



## Receipt of Electronic Payment Guidelines

This document describes the electronic payment guidelines for ACH and Wire payments received by University of Houston Clear Lake departments.

Responsibility Matrix	
Action	Responsible Departments
Use of invoicing standards	Recipient Department
Review of daily banking transactions	General Accounting
Notification to Department	General Accounting
Recording deposit journal	Recipient Department

### Procedure (Effective Jan 1, 2026):

- **Target Audience:** Department / College / Division.
- **Reporting:** Instead of sending individual emails to each department, a single Excel report identifying all ACH's and Wires received by UHCL will be distributed to Business Administrators (C/DA) and Finance Business Operations Listserv. Additional information may be included as a PDF file to the distribution when necessary.

- **Identifying the transaction:** Department / College / Division must identify their relevant transactions in the report by reviewing the comments in columns labeled "Remarks 1" through "Remarks 11". A sample is provided below.

Account Name	Transaction Da	Description	Credit Amou	Debit Amou	Remarks 1	Remarks 3	Remarks 4	Remarks 5	Remarks 9	Remarks 10	Remarks 11
10861-Clear Lake Operating	01/14/2026	EFT CREDIT	34,992.86		ORIG CO NAME=ENVIRNMNTL QULTY	ENTRY DESC DATE=260114	DESCR=INV-PAYMTS	ENTRY CLASS=CTX	IND NAME=0007UNIVERSITY OF HO	COMPANY DATA=742677375	ORIG BANK=JPMORGAN CHASE BANK, NA NEW YORK
10861-Clear Lake Operating	01/14/2026	EFT CREDIT	28,229.58		ORIG CO NAME=ENVIRNMNTL QULTY	ENTRY DESC DATE=260114	DESCR=INV-PAYMTS	ENTRY CLASS=CTX	IND NAME=0007UNIVERSITY OF HO	COMPANY DATA=742677375	ORIG BANK=JPMORGAN CHASE BANK, NA NEW YORK
10861-Clear Lake Operating	01/14/2026	EFT CREDIT	5,000.00		ORIG CO NAME=UNIVERSITY OF HO	ENTRY DESC DATE=260113	DESCR=PMT	ENTRY CLASS=CCD	NAME=UNIVERSITY OF HOUSTON	COMPANY DATA=01/13/26 16:07 A	ORIG BANK=U.S. Bank National Association REMARK=REF#48*VA

- **Transaction Date:** Date the money credited to or debited from the bank account.
- **Description:** Chase bank description
- **Remarks 1:** This helps to determine if it is Visa, Mastercard, Discover, American Express, cash or check deposits
- **Remarks 3:** Student information if it's international wires
- **Remarks 4:** Student information if it's international wires
- **Remarks 5:** VAMS number
- **Remarks 9:** This has the vendor/department i.e. Bayou Theater, T2, Tuition & Fee etc.
- **Remarks 10:** This has student name if it's VA wires.
- **Remarks 11:** This has Convera payments.

Please be advised that in some cases all remarks may not exist, please contact General Accounting to obtain more information / assistance.

## Department Responsibilities

- 1) **Develop Invoicing Standards:** All invoices should include the following information in addition to the ACH or Wire transfer addenda:
  - Identification of recipient area
    - For sponsored project activities, please use the unique the Project ID
    - For non-sponsored project activities, please use the unique Department ID and Unique Invoice number (eg: C0001- FY26-001)
- 2) **Recording and Reconciling Revenue:** Departments are responsible for recording and reconciling revenue.
  - **Review and Identify:** Departments are responsible for identifying their transactions in the daily excel report.
  - **Monthly Deadlines:** All transactions must be recorded utilizing appropriate account code and transaction type in the month the transaction occurred.
  - **Reconcile:** Reconcile your accounts receivable at least monthly

## General Accounting Responsibilities

- ✓ Provide daily ACH AND Wire Report
- ✓ Assit departments with identifying transactions
- ✓ Provide a monthly report on unclaimed ACH and Wires

For additional information or assistance, please contact [Marietta Dahanayake](#) (Ph: 281-283-2142) or [Thinh Dang](#) (Ph: 281-283-2144).

**How to Join the Business Operations Listserv:** Employees who wish to join the Business Operations communication email list can do so by sending a blank email (please remove any email signatures before sending) to:  
[UHCL FINANCE BUSINESS OPS-SUBSCRIBE-REQUEST@LISTS.UHCL.EDU](mailto:UHCL FINANCE BUSINESS OPS-SUBSCRIBE-REQUEST@LISTS.UHCL.EDU)