**NOTIFICATION OF ONLINE CASH TRANSMITTAL SYSTEM**

**The University has implemented a new system of creating Cash, Check, ACH, Wire and Out of Town Banks transmittals.**

**\*Effective, Dec. 1, 2013**, Treasury Services will no longer accept **Cash, Check, ACH, Wire, Out of Town Banks** transmittals on the manual forms found in the **FORMS** page. You must use the new **ONLINE** system in SAP to create transmittals. If you do not have access to the Cash Transmittal module in SAP, follow the steps below to obtain access.

 *\*(1)Certain types of cost center/funds deposits with prior approval by Treasury Services* ***will*** *be allowed on the manual (old) transmittal forms. Contact Treasury Services for details. (2)Certain types of deposits to grants* ***MUST*** *be submitted on the manual (old) transmittal form. Contact* *SPA.AR@email.uky.edu* *for details.*

To access the Online Transmittal system, users must have done the following:

* Complete **UK\_100: IRIS Awareness and Navigation**
* Complete **FI\_200: Finance Overview**
* Complete and Sign a Statement of Responsibility
* Successfully take the training class **FI\_CT\_300: Cash Transmittals** and pass the test.
	+ Be approved by your ASO (Area Security Officer) or delegate to take the **FI\_CT\_300: Cash Transmittals** class as a component of your Training Plan. **NOTE:** This step is vital to receiving access to the Cash Transmittal module.
	+ **How to find FI\_CT\_300 in SAP**
		- Login to myUK and go to the Employee Self Service tab.
		- Click on Training and then Training again.
		- From the Training Home page users can either:
			* Enter “FI\_CT\_300” in the Find/Search field in the Navigation bar along the left side of the screen,
			* Or, click on “IRIS Training” in the “Course Catalog” section of the Navigation Bar  then “FI – Finance” in the middle of the screen  and then “FI\_CT\_300 Cash Transmittals” on the following screen.

Once you have completed the online training course **FI\_CT\_300 Cash Transmittals** and passed the test, you should be granted access to the system within 2 business days. You will receive the “Enterprise Services” tab in SAP. To access the cash transmittal module:

* Log on to SAP
* Click on “Enterprise Services” tab
* Click Cash Transmittal
* For New Transmittal click “New Transmittal”
* For questions, contact Treasury Services at 859-257-1983

For questions concerning deposits to cost centers and funds contact: Treasury Services 859-257-1983

For questions concerning deposits to grants contact: SPA.AR@email.uky.edu