### ERSO Intranet Receipt Log Process

<table>
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<tr>
<th>Step</th>
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<th>Process</th>
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| 1    | RSO         | • Receives check, cash, UDEV  
• Logs required information into the ERSO Intranet Receipt Log (see below for detailed instructions)  
• Routes check, cash, UDEV to designated ERSO Gift Processor with a screen printout of the Receipt Log entry. All checks/cash received must be logged and routed to the ERSO Gift Processor by the end of business day received.  
• For gifts, collects supporting documentation including Letter of Intent, 700U and 700AU (if required). Give original ink signed form to Gift Processor for delivery to central office.  
• For non-gifts, uploads relevant support documentation |
| 2    | ERSO Gift Processor | • Receives cash and checks and processes and deposits  
• Enters non-gifts into Cash Deposit System, and records gifts on UDARS/Loomis interface at time of deposit.  
• Sends the Miscellaneous Receipt (MR) to RSO for review and signature  
• Uploads required documents to the Receipt Log ID |
| 3    | RSO         | • Reconciles the deposit of check, cash, or UDEV. After the transaction posts to the General Ledger, the RSO will return to the respective Receipt Log ID associated with the transaction and enter the Doc ID# and Doc ID Date. |

**NOTE:** Business and Finance Bulletin BUS-49 mandates that there must be a separation of duties when cash is received and no single person should have complete control. As a result, the same individual performing Step #1 cannot perform Step #2 nor can the same individual perform Steps #2 and #3.

### How to Log in Check, Cash, UDEV

- In ERSO Intranet under “Finance” select “Receipt Log” and “Add a new receipt log”
- Select the PI associated with the check/cash/UDEV from pull down list
- Complete the following sections:
  - **Check/Wire Date:** Check date, date of wire transfer, or date cash was received
  - **Check/UDEV Number:** Check number, UDEV number, or for cash, record “cash”
  - **Amount:** Amount of check, cash, or UDEV
  - **Payer:** Individual or company providing the check, cash, or UDEV to the UC Regents
  - **Chartstring:** Provide full COA for existing fund or for a new fund, provide the Dept. ID and chartfield2. For miscellaneous payment, revenue, or reimbursements include the account code (revenue must have revenue account code, 4XXXX).

Note: GL Doc ID and GL Doc ID Date are required to be entered after by the RSO once the transaction posts the GL to ensure the amount recorded was the actual amount that posted to the GL.

- After inputting the required data sets, complete entry by selecting “Add/Update”, at which point a unique Receipt Log ID will be created.
- At any point, you can select any Receipt Log to upload documents.