



FLORIDA
INTERNATIONAL
UNIVERSITY

Office of the Controller

Quality Assurance Services

Cash Collection Points

eForms User Guide

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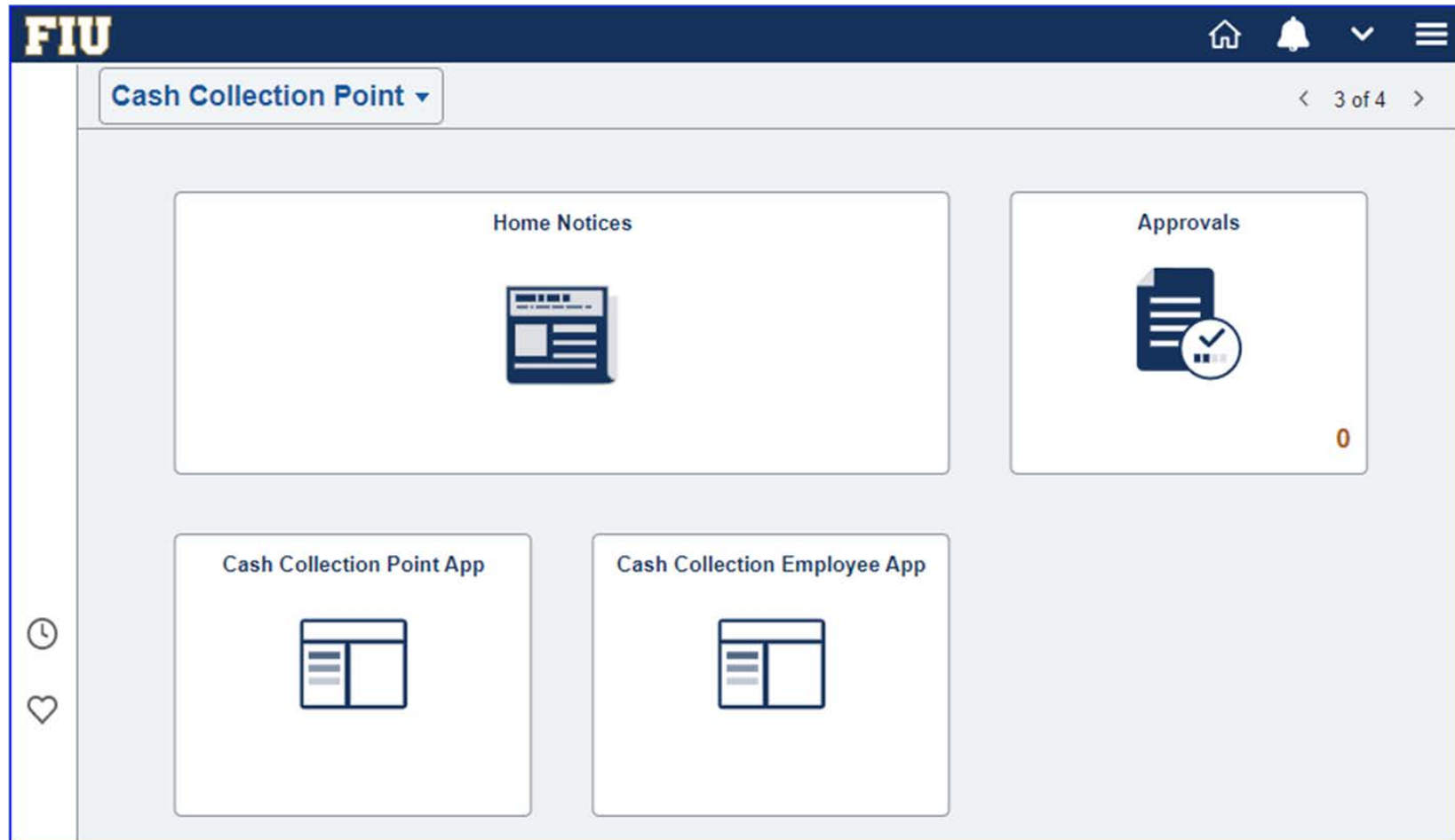
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Cash Collection Points eForms

This guide provides the steps to complete the Cash Collection Points (CCP) eForms used to request authorization for cash collections.

See the *Cash Controls Policy 1110.010* and *CCP Standard Operating Procedures* for complete CCP information and guidance.

From the PS Financials homepage go to the Employee Self Service dropdown menu and select the Cash Collection Point option.



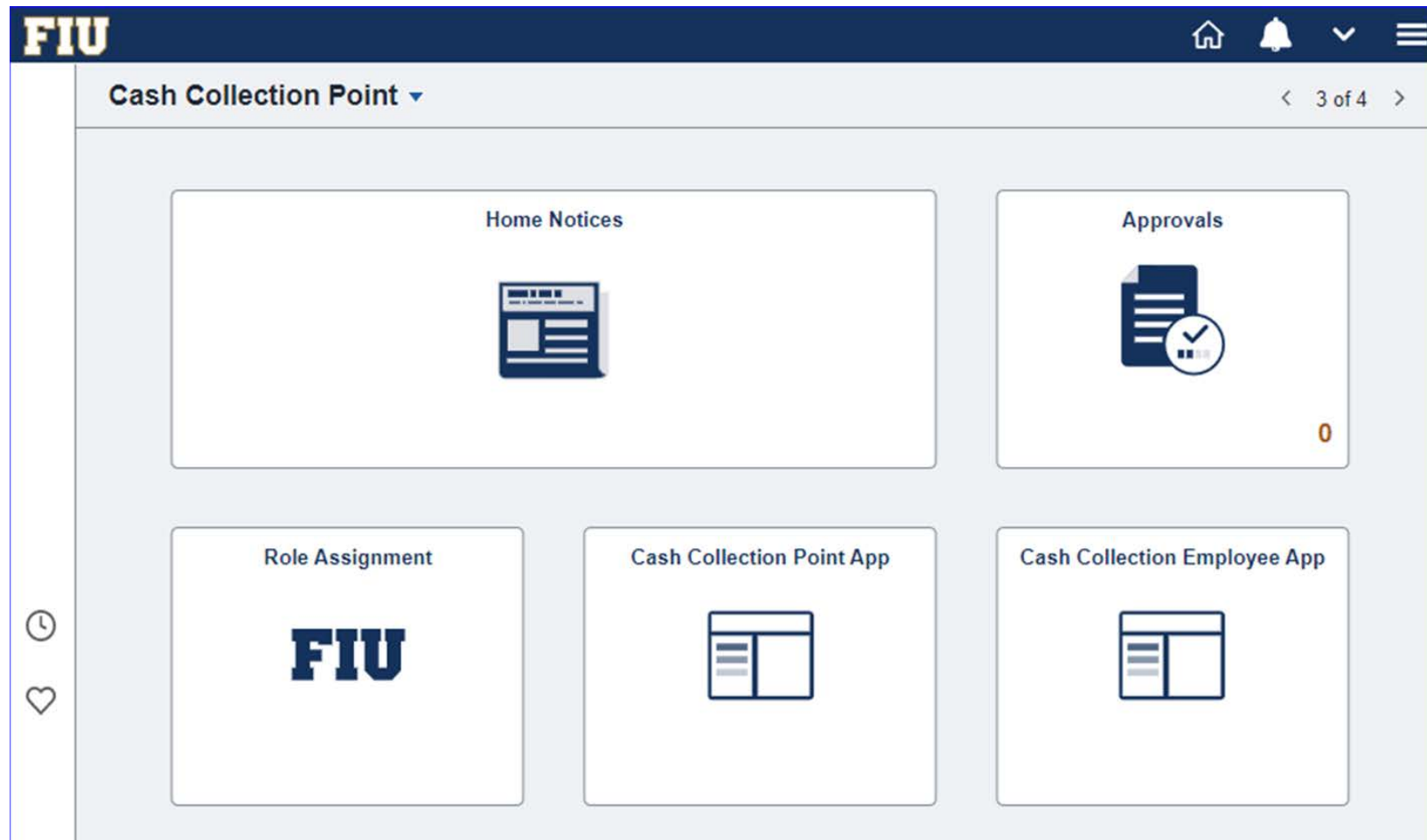
Cash Collection Point Homepage

Custodian's Access Request

The employee that has been designated as the Custodian for their location must request access to the Custodian role by contacting QAS. Send an email request, ensuring to copy the employee's Supervisor, to QAS@fiu.edu.

Once this is approved the employee will be notified that they have access to the Custodian role.

The Custodian's CCP Homepage will now have a new tile called Role Assignment.



Custodian's CCP Homepage with the Role Assignment tile.

Role Assignment Form

The Custodian will assign the CCP roles (Collector, Depositor and Reconciler) to the employees that will be part of the collection process for their location via the Role Assignment form.

Go to the CCP Homepage via the Role Assignment tile> click the button Create New Application> fill out the form > click Submit.

NOTE: Instructions and other helpful information are provided in red font throughout the guide.

The screenshot shows the 'Role Assignment' form interface. At the top, there is a navigation bar with a back arrow, the title 'Role Assignment', and a home icon. Below the navigation bar, the form title 'Role Assignment' is displayed, followed by a note: 'Prior to completing this application, the Segregation of Duties section of the CCP Standard Operating Procedures must be read to ensure proper assignment of employee roles.' To the right of this note are 'Save' and 'Submit' buttons.

The form is divided into sections. The 'General Information' section contains the following fields and callouts:

- Role Request ID:** NEXT
- Requested Date:** 05/23/2023
- Custodian ID:** [Redacted]
- Status:** Initial
- Reason:** [Text input field] - Callout: 'Enter a reason for the request.'
- Save button:** Callout: 'Click the Save button to keep data entered and submit later.'
- Link:** 'Segregation of Duties' - Callout: 'Click the link to read the SOD section in the CCP Procedures.'

The 'Roles' section is a table with 3 rows. It includes a '+ Add' button and a 'Delete' button. The table headers are: '*Empl ID', 'First Name', 'Last Name', '*Role', 'Comment', and 'View other roles'. The first row is pre-filled with 'Custodian' in the role column. Callouts for the Roles section include:

- + Add button:** 'Click to add more employee rows below.'
- *Empl ID:** 'Enter PIDs.'
- *Role:** 'The Custodian role and information will auto-populate the first time.'
- Role dropdown:** 'Select Roles from the drop-down menu.'
- Comment:** 'Enter optional comments.'
- View other roles:** 'Click to view roles an employee may be assigned already.'

The table contains three rows, each with a search icon in the 'Empl ID' column and a dropdown menu in the 'Role' column.

CCP Employee Form

Employees, including the Custodian, who have been assigned roles will be notified via email with information and a link to their Cash Collection Point Employee application.

The form can also be found via the CCP Homepage> Cash Collection Employee App tile> click the Initiated menu.

The screenshot shows the 'Cash Collection Employee App' interface. On the left is a navigation menu with the following items and counts: 'Initiated' (1), 'Pending Review' (0), 'Pending Approval' (0), 'Approved' (0), 'Denied' (0), 'Canceled' (0), 'View All' (1), and 'Status' (0). The 'Initiated' menu item is highlighted with a red box. The main area is titled 'Applications Initiated' and contains a table with the following data:

Status	CEP Form ID	Role Request ID	Modified User	DateTime	Cancel
Initial	CEP0000006	000000003		05/25/2023 2:47PM	<input type="button" value="X"/>

Red callout boxes provide additional information: 'Click on the row to start the form.' points to the first row of the table; 'The Cancel button is available in case the role was assigned by mistake or needs to be canceled for any reason.' points to the 'Cancel' button; 'Each application is assigned a form #' points to the 'CEP Form ID' column; and 'This menu shows the status of the application.' points to the 'View All' menu item.

If the Cancel button is selected, a pop-up will appear to confirm the cancelation.

If Yes is selected, the application will be moved to the Canceled menu and no longer be available for submission.

Do you want to continue the cancel process for the CEP0000006?

Step 1 of 3: Reason for Expanded Background Check

In this step the employee will select a reason for their application.

Cash Collection Employee Application

CEP Form ID CEP0000001

1 Reason for Expanded Background Check In Progress

2 Statement of Understanding Not Started

3 Summary Not Started

Step 1 of 3: Reason for Expanded Background Check

Employees with job responsibilities that include handling of cash/checks/cash equivalents and/or access to sensitive payment card data require an Expanded Background Check.

***1. Please select reason for Background Check:**

- New Job Responsibilities
- Existing Job Responsibilities

Save Answers

Click "Save Answers", this page will not auto save.

Select an answer.

Step 2 of 3: Statement of Understanding

In this step the employee will attest to the requirements and responsibilities while carrying out their CCP role.

Cash Collection Employee Application

CEP Form ID CEP0000001

1 Reason for Expanded Background Check Complete

2 Statement of Understanding Visited

3 Summary Not Started

Step 2 of 3: Statement of Understanding

***1. As the Cash Collection Point Employee, I acknowledge (All boxes are required)**

- I have read, understand, and will adhere to the University's Cash Control Policy 1110.010.
- I have read, understand, and will adhere to the Cash Collection Point Standard Operating Procedures.
- I have read, understand, and will adhere to the FIU Records Policy 150.110 and maintain accurate supporting documentation of each transaction.
- I will complete the required trainings and any further trainings deemed necessary by the Quality Assurance Services department.
- I understand failure to comply with the University's Cash Control Policy may result in the closure of my Department's Cash Collection Point.

Save Answers

Read the statements and check all boxes.

Click "Save Answers", this page will not auto save.

Step 3 of 3: Summary

The purpose of this final step is to review and verify the accuracy of the information entered in previous steps before submitting.

Exit

Cash Collection Employee Application

CEP Form ID CEP0000001

Previous

1 Reason for Expanded Background Check Complete

2 Statement of Understanding Visited

3 Summary Visited

Step 3 of 3: Summary

Please review the information of the Cash Collection Employee Application CEP0000001 and submit it for processing

Submit for Processing

Click to submit.

CEP Form ID CEP0000001

Approval Status Initial

Empl ID

Comment

Enter optional comment.

Roles

In this example, the employee has dual roles as Custodian and Reconciler.

Role	Approval Status	Comment	Created By	Created Date	Modified By	Modified Date
1 Custodian	Initial	<input type="text"/>	<input type="text"/>	05/23/23 12:17PM	<input type="text"/>	05/23/23 12:17PM
2 Reconciler	Initial	<input type="text"/>	<input type="text"/>	05/23/23 12:17PM	<input type="text"/>	05/23/23 12:17PM

2 rows

The Supervisor may Approve, Deny or Pushback the Application

The Supervisor will be notified via email to review the application. An email link will route to the pending form, or they can navigate to the form. Go to the CCP Homepage> Approvals tile> select the corresponding application and review.

The screenshot shows the 'Pending Approvals' dashboard. On the left, there is a sidebar with 'View By' set to 'Type'. Underneath, there are two categories: 'All' (highlighted in yellow) and 'Cash Collection Point Emp'. The main area displays a list of applications. The first application is 'Cash Collection Point Emp App' with a status of 'Pending Approval' and a 'Medium Priority' warning icon. The application ID is 'CEP0000001 / Custodian / Reconciler / [redacted]'. It was routed on '05/23/2023'. A red callout box points to the application row with the text: 'Click on the row to open the form.'

The screenshot shows the 'Cash Collection Point Emp App' form. At the top, there are three buttons: 'Approve' (highlighted in blue), 'Deny', and 'Pushback'. A red callout box points to these buttons with the text: 'Select an action for the application. See page 10 for additional information.' Below the buttons, there is a section for 'General Information' with fields for 'CEP Form ID' (CEP0000001), 'Status' (Pending Approval), and 'Employee ID' ([redacted]). A red callout box points to the 'Employee ID' field with the text: 'Review the application pages via these two links.' Below this, there is a 'More Information' section with links for 'Reason for Expanded Background Check', 'Statement of Understanding Questionnaire', 'Human Resources - Expanded Background Check', and 'Quality Assurance Services - Employee App'. Below that is a 'Roles' section with a table showing two rows of roles: 'Custodian' and 'Reconciler', both with an 'Initial' status and a creation date of '05/23/23 - 12:17 PM'. At the bottom, there is an 'Approver Comments' text area and an 'Approval Chain' link. A red callout box points to the 'Approver Comments' area with the text: 'Comments are required if the application is denied or pushed back.'

The Supervisor may Approve, Deny or Pushback the Application

If the application is Approved by the Supervisor

- Human Resources will be notified via email to review the applicant for the Expanded Background Check clearance.
 - If clearance is verified the employee will receive an email with details about the CCP Training course in FIU Develop.
 - If HR does not verify the clearance, they will contact the applicant directly. No further action on this application is needed.

If the application is Denied by the Supervisor

- The employee will be notified via email that the application has been denied. No further action on this application is needed.

If the application is Pushed back by the Supervisor

- The employee will be notified via email to update their application and resubmit.
- The QAS team may push back the application for revision as well. The email notification and submission are the same.
- To revise the application, on the CCP Homepage select the Cash Collection Employee Application tile> click Pending Review menu.
- When the application is resubmitted, it will route through the same workflow.

The screenshot displays the 'Cash Collection Employee App' interface. On the left, a navigation menu shows 'Pending Review' selected. The main area is titled 'Applications Pending Review' and contains a table with the following data:

Status	CEP Form ID	Role Request ID	Modified User	DateTime	Review	Approval Chain
Sent Back for Revision	CEP0000001	0000000001		05/24/2023 2:57PM		

Red callout boxes provide instructions: 'Click to update the application.' points to the 'Review' icon, and 'Click to see workflow details and comments.' points to the 'Approval Chain' icon.

When the employee passes the CCP Training and the application is approved, an email notification will be sent.

Cash Collection Point Form

To start a new application, the Custodian will go to the CCP Homepage and select the Cash Collection Point App tile> click Create New Application.

The screenshot shows the 'Cash Collection Point' application interface. At the top, there is a navigation bar with a back arrow, the text 'Cash Collection Point', and icons for home, a dropdown menu, and a hamburger menu. Below the navigation bar is a list of application statuses, each with a circular counter showing the number of applications in that status. The 'Initiated' status is highlighted in yellow and has a counter of 0. Below the list, there is a section titled 'Applications Initiated' with the text 'There are no Initiated Cash Collection Point Application to display.' and a 'Create New Application' button.

Status	Count
Initiated	0
Pending Review	0
Pending Approval	0
Approved	0
Denied	0
Pending Close	0
Closed	0
Archived	0
View All	0

Applications Initiated
There are no Initiated Cash Collection Point Application to display.

[Create New Application](#)

Criteria Page

In this step the Custodian will review the Instruction/Policy section and enter the CCP criteria relevant to their department.

← Cash Collection Point **Create New Application**

CCP Form ID **NEXT**

▼ Instruction/Policy

Cash Controls Policy 1110.010

Once the Save button is clicked and move to the next step, this page will not be available for changes.

Save

Click to read the Policy.

Review these Instructions.

Prior to completing this application, the following documents must be read to ensure that your location will be able to comply with all Cash Collection Point (CCP) requirements:

- The University's Cash Controls Policy 1110.010.
- Cash Collection Points Standard Operating Procedures, a supplement to the Cash Controls Policy.

A Cash Collection Point (CCP) is a physical location authorized by the University Controller, or designee, to collect more than \$1,000 per fiscal year. As it pertains to a CCP, cash is defined as U.S. currency checks drawn on U.S. banks and written in U.S. dollar values (including travelers, cashiers, certified checks, and money orders), and credit/debit cards (this excludes online customer self-driven payments Eventbrite). Based on this definition, the following scenarios are possible:

- One CCP may collect for several departments, events, clubs, activities, and/or other entities.
- Several CCPs may collect for one department, event, club, activity, or entity.

The following requirements must be adhered to when completing this application:

- A CCP Custodian must be assigned to manage all cash operations and internal controls.
- All activity/project numbers that will utilize the same CCP must be listed.

▼ Cash Collection Point Criteria

1. Will this location collect more than \$1,000.00 per fiscal year? No

2. What form(s) of payment will be accepted?

Currency/coin No

Checks No

Online customer self-driven credit/debit card payments No

In-person credit/debit card payments No

Exclude online customer self-driven payments such as Eventbrite.

Step 1 of 7: General Information

In this step the Custodian will verify their Employee ID/Name, Department, and Position.

✕ Exit Cash Collection Point Application ▼

CCP Form ID CCP0000001 Next >

1 General Information
Visited

2 Physical Location
Not Started

3 Location Operations
Not Started

4 Collection Details
Not Started

5 Segregation of Duties
Not Started

6 Statement of Understanding
Not Started

7 Summary
Not Started

Step 1 of 7: General Information

[View/Add Attachment](#)

...

General Information

Empl ID

Department

Position Number

Custodian

Panther ID

Audit Information

Created By 05/30/2023 9:39AM

Last Updated By 05/30/2023 9:39AM

When each page is completed click the Save button, pages will not auto save. Save

Step 2 of 7: Physical Location

In this step the Custodian will enter the primary FIU office location where collections occur including the College/Business Area, Campus/Center, Building and Office number. Any additional locations can be added on the next page "Step 3 of 7: Location Operations".

✕ Exit Cash Collection Point Application

CCP Form ID CCP0000001 < Previous Next >

1 General Information
Complete

2 Physical Location
Visited

3 Location Operations
Not Started

4 Collection Details
Not Started

5 Segregation of Duties
Not Started

6 Statement of Understanding
Not Started

7 Summary
Not Started

Step 2 of 7: Physical Location

[View/Add Attachment](#)

In this step enter the primary FIU office location where collections occur. You will have the option to add additional locations in the next step.

Location

College/Business Area

Campus/Center

Building

Office #

CCP Location # NEXT

Audit Information

Created By 05/30/2023 9:39AM

Last Updated By 05/30/2023 9:50AM

Click the Save button, this page will not auto save.

Enter location acronyms and select correct option or click magnifying glass to "Lookup" criteria.

Enter office number including letters or click magnifying glass to "Lookup" criteria.

When "Save" button is clicked, the "CCP Location #" will populate. This is a unique identifier for this CCP.

Step 3 of 7: Location Operations

In this step the Custodian will enter information as it relates to the location where the collection occurs including relevant payment, collections, deposits, and safeguarding details.

× Exit Cash Collection Point Application

CCP Form ID CCP0000001

← Previous

1 General Information
Complete

2 Physical Location
Complete

3 Location Operations
In Progress

4 Collection Details
Not Started

5 Segregation of Duties
Not Started

6 Statement of Understanding
Not Started

7 Summary
Not Started

Step 3 of 7: Location Operations

All questions and applicable comment boxes are required to save the form and move to the next step.

***1. What will be the source of collections for this location? (Check all that apply)**

- Sale of goods
- Sale of services
- Ticket sales
- Facility rentals
- Conference/Workshops
- Fee collection
- Recovery of expenses
- Royalties
- Other

Comment is required

Save Answers

The Next button will only populate after the Save button is clicked.

Step 4 of 7: Collection Details

List all the Activity or Project ID numbers where deposits will be recorded for all forms of payments selected in the previous step.

Cash Collection Point Application

CCP Form ID CCP000001

< Previous Next >

1 General Information Complete

2 Physical Location Complete

3 Location Operations Complete

4 Collection Details Visited

5 Segregation of Duties Not Started

Step 4 of 7: Collection Details

[View/Add Attachment](#)

SpeedType

Enter the Activity or Project number or click the magnifying glass to "Lookup" criteria. The other fields will auto populate.

Click the Save button, this page will not auto save.

*SpeedType	PC Bus Unit	Project	Description	Department	Description	Activity Nbr	Description
1	123						

SpeedType Key Description PC Business Unit Project Department

1230100001	FWS Office of Enrollment Info			123001000			
1230120001	VP FOR ENROLLMENT			123001000			

To add more rows, click the "+" button.

Save

Step 5 of 7: Segregation of Duties

On this page list the primary and back-up employees that have job responsibilities associated with the CCP to ensure proper segregation of duties. Cash-handling duties should be assigned so that collections, deposits, and reconciliations are assigned to different employees.

Cash Collection Point Application

< Previous
Next >

Step 5 of 7: Segregation of Duties

View/Add Attachment

The internal control that most effectively increases the security of the University's assets is segregation of duties (SOD). Cash-handling duties should be assigned so that collections, deposits, and reconciliations are assigned to different employees. If this location receives donations taken to Foundation for deposit and/or reconciliation, the Foundation's employees performing these tasks must be listed below in their appropriate roles.

Segregation of Duties

How will cash collection point responsibilities be separated?

Three-way
Other

Three-way segregation: Collections, deposits and reconciliations are performed by separate individuals. At a minimum, at least one Collector, Depositor, Reconciler, Back-up Collector, Back-up Depositor and Back-up Reconciler must be listed.

Roles

▼ Definitions

Collector: Responsible for accepting payments from customers and receipting or logging transactions.

Depositor: Responsible for retrieving cash and receipts from Collections and preparing and submitting the deposit.

Reconciler: Responsible for verifying all cash received was deposited and properly recorded in the general ledger.

Third Party Vendor: Departments may use the service of a third-party vendor to collect cash on behalf of the University. A vendor can be assigned as collector only. Attach the vendor contract above before moving to the next step.

	Custodian	Collector	Depositor	Reconciler	Backup Collector	Backup Depositor	Backup Reconciler	*Employee / Third Party Vendor	Empl ID	Name
1	Yes <input type="radio"/>	No <input type="radio"/>	No <input type="radio"/>	No <input type="radio"/>	No <input type="radio"/>	No <input type="radio"/>	No <input type="radio"/>	Employee	<input style="width: 100%;" type="text"/>	-
2	No <input type="radio"/>	No <input type="radio"/>	No <input type="radio"/>	No <input type="radio"/>	No <input type="radio"/>	No <input type="radio"/>	No <input type="radio"/>	Employee ▼	<input style="width: 100%;" type="text"/>	-

Attach documents here - such as the required CCP Departmental Procedures or third-party vendor contract if applicable.

Click the Save button, this page will not auto save.

Select the segregation of duty (SOD) button appropriate to the location. See the SOD section in the CCP Procedures.

Review all Instructions in each section.

See the Role definitions.

The first row will default to the Custodian. Select their PID in the Empl ID field.

This defaults to "Employee," if "Third Party Vendor" is needed, click the drop-down menu.

This defaults to the "-" button. The "+" button appears once the row has been completed.

Save

Step 5 of 7: Segregation of Duties

Below are additional instructions when entering the roles for employees and third-party vendors (TPV).

	Custodian	Collector	Depositor	Reconciler	Backup Collector	Backup Depositor	Backup Reconciler	*Employee / Third Party Vendor	Empl ID	Name	
1	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> No	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> No	<input type="radio"/> No	Employee	<input type="text"/>	<input type="text"/>	+ -
2	<input type="radio"/> No	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> No	<input type="radio"/> No	<input type="radio"/> No	<input type="radio"/> No	Employee	<input type="text"/>	<input type="text"/>	+ -
3	<input type="radio"/> No	<input type="radio"/> No	<input type="radio"/> No	<input type="radio"/> No	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> No	Third Party Vendor	<input type="text"/>	<input type="text"/>	+ -

3 rows

1 – Select the role before adding the PID. The PID clears from the Empl ID field if the role is selected after.

2 – Enter the PID or click the magnifying glass and a list of all employees approved for the selected role will appear.

3 – Select the employee from your department.

If a TPV is added the contract with verbiage regarding background checks must be attached at the top of the page.

If a TPV is added enter the vendor's name here.

Below is a view of the Attachment pop-up screen.

Add/View Attachment

Attachments

*Description Open

Click to add CCP Departmental Procedures and TPV contract.

Step 6 of 7: Statement of Understanding

In this step the Custodian will attest to the requirements and responsibilities of a Custodian for an approved CCP location.

[X Exit](#) **Cash Collection Point Application**

CCP Form ID **CCP0000001** Read the statements and check all boxes. < Previous Next >

1 General Information Complete	<h3>Step 6 of 7: Statement of Understanding</h3> <h4>Custodian Statement of Understanding</h4> <p>All boxes are required</p> <p>*1. As the Cash Collection Point Custodian, I acknowledge (All boxes are required)</p> <ul style="list-style-type: none"><input type="checkbox"/> I have read, understand, and will adhere to the University's Cash Control Policy 1110.010.<input type="checkbox"/> I have read, understand and will adhere to the Cash Collection Point Standard Operating Procedures.<input type="checkbox"/> I am responsible for overseeing all-cash operations and internal controls.<input type="checkbox"/> I am responsible for updating the Office of the Controller with any CCP changes.<input type="checkbox"/> I understand the use of separate bank accounts for the depositing of University funds is strictly prohibited.<input type="checkbox"/> I understand the FIU Police should be contacted to ensure the appropriate security of my CCP location and transfer of funds.<input type="checkbox"/> I am the contact person for CCP review/audit purposes. Save Answers
2 Physical Location Complete	
3 Location Operations Complete	
4 Collection Details Complete	
5 Segregation of Duties Complete	
6 Statement of Understanding Visited	
7 Summary Not Started	

Click the Save button, this page will not auto save.

Step 7 of 7: Summary

The purpose of this last step is to review and verify the accuracy of the information entered in previous steps before submitting the application.

The application will be routed to the Budget Manager.

[X Exit](#) Cash Collection Point Application ▼

CCP Form ID **CCP0000001** [← Previous](#)

- 1 General Information**
Complete
- 2 Physical Location**
Complete
- 3 Location Operations**
Complete
- 4 Collection Details**
Complete
- 5 Segregation of Duties**
Complete
- 6 Statement of Understanding**
Visited
- 7 Summary**
Visited

Step 7 of 7: Summary

[View/Add Attachment](#) Documents may be attached here or on any page where this link appears.

Submit for Processing
Click to submit.

▶ **Comments History**

▼ **Criteria**

1. Will this location collect more than \$1,000.... Yes No

2. What form(s) of payment will be accepted?

Currency/coin Yes No

Checks No Yes

Online customer self-driven credit/debit card payments No Yes

In-person credit/debit card payments No Yes

▶ **General Information**

▶ **Physical Location**

▶ **Location Operations**

▶ **Collection Details**

▶ **Segregation of Duties**

If edits are needed, click on the appropriate menu above.

Review all information entered in the previous pages by clicking on the drop-down menus.

The Budget Manager may Approve or Pushback the Application

The Budget Manager will be notified via email to review the application. An email link will route to the pending form, or they can navigate to the form.

Go to the CCP Homepage> Approvals tile> select the corresponding application and review.

The screenshot displays the 'Pending Approvals' section of the Cash Collection Point system. The interface includes a navigation bar with 'Cash Collection Point' and 'Pending Approvals'. A sidebar on the left shows 'View By' set to 'Type' with a dropdown menu, and a list of filters: 'All' (1) and 'Cash Collection Point App' (1). The main content area shows a table with one row of application details:

Application Name	Status	CCP Location #	Initiator & Custodian	Priority	Routing
Cash Collection Point App	Pending Approval	PC_00001	CCP0000001 / Initiator & Custodian: [Redacted]	Medium Priority	Routed 05/30/2023 >

A red box highlights the application row with the text: "Click on the row to open the form."

On the application (see screenshot on next page), under the drop-down menu:

- Physical Location - review the location's information to ensure accuracy.
- More Information - review the first 3 links that route to the application. If any revisions are needed, then push the application back to the Custodian. See the Segregation of Duties (SOD) section of the CCP Procedures pages 4-5 for more information on that topic.
- Attachment – review the attachment(s). This will always include the required CCP Departmental Procedures, and depending on the department may include a third-party vendor contract to confirm employee background check requirements.
- Collection Details – review the activity/project numbers. Select the checkbox for each if correct.

The Budget Manager may Approve or Pushback the Application

Cash Collection Point App

CCP Form ID CCP000001

Status Pending Approval

1 line(s) are pending your approval

Approve **Pushback**

Select an action for the application.

General Information

Employee ID [] Custodian []
Department [] Name []

Physical Location

More Information

Segregation of Duties Location Operation Questionnaire Statement of Understanding QAS Approval Checklist Location Closure

Attachment

View/Add Attachment

Review the attachment(s).

Review the application pages via these 3 links.

Collections Details

Pending All

Review the speedtype(s) and select box if correct.

Select	SpeedType Key	PC Business Unit	Project	Department	Activity Nbr	Approval Status
<input type="checkbox"/>	[]	[]	[]	[]	[]	[]

1 row

Approver Comments

Comments are required if the application is pushed back.

Approval Chain >


The Budget Manager may Approve or Pushback the Application

If the application is Approved by the Budget Manager

- QAS will be notified that the application is pending review. The Custodian will receive a notification when the review is completed.

If the application is Pushed back by the Budget Manager

- The Custodian will be notified via email to update the application and resubmit.
- The QAS team may push back the application for revision as well. The email notification and submission are the same.
- To revise the application, on the CCP Homepage select the Cash Collection Point App tile> click Pending Review menu.
- When the application is resubmitted, it will route through the same workflow.

Cash Collection Point		Cash Collection Point											
Initiated	0	Applications Pending Review											
Pending Review	1	<input type="button" value="Create New Application"/>											
Pending Approval	0												
Approved	0												
Denied	0												
Pending Close	0												
		Status	CCP Form ID	CCP Location #	College/Business Area	Campus/Center	Building	Creation Date Time	Total Days	Days Pending Approval	Days Routed	Parent Form ID	Approval Chain
		Sent Back for Revision	CCP0000001	AC1_00001	ACADEMICS	BISCAYNE BAY	ACADEMIC ONE	06/21/2023 4:51PM	1				

Click on the row to open the form.

Viewing the Application

When the application is pending in the workflow, the Custodian can review the application, attached documents, comments, and status.

The screenshot shows the 'Cash Collection Point' application interface. On the left, there is a sidebar with a list of application statuses: Initiated (0), Pending Review (0), Pending Approval (1), Approved (0), Denied (0), and Pending Close (0). The 'Pending Approval' status is highlighted in yellow. The main area is titled 'Applications Pending Approval' and contains a 'Create New Application' button. Below this is a table with columns: Status, CCP Form ID, CCP Location #, College/Business Area, Campus/Center, Building, Creation Date Time, Total Days, Days Pending Approval, Days Routed, Parent Form ID, Preview, and Approval Chain. A single row is visible with the following data: Pending Approval, CCP0000001, AC1_00001, ACADEMICS, BISCAYNE BAY, ACADEMIC ONE, 06/21/2023 4:51PM, 1. There are two red callout boxes: one pointing to the 'Preview' button with the text 'Review the application.', and another pointing to the 'Approval Chain' column with the text 'See workflow details and comments.'

Status	CCP Form ID	CCP Location #	College/Business Area	Campus/Center	Building	Creation Date Time	Total Days	Days Pending Approval	Days Routed	Parent Form ID	Preview	Approval Chain
Pending Approval	CCP0000001	AC1_00001	ACADEMICS	BISCAYNE BAY	ACADEMIC ONE	06/21/2023 4:51PM	1					

To see comments provided by the Budget Manager and/or QAS, select the “Preview” button, then click on the Comments History drop-down arrow. To view any other section of the application, click on the drop-down arrows.

The screenshot shows the 'Cash Collection Point Application' summary page. The page title is 'Cash Collection Point Application'. Below the title is a 'Summary' section with a 'View/Add Attachment' link. A red box highlights the 'Comments History' section, which is expanded to show a table with 1 row. The table has columns: Datetime Created, Comment, and Entered By. The data in the row is: 06/22/2023 11:10:23.000000AM, Add CCP Department Procedures., and two redacted names. Below the table are several expandable sections: Criteria, General Information, Physical Location, Location Operations, Collection Details, and Segregation of Duties.

Datetime Created	Comment	Entered By
1 06/22/2023 11:10:23.000000AM	Add CCP Department Procedures.	[Redacted]

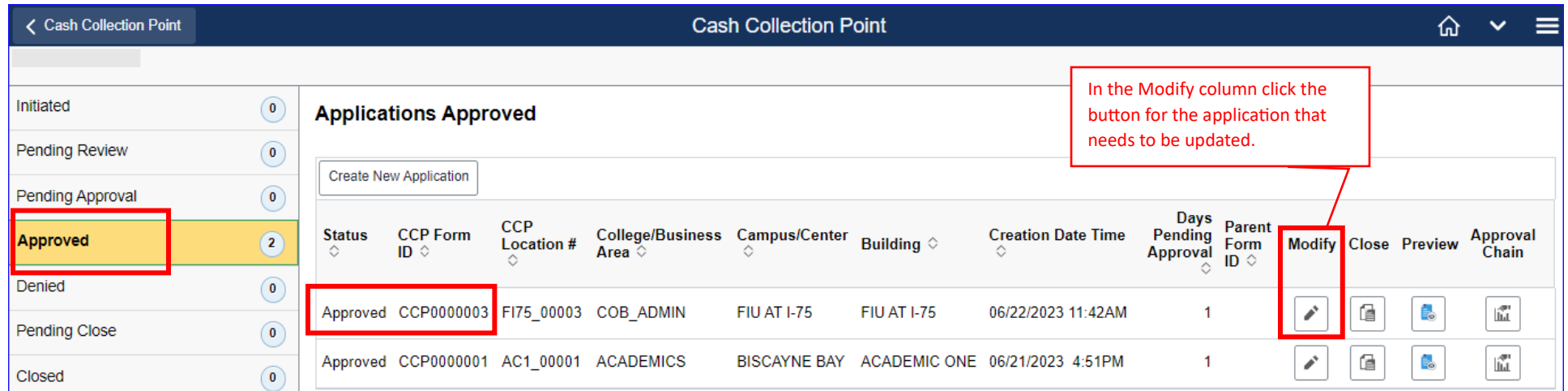
CCP Modification Form

This form allows the Custodian to update the information of an approved CCP due to changes in operations, employees, or other information.

Important: If the information entered on the Criteria Page (see page 12) under the Cash Collection Point Criteria section doesn't change, then this form can be used. If the criteria need to be updated, then a new application must be submitted.

Important: When the modification application is approved, the original CCP application is no longer valid for operations or audit purposes.

From the CCP Homepage select the Cash Collection Point App tile> click Approved menu.



Cash Collection Point		Cash Collection Point												
Initiated	0	Applications Approved												
Pending Review	0	<input type="button" value="Create New Application"/>												
Pending Approval	0													
Approved	2	Status	CCP Form ID	CCP Location #	College/Business Area	Campus/Center	Building	Creation Date Time	Days Pending Approval	Parent Form ID	Modify	Close	Preview	Approval Chain
Denied	0	Approved	CCP0000003	FI75_00003	COB_ADMIN	FIU AT I-75	FIU AT I-75	06/22/2023 11:42AM	1					
Pending Close	0	Approved	CCP0000001	AC1_00001	ACADEMICS	BISCAYNE BAY	ACADEMIC ONE	06/21/2023 4:51PM	1					
Closed	0													

If an application is clicked for modification and the user exists before completing the process, the application will be routed to the Initiated menu. Click on the application and continue to revise as needed.

Original CCP Form and Modification Form Identification Numbers

When an approved application is clicked for modification, it will get a new number labeled CMP, but the original CCP number will still be visible.

In this example, the original application CCP000003 was selected for modification and the new application is labeled CMP0000001.

Cash Collection Point

Applications Initiated

Create New Application

Status	CCP Form ID	CCP Location #	College/Business Area	Campus/Center	Building	Creation Date Time	Total Days	Days Pending Approval	Parent Form ID
Initial	CMP0000001	FI75_00003	COB_ADMIN	FIU AT I-75	FIU AT I-75	06/23/2023 3:18PM		1	CCP0000003

Original application ID number - CCP.

New application ID number - CMP.

Once the new application is approved it can be found in the Cash Collection Point App tile > Approved menu along with the original.

Cash Collection Point

Applications Approved

Create New Application

Status	CCP Form ID	CCP Location #	College/Business Area	Campus/Center	Building	Creation Date Time	Days Pending Approval	Parent Form ID	Modify	Close	Preview	Approval Chain
Approved	CMP0000001	FI75_00003	COB_ADMIN	FIU AT I-75	FIU AT I-75	06/23/2023 3:18PM						
Approved	CCP0000003	FI75_00003	COB_ADMIN	FIU AT I-75	FIU AT I-75	06/22/2023 11:42AM	1					
Approved	CCP0000001	AC1_00001	ACADEMICS	BISCAYNE BAY	ACADEMIC ONE	06/21/2023 4:51PM	1					

The original application CCP0000003 and the new CMP0000001 will have the same CCP Location number.

The new CMP0000001 will reference the original CCP number as Parent Form ID.

Find the Steps for completing the Modification Form starting on the next page.

Step 1 of 7: General Information

In this step the Custodian will be able to view their current employee information.

If the Custodian needs to be changed, go to the Change of Custodian section of this guide.

The screenshot displays the 'Cash Collection Point Application' interface. At the top, there is a dark blue header with 'Cash Collection Point Application' and a dropdown arrow. Below the header, the 'CCP Form ID' is 'CMP0000001', which is highlighted with a red box. A 'Next >' button is located in the top right corner. On the left side, a vertical navigation menu lists seven steps: 1. General Information (Visited), 2. Physical Location (Not Started), 3. Location Operations (Not Started), 4. Collection Details (Not Started), 5. Segregation of Duties (Not Started), 6. Statement of Understanding (Not Started), and 7. Summary (Not Started). The main content area is titled 'Step 1 of 7: General Information' and includes a 'View/Add Attachment' link. The form is divided into three sections: 'General Information' with fields for 'Empl ID', 'Department', and 'Position Number'; 'Custodian' with a 'Panther ID' field; and 'Audit Information' with 'Created By' and 'Last Updated By' fields, both showing the date and time '06/23/2023 3:18PM'. A blue 'Save' button is positioned in the top right of the main content area, with a red callout box pointing to it that says 'Click the Save button, this page will not auto save.' Another red callout box points to the 'Department' field with the text 'View the Custodian's information.'

Step 2 of 7: Physical Location

In this step the Custodian will only be able to change the current office number.

If the primary location needs to be changed, such as Campus or Building, a new application will need to be submitted. Any additional locations can be added on the next page "Step 3 of 7: Location Operations".

✕ Exit Cash Collection Point Application

CCP Form ID **CMP0000001** < Previous Next >

1 General Information
Visited

2 Physical Location
Visited

3 Location Operations
Not Started

4 Collection Details
Not Started

5 Segregation of Duties
Not Started

6 Statement of Understanding
Not Started

7 Summary
Not Started

Step 2 of 7: Physical Location

[View/Add Attachment](#) **Save**

In this step enter the primary FIU office location where collections occur. You will have the option to add additional locations in the next step.

Location

College/Business Area

Campus/Center

Building

Office #

CCP Location # FI75_00003

Audit Information

Created By 06/23/2023 3:18PM

Last Updated By 06/23/2023 3:18PM

Click the Save button, this page will not auto save.

Only the Office # can be changed.

Step 3 of 7: Location Operations

In this step, the Custodian will need to update the entire questionnaire. The information from the original application will not pre-populate.

Cash Collection Point Application

CCP Form ID: **CMP0000001**

Step 3 of 7: Location Operations

All questions and applicable comment boxes are required to save the form and move to the next step.

***1. What will be the source of collections for this location? (Check all that apply)**

- Sale of goods
- Sale of services
- Ticket sales
- Facility rentals
- Conference/Workshops
- Fee collection
- Recovery of expenses
- Royalties
- Other

Comment is required

Save Answers

Click the Save button, this page will not auto save.

Step 4 Collection Details and Step 5 Segregation of Duties

In these two steps, the information from the original application will pre-populate and can be updated if needed. (Screenshots of Step 4 and Step 5 are omitted, see pages 16 and 17 respectively.)

Step 6 of 7: Statement of Understanding

In this step the Custodian will attest to the requirements and responsibilities of a Custodian of an approved CCP location. (Screenshot omitted, see page 19.)

Step 7 of 7: Summary

The purpose of this step is to review and verify the accuracy of the information entered in previous steps before submitting the application.

The workflow for a modified application is the same as the original application.

× Exit **Cash Collection Point Application** ✓

CCP Form ID **CMP0000001** [← Previous](#)

1 General Information Visited

2 Physical Location Visited

3 Location Operations Complete

4 Collection Details Visited

5 Segregation of Duties Visited

6 Statement of Understanding Visited

7 Summary Visited

Step 7 of 7: Summary [View/Add Attachment](#) [Submit for Processing](#)

You are modifying CCP0000003 and creating a new Cash Collection Point application CMP0000001.

▶ **Comments History**

▼ **Criteria**

1. Will this location collect more than \$1,000.00 ... Yes No

2. What form(s) of payment will be accepted?

Currency/coin Yes No

Checks Yes No

Online customer self-driven credit/debit card payments Yes No

In-person credit/debit card payments Yes No

▶ **General Information**

▶ **Physical Location**

▶ **Location Operations**

▶ **Collection Details**

▶ **Segregation of Duties**

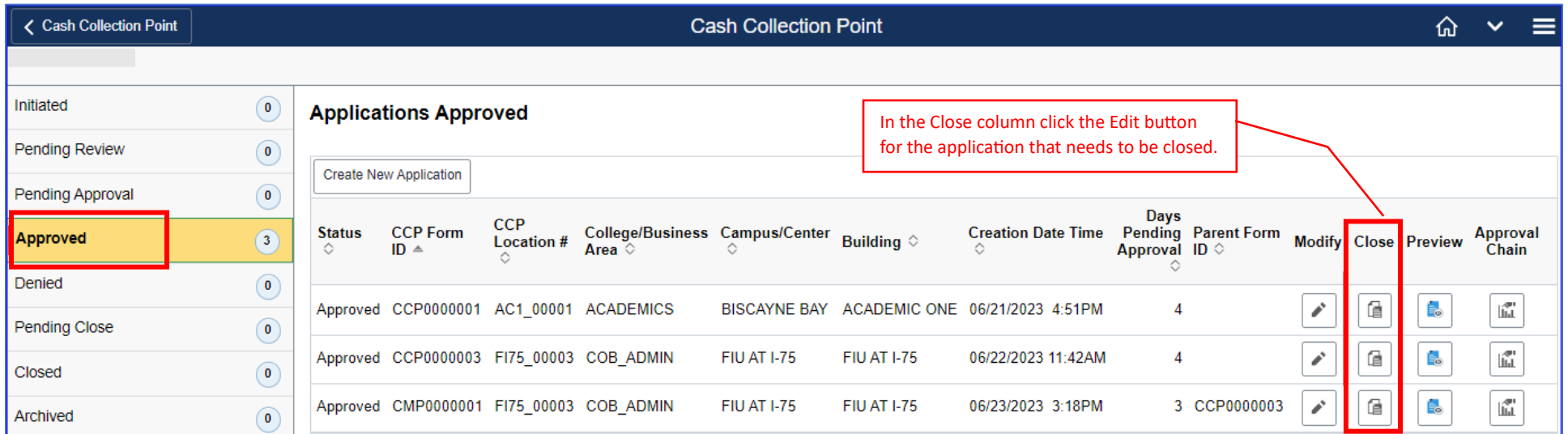
IMPORTANT: Attach updated CCP Departmental Procedures.

Review all information entered in the previous pages by clicking on the drop-down menus.

CCP Closure

When a CCP location needs to be closed the Custodian can process that request. If they are not available, the Budget Manager must contact QAS@fiu.edu with a request to close out the CCP.

From the CCP Homepage select the Cash Collection Point App tile> Approved menu> Select the application.



Cash Collection Point

Initiated 0
Pending Review 0
Pending Approval 0
Approved 3
Denied 0
Pending Close 0
Closed 0
Archived 0

Applications Approved

Create New Application

Status	CCP Form ID	CCP Location #	College/Business Area	Campus/Center	Building	Creation Date Time	Days Pending Approval	Parent Form ID	Modify	Close	Preview	Approval Chain
Approved	CCP0000001	AC1_00001	ACADEMICS	BISCAYNE BAY	ACADEMIC ONE	06/21/2023 4:51PM	4					
Approved	CCP0000003	FI75_00003	COB_ADMIN	FIU AT I-75	FIU AT I-75	06/22/2023 11:42AM	4					
Approved	CMP0000001	FI75_00003	COB_ADMIN	FIU AT I-75	FIU AT I-75	06/23/2023 3:18PM	3	CCP0000003				

CCP Closure

When the Custodian selects the “Close” button a pop-up will appear to confirm the selection.

- If No is selected, the application remains in the Approved status.
- If Yes is selected, the application will open on “Step 7 of 7: Summary,” see page 33.

Please confirm.

Do you want to start the closure process for this approved CCP? Click "Yes" to Start or "No" to Stop.

CCP Form ID : CCP0000001
Location ID : AC1_00001

If an approved application is clicked for closure and the user exits before completing the process, the application will now be found in the Pending Close menu.

Cash Collection Point

Applications Pending Close

Create New Application

Status	CCP Form ID	CCP Location #	College/Business Area	Campus/Center	Building	Creation Date Time	Total Days	Days Pending Approval	Days Routed	Parent Form ID	Resume Closing	Approval Chain
Pending Close	CCP0000001	AC1_00001	ACADEMICS	BISCAYNE BAY	ACADEMIC ONE	06/21/2023 4:51PM	5	4				

Step 7 of 7: Summary

The purpose of this step is to provide a reason for closure and verify that this is the action requested.

✕ Exit Cash Collection Point Application

CCP Form ID CCP0000001

1 General Information Complete

2 Physical Location Complete

3 Location Operations Complete

4 Collection Details Complete

5 Segregation of Duties Complete

6 Statement of Understanding Complete

7 Summary Visited

Step 7 of 7: Summary

[View/Add Attachment](#)

You are closing the Cash Collection Point application. Please type the reason in the comment box and complete the CCP Location Closure form via the link below.

▼ Closure

[Location Closure](#)

▶ **Comments History**

▶ **Criteria**

▶ **General Information**

▶ **Physical Location**

▶ **Location Operations**

▶ **Collection Details**

▶ **Segregation of Duties**

[Submit for Processing](#)

Click to submit the CCP closure. Once this is clicked, a message will appear to confirm.

Click this link to review and save the closure statements. See pop-up below.

A reason for closure must be provided.

Location Closure ✕

Questionnaire

[Save Answers](#)

Location Closure

All boxes are required

*1. As the Cash Collection Point Custodian

- I am notifying the Office of the Controller that this CCP will no longer be accepting currency or check payments.
- I understand that if this location is to resume cash collection operations at a later date a new CCP Application will need to be completed.

Review and select all closure statements.

Step 7 of 7: Summary

When the Custodian selects the “Submit for Processing” button a pop-up will appear to confirm the selection.

- If No is selected, the application remains in the Approved status.
- If Yes is selected, the application will route for closure.

Please confirm.

Do you want to continue the closure process for this approved CCP? Once submitted you will not be able to recover this application. Click "Yes" to Close or "No" to cancel submission

CCP Form ID : CCP0000001
Location ID : AC1_00001

Important: The Custodian is provided with multiple prompts to exit the closure process without submitting.

Important: Once an application is submitted for closure it cannot be reopened. If the application was closed by mistake, a new application to continue operations will need to be submitted.

Change of Custodian

When a CCP location needs to change Custodian, the current Custodian or the Budget Manager must contact QAS@fiu.edu with a request for this change. Make sure to copy the current Custodian (if they are available), the new Custodian, and Budget Manager.

Important: If the criteria entered on the Criteria Page (see page 12) of the original application doesn't change, then this form can be used. If the criteria need to be updated, then a new application must be submitted.

- QAS will contact the new Custodian when the request has been queued for processing.
- The new Custodian will update the application by processing a CCP Modification Form, see page 25.
- The difference from the regular Modification process is that Step 1 updates with the new Custodian's name and information.
- The information in the other Steps can be updated as needed.
- The Statement of Understanding at Step 6 will need to be completed by the new Custodian.
- The updated CCP Departmental Procedures must be attached.
- On submission the application will route through the normal workflow.

When all approvals are obtained, the new Custodian will see the new CMP application in the CCP App tile> Approved menu.

Status	CCP Form ID	CCP Location #	College/Business Area	Campus/Center	Building	Creation Date Time	Days Pending Approval	Parent Form ID	Modify	Close	Preview	Approval Chain
Approved	CMP0000002	AC2_00005	FIU_ONLINE2	BISCAYNE BAY	ACADEMIC TWO	06/27/2023 3:36PM		CCP0000005				
Approved	CCP0000005	AC2_00005	FIU_ONLINE2	BISCAYNE BAY	ACADEMIC TWO	06/26/2023 4:08PM	1					

Contact Information

Quality Assurance Services

QAS@fiu.edu

Related Links

[Cash Controls Policy 1110.010](#)

[CCP eForms – PS Financials](#)

[CCP Standard Operating Procedures](#)

[CCP Departmental Procedures Template](#)

[Background Check Requirements Policy 1710.257](#)

[CCP Training – FIU Develop](#)