

**From:** [Zenash Tasew](#)  
**To:** [Amy Mathys](#); [Andra Buhler](#); [Angela White](#); [Ann Hughes](#); [Barbara Fitzgerald](#); [Candice Coutinho](#); [Carol Van Pelt](#); [Cathy Griffith](#); [Damien Carroll-Debose](#); [Debbie Chung](#); [Deborah Titus](#); [DJ Polacik](#); [Donna Jones](#); [Elizabeth Lyimo](#); [Heung Mac](#); [Jennifer Schenk](#); [Jessie Maguire](#); [Judy Budroe](#); [Justin Desantis](#); [Karen McGowan](#); [Karen O'Grady](#); [Karen Yudin](#); [Khushboo Bajaj](#); [Kiran Fadia](#); [Kyle Hartmann](#); [Layla Horvath](#); [Lisa Hoover](#); [Lucy Lettini](#); [Madeline Gazzale](#); [Michael Christian](#); [Michael Kaczala](#); [Naushaba Mansuri](#); [Nicole Spencer](#); [Patricia Davis](#); [Pauline Pepper](#); [Regina Plaire](#); [Rita Lehman](#); [Robert Branz](#); [Roger Grillo](#); [Rosa Moore](#); [Rosanne Vaccaro](#); [Steven Levenson](#); [Tanesha Grand-Pierre](#); [Wendy Stellatella](#); [Zenash Tasew](#)  
**Subject:** FW: ACH and Wire Receipts Procedure  
**Date:** Wednesday, July 20, 2022 5:07:14 PM  
**Attachments:** [image001.png](#)  
[Wells Fargo Operating Bank Account ACH and Wire Receipts Procedure.docx](#)  
[NEW INSTRUCTIONS FOR THE DESCRIPTION SECTION OF THE CJ 062217.docx](#)  
[RU Cash Receipts JE Template 3 Various Apr2022.xlsx](#)  
[Banking Information for Electronic Funds Transfer.docx](#)  
**Importance:** High

---

Dear All,

Please see the email communications below regarding the ACH and Wire receipts new Procedure for FY23.

Let me know if you have any questions.

Regards,  
Zenash

---

**From:** Jiali Ren <[jr1521@finance.rutgers.edu](mailto:jr1521@finance.rutgers.edu)>  
**Sent:** Tuesday, July 19, 2022 11:56 AM  
**To:** Puja Dave <[pujadave@sa.rutgers.edu](mailto:pujadave@sa.rutgers.edu)>; 'brucej@dining.rutgers.edu'; Malvina Woronowicz <[malvina.woronowicz@rutgers.edu](mailto:malvina.woronowicz@rutgers.edu)>; Lilibeth Guiang <[guiangln@ubhc.rutgers.edu](mailto:guiangln@ubhc.rutgers.edu)>; Treveralld Carless <[carlestc@njms.rutgers.edu](mailto:carlestc@njms.rutgers.edu)>; Tina Brush <[brushtm@rwjms.rutgers.edu](mailto:brushtm@rwjms.rutgers.edu)>; Jessica Sanchez <[jns106@camden.rutgers.edu](mailto:jns106@camden.rutgers.edu)>; Stephanie Bladen <[burrage@camden.rutgers.edu](mailto:burrage@camden.rutgers.edu)>; Rosann Richards <[rcarey@newark.rutgers.edu](mailto:rcarey@newark.rutgers.edu)>; Debra J Amodeo <[dcuomo@newark.rutgers.edu](mailto:dcuomo@newark.rutgers.edu)>; Richie Gonzalez <[richie.gonzalez@rutgers.edu](mailto:richie.gonzalez@rutgers.edu)>; Glenn Rohe <[rohegn@camden.rutgers.edu](mailto:rohegn@camden.rutgers.edu)>; Melinda Jenkins <[melindaa@sa.rutgers.edu](mailto:melindaa@sa.rutgers.edu)>; Vincent Nacco <[naccova@sdm.rutgers.edu](mailto:naccova@sdm.rutgers.edu)>; Samar Sayah <[sayahsg@sdm.rutgers.edu](mailto:sayahsg@sdm.rutgers.edu)>; Jeremy Dietz <[jeremy.dietz@rutgers.edu](mailto:jeremy.dietz@rutgers.edu)>; Lisa Mule <[lmiskura@pharmacy.rutgers.edu](mailto:lmiskura@pharmacy.rutgers.edu)>; Andrea Acevedo <[acevedan@sa.rutgers.edu](mailto:acevedan@sa.rutgers.edu)>; Veronica Wynn <[wynnvl@sa.rutgers.edu](mailto:wynnvl@sa.rutgers.edu)>; Regina Glover <[regina.glover@camden.rutgers.edu](mailto:regina.glover@camden.rutgers.edu)>; Dennise Delafuente <[ddelafuente@english.rutgers.edu](mailto:ddelafuente@english.rutgers.edu)>; Roslyn Tanksley <[tansley@newark.rutgers.edu](mailto:tansley@newark.rutgers.edu)>; Nicole Fields <[nicomf@newark.rutgers.edu](mailto:nicomf@newark.rutgers.edu)>; Archana Trivedi <[archanat@newark.rutgers.edu](mailto:archanat@newark.rutgers.edu)>; RU Camden Student Accounting Wires <[camdensabc-wires@camden.rutgers.edu](mailto:camdensabc-wires@camden.rutgers.edu)>; Eileen Nash <[enash@smlr.rutgers.edu](mailto:enash@smlr.rutgers.edu)>; Jennifer Schenk <[jennifer.schenk@rutgers.edu](mailto:jennifer.schenk@rutgers.edu)>; Komal Acharya <[komal.acharya@rutgers.edu](mailto:komal.acharya@rutgers.edu)>; Linda Bagen <[lindab@echo.rutgers.edu](mailto:lindab@echo.rutgers.edu)>; Matthew Keller <[mlkeller@research.rutgers.edu](mailto:mlkeller@research.rutgers.edu)>; Mona Ghattas <[mag434@hr.rutgers.edu](mailto:mag434@hr.rutgers.edu)>; Tanysha Taylor <[taylortr@hr.rutgers.edu](mailto:taylortr@hr.rutgers.edu)>; Rae Frisch <[rfrisch@ucm.rutgers.edu](mailto:rfrisch@ucm.rutgers.edu)>; Regina Plaire <[plaire@njaes.rutgers.edu](mailto:plaire@njaes.rutgers.edu)>; Pauline Pepper <[pp559@njaes.rutgers.edu](mailto:pp559@njaes.rutgers.edu)>; Samar Sayah <[sayahsg@sdm.rutgers.edu](mailto:sayahsg@sdm.rutgers.edu)>; Stephanie Bladen <[burrage@camden.rutgers.edu](mailto:burrage@camden.rutgers.edu)>; Treveralld Carless <[carlestc@njms.rutgers.edu](mailto:carlestc@njms.rutgers.edu)>; Ron Jenkins <[jenkinjw@njms.rutgers.edu](mailto:jenkinjw@njms.rutgers.edu)>

**Cc:** Sherri Zimmerman <[skolpan@dining.rutgers.edu](mailto:skolpan@dining.rutgers.edu)>; 'lisacran@dining.rutgers.edu'; Lisa Orban <[orban@rwjms.rutgers.edu](mailto:orban@rwjms.rutgers.edu)>; 'mattszat@sa.rutgers.edu'; Rodney McMillian <[rodneymc@sa.rutgers.edu](mailto:rodneymc@sa.rutgers.edu)>; Jason Goodman <[jgoodman@sa.rutgers.edu](mailto:jgoodman@sa.rutgers.edu)>; Andrea Acevedo <[acevedan@sa.rutgers.edu](mailto:acevedan@sa.rutgers.edu)>; Veronica Wynn <[wynnl@sa.rutgers.edu](mailto:wynnl@sa.rutgers.edu)>; Suzette Smith <[smithsm@rwjms.rutgers.edu](mailto:smithsm@rwjms.rutgers.edu)>; 'jm2241@rutgers.edu'; Laura Grinzo <[lahorn@sa.rutgers.edu](mailto:lahorn@sa.rutgers.edu)>; Monica Pereira <[map500@njms.rutgers.edu](mailto:map500@njms.rutgers.edu)>; Tara Jackson <[tj209@sa.rutgers.edu](mailto:tj209@sa.rutgers.edu)>; Archana Trivedi <[archanat@newark.rutgers.edu](mailto:archanat@newark.rutgers.edu)>; 'ron.rich@rutgers.edu'; RBHS Affiliate Billing <[affiliatebilling@rbhs.rutgers.edu](mailto:affiliatebilling@rbhs.rutgers.edu)>; Tammie Walker <[tmwalker@camden.rutgers.edu](mailto:tmwalker@camden.rutgers.edu)>; Melissa Chen <[melissa.m.chen@rutgers.edu](mailto:melissa.m.chen@rutgers.edu)>; David Goodman <[dig175@sa.rutgers.edu](mailto:dig175@sa.rutgers.edu)>; Ashley H. Kim <[ak2225@cinj.rutgers.edu](mailto:ak2225@cinj.rutgers.edu)>; Scott Sire <[ss2947@cinj.rutgers.edu](mailto:ss2947@cinj.rutgers.edu)>; Sumaira Qasir <[sumaira.sarfraz@rutgers.edu](mailto:sumaira.sarfraz@rutgers.edu)>

**Subject:** ACH and Wire Receipts Procedure

Good morning,

The Bank Reconciliation Team in the University Controller's Office continues to search for improvements to ensure timely and accurate recording of your department's revenue. With the start of the new fiscal year 2023, we would like to address some issues with the ACH and Wire receipts in the Wells Fargo Operating Bank Account 9690.

-

**RU Cash Receipts Journals:**

As per the **Rutgers Cash Handling Policy 40.2.8 (revised on 4/8/2022)**, cash journals for ACH and Wire receipts are to be recorded **no later than one week** following the receipt of the funds in the Wells Fargo Operating Bank Account 9690.

Link to the revised policy: <https://policies.rutgers.edu/file/1080/download?token=KrEkaHaS>

Starting with FY 2023 July, all departments will be responsible for booking their own **RU Cash Receipts Journals** for ACH and Wire receipts.

The Bank Reconciliation Team will provide a full list of outstanding unrecorded receipts in a follow up e-mail.

Please use the following GL account string to record to the Operating account:

Debit: **900.1550.8724.0001.100.9999.10235.0000.000.00000**

-

**NIEFT Form:**

Please continue to complete the NIEFT webform: <https://finance.rutgers.edu/node/285>

You should receive a confirmation email after submitting the form.

Please use the following email address for sending the forms: [Controller\\_eft@finance.rutgers.edu](mailto:Controller_eft@finance.rutgers.edu)

\*Please note that the department will be responsible for completing the **RU Cash Receipts Journal** once their incoming ACH or Wire payment is received in the Wells Fargo Operating Bank Account 9690.

(Template for JE and New Instructions for description section are attached for reference).

The NIEFT form will allow us to notify you of the incoming funds in a timely manner.

Please provide the suppliers with a unique identifier for your department so we can distinguish the incoming funds from other incoming payments from the same sending company. (**Deposit Location Code**)

Attached, please find the following documentations for your reference.

- **Wells Fargo Operating Bank Account 9690 ACH and Wire Receipts Procedure**
- **New Description Section Instructions**
- **RU Cash Receipts Template**
- **Banking Information for Electronic Funds Transfer**

Please feel free to reach out if you have any questions or need additional instructions in booking your journal entries.

Please share this message with anyone who are not copied on the email.

We thank you for your understanding and appreciate your support!

Thank you,

Jiali Ren  
Accounting Specialist, Bank Reconciliations  
Rutgers, The State University of New Jersey  
Office of the University Controller  
33 Knightsbridge Road  
2<sup>nd</sup> Floor West  
Piscataway, NJ 08854  
Tel: (848) 445-0336  
Fax: (732) 445-5922  
Email: [jjali.ren@rutgers.edu](mailto:jjali.ren@rutgers.edu)

The logo for Rutgers University, featuring the word "RUTGERS" in a stylized, red, serif font. The letter "R" is particularly large and ornate, with a long, sweeping tail that extends to the left.