

OVERVIEW

This document provides instruction for handling incoming checks to the university for specific situations. These FAQs are also available on the SSC website FAQs page under the Accounts Receivable section at: <http://ssc.umich.edu/faq>.

Question	Instructions												
<p>My unit received a check that doesn't belong to us. What should I do?</p>	<p>If you are a depository location, deposit the check to the unallocated payment ChartFields. The SSC Accounts Receivable Team will research and allocate the funds to the appropriate unit.</p> <p>The check should be deposited as follows:</p> <table border="0"> <tr><td>Account</td><td>122500</td></tr> <tr><td>Fund</td><td>98000</td></tr> <tr><td>Dept</td><td>000500</td></tr> <tr><td>Program</td><td>98040</td></tr> <tr><td>Class</td><td>N/A</td></tr> <tr><td>Project Grant</td><td>N/A</td></tr> </table> <p>We kindly ask that you send an email to unallocatedssc@umich.edu to alert SSC that you are making a deposit to unallocated and provide the cash receipt number.</p> <p>Please also image a copy of the check (removing the MICR line) under the cash receipt number in the journal entry drawer in Imagenow/Webnow. If you do not have access to Imagenow/Webnow, the copy of the check can be sent as an attachment to the email <i>as long as the MICR line is blacked out or removed</i>.</p>	Account	122500	Fund	98000	Dept	000500	Program	98040	Class	N/A	Project Grant	N/A
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<p>How do I receive a monthly email listing of all unallocated payments received by the university?</p>	<p>To be included in the email distribution of the monthly list of unallocated items, please email unallocatedssc@umich.edu and request that you be added to the monthly distribution list. This same email group can be emailed to claim a payment on the list.</p>												
<p>My unit received a check that belongs to an INVOICE processed by SSC Accounts Receivable. What should I do?</p>	<p>If you are a depository location, you should deposit the check to the Accounts Receivable ChartFields and SSC AR will apply the payment to the open invoice.</p> <p>The check should be deposited as follows:</p> <table border="0"> <tr><td>Account</td><td>615560</td></tr> <tr><td>Fund</td><td>99500</td></tr> <tr><td>Dept</td><td>000500</td></tr> <tr><td>Program</td><td>90050</td></tr> <tr><td>Class</td><td>N/A</td></tr> <tr><td>Project Grant</td><td>N/A</td></tr> </table> <p>We kindly ask that you send an email to ARCollections@umich.edu alerting SSC that you are making a deposit to AR and provide the cash receipt number and invoice number referenced.</p> <p>Please also image a copy of the check (removing the MICR line) under the cash receipt number in the journal entry drawer in Imagenow/Webnow. If you do not have access to Imagenow/Webnow, the copy of the check can be sent as an attachment to the email <i>as long as the MICR line is blacked out or removed</i>.</p>	Account	615560	Fund	99500	Dept	000500	Program	90050	Class	N/A	Project Grant	N/A
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<p>Can I send the check to the SSC via campus or U.S. mail?</p>	<p>Unfortunately, no. Campus mail is not secure. U.S. mail is not a viable option because the university's Cash Management Policies SPG (SPG 519.03) requires that checks received at U-M must be deposited within 24 hours, and therefore U.S. mail would not meet the SPG guidelines.</p>												
<p>What if my unit is not a depository location and does not regularly receive and deposit checks?</p>	<p>The University Treasurer's Office can work with you to determine a "buddy" unit in or near your location that can assist in depositing the check in the instance that your unit receives a check by mistake.</p> <p>If this occurs and you would like to find a "buddy" unit, please contact Kelley Thomas, Treasury Manager, at 734-763-3150 to discuss the optimal solution for your depository needs.</p>												
<p>How do I notify SSC if I am expecting an electronic payment?</p>	<p>If you expecting an electronic payment from an entity, please email electronicpmts@umich.edu and include the name of the entity sending the payment and how much is expected in the subject line of the email. Please include ChartField/ShortCode and any other information in the text of the email.</p>												
<p>My unit received a check for a project. What ChartField combination should I use?</p>	<p>Please contact your Financial Coordinator for ChartField combinations.</p>												