Accounts Receivable Service Funds
This learning guide is based upon Sungard SCT Banner documentation. This document is for use at Wichita State University for the purpose of training; the information contained is considered confidential.

**Prepared By:** Wichita State University  
Banner User Services  
Accounts Receivable

**Last Revised:** August 13, 2007  
**Template Version:** 3.0  
**Prepared For:** Banner Release 7
# Accounts Receivable Service Funds

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Session Overview

Introduction

Prerequisites
The following are prerequisites for completing this session:

- Experience using a computer and mouse.
- Experience with Microsoft Windows navigation.

Expected Outcomes
At the end of this session, participants will

Learning Guide Icons

In the Banner learning guides, icons may be used to highlight important information.

- Indicates an important trap to avoid.
- Indicates a shortcut or tip.
- Indicates an important warning regarding the form or data entry.
- Indicates hands-on exercise or activity.

Training Information

Training Resources
Banner learning guides (PDF and on-line) and other helpful information are located under Training Resources on myTools.

Training Schedule
Training/Workshop Registration is located on myTools.

- Register button – View session description, dates/times and/or register for training.
- Session button – View or drop individual registrations.
Help Desk Contact Information

In Self Service, look for this icon to view On-Line Help!
(Self Service is accessed through myWSU)

<table>
<thead>
<tr>
<th>Type of Question</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passwords</td>
<td>University Computing Help Desk</td>
</tr>
<tr>
<td>e-mail</td>
<td>Help Desk <a href="mailto:HelpDesk@wichita.edu">HelpDesk@wichita.edu</a></td>
</tr>
<tr>
<td>hardware, software</td>
<td>Ken Pavliceck Brenda Johnson Marguerite Schmidt</td>
</tr>
<tr>
<td><strong>Students</strong></td>
<td>316-978-HELP</td>
</tr>
<tr>
<td>myWSU and Self Service</td>
<td><a href="mailto:HelpDesk@wichita.edu">HelpDesk@wichita.edu</a></td>
</tr>
</tbody>
</table>

Training & Support

**Faculty**

Banner
myWSU

Banner User Services

316-978-5800
BannerHelp@wichita.edu

Becky North
Jennifer Snyder

**and**

Self Service Reporting Services

**Staff**

Training Registration

Training Resources

http://mywsu.wichita.edu > myTools > WIN Tools

Functional Experts Contact Information

Accounts Receivable

Service Fund Authorization Cards
Deposit forms
Service Funds Check Request forms
Policy and procedures
Request new or close existing service funds

978-3076
Cashier@wichita.edu

Deposit Drop Box is located in Jardine Hall, 2nd floor, between Cashier Windows 2 & 3.
### Terminology

<table>
<thead>
<tr>
<th>Account Codes</th>
<th>Account code <strong>EXPAGY</strong> Agency Fund Expense will display the agency expense information for the fiscal year.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Account code <strong>REVAGY</strong> Agency Fund Revenue will display the agency revenue (deposit) information for the fiscal year.</td>
</tr>
<tr>
<td>AR</td>
<td>Accounts Receivable.</td>
</tr>
<tr>
<td>Book Number</td>
<td>The last three (3) digits of the service fund’s organization code.</td>
</tr>
<tr>
<td>Charge</td>
<td>The service fund deposit amount required on the WSU Deposit Form.</td>
</tr>
<tr>
<td>Deposit form</td>
<td>Form used to accompany the deposit of cash and checks and identifies the Chart of Account FOAPAL codes used to ensure proper posting to the General Ledger.</td>
</tr>
<tr>
<td>Detail code</td>
<td>Code used by Accounts Receivable to identify a General Ledger FOAPAL string in Banner.</td>
</tr>
<tr>
<td>FOAPAL</td>
<td>The Chart of Accounts (COA) structure in Banner is made up of a <strong>FOAPAL</strong> string, comprised of six elements.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>F</th>
<th>O</th>
<th>A</th>
<th>P</th>
<th>A</th>
<th>L</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund</td>
<td>Organization</td>
<td>Account</td>
<td>Program</td>
<td>Activity (limited use)</td>
<td>Location (limited use)</td>
</tr>
</tbody>
</table>

The **Fund**, **Organization**, **Account** and **Program** codes are the primary chart of account elements used for classification, budgeting, recording and/or reporting.

The **Activity** and **Location** codes are optional and are used on a limited basis.

### Organization code

Organization codes identify a unit of budgetary responsibility and/or departments within an institution. They are normally used to define ownership of funds.

Service fund organization codes are typically associated with a student group.
### Terminology, Continued

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Payment</strong></td>
<td>The type of monies to be deposited into the service fund.</td>
</tr>
<tr>
<td><strong>Service Fund</strong></td>
<td>The Office of Financial Operations administers service fund accounts for the convenience of faculty, staff, or student groups. These groups are encouraged to use service fund accounts for nonpublic moneys. More information is located in the next section, <em>WSU Deposit of Cash Receipts Policy</em>.</td>
</tr>
<tr>
<td><strong>Service Fund</strong></td>
<td>The card requests authorization to the service fund and <strong>includes check signing authority</strong>.</td>
</tr>
<tr>
<td><strong>Authorization Card</strong></td>
<td>A form required by the Office of Financial Operations containing the names and signatures of individuals authorized to use a service fund.</td>
</tr>
<tr>
<td><strong>Check Request</strong></td>
<td>Form required by the Office of Financial Operations to request a check. Information includes the funding source, amount, available balance and requestor's name.</td>
</tr>
<tr>
<td><strong>Sponsor</strong></td>
<td>The name of the service fund sponsor is required for the <strong>Service Fund Authorization Card</strong>.</td>
</tr>
<tr>
<td><strong>Sponsor responsibilities</strong></td>
<td>The service fund sponsor is responsible for the following duties:</td>
</tr>
<tr>
<td></td>
<td>- Completing request for new service fund(s);</td>
</tr>
<tr>
<td></td>
<td>- Completion and delivery of the <strong>Service Fund Authorization Card each fall</strong> to Accounts Receivable;</td>
</tr>
<tr>
<td></td>
<td>- Completion and delivery of revised <strong>Service Fund Authorization Card</strong> as needed to Accounts Receivable;</td>
</tr>
<tr>
<td></td>
<td>- Fulfils the role of university financial Budget Officer; this includes monitoring deposits, expenditures and the available balance;</td>
</tr>
<tr>
<td></td>
<td>- Provides authorizing signature for <strong>Service Fund Check Request</strong>.</td>
</tr>
<tr>
<td></td>
<td>- If it is necessary to close a service fund, the sponsor is required to follow the process outlined under <em>Closing a Service Fund</em> in this learning guide.</td>
</tr>
</tbody>
</table>
### WSU Deposit of Cash Receipts Policy

**Web link**
A complete listing of WSU Policies and Procedures regarding Deposit of Cash Receipts is located at:


### 13.01 Deposit of Cash Receipts

**Purpose for policies**
To provide guidance concerning the deposit of University funds. To ensure receipts are deposited in accordance with State of Kansas laws and statutes and to provide an accurate accounting of taxable sales.

**Policy Statement**
Per Kansas Statutes Annotated "All moneys collected by any state agency shall be remitted daily to the state treasurer." To comply, all University departments are expected to deposit funds in accounts designated by this policy. Funds received by the University must not be deposited in checking, savings, or any other accounts at financial institutions. The use of the University's federal identification number by faculty, staff, or student groups on financial institution accounts is prohibited.

**Student and Faculty Service Fund Accounts**
The Office of the Controller administers service fund accounts for the convenience of faculty, staff, or student groups. These groups are encouraged to use service fund accounts for nonpublic moneys. Service fund accounts are not intended for use by a University department in the conduct of its business. No purchase of supplies, equipment, or other operating expenditures is to be made on behalf of a University department through a service fund account. Faculty, staff, or student groups are responsible for remitting sales tax to the State of Kansas for any taxable sales.

**Revision Dates:**
- August 21, 1999
- June 5, 2002
Accounts Receivable Service Fund Training

Overview
Accounts Receivable Service Fund training is provided by the Accounts Receivable office and Banner Users Services at the beginning of the fall and spring terms.

Accounts Receivable Service Funds
Wichita State University procedures are reviewed by a member of the Accounts Receivable department. The session also includes a demonstration of Self Service Finance Budget Queries and Reporting Services to obtain budget, available balance and other financial information.

Participants: Service fund sponsors, treasurers and support personnel.
Session Length: 1.5 hours
Room Type: Classroom

Accounts Receivable Service Funds Open Lab
Members of the Accounts Receivable office and Banner User Services are on-hand to answer procedural, policy and Self Service, Reporting Services questions. This is a good time to get away from the phone and practice using Self Service and Reporting Services.

Participants: Service fund sponsors, treasurers and support personnel.
Session Length: 1.5 hours, “Come and Go” open lab
Room Type: Computer lab
WSU Service Fund Forms and Processes

Service Fund Authorization Card and Process

Service Fund Authorization Card

Original Start Date Or Update
Fund

Date Submitted

College/Dept Name
Organization Name
Sponsor’s Signature
Sponsor’s Title
myWSU ID
Sponsor’s E-mail
Signature #2
myWSU ID
E-mail
What is Your Role? Treasurer Support Other
Phone

Printed Name

Printed Name
Title
Phone

Printed Name
Title
Phone

All persons listed on this Card are requested to have the appropriate access to the service fund organization in Self Service and Reporting Services.

Service Fund Sponsor Signature
Date

Continued on next page
Service Fund Authorization Card and Process, Continued

When to complete an Authorization Card

All existing service funds must have a current Service Fund Authorization Card on file with Accounts Receivable.

- A new card is required when requesting a new service fund.
- A card must be completed at the beginning of each fall term for all service funds.
- An updated card is required when requesting a change to previously reported information and includes the reason for the change. For example, adding and removing an individual’s name and contact information due to a personnel change.

Where to obtain cards

The Service Fund Authorization Card is available from Accounts Receivable. Contact information is located on Page 5.

Where to return completed cards

The service fund sponsor is responsible for the completion and return of the Service Fund Authorization Card to Accounts Receivable at Campus Box # 38.

Service Fund Review Process by Accounts Receivable

Overview of process

After the completed Service Fund Authorization Card is returned to Accounts Receivable (AR), the information will be reviewed by the Office of Financial Operations. See “Initial setup request” and “Change request” below for additional information.

Information will be sent to the service fund sponsor regarding deposits and withdrawals if the service fund is approved.

If the service fund request is denied, the requestor is contacted by Accounts Receivable or the Office of Financial Operations.

Continued on next page
Service Fund Review Process by Accounts Receivable, Continued

<table>
<thead>
<tr>
<th>Initial setup request</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. AR will review the information submitted on the Card and work with the Budget Office and, when necessary, work with the Office of Financial Operations to verify budget and signature information.</td>
</tr>
<tr>
<td>3. Original Authorization Cards are kept on file in the Accounts Receivable office.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Change Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Service fund sponsors are asked to complete a new Authorization Card at the beginning of each fall term and if there are changes to the names listed on the current card.</td>
</tr>
<tr>
<td>2. Accounts Receivable will review the request and update the appropriate databases.</td>
</tr>
<tr>
<td>3. The Office of Financial Operations will work with UCATS Banner Security to make the appropriate Banner and Reporting Services security revisions. This includes adding and deleting access.</td>
</tr>
<tr>
<td>4. AR will staple signature cards together, most current on top.</td>
</tr>
<tr>
<td>5. Original Authorization Cards are kept on file in the Accounts Receivable office.</td>
</tr>
</tbody>
</table>
Closing a Service Fund

**Process**

If it is necessary to close a service fund, the service fund sponsor is required to e-mail the following information to Cashier@wichita.edu.

- Name and organization code of the service fund;
- Identify outstanding expenses;
- Complete one of the following forms to disburse remaining funds:
  1. Service Fund Check Request form
  2. Inter-Organizational Transfer Document (ITC); the form is located [http://mywsu.wichita.edu](http://mywsu.wichita.edu). On the Faculty/Staff Resources tab, select Forms > Finance Forms.

- Return the completed form(s) to Accounts Receivable at Campus Box # 38. Allow 3-5 business days for the service fund closing.
Deposit Form and Process

Wichita State University
Office of Financial Operations
Accounts Receivable
1845 Fairmount Box 38
Wichita, KS 67260-0038
(316) 978-3333
tuition@wichita.edu

WICHITA STATE UNIVERSITY
DEPOSIT FORM

Date: 3/15/2007
Department and/or:
Service Fund: Future Health Care Professionals
Deposit Processed By: Alice Henry
Extension #: 5689
Campus Box #: 43
Description of Deposit: St. Patrick’s Potato Bar

<table>
<thead>
<tr>
<th>Detail Code</th>
<th>Description</th>
<th>FOAP</th>
<th>Charges</th>
<th>Payments</th>
</tr>
</thead>
<tbody>
<tr>
<td>YYYY</td>
<td>Future Health Care Professionals</td>
<td>W1000XX 1000XX REVAGY</td>
<td>$1,293.00</td>
<td></td>
</tr>
</tbody>
</table>

Detail Code is included on Service Fund deposit form sent by Cashier: Enter/verify the correct (FOAP) Fund, Organization and Account.

| CASH | Cash | Enter the correct cash amount: $993.00 |
| C K | Check | Enter the correct check amount: $300.00 |

TOTAL: $1,293.00 $1,293.00

Accounts Receivable Use Only:
Receipt Number: 
Date Received: 
Cashier myW/SUID:

This form must accompany all money collected by Departments and be delivered along with any deposits turned into the Accounts Receivable Department.

Continued on next page
## Deposit Form and Process, Continued

<table>
<thead>
<tr>
<th>Where to obtain form</th>
<th>WSU Deposit forms are available from Accounts Receivable via e-mail. The forms are Microsoft Office Excel documents.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deposit information</td>
<td>➢ Deposits must be turned in by 4:30 p.m. Wednesday of each week.</td>
</tr>
<tr>
<td></td>
<td>➢ <strong>Deposited funds may not be available for up to two (2) business days.</strong></td>
</tr>
<tr>
<td></td>
<td>➢ Include a short description of the deposit on the WSU Deposit Form. For example, “Dues” or “Donations”.</td>
</tr>
<tr>
<td>Where to make deposit</td>
<td>A <strong>Deposit Drop Box</strong> is located on the second floor of Jardine Hall, between Cashier Windows 2 &amp; 3.</td>
</tr>
<tr>
<td></td>
<td>Please use this drop box rather than waiting in line and for after hour’s deposits.</td>
</tr>
<tr>
<td>Deposit receipts</td>
<td>Receipts will be sent by campus mail to the service fund sponsor.</td>
</tr>
</tbody>
</table>
Service Fund Check Request Form and Process

**Service Fund Check Request**

Office of Financial Operations  (316) 978-3076

Date   Date Prepared

Name of Bank  **Commerce Bank**

Bank Account  **Student funds**  Bank Account No.  12

It is requested that a check from the above named account be drawn in favor of the payee as shown below.

Payee:  

**Party to receive the Check**

Payee's Phone  **Phone or campus ext**  Payee's **myWSU I.D.**  REQUIRED

Address:  

**Complete Address of payee including City, State and Zip Code**

Street: 

City:  

State:  

Zip:  

Amount:  

**Dollar amount of check**

Description of Charges:  

**Brief description identifying how the money will be used**

<table>
<thead>
<tr>
<th>Funds</th>
<th>Organization</th>
<th>Account</th>
<th>Check Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXPAGY</td>
<td></td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

**Service Fund FOAP code**

Service Fund Name:  

**Complete name of organization**

Release Check to:  

**Name of person picking up the check**

Sponsor's Signature:  

**Signature of service fund sponsor**

---

Please return this form with all Service Fund Check Requests to Accounts Receivable 2nd Floor Jardine Hall

---

Continued on next page
Service Fund Check Request Form and Process, Continued

<table>
<thead>
<tr>
<th>Where to obtain form</th>
<th>The <em>Service Fund Check Request</em> form is available from the Accounts Receivable office. Contact information is located on Page 5 of this learning guide.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Available Balance</td>
<td>The available balance is located on <em>Self Service Finance Budget Queries</em> and <em>Reporting Services</em>.</td>
</tr>
<tr>
<td></td>
<td>Obtain the service fund <em>Available Balance prior to submitting</em> a Service Fund Check Request.</td>
</tr>
<tr>
<td>Where to return form</td>
<td>Return the <em>required</em>, completed form to the Cashier's Window or Drop Box on the second floor of Jardine Hall or Campus Box #38.</td>
</tr>
</tbody>
</table>

New Vendor Information

<table>
<thead>
<tr>
<th>Where to send information</th>
<th>Checks can only be written to payees (vendors) that exist in Banner.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>To request a new vendor, e-mail the following information to the Office of Finance Operations at:</td>
</tr>
<tr>
<td></td>
<td><em><a href="mailto:Penny.Voyles@wichita.edu">Penny.Voyles@wichita.edu</a></em></td>
</tr>
<tr>
<td></td>
<td>or to the Purchasing Office at:</td>
</tr>
<tr>
<td></td>
<td><em><a href="mailto:Steven.White@wichita.edu">Steven.White@wichita.edu</a></em></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Required information</th>
<th>➢ Full name of vendor (payee)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>➢ FEIN (Tax Identification) number (available from vendor)</td>
</tr>
<tr>
<td></td>
<td>➢ Remittance information:</td>
</tr>
<tr>
<td></td>
<td>Street address or P.O. Box number</td>
</tr>
<tr>
<td></td>
<td>City, ST and Zip code</td>
</tr>
<tr>
<td></td>
<td>Area code and telephone number</td>
</tr>
<tr>
<td></td>
<td>➢ Optional information:</td>
</tr>
<tr>
<td></td>
<td>Area code and fax number</td>
</tr>
<tr>
<td></td>
<td>E-mail address</td>
</tr>
<tr>
<td></td>
<td>Contact name</td>
</tr>
</tbody>
</table>
WSU Service Fund Process Overview

<table>
<thead>
<tr>
<th>Section</th>
<th>E</th>
</tr>
</thead>
</table>

**Service Fund Authorization Card**

The service fund sponsor sends a completed *Service Fund Authorization Card* to Accounts Receivable.

The card requests authorization to the service fund and includes check signing authority.

**Approved / Denied**

The *Service Fund Authorization Card* is kept on file in Accounts Receivable.

A copy is sent to the Office of Financial Operations to request approval and activation. Account approval or denial information is sent to the service fund sponsor.

**This process can take up to five (5) business days.**

**Deposit form**

Accounts Receivable creates a *Wichita State University Deposit Form* for the specific service fund in Microsoft Excel.

The document is e-mailed to the service fund sponsor and treasurer.

**Account balance**

The account balance can be viewed using *Self Service Finance, Budget Queries* and various *Reporting Services* financial reports.

It is the responsibility of the service fund sponsor and treasurer to monitor the service fund budget (deposits and expenditures).

**Check Request form**

*Service Fund Check Request* forms are available from Accounts Receivable and on [http://mywsu.wichita.edu](http://mywsu.wichita.edu). On the Faculty/Staff Resources tab, select Forms > Finance Forms.

- A completed *Service Fund Check Request* is **required** to request checks.
- The Available Balance is **not** provided by the Cashiers.

*Continued on next page*
Overview, Continued

The Service Fund Check Request is forwarded to the Office of Financial Operations for approval. If approved, the check request is processed. If denied, the request is returned to the service fund sponsor.

This process can take up to two (2) business days.

Check pick up

Service fund checks are available for pick up at the Cashier’s Window during regular business hours. The following items are required to pick up the check:

- A valid photo ID

  and

- Book number (last three (3) digits of the organization code).

Closing a service fund

E-mail the following information to Cashier@wichita.edu:

- Name and organization code of the service fund;
- Identify outstanding expenses;
- Complete one of the following forms to disburse remaining funds:
  - Service Fund Check Request form
  - Inter-Organizational Transfer Document (ITC); the form is located on http://mywsu.wichita.edu. On the Faculty/Staff Resources tab, select Forms > Finance Forms.

- Return completed forms to Accounts Receivable at Campus Box # 38; allow 3-5 business days for the service fund closing.