

UCLA Cash Deposit and Receipt Distribution

Cash Handling Deposit Process Sub-Cashier Offices

CashNet

- 1 copy of CareConnect Cash Drawer Reconciliation Report (legibly print and sign name of preparer and approver. **OR** (if the Cash Drawer Reconciliation has not generated accurately), use:
 - Manual Cash Worksheet (legibly print and sign names of preparer and approver)
- Reconcile and group together in separate tenders: cash and checks (attach an adding machine tape total of cash & checks)
- Credit Card Settlement Tape
- Complete the deposit slip, insert all items in money bag, seal/lock, and put in safe or designated locked drawer for pick up

Contact UCLA Payment Solution & Compliance or submit message through [MyUCLA Message Center](#) to schedule Dunbar pick-up according to Cash Handling Policy BUS-49 Daily deposit is recommended.

CareConnect Cash Drawer Receipt

Cash Drawer Receipt Interim

The Practice will print out 2 copies of each receipt, 1 copy for patient and one copy retained by the Clinic.

- The CareConnect Cash Drawer Preparer and Approver will reconcile the deposit by matching all tenders to the individual front desk cashiers' end-of-day Care Connect Cash Reports and to the Cash Drawer Report or Manual Daily Cash Report, and confirm that there are no voided receipts.

Physicians Billing Office – Administration/LaVonte' Hickman
5767 West Century Blvd Suite 400; Los Angeles, CA 90045
400 Century Center; MC: 166646

Include the following:

- Cash Drawer Reconciliation Report OR (if the report has not generated accurately), use:
 - Manual Cash Worksheet (if applicable)
- Bank of America Deposit Slip
- Credit Card Settlement Tape
- Running Tape
- Bank of America Bag Number
- Copy of Dunbar Log
- Cash Drawer Closing Report for each user
- Credit Card Authorization Receipts
- Receipts
 - All copies of **Voided Receipts** (no reprinted copies, if the patient copy is not reclaimed, note that fact on one of the remaining copies)