

Info Sheet: Cash Deposits (Non-Accounts Receivable)



Cash received in your department, that you did not bill for, is called Non-Accounts Receivable (Non-A/R) or Point-of-Sale.

Examples of Cash Received for Revenue (Non-A/R or Point-of-Sale):

- Athletics receives cash/credit card for selling football tickets
- Blair receives cash/credit card for concert tickets
- Dining receives cash/credit card for food purchases at one of their locations
- Program for Talented Youth receives cash/credit card for registration fees for summer classes
- Miscellaneous wire and/or ACH incoming payments received by departments

Note: Cash received for something that you have billed is Accounts Receivable (A/R) and follows a separate process.

What's changing?

- There is a **new external transaction spreadsheet** to complete each time you receive funds. This is what will be used to post the cash and revenue to the general ledger.
- The **Cashier's office will not complete** the spreadsheet entry for you.
- Departments will need to submit the external transaction spreadsheets **as they receive cash, not wait until the end of the month.**
- **Cash must be reconciled** before you can see the revenue in your financial unit.

Process Overview for Non-A/R Cash Deposits

1. Collect cash deposits.
2. Fill out new external transaction spreadsheet (online location TBD).
3. Bring cash deposits to the Cashier's Office at 110 21st Avenue S. Room 100 (inside Baker Building).
4. Email external transaction spreadsheet with proper approval to Treasury at treasuryoracle@vanderbilt.edu to load into Oracle Cloud.

Resources

- Watch the Journal Entries & Receiving Revenue [webinar recording](#) to learn more!
- Questions? Email skyvu@vanderbilt.edu

