

Accounts Payable Process for Check Handling

Effective August 15, 2009, the U-M Accounts Payable Office will no longer process checks for monies owed to the University. Checks should be deposited by the unit directly through the depository process (identified below by campus), and a copy of the cash receipt confirmation should be attached to the P-Card or Travel and Business Hosting Expenses statement as proof of deposit. **Note: Deposits for repayment of funds received through a travel advance must use account value 122400. The remainder of the ChartFields must match those on the advance request.** Contact Accounts Payable for appropriate ChartField values if you are reconciling a lump sum advance or closing out an imprest cash fund.

This change in procedure reduces the risk of having the check applied to the wrong ChartFields—and so fewer journal entries are needed to correct those errors. Deposits are processed and credited to your account more quickly. And, it is more secure.

Please read below to identify the proper method for check deposit for your Campus:

Ann Arbor and North Campuses:

- Ann Arbor Campus units should use the cash and check depository process established by the Bank Restructuring Team within the Treasurer's Office. Most Ann Arbor units have already converted to this process. For more information on the cash and check depository process, contact Treasury@umich.edu.

Medical Campus:

- Medical Campus units should continue to use their current process. Most use the Hospital Cashier's Office; however, a few units are using the Treasury depository process.

Hospital and Health System:

- Check deposits should be made through the Hospital Cashier's Office.

Dearborn Campus:

- Check deposits should be made through the Dearborn Cashier's Office.

Flint Campus:

- Flint Campus units should continue to submit checks to the Flint Office of Financial Services and Budget.