Cards
  o Hyperwallet: HyperwalletVirtualCard@northwestern.edu
  o PNC: StoredValueCard@northwestern.edu

• Credit Card Payment Acceptance Options and PCI Compliance
  o Support@ArrowPayments.com
Resources

- Depository Services Website
  www.northwestern.edu/controller/treasury-operations/depository-services

- Stored Value Cards
  www.northwestern.edu/controller/treasury-operations/depository-services/stored-value-visa-program.html

- E-Commerce (Credit Card Payment Acceptance and PCI Compliance)
  www.northwestern.edu/controller/treasury-operations/e-commerce-operations
Thank You