

GENERAL LEDGER ACCOUNTS:

General Ledger accounts represent assets, liabilities, fund balances, and the account controls as follows: Assets (1XXX), Liabilities (2XXX), Account Control (3XXX), and Fund Balances (4XXX.) Following are detail accounts that are currently in use.

1101 1101 Cash. Cash is the claim on cash by a fund.

1102 1102 Cash at First Union. This represents the total cash in all individual funds, which are deposited to or disbursed from the First Union Bank account.

1103 1103 Petty Cash/Change Fund.

1104 1104 Petty Cash.

The University maintains one Petty Cash and several Change Funds. In addition, the University is also required to maintain other Mailing funds with the US Post offices. The University reflects petty cash and change funds under the General ledger account (fund 1100-1120), and under the Food Service account (fund 1600-1120).

The Purchasing Office maintains the petty cash fund for the entire University. The departments listed below maintain change funds:

<u>RESPONSIBLE DEPARTMENT</u>	<u>PERSON</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Food Service	John Roscoe	Sweet Shop	100.00
Food Service	John Roscoe	Gordinier (Student/Faculty)	245.00
Food Service	John Roscoe	Lyle	100.00
Food Service	John Roscoe	Gordy's	300.00
Food Service	John Roscoe	The Cove	<u>300.00</u>
TOTAL fund 1600-1120			\$1045.00
Bursar	Gale Meyers	Change Fund	1,000.00
Campus I.D. Office	Joseph Yourgal	Change Fund	150.00
Infirmary	James Heffern	Change Fund	50.00
Instructional			
Materials Center	Donald Rudy	Change Fund	50.00
Library	Donald Tribit	Change Fund	15.00
Post Office	Neal Fisher	Change Fund	150.00
Post Office (Boro. P.O.)	Ed Hinkle	Bulk Mailing Fund	4,000.00
Postage Due (Boro. P.O.)	Ed Hinkle	Mailing Fund	700.00
Post Office-Reading	Edward Walker	Mailing Fund	3000.00
Purchasing	Nevin Huber	Petty Cash	1,500.00
University Police	Wayne Silcox	Change Fund	<u>100.00</u>
TOTAL FUND 1100-1120			\$10,715.00
TOTAL PETTY CASH, PER FRS SYSTEM			\$11,760.00

Petty Cash Procedures

University departments may make purchases up to \$50 without the submission of a purchase requisition form to the Purchasing Office. Individual departments may establish their own limitations or requirements subject to the University policy set forth below:

1. A department member authorized to make petty cash purchases will pay for the needed items. Since the University is a Commonwealth entity, payment should be made exclusive of Pennsylvania Sales Tax.
 2. A receipt must be obtained for items purchased. If not already provided, a description of the item(s) purchased should be written on the receipt. If the receipt is too small, attach it to a regular sheet of paper and write the description on the sheet.
 3. The purchaser should sign and date the receipt, and include the departmental organization code and the four digit expense account to which the purchase is to be charged. If the purchaser attaches the receipt to a regular sheet of paper, their signature must appear on the receipt.
 4. The person requesting reimbursement should also obtain the signature of the department head or account manager on the receipt.
 5. The receipt should then be taken to the Purchasing Office in Dilworth, which will verify the information and reimburse the purchaser after checking for the availability of departmental funds.
 6. Grant petty cash receipts must be forwarded to the accounting office for approval before submission to the Purchasing Office.
 7. 7. The Petty Cash Clerk will disburse the cash, stamp the receipt APAID@ and post the charge to the account. Receipts relating to grant accounts will be returned to the Accounting office for filing in the appropriate grant invoice folder.
- 1140 1140 Deposit with Trustee. Use this account to record cash that does not go through the University's main bank account, which currently is the First Union Bank. Example of this is the proceeds from the Bond Financing activities that the Chancellor's office administers centrally. The portion of the proceeds allocated but not yet transferred to the University is reflected in account 1140.
- 1314 Cash Clearing (not enterable). The University adopts the Cash Clearing approach to control its cash processing through the various modules. When a cash transaction hits a given fund, a debit or credit to the fund's claim on cash is offset by a credit or debit to the control fund. The control fund code for payroll purposes is 1403 Payroll Clearing Fund and the control fund for other cash deposit is 1405

- A/R Clearing Fund. Within these funds, we use the following clearing accounts to track the different types of Cash Clearing.
- 1170 ADS Cash Clearing. Millersville uses the SCT Alumni Development module to process gifts to the University. The Development staff posts gifts under the donor's account in a specific Designation. A Designation is internally linked to the general ledger accounting string. Gift transaction debits cash and credits revenue in the specific fund. At the same time, it posts a debit to account 1171 ADS Cash Clearing and credit Cash in the A/R Clearing Fund. The credit balance in account 1171 represents the amount of cash collected. After receiving and verifying cash from the Development office, the Bursar's office posts Cash Receipt entry to (indirectly) debit 1101 Cash and credit 1171 in the clearing fund. Account 1171 ADS Clearing would be zeroed out at this point. The Cash Receipt transaction is posted with rule code CR05 and a + sign in the D/C Indicator field.
 - 1172 BRS System Clearing. This account was set up for the BRS-Banner interface and is no longer used.
 - 1173 AR Deposit Clearing. Cash transactions that are processed through the Accounts Receivable Module for direct collection or payment on account will debit account 1101 Cash and credit Revenue account or accounts receivable. Meanwhile, the system debits account 1173 AR Deposit Clearing and credits 1101 Cash in fund 1405 AR Clearing Fund. When the Bursar staff prepares cash for deposit to the bank, usually the following day, the deposit is posted against the AR Deposit Clearing as Cash Receipt with rule code CR05 and a + sign. If there were no discrepancies, the AR clearing account in the Clearing fund would zero out.
 - 1174 MAP University Fee Clearing. MAP is the Millersville Advantage Plan (MAP). Students and employees may deposit money into their MAP account and may use their ID to make cash-free purchases at various campus locations. When a customer uses MAP to pay bill, the system debit cash and credits revenue (or receivable) in the specific fund and debit account 1174 MAP Clearing in the AR Clearing fund 1405.
 - 1175 AR Third Party Clearing. Not used
 - 1177 Regular Payroll Clearing. Account 1177 Regular Payroll Clearing is used with fund 1403 Payroll Clearing Fund to control payroll feed from the HRS system and to control the related cash flow. When payroll transactions from the HRS system are fed to the BFS biweekly around the payday, the system debits the appropriate payroll expense accounts and credit Cash within the corresponding fund, while within the Payroll Clearing Fund, the system debits Cash and credits account 1177. When receiving SSHE's email notice of amount of money transferred from MU's bank account to

- SSHE central payroll account for the pay date, the Accounting office processes entry to debit account 1177 and credits Cash. At this point this account should be zeroed out.
- 1178 Student Payroll Clearing. Similar to Regular payroll, this account is used in connection with the Student Payroll disbursement process in fund 1403.
- 1200 1200 Investments. Account codes in the range from 1200 to 1299 are used to track investments. At present the University only invest its endowment money with the Commonfund. Monies for all the other funds are pooled together with monies for all other SSHE sister institutions are managed and invested centrally by the First Union bank. Of the endowment monies with the Commonfund, half of the book value were placed in the Multi-Strategy Bond Fund, and the other half in the Multi-Strategy Equity Fund.
- The Millersville University Foundation, an affiliated organization, also exists to serve the University. Most scholarship endowments run through this not-for profit entity.
- 1262 Common Fund Equity. This represents the book value of the investment with the Commonfund.
- 1280 Other Investment. This generic account is used for investments that cannot be specifically identified. The asset value representing the unrealized gains/losses will be shown in this account.
- 1290 Funds in Trust. This account reflects the value of assets that are held in trust on behalf of the University. Usually the assets involved are donated to the University and is managed by the trustee bank. The University would receive payments of interest, dividends, or certain amount specified by the donor. The Amy Decker Funds 6424 or 6450 and the Janet Wood fund 6420 are examples of these types of trusts held by others. University also treats the Bond proceeds that are held by the Office of the Chancellors on Millersville University's behalf as Funds held in Trust.
- 1291 Funds in Trust Offset. Since the University does not own the assets reflected in account 1290, we would post an entry to account 1291 cancel the effect on fund balance. Recording of the assets held in trust by other in the system in this way will assure that the University always has records of these investments.
- 1300 1300 Accounts Receivable. Accounts receivable represent the amount that the customers owe to the University. The customers include governmental agencies, students, and non-student business partners.
- 1311 1311 State Appropriation Receivable

1313 Other Government Receivable

1315 Grants Receivable. During the course of the year, the Accounting office books grants receivable for all invoices it sends to the grantors within the specific fund by debiting accounts receivable 1315 and crediting an appropriate revenue account such as 5410 Federal Grant/Contracts or 5420 State Grants/Contracts.

During the yearend closeout the Accounting office reviews all restricted funds. Funds with negative cash or fund balance must be adjusted. We accomplish this by the following two-step process:

1. ▫ Due from Due to. This is an inter-fund loan entry, usually from the current unrestricted funds.
2. ▫ Grants Receivables. The receivable represents a cash deficit in the Grant Fund at the yearend, and not necessarily the amount of grant award remaining balance.

1321 Students Receivable. Students Receivable makes up the largest of all university's accounts receivable. The University tracks its receivables from students and non-students using the Banner Student Accounts Receivable module. Charges for tuition and fees in the Student A/R module credits revenue in the appropriate organization codes and debit account 1321 in the Educational & General fund code 1200. Payments debit Cash Clearing account 1173 and credit Accounts Receivable 1321. Account 1321 is used only for transactions crossed over from this module. Manual entries must be posted in account 1322.

1322 A/R Student Non-Fed. Use this account for manual posting to adjust the Students Receivable.

1332 MIPP Receivable. The Millersville University Installment Payment Plan allows participants to pay for the tuition and fees up to twelve installments without interest. Participant also pays a processing fee, which is recorded as MIPP Fee in organization code 43601, account 5225. We record the entire contract as follows, assumed a ten month plan at \$400 a month:

Dr. 1200 2332 or 2334 MIPP Credit 4000

Cr. 1405 2342 Unapplied Credit 4000

And record each periodic payment due as:

Dr. 1200 1331 MIPP Payment Due 400

Cr. 1200 2331 or 2333 MIPP Payment 400

There will be ten entries for this, due monthly.

Payment on MIPP is posted to:

Dr 1405 1173 AR Deposit Clearing (equivalents to Cash)	400
Cr. 1405 2341 Unapplied Cash	400

At billing time for tuition and fees, we post the following entries:

Dr. 1200 1321 A/R Students
Cr. 1200 5004 Fall Tuition

Notes. Before running bills an entry must be posted here to credit students with the portion of MIPP applicable for the billing period so as not to over-bill the student.

1339 Allowance students. University uses the allowance method to charge for bad debt expense annually. We calculate the allowance during the yearend closeout, as of June 30, for mainly the Current Funds and the Loan Funds. The calculation reserves 100% of the amount sent to the Justice for collection, 100% of the fall and prior sessions' receivables. In addition, we charge five percent of receivable for the spring and winter session. We do not include the current summer or the coming spring receivable in the reserve.

1340 A/R Non-Student, Net.

1341 A/R Non-Students. Payment on accounts by individuals or organizations that do not enroll as students but do business with the University makes up the A/R Non-Students. University debits all non-students receivables in one general ledger fund 1200 and credits revenues to the appropriate organization codes. Account 1341 reflects the feed to the general ledger fund from the A/R module. Manual adjustment to the A/R Non-student will reflect in account 1342.

1342 A/R Non-Student Non-fed. This account is used for entries to adjust the A/R Non-student.

1348 A/R Accrual. This account may be used for non-student accrual at yearend and will be reversed in the new fiscal year.

1350 Payroll Refund Receivable. Payroll refund is processed in fund 1403, Payroll Clearing Fund.

1351 Travel Advance. Employee may receive an advance up to 80% of the estimated expense. An approved Travel Request must be submitted

1352 Payroll Advance Receivable. University currently has a restricted fund 3814 established by the Student Services to provide fund for payroll advance.

- 1360 Interest Receivable. Interest receivable is often booked during the yearend closeout process to reflect the interest that accrues on the investments that are with the banks, brokerage firms, or trustees.
- 1365 Bond Proceeds Receivable. The SSHE office issues bonds for all its universities. Millersville from time to time participates in borrowing funds from these bond proceeds and would reflect a receivable if we incurred an expenditure prior to receipt of the bond fund. We book the receivable in the fund from which the disbursements are made.
- 1370 Notes Receivable. The University may advance fund to other SSHE institutes under the coordination of the SSHE office. In such case, we will reflect the loans as Notes Receivable in fund 1100.
- 1380 Pledges Receivable. Presently we do not record Pledges Receivable. When necessary, we will record such pledges in fund 1100.
- 1389 Allowances, Pledges.
- 1399 Allowances, Non-student. Non-student allowances are posted in fund 1100. We charge 100% of the total amount sent to Justice Department for collection and 5% of the current Non-Student Receivable balance.
- 1400 Loans Receivable (summary)
- 1401 Loans Receivable. University does not have any loans.
- 1409 Perkins Loans Receivable (summary). The Perkins Loan fund (fund code 4001) is a federal program that provides fund to qualified students in the form of loans, which must be repaid after the student graduate. Account codes from 1410 to 1499 are used mainly for the Perkins Loans program. Millersville has devised its Perkins chart-of-accounts to correlate directly to the FISAP format. Each account reflects the accumulated balance since the inception of the program. To achieve this, the University accounts for its Perkins Loans by treating it as custodian fund. Monies received are reflected as liabilities within account 2400 through 2480. While monies advanced to students are shown as assets within the Perkins Loans fund 4001, cancellations are credits that will be deducted from the Loan Receivables in the financial statements. Monies received from the U.S. government, interest on loans, as well as the various cost are debits balance against the liability accounts. The Perkins program required 1/9 matching fund to come from the institution. PHEAA has provided a portion of the match and this is also posted as a liability within the Perkins fund. On the financial statement, the liability will be shown as Loan Fund Governmental fund balance.

- 1410 Funds Advanced to Students- Perkins. This account is a receivable that normally has a debit balance.
- 1412 Loans Principal Collected. Credit this account with payments that are collected from the student borrowers.
- 1414 Cancellations. These codes reflect the various cancellations allowed for by laws, such as cancellation for teaching, death, disability, law enforcement, etc.
- 1499 Allowance-Doubtful Loans. This account is used for all doubtful loans. Doubtful loans for the Perkins program is calculated as 7% of the current loans receivable and 67% of the loan balance in collections. That for the Llewellyn and Student Service Emergency Loan fund is estimated as 100% of amount in collection and 25% of the current outstanding.
- 1510 Inventory- Palmer. The value of the inventory of supplies within the Palmer storeroom is reflected in this account, in fund 1100. Note that the University utilizes the Banner Stores Inventory Module to track its inventory.
- When the store staff purchases a stock item by referencing a commodity code, the system debits the inventory account (1100-1510 and credits 1100-1515, Inventory Valuation Clearing). The invoice process debits 1100-1515 and credits account payable 1100-2110 (cleared by check payment.)
 - As the departments requisition for supplies online and the system debits the departmental organization codes (ex. 43300-7550) and credits the Inventory account (1100-1510).
 - Inventory quantity and value are updated immediately.
 - For financial reporting purposes, account 1510 and 1515 will be net.
 - Adjustment for physical inventory will be posted against account 1510.
- 1515 Inventory Valuation Account. See above
- 1520 Inventory-Roddy. The Roddy storeroom carries science related supplies to serve the departments within the School of Science & Mathematics, which include Biology, Chemistry, Physics, Earth Science, Nursing, etc. Currently this Storeroom is utilizing a stand-alone system to track its inventory. During the year, purchases of and issuances of inventory items are charged to an inventory cost center (organization code 27131). At yearend, the balances are adjusted

against the inventory account (Dr or Cr 1100-1520). Inventory over or short will be charged or credit to this Storeroom organization code.

The storeroom staff takes the physical inventory count annually in the month of June. A print out of the Inventory Report is forwarded to the Accounting Office to make the necessary adjustment.

1600 Due From (summary)

1610 Due from other funds. We use this account to reflect the amount of money one fund will receive from funds. This often relates to grants and contracts. Since grants and contracts operate on a reimbursement basis, the Current E&G normally advances fund to the grant fund and we debit account 1610 in an E & G fund and credit account 2710 (Due To) in the grant fund.

The current store inventory system also posts due from (1610) and due to (2710) entries for any store issuance. We will change the rule code in the new fiscal year to affect cash directly in lieu of the due from/due to accounts.

1680 1680 Due from SSHE

1690 Due from Component Units. Not applicable at this time.

1700 Prepaid Expense

1710 Prepaid Expense.

The University sometimes must pay in advance the registration fees for conferences, airfare ticket, or room deposits before the beginning of the new fiscal year. We charge these types of expenditure generally in fund 1100, account 1710.

1720 1720 Deferred Charges.

The University adopts the standard practice by the Higher Ed community by counting its summer sessions as part of the coming fiscal year. All paid and unpaid summer salaries and the percentage benefits are deferred, that is we debit account 1720 and credit the expense or accrued expense accounts. Additionally, all the expenditures in these org are deferred: Summer Minority Honors, Summer Happening, Elderhostel, Tech Camp for Kids, Foreign Language High School Camp, Foreign Language Summer School, Summer Sciences Training Program, Summer Orientation, and Summer Session Waivers.

1800 Other Assets (summary).

1810 Conversion Payroll Receivable. This receivable is due from employees who started their employment with the University prior to the time the

- State System implemented the two-week salary withholding before the first paycheck. The Accounting Office maintains a listing of these employees and periodically reconciles to the general ledger. The Payroll Office is responsible for collecting the receivable from the employees.
- 1820 Bond Premium/Discount. Debit this account with any bond issuance cost or bond discount. Credit this account with bond premium.
- 1830 CSV Life Insurance. Debit or credit this account with the Cash Surrender Value of whole life insurance policies that the University may hold. At present, the University Foundation holds all of the life insurance policies, if any.
- 1840 Other Assets. Use this account for all assets not described by those listed above.
- 1900 Capital Assets (summary). The capital asset accounts in the 1900's range are used with the Net Investment In Plant fund. The actual purchase of the capital asset may occur in the various funds such as the E&G, or the Plant Fund. Generally, when an item is purchased and added to the Fixed Asset System, this system updates the appropriate asset accounts in the general ledger. When the system debits an asset, it credits a fund addition codes in the range from 9411 through 9470. These addition codes identify the source fund. The University books the depreciation annually by debiting the depreciation account and crediting the appropriate accumulated depreciation account.
- 1910 Land. This asset account is used in the Net Investment in Plant fund, fund 8702. It is indirectly updated when we purchase and add land to the Fixed Asset system. The expense account to record the purchase of land is 7910, which is used within a fund. Land is not depreciated.
- 1920 Buildings (summary)
- 1921 Buildings. This asset account is used in the Net Investment in Plant fund, fund 8702. It is indirectly updated when we purchase and add a building into the Fixed Asset system. The expense account for building is 7930.
- 1929 Building- Accumulated Depreciation. The Fixed Asset System updates this account code when we run the depreciation process in update mode. The building depreciation expense account is debited while account 1929 is credited.
- 1930 Building Improvements (summary)

- 1931 Building Improvements. This asset account is used in the Net Investment in Plant fund, fund 8702. It is indirectly updated when we incur an expense for building improvement and add the value into the Fixed Asset system. The expense account for building is 7940. Building improvements are major expenses will prolong the life of the building or that alter the use of the building. For example, we record roof replacement as Building Improvement and we expense roof repairs.
- 1939 Building Improvements- Accumulated Depreciation. The Fixed Asset System updates this account code when we run the depreciation process in update mode. The Building Improvement depreciation expense account 7793 is debited while account 1939 is credited
- 1940 Non-structural Improvements. This asset account is used in the Net Investment in Plant fund, fund 8702. It is indirectly updated when we incur an expense for Nonstructural Improvement and add the value into the Fixed Asset system. The expense account for Nonstructural Improvement is 7920. Nonstructural Improvements are major expenses to improve land, or the paving of new parking lot, or new sidewalks.
- 1959 Non-structural Improvements- Accumulated Depreciation. The Fixed Asset System updates this account code when we run the depreciation process in update mode. The Nonstructural Improvement depreciation expense account 7794 is debited while account 1959 is credited.
- 1970 Library Materials. The Library purchases the majority of library materials using the expense accounts in the range from 7811 through 7825. Library materials are tracked within the Fixed Asset System. The Library provides the Accounting Office with a Library Statistics Reports at the end of June. In accordance with the SSHE policy, library books, bound periodicals, no-books, and microfilm are stated at \$10 per volume. Micro-cards, prints, or fiches are assigned a value of \$1 each. The total value of the library holdings is debited to account 1970 and credited to account 9411 in fund 8702, for financial statement purposes.
- 1980 Construction in Progress (CIP). At yearend many projects may not have been completed and are still in progress. These projects are not added into the Fixed Asset System, instead we record the value of the expenditures as a debit to account 1980 and credit to the fund addition code corresponding to the fund source. The Fixed Asset Accountant will maintain an itemized list of projects in CIP. When completed, projects are added to the Fixed Asset System and entry made to reserve it from the CIP.

2100 Accounts Payable (summary)

2110 Accounts Payable. This current liability account represents the amount due vendors for goods or services and it is updated directly by the Accounts Payable and the Purchasing Modules and must reconcile to the open invoice file. When invoice is posted, we debits the appropriate expense account and the system credits account payable 2110, which is cleared upon payment by check.

2115 AP Student Refund Clearing. The Bursar's Office determines the amount of refund due the student and processes a charge on the student account for the amount using the refund Detail Code (ex. RFAO) that debits accounts receivable 1321 and credits 2115. The charge clears the patron account credit balance and triggers a refund transaction, debiting account 2115 and crediting 2110. The check cycle will debit 2110 and credit account 1101 Cash. The application of payment process will debit 2341 Unapplied Cash and credit 1321 Accounts Receivable.

2120 Awards Payable. Use for any awards payable.

2170 Interest Payable. At present we use this account to book the interest payable in connection with debt services within the Retirement of Indebtedness funds.

2190 Notes Payable. Millersville has no notes payable at the present time.

2200 Accrued Expense (summary)

2210 Accrued Payroll. The University accrues all the salaries and benefits earned prior to June 30, splitting the payroll as necessary, including the 26-pay option with pay date in July and August. For simplicity, however, the SSHE Office has decided to charge all the flat benefits such as Health & Welfare, Medical Hospitalization to new fiscal year. The percentage benefits such as social security or retirement follow the salary. The following regular-employee items are accrued:

- • Accrue the first payroll in July based on the number of days earned in June by debiting Payroll Expense and crediting Accrued Payroll. The SSHE Payroll Office normally provides us with a split labor file, which we run through the regular payroll interface. This process debits Payroll Expense and credits Payroll Clearing (1403-1177). We book the Payroll Accrual by simply looking at the Payroll Clearing fund and making a journal entry to debit Payroll Clearing and credit Accrued Payroll (Dr. 1403-1178 Cr 1403-2210). The Payroll Clearing accounts should be zeroed out.
- Accrue the summer salary and percentage benefits earned prior to June 30 but not paid by debiting Deferred Charges and crediting Accrued Payroll. Flat benefits are not accrued.

- Accrue the three 26-pay option payrolls (no flat benefits) that will be paid in July (the second pay date) and August (two pays). These are payments to faculty for their prior year services.

With respect to the Student Payroll, we reclassify the amount from the Student Payroll Clearing account (1403-1178) to Accrued Payroll (1403-2210) but do not accrue the split payroll (the first payroll in July) due to immateriality and for consistency with the prior periods.

2230 Other Accrued Liabilities. We use this account with manual entries to accrue any estimated expenses. If an invoice is present, use account 2299.

2231 Payroll Withholding. Currently not used. The SSHE Payroll Office handles the deduction accounting for the University.

2290 Escheat Funds (summary). Millersville reports to the State any abandoned properties annually by April 15. Before turning over the property to the State we would attempt to contact the party involved if the amounts are at least twenty-five dollars.

2291 Payroll Escheat. We credit Payroll Escheat account 2291 fund 9602 upon receipt of the cash representing the unclear payroll check from the SSHE Payroll Office. Debit this account to disburse money to employee or to the State.

2292 Bursar Escheat. The Bursar clears all patron accounts with credit balances that are not refundable. These normally are under a dollar and they may be closed to the over/short account because they are not material to remit to the state. We chose to run these transactions through the Escheat fund instead of charging directly to the over/short account so that the Accounting Office may review in more depth.

2293 Purchasing Escheat. The Accounts Payable staff keeps a log of checks that have not cleared the bank, which is part of the checks outstanding reconciliation. When these checks become older than a year, the Accounting Office sends notification to payees with amount at least twenty-five for their appropriate action.

- If we can void and reissue a check through the same fund/org previously charged to, we do not use the Escheat fund.
- If we have to turn the money over to the state, we void the checks, which will credit the original fund-org. We may have to reactivate a dormant fund/org to enable this. We then make journal entries to credit account 2293 to move all void check entries to the Escheat fund. We debit account 2293 when remitting fund to the State Treasury.

- If the fund/org or the bank account have been closed completely, physically void the check and post cash receipt to credit account 2293.

2299 A/P Accrual. We can use this account to accrue any invoices not processed in time in the Purchasing/Payable system.

2300 Deposit Liabilities (summary)

2032 Advance Matriculation Deposit. Student who is admitted to Millersville is required to pay a matriculation deposit. The deposit is credited to this account and will be applied to the student's tuition or forfeited if student fails to enroll.

2312 Advance Housing Deposit. Students admitted to University residence halls must pay an advance housing deposit, which is credited to this account and applied only toward student's resident hall fees.

2320 MAP Deposits. This account is credited when student deposits money into a Millersville Advantage Plan account. This plan enables student to make cash-free purchases with an ID card at various campus locations that display the MAP logo. Using the weekly Sales Report provided by the staff in the Dining and Conference Area, the Accounting Office posts entries to credit the appropriate revenues and debit the MAP Deposit account. The Accounting Office also reconciles the balance in account 2320 to a listing report obtained from the Diebold System.