Cash Deposit System
Campus-Wide Cash Deposit and Tracking System

Proposal for
2013 University of California Larry L. Sautter Award
for Innovation in Information Technology
Project Information
The following information is being submitted for consideration for the 2011 University of California Larry L. Sautter Award for Innovation in Information Technology.

Project Title

Cash Deposit System – Campus Wide Cash Deposit and Tracking System

To automate the departmental and sub-cashiering deposit process for customers being served at the Campus Central Cashiers Office.

Submitters’ Name, Title, and Contact Information

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marisela Garcia-Centeno</td>
<td>Manager Cashiers Office</td>
<td>(858) 534-3747, <a href="mailto:mgarciacenteno@ucsd.edu">mgarciacenteno@ucsd.edu</a></td>
</tr>
<tr>
<td>Bill Sweetman</td>
<td>Financial Link Manager</td>
<td>(858) 534-6060, <a href="mailto:wSweetman@ucsd.edu">wSweetman@ucsd.edu</a>, <a href="http://act.ucsd.edu">http://act.ucsd.edu</a></td>
</tr>
</tbody>
</table>

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Project Leaders, Sponsors and Team members

- Mari Garcia-Centeno, Manager Cashiers Office, BFS, UCSD, mgarciacenteno@ucsd.edu
- Bill Sweetman, Manager Financial Link, ACT, UCSD, wSweetman@ucsd.edu
- Deborah Rico, Assistant Controller, BFS, UCSD, dRico@ucsd.edu
- Adrianna Antikoll, Software Engineer, ACT, UCSD, aantikoll@ucsd.edu

Summary

Over 50 UCSD sub-cashiering units and over 130 cash-handling departments deposit with the Central Cashiers Office on a regular basis. Last year the Central Cashiers Office processed almost 18,000 sub-cashiering deposits totaling more than $32.5 million dollars and nearly 11,000 departmental deposits totaling more than $125 million dollars.

With such a high volume of transactions, the Cash Deposit System (CDS) project set out to create an online tool to automate a time consuming manual process: Our result is a user-friendly web application that that mitigates risk and introduces internal controls, security, and audit trails.
Cash Deposit System (CDS) Project Description

Cash deposit is a high-transaction campus-wide activity that had been conducted manually:

Users were required to manually complete a Deposit Advice for Miscellaneous Cash Receipts form and include it with each deposit. The Central Cashiers Office would next verify the Deposit Advice for Miscellaneous Cash Receipts against the contents of the deposit submitted. Once verified, the deposit is entered and posted into ISIS, and the validated Deposit Advice, along with a receipt, is sent back to the department as confirmation that it has been processed. The ISIS (UC San Diego’s Student System) system uploads miscellaneous cash receipts into IFIS (UC San Diego’s Financial System) nightly. Once loaded into the system, departments are responsible for reconciling their deposits to the IFIS general ledger.

The Cashier’s Office, Business Financial Services and ACT partnered to create this system.

The Cash Deposit System project sought to address the following problems:

- Users would submit incorrect data such as non-existent indexes, funds and/or accounts. This would cause delays until personnel in the Central Cashiers Office are able to contact the preparer to obtain the correct accounting information.
- Users submitted incomplete forms.
- Data verification was a time consuming process.
- Data was entered by hand into the ISIS (UC San Diego’s Student System) Miscellaneous Cash Module.
- Department reconciliation of deposits was time consuming and frustrating due to the limited information posted on the IFIS general ledger from ISIS.

Cash Deposit System features and benefits include:

Quality & Efficiency

- CDS includes business rule edits to eliminate incorrect and/or improper accounting information.
- Users can import spreadsheet files into their own templates to prepare new deposits.
- CDS allows users to enter deposits using standard web browsers.
- A user-friendly interface.
- CDS uses campus security to authenticate and authorize access to the system.
- CDS reduces labor by giving users the ability to use templates for repetitive deposits and to submit online.
- CDS significantly reduces the amount of effort spent in reconciling deposits.

Risk/Controls
• CDS prompts users receiving gifts and/or donations to first go through the Gift Processing department for proper accounting and acknowledgement of these funds before deposit.
• CDS provides a better audit trail from the beginning to the end of the process as users can monitor the status of their deposits from the time they are submitted until posting in the IFIS system.
• CDS provides users with tools to monitor their miscellaneous cash deposits with any changes to their deposits documented in the audit trail section of the deposit form.
• Users receive electronic receipts for their deposits as soon as they get verified and posted by the Cashiers Office, this feature eases and expedites general ledger reconciliation.
• CDS allows for better accounting of revenues and expenditures as certain unauthorized accounts are blocked requiring users to receive guidance from General for these deposits.

Overall

• CDS tightens up accountability and reconciliation procedures, reduces processing time, and improves availability of funds.
• CDS includes business rule edits to eliminate incorrect and/or improper accounting information in our financial records.

Cost Savings

CDS expedites and improves internal controls for approximately $153M in deposits for the campus annually. Estimated Total Annual Savings: $50,000
• Cashier Office savings: $25,000 (labor & supplies)
• Campus Department savings: $25,000

Technology Used

The following lists the technologies used for the toolbox and the benefits of those technologies.

<table>
<thead>
<tr>
<th>Application Area</th>
<th>Technology</th>
<th>Benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Web Service Core</td>
<td>CICS Web Services (z/OS)</td>
<td>Robust Web Services Platform; Using CICS Web Services enabled developers to re-use legacy COBOL PPS code currently used by screen-based CICS programs, e.g., MISC CASH DEPOSIT.</td>
</tr>
<tr>
<td>Web Service Access/Security</td>
<td>Apache CXF, PKI</td>
<td>Apache CXF - provides open source library for SOAP communication PKI - used to identify WS client and server provider</td>
</tr>
<tr>
<td>Web App Presentation Layer</td>
<td>Spring MVC, jQuery</td>
<td>Spring MVC - fast development time with auto binding and easy error handling jQuery - easy and fast Document Object Model manipulations</td>
</tr>
</tbody>
</table>
Web App Business/Data Layer | Spring Core, JPA
---|---
**Spring Core** - IoC container for managing business logic. Interface design forces good design pattern.
**JPA** - standard interface for accessing data.

**Timeframe of Implementation**
The Cash Deposit System project was kicked-off in September 2011 and was delivered to campus in May 2013.

**Objective Customer Satisfaction Data**
Below is a sampling of the many positive client responses, names have been omitted and replaced by titles.

"The new CDS application is easy to learn and use, it will save our department a lot of time"

-- Business Manager, Intercollegiate Athletics

"I loved the new application, very fast and easy to use, I especially like the audit history feature."

-- Business Project Manager, Office of Post Award Services
Appendix

Process Flow

Subcashiering Station or Campus Department

Central Cashiers Receives the Deposit Bag

Campus user sends deposit via Campus Police, Walk-in, messenger service or Campus Mail

Cashier Verifies Contents of deposit to Miscellaneous Deposit Advise Form

Cash & Checks agree to deposit form

Cashier was able to Edit/Change Deposit form with Campus User authorization

Yes

Yes

No

No

Contact Depositor

Edit/Change Deposit form with Campus User authorization

Enters Deposit information into ISIS

Validates Deposit Form

Photocopies Deposit Form

Send copy of deposit form and receipt via campus mail

Filed with Cashiers Work

Prints Receipt (dual copy receipt)

Yellow copy of receipt

Deposit Form

Deposit Form (Copy)

Deposit Form (Copy)

Register Receipt

To Depositor

UCSanDiego
End of Day Cashier Balancing & ISIS Session Closure Process Flowchart

Cashier

Cashier prepares cash drawer for balancing

Cashier goes to the ISIS Balancing Screen

ISIS balancing screen Cashier Cash and Check Totals

Cashier runs calculator tape of all Checks Processed

Check calculator tape

Cashier separates starting change fund amount

Change fund calculator tape

Cashier counts excess cash (amount over change fund)

Excess Cash Calculator tape

Cashier completes Cashier Balancing Worksheet

Cashier Enters Cash & Check Totals

ISIS balancing screen Cashier Cash and Check Totals

Cashier Balancing Worksheet

Cashier post over/short amount to Cashier Balancing Worksheet & ISIS

Yes

Difference found and adjusted

No

Cashier performs additional research until difference is resolved

Yes

Totals Agree

No

Cashier closes ISIS Session

Vault Custodian

Remittance Processor

Cashier turns in Cashier Balancing Worksheet and Excess Cash to Vault Custodian and Checks to Remittance Processor
Process Flow Chart with the new Cash Deposit System (CDS)

Campus User
Submit CDS Form

Print Deposit Report and Send $1

Submitted

User sends the deposit bag to the Central Cashier’s Office via Campus Police, walk-in or Campus Mail. The contents of the deposit bag are verified by Cashiers against the Deposit Form submitted into CDS.

Cashier
Open Document

Verifying
Information Valid?

No
Contact User

No
Set Status to “Saved”

Send to ISIS

Sent To ISIS

Close Session in ISIS

Send Email for all “Sent To ISIS”

Set all “Sent to ISIS” documents to “POSTED”

Note: Cashiers balance and close out the day using the current ISIS balancing screen. See current process flowchart in the Current Process section of this document.
# Screen Shots

## Campus User

### Manage Deposits (Homepage)

![CASH DEPOSIT SYSTEM](Image)

**FINANCIAL LINK > TOOLS > CASH DEPOSIT SYSTEM**

#### Manage Deposits

List deposits from **01/01/2011** to **05/01/2011**

<table>
<thead>
<tr>
<th>Status</th>
<th>Document</th>
<th>Create Date</th>
<th>Post Date</th>
<th>Description</th>
<th>Cash</th>
<th>Checks</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saved</td>
<td>C0002906</td>
<td>08/02/2011</td>
<td></td>
<td>Campus Rec-Main Gym</td>
<td>50.00</td>
<td>0.00</td>
<td>50.00</td>
</tr>
<tr>
<td>Submitted</td>
<td>C0002905</td>
<td>09/05/2011</td>
<td></td>
<td>Campus Rec-Main Gym</td>
<td>50.00</td>
<td>25.00</td>
<td>75.00</td>
</tr>
<tr>
<td>Posted</td>
<td>C0002904</td>
<td>06/03/2011</td>
<td>06/04/2011</td>
<td>Canyon View Pool Access Desk</td>
<td>100.00</td>
<td>0.00</td>
<td>100.00</td>
</tr>
<tr>
<td>In Progress</td>
<td>C0002903</td>
<td>06/02/2011</td>
<td></td>
<td>Canyon View Pool Access Desk</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Posted</td>
<td>C0002902</td>
<td>06/02/2011</td>
<td>06/04/2011</td>
<td>Facilities Access Desk</td>
<td>50.00</td>
<td>100.00</td>
<td>150.00</td>
</tr>
<tr>
<td>Posted</td>
<td>C0002901</td>
<td>06/02/2011</td>
<td>07/04/2011</td>
<td>Facilities Access Desk</td>
<td>50.00</td>
<td>100.00</td>
<td>150.00</td>
</tr>
<tr>
<td>Posted</td>
<td>C0002900</td>
<td>07/02/2011</td>
<td>07/04/2011</td>
<td>Facilities Access Desk</td>
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<td>100.00</td>
<td>150.00</td>
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<tr>
<td>Posted</td>
<td>C0002909</td>
<td>07/02/2011</td>
<td>07/04/2011</td>
<td>Facilities Access Desk</td>
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<td>150.00</td>
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<tr>
<td>Posted</td>
<td>C0002908</td>
<td>07/02/2011</td>
<td>07/04/2011</td>
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<td>150.00</td>
</tr>
<tr>
<td>Posted</td>
<td>C0002901</td>
<td>06/02/2011</td>
<td>06/04/2011</td>
<td>Campus Rec-Main Gym</td>
<td>50.00</td>
<td>100.00</td>
<td>150.00</td>
</tr>
</tbody>
</table>

Showing 1 to 10 of 10 entries

**Template:** Blank Deposit

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UC San Diego 9500 Gilman Dr, La Jolla, CA 92031-0863 (858) 534-2300
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[Terms & Conditions]
New Blank Deposit

New Deposit

Document Number: CD0300969
Document Date: 06/31/2011
Document Status: New

* Document Description:

* Document Text:

* Cash Amount:

* Check Amount:

Total Amount: 0.00

* Email To:

Is this check for an invoice? Yes No

Uploaded Excel File: Download sample Excel file

Accounting Information

<table>
<thead>
<tr>
<th>Index</th>
<th>Fund</th>
<th>Account Code</th>
<th>Reference</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Showing 0 to 0 entries

Save  Save as New Template  Submit  Cancel
Confirmation Receipt

Cash Deposit System Document

Document Number: CD000906
Document Date: 09/30/2011
Document Status: Posted
Document Description: Campus Rec-Main Gym
Document Text:
Cash Deposit Document
Payee Name: J. Ramey
Payee Address: 1334 Sesame St
Payee City: La Jolla
Payee State: CA
Payee ZIP: 92038

Cash Amount: 50.00
Check Amount: 100.00
Total Amount: 150.00
Email To: mail@ucsd.edu

Accounting Information

<table>
<thead>
<tr>
<th>Index</th>
<th>Fund</th>
<th>Account</th>
<th>Reference</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAA1234</td>
<td>000000</td>
<td>111111</td>
<td></td>
<td>Coffee Cart Sales</td>
<td>100.00</td>
</tr>
<tr>
<td>19900A</td>
<td>111111</td>
<td></td>
<td></td>
<td>Library Walk Vendor</td>
<td>50.00</td>
</tr>
</tbody>
</table>

Transaction History

<table>
<thead>
<tr>
<th>Date</th>
<th>Action</th>
<th>User</th>
<th>Cash</th>
<th>Check</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/30/11</td>
<td>Created</td>
<td>Mickey Mouse</td>
<td>49.50</td>
<td>100.00</td>
<td></td>
</tr>
<tr>
<td>10/01/11</td>
<td>Submitted</td>
<td>Mickey Mouse</td>
<td>49.50</td>
<td>100.00</td>
<td></td>
</tr>
<tr>
<td>10/01/11</td>
<td>Posted to ISIS</td>
<td>Cashier MM</td>
<td>50.00</td>
<td>100.00</td>
<td>Changed Cash Amount from 49.50 to 50.00</td>
</tr>
</tbody>
</table>