



Instructions for Claiming an Unclaimed Payment

Unclaimed payments have been deposited and credited to a general miscellaneous revenue account. If you have identified a payment that belongs to your department, please prepare a [web departmental deposit](#) in TouchNet U.Commerce to move the funds to your account. Additional deposit instructions for Unclaimed Payments are listed below. If you need TouchNet training or access for web departmental deposits, please contact bursar@rice.edu.

Note: If the payment is a donation, please contact Development. If the payment is for a grant, please contact Research Accounting (rhcactg@rice.edu). For all other payments, please see the instructions below.

Additional TouchNet Web Departmental Deposit instructions for Unclaimed Payments:

1. Enter Credit Information:

- Detail Code: MISC
- Amount: Amount to be credited
- Description: This will be your journal entry line description
- Account Number: Enter the COA string where the funds should be credited to
 - If the payment is for a faculty fund project, please use a COA. The project manager will then increase the project budget by the amount of revenue received.

2. Enter Debit Information:

- Tender Type: Unidentified Payment or Other - Detail Code RCLS
- Amount: Amount of the payment
- Description: This should include the details of the payment being claimed
- Account Number: N/A (this field will auto-populate after the deposit is created)

3. Click Validate and then Create Deposit.

4. Send a copy of the deposit to bursar@rice.edu (please include the deposit # and check/EFT detail).

5. The Bursar's Office will review and submit the deposit, and move the payment to the Claimed folder in Box.