

Treasury

Budget Administrator Training - Advanced
November 2023

Nikki Eitle – Associate Controller

Rachel Abbey, Steve Macy, and Jaime Spradlin –
Senior Financial Accountants

Controller's Office

Who Does What?

Accounts Payable – bgsuap@bgsu.edu – Tiffany Bachman

Bursar – bursar@bgsu.edu – Chasity McCartney

Financial Accounting & Reporting – controller@bgsu.edu – Nikki Eitle

Payroll – payroll@bgsu.edu – Cristy Belkofer

Grants Accounting – grants@bgsu.edu – Beth Williams

Treasury – controller@bgsu.edu – Nikki Eitle

Controller's Office

Who Does What?

Financial Accounting & Reporting – controller@bgsu.edu

Corey Selhorst – fixed assets, construction accounting, leases/subscriptions, financial reporting

Jaime Spradlin – auxiliary accounting, sales tax, accounts receivable, inventory, 990/990-T tax reporting

Audrey Rocha – staff accountant

Controller's Office

Who Does What?

Treasury – controller@bgsu.edu

Rachel Abbey – SafeCash machines, Huntington user access, credit card terminals

Steve Macy – foreign cash accounts, petty cash and change funds, wire requests, Brinks

Controller's Office

Treasury Office

[Bowling Green State University](#) / [Finance & Administration](#) / [Business Operations](#) / [Treasury Office](#)

The Treasury Office is responsible for the accurate and complete reporting of the University's financial activities and the security of its financial assets.

Rachel Abbey

Senior Financial Accountant

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Senior Financial Accountant

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Associate Controller

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Resources

[Cash Collections and other Cash-Handling Procedures](#)

[Deposit Processing Procedures](#)

[Petty Cash Fund and Change Fund Procedures](#)

[Request for International Wire Transfer Form](#)

[International Wire Transfer Instructions](#)

[Investment Policy](#)

Controller's Office

CashNet Emarket Page: <https://commerce.cashnet.com/BGSUCO>

- Enter the amount, full name and email address.
- Reference field is key to getting the payment recorded correctly.

Please enter the following in the Reference box below:

- For an **A/R Invoice**, enter the **invoice number**
- For anything **payroll** related, enter "**Payroll Overpayment**"
- For anything **expense report** related or a general payment, enter the **speedtype and account number -OR- the fund / department / account / program codes**
- For anything **grant** related, enter the **grant number**
- For anything **foundation** related, enter "**BGFDN**" & the **foundation project number**

Controller's Office

Amount Due
\$0.00

Maximum \$10,000

Enter your payment amount in the box above

Full Name

Maximum 50 characters

Email Address

Maximum 50 characters

Please enter the following in the Reference box below:

- For an **A/R Invoice**, enter the **invoice number**
- For anything **payroll** related, enter "**Payroll Overpayment**"
- For anything **expense report** related or a general payment, enter the **speedtype and account number -OR- the fund / department / account / program codes**
- For anything **grant** related, enter the **grant number**
- For anything **foundation** related, enter "**BGFDN**" & the **foundation project number**

*** Reference**

Maximum 50 characters

Controller's Office

SafeCash

SafeCash Locations

- Ice Arena Administrative Offices
- Bowen Thompson Student Union Bursar Office 227

Systems

- SafeCash will require a user pin: contact Controller's Office controller@bgsu.edu
- Cashnet will require a username: contact Bursar Systems brsrsystems@bgsu.edu

Check and Credit Card Deposits – UNIVERSITY ONLY

- Enter checks and credit cards as one deposit in Transact (separate from the cash and coin deposit). Point-of-Sale (POS) users may need to reduce the check and credit card deposit by the amount of the cash and coin deposit. Please contact a member of the Treasury team if you have questions regarding this process.
- Place the print out of your Transact Deposit, checks and credit card reports in an envelope and take to your safe cash location
- No entry is required into the SafeCash machine for checks and credit card deposits.
- Place the envelope with deposit contents in the Bursar's dropbox on the wall next to the SafeCash Machine.
- This documentation will be retrieved from the dropbox periodically and used to cashier your Transact Deposit.

Controller's Office

SafeCash – University

University Deposit—all cash deposits are entered in SafeCash

- Enter cash and coin as one deposit in Transact (CashNet) separate from check and credit card deposits.
- Take the printout of Transact deposit and cash and coin to your SafeCash location
- Deposit cash through the bill acceptors on the SafeCash machine—**ONLY UNIVERSITY CASH SHOULD BE PROCESSED THROUGH THE BILL ACCEPTORS**
 - Select “Insert Bills” from the SafeCash display screen
 - Enter your assigned PIN code and select “Enter”
 - Insert bills using both bill acceptors (each feeder will accept up to 30 bills at a time). Unfit bills may need to be placed in the bill acceptor multiple times before they are accepted.
 - If they will not be accepted, please use deposit directions for coin/unfit bills.
 - When all bills are inserted, select “Done” from the SafeCash display.
 - Retrieve receipt from SafeCash and attach to the Transact deposit report. These two items should then be placed in the Bursar’s dropbox along with the wall next to the SafeCash machine.

Controller's Office

SafeCash – Foundation

Foundation Deposits—all cash deposits are entered in SafeCash as a **Vault** Drop.

- Select “Vault Drop” from the SafeCash Display Screen
- Enter your assigned PIN code and select “Enter”
- Choose “Cash” from the SafeCash display screen (**NEVER DEPOSIT CHECKS INTO SAFECASH**).
- Enter the amount of the coin/unfit bill deposit and select enter
- Select “YES” if the vault drop cash amount is correct
- Retrieve receipts from the SafeCash
- Complete the appropriate Foundation deposit ticket
- Place the deposit, one of the SafeCash receipts and the deposit ticket into an envelope and place in the vault drop slot below the receipt printer.
- Attach the second receipt from the SafeCash printer to the Transact deposit print out.
- When the deposit has been completed and all receipts attached to the Transact deposit report, place the documentation in the Bursar's dropbox on the wall next to the SafeCash machine.

Controller's Office

SafeCash

REPRINTING A RECEIPT

- Select Log-In from the SafeCash display screen
- Select "Reprint Receipt" from the SafeCash display screen
- Choose the correct deposit number to reprint.

Coins and unfit bills should be deposited through the manual vault drop slot located under the receipt printer on the SafeCash machine, following the instructions below:

- Select "Vault Drop" from the SafeCash Display Screen
- Enter your assigned PIN code and select "Enter"
- Choose "Cash" from the SafeCash display screen **(NEVER DEPOSIT CHECKS INTO SAFECASH)**.
- Enter the amount of the coin/unfit bill deposit and select enter
- Select "YES" if the vault drop cash amount is correct
- Retrieve receipts from the SafeCash
- Complete the appropriate University deposit ticket
- Place the deposit, one of the SafeCash receipts and the deposit ticket into an envelope and place in the vault drop slot below the receipt printer.
- Attach the second receipt from the SafeCash printer to the Transact deposit print out.
- When the deposit has been completed and all receipts attached to the Transact deposit report, place the documentation in the Bursar's dropbox on the wall next to the SafeCash machine.

Controller's Office

Wires

Wires are for international payments only, can be done in USD or international currencies. Domestic payments are done via Payment Works or single pay through Chrome River.

Follow the International Wire Transfer Instructions found on the BGSU Treasury Office website.

Note: Instructions are being updated – new instructions will be published to our website by December 1st

Controller's Office

Wires – Key Points

- Click International Wire USD or International Wire Foreign Currency (list of available currencies is provided in instructions)
- Payee or Recipient information must be complete.
- Banking Details must be complete and supported by attached documents.
- Provide a description of what the wire is for, including invoice # if applicable. Invoice should be part of the supporting documents included in the pdf.
- Also include if applicable: list of attendees, screenshot of currency conversion, banking information support.
- All wires must be charged to BGSUN GL string. Reimbursement from a Foundation account can be requested if needed.

Controller's Office

Wires

COMPLETING THE FORM

A fillable pdf form can be found on the Treasury Office's website:

<https://www.bgsu.edu/finance-and-administration/business-operations/treasury-office.html>

Note: Wire transfers will not be processed for amounts under \$100. There is a \$50 wire fee for each transaction.

Request for International Wire Transfer

Department Name: Date:
Requester Name: Requester Phone Number:
Requester Email: Withdrawal Date:

International Wire – USD International Wire – Foreign Currency

Payee Information:		Bank Information:	
IBAN*:	<input type="text"/>	SWIFT BIC*:	<input type="text"/>
Name*:	<input type="text"/>	Bank Name*:	<input type="text"/>
Address 1*:	<input type="text"/>	Address 1*:	<input type="text"/>
Address 2:	<input type="text"/>	Address 2:	<input type="text"/>
Address 3:	<input type="text"/>	Address 3:	<input type="text"/>

* = Required Field

Fund	Department	Grant/Project	Account Number	Program Code	Wire Amount
<input type="text"/>					
<input type="text"/>					
Total Amount to Wire					<input type="text"/>

A \$50 fee is applied to all wires

Wire Purpose/Special Instructions:

Controller's Office

Wires

All Request for International Wire Transfer forms must be signed by the following authorized personnel:

Requester	<u>Always</u> required.
Budget Administrator/P.I.	BA required if department funded, P.I. required if grant funded.
Grants Accounting	Required if grant funded.
Purchasing/Accounts Payable	Required if payment is for an Independent Contractor Agreement; Kristina Rhine and Tiffany Bachman initials required.
Senior Administrator	Required for payments over \$9,999, VP/Dean/Director level person
Provost	Haley Collingwood to initial for <u>all</u> Academic Affairs funded wires. Provost signature required for payments over \$4,999.
VPFA/President	<u>Always</u> required; Sharon Swartz initials and Sheri Stoll's signature required.

ALWAYS cc Rachel Abbey rabbey@bgsu.edu and Steve Macy msteve@bgsu.edu on **ALL** wire transfer requests.

Controller's Office

Credit Card Terminals

The credit card terminals are stored by the Controllers Office, we have 2 available for use. They are for University business only.

- Any user of these terminals must complete PCI training through CampusGuard. Training is done at hire date and annually there after. This includes staff and students.
- Email the controllers office to reserve 1 or both terminals.
- Instructions are included in the boxes.
- After use, they need to be left plugged in and on for overnight settlement to occur.
- Batch reports should print out with settlement occurs.
- Return in a timely manner for others use.
- Department will enter a departmental credit card Cashnet deposit

Questions?