

Kuali@USC

Cashiering

Reference and Training Guide

Kuali Financial Systems

Belongs to: _____

Version 20160824

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Fundamentals

NOTE: For basic information about using the Kualo system at USC, please see the separate document titled **Kualo Basics: Reference and Training Guide**, which can be accessed on-line here: www.usc.edu/kualo/basicsguide

The Cashiering module contains processes for three types of payments, each of which is discussed in its own section:

- **Cash Receipt Processing** (see page 3)
- **Credit Card Processing** (see page 17)
- **Advance Deposit Processing** (see page 25)

Business Rules for Cashier Deposits

Every Kualo module that impacts the General Ledger has associated “Business Rules.” These rules explain the proper use of fund groups, sub-fund groups, GL accounts, and Object Codes allowed for use within the module. All of the Cashier receipt processes in KFS are governed by a set of Business Rules for deposits. To see the university’s current Deposit Business Rules for KFS Cashiering, point your browser to the [Kualo at USC Cashiering](http://www.usc.edu/kualo/cash) website (www.usc.edu/kualo/cash) and locate the *Cashiering Documentation* link. Clicking that link will open a web page that includes a link to the *Deposit Business Rules for KFS Cashiering* document.

Requirements for Submitting Deposits

The [Kualo at USC Cashiering](http://www.usc.edu/kualo/cash) website (www.usc.edu/kualo/cash) provides instructions for the proper way to prepare and submit the items included in each type of deposit, including cash, checks, and supporting documentation (e.g., adding machine tape, deposit slips, receipts, etc.). To view these instructions, click the *Cashiering Documentation* link on the aforementioned website to open the Kualo Cashiering documents web page. On that page, look for the links labeled as *Instructions & Supporting Documentation Requirements*.

Special Routing for Gifts

The “University Advancement - Development Records” (ADR) department is responsible for the entry and booking of all charitable contributions into the university’s Contributor Relations System. In the past, Restricted Fund Accounting (RFA) shared part of this responsibility. When submitting an eDoc for a gift to the university, be sure to use Ad Hoc Routing to send the eDoc to ADR. The procedure for doing this is explained later in this guide (see **Ad Hoc Routing Procedure for Gifts** on page 15).

Importing Data Into Cashiering eDocs

The various Cashiering eDocs include several “tab” sections in which you can enter individual lines of data manually. Some of these tabs also include an “import lines” button that offers another option if you need to enter numerous lines of data: You can use a program such as Microsoft Excel to create a file in **.CSV** (comma-separated values) format containing multiple line entries, and then import those lines into that tab. The maximum number of line entries that you can import from a single .CSV file is 300.

Import template files. To simplify the creation of .CSV import files, you can download specially created Microsoft Excel worksheets that are designed to be used as templates for specific eDoc types. The template files are organized from left to right with column headings that correspond to those on the destination tab of each particular eDoc type. Links to all currently available import templates for Cashiering eDocs can be found on the [Kuali Cashiering Templates](#) page.

The basic procedure for using any of the import template files is the same:

1. Open a copy of the template designed for the particular tab and eDoc type into which you intend to later import the data. (For example, there are separate template files for the Accounting Lines tab that appears on all Cashiering eDocs, and for the Cash Receipts tab that appears only on the Cash Receipt eDoc.)
2. Starting in the first row below all the headings and instructions (usually row 3 or 4), enter data in the appropriate columns. (Remember there is a 40-character limit per entry in the optional Line Description column on the Accounting Lines tab.)
3. When you have finished entering data to be imported, you must delete the heading rows of the template file, which serve as a guide when entering your data. This step is necessary because the import function does not differentiate between column headings, instructions, and your data. Follow these steps to delete the first three rows:
 - a. Using your mouse, select the rows to be deleted.
 - b. Right-click on the now-highlighted rows to display a drop-down list of commands.
 - c. Select the **Delete** command.
4. Save a copy of your import file as a .CSV (comma delimited) file, by following these steps:
 - a. Select **File**, then **Save As**.
 - b. Click the **Save as type** drop-down menu.
 - c. Select **CSV (Comma delimited)** from the available choices.
 - d. If a dialog box is displayed, asking whether you want to keep the CSV (comma delimited) format, click **Yes**.
5. Close the template file, and open the eDoc into which you will now import your data.
6. On the tab that will be the destination of your imported data, click the **import lines** button.
7. Click the **Browse...** button to open a dialog box that will enable you to navigate to the location of the .CSV import file you saved.
8. Select your import file and click the “Open” button.
9. When the name of the import file is displayed in the field next to the **Browse...** button on the destination tab of your eDoc, click the **add** button to import the data.
10. After the line entries have been imported from your .CSV file, you can manually add other lines or make any changes that may be needed in the imported lines.

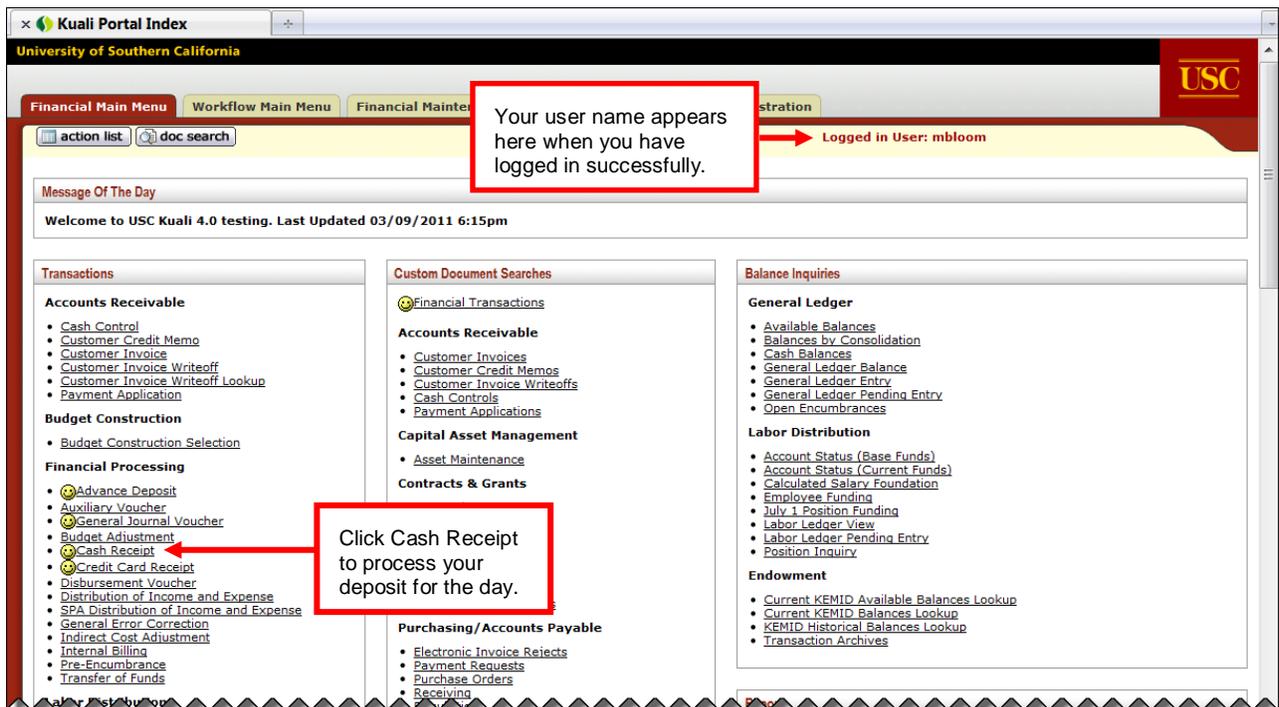
Cash Receipt Processing

Before you begin creating a Cash Receipt eDoc, be sure that you have assembled all the backup documentation that you will need to attach to the eDoc upon submittal. You will need to scan the following documents, saving each scanned image as a PDF file:

- Deposit slip (front and back)
- All checks (front and back) processed in the eDoc
- Donor Pledge Form, if applicable, for gift processing and Restricted Fund Accounting (RFA) review and approval process

NOTE: When scanning your backup documentation, remember to scan it in Black & White with the resolution set to 300 dpi. Scanning attachments in color or at a higher resolution will produce unnecessarily large files.

The following screen assumes that you have successfully logged into the Kualu Financial System. The main Kualu screen immediately opens to the Financial Main Menu tab, where you can choose a transaction that you wish to process. In the **Transactions > Financial Processing** section, click **Cash Receipt** to open an eDoc to process your cash and/or check deposit for the day.



Proceed to the following page for instructions on completing a Cash Receipt eDoc.

Entering Data in a Cash Receipt eDoc

Once you have opened a **Cash Receipt** eDoc, the top right-hand corner will show the eDoc's **Document Number**, **Status**, and **Initiator** (the person processing the document), along with the **Date and Time** when the eDoc was opened for processing.

NOTE: An asterisk (*) next to a field indicates that the information requested in that field is required in order to submit the eDoc.

You are now ready to start entering information into the Cash Receipt eDoc form to reflect the monies received and the accounting line that should be credited for the receipt of funds. Each section on the page is separated by tabs to reflect the areas of input:

- Document Overview
- Deposit Slip Number
- Cash Reconciliation
- Currency and Coin Detail
- Check Detail
- Accounting Lines
- Notes and Attachments
- Ad Hoc Recipients

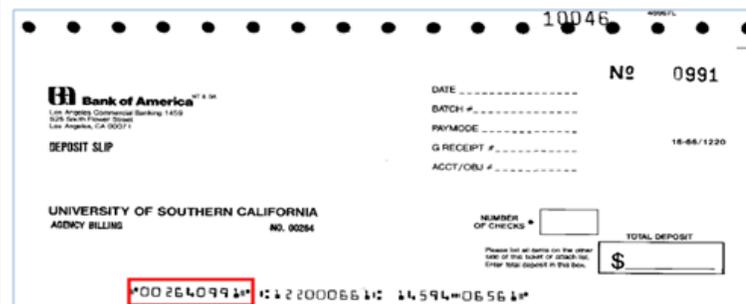
Tabs displaying required fields are expanded (open) whenever an eDoc is opened in KFS. If you enter any information that requires the completion of another tab that is currently collapsed (closed), the eDoc page will be refreshed with that tab expanded for completion.

An individual tab can be expanded or collapsed by clicking its **show** or **hide** button, respectively. (The label of the button changes depending on whether the tab is currently collapsed or expanded.)

Document Overview and Deposit Slip Number

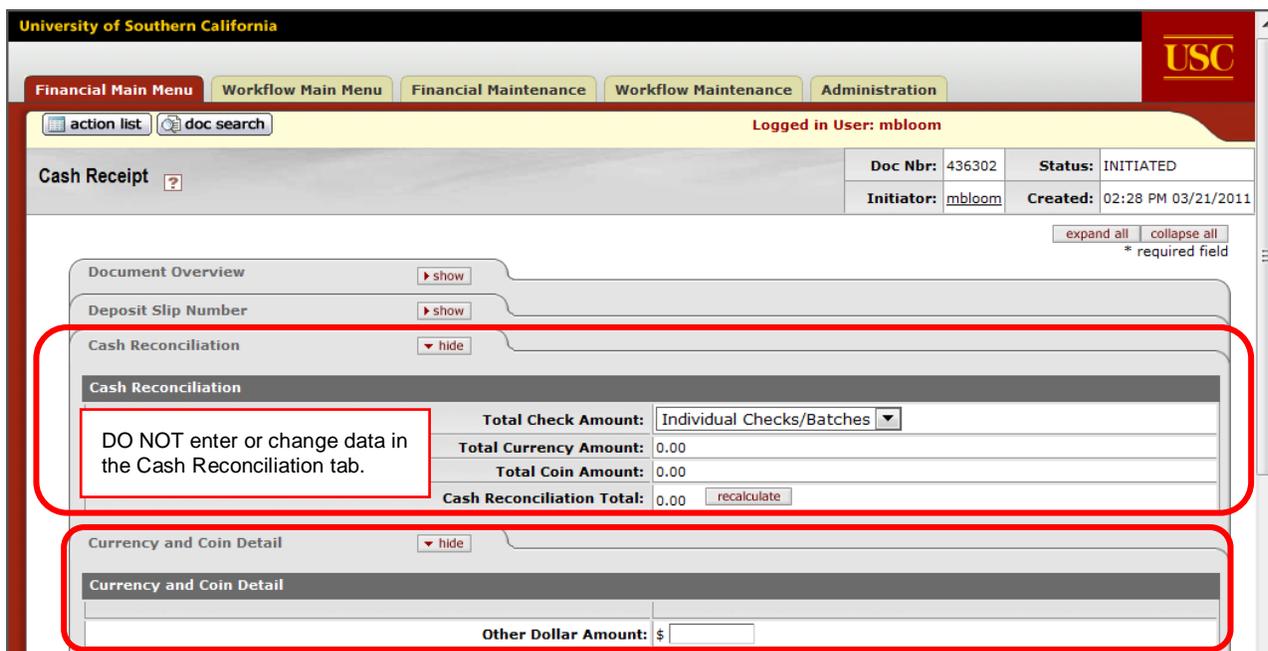
The following example shows the **Document Overview** and **Deposit Slip Number** tabs. The fields on these tabs are described in the table below.

Field Name	Description
Description	Required. The description is the explanation you would like to see on the ASR (up to 40 characters). This is the default for all accounting lines where no line item description is used.
Explanation	Optional. This field can be used to further document the transaction deposit, such as documenting the final account number to be used for gifts. This will not appear on the ASR.
Organization Document Number	<i>Not currently in use at USC.</i>
Total Amount	Display-only. Displays the total amount from the Accounting Lines tab when the document is submitted successfully.
Deposit Slip #	Required. Enter the paper deposit slip number (the 9- or 10-digit number on the bottom left side of the deposit slip, as shown in the following example). This field accepts only numeric characters (i.e., digits). Note that each department should have its own unique deposit slip to identify their department. DO NOT copy the deposit slip number from the example in this guide.



Cash Reconciliation and Currency/Coin Detail

The following example shows the **Cash Reconciliation** and **Currency and Coin Detail** tabs:



Cash Reconciliation Tab

DO NOT enter data or make changes in the **Cash Reconciliation** tab. This tab shows the running total of all amounts entered on the **Currency and Coin Detail** tab and on the **Check Detail** tab. After any amount is entered on either of those two tabs, the **Cash Reconciliation** tab is updated automatically.

Note that if the *Total Check Amount* drop-down list is changed from the default selection of "Individual Checks/Batches," the page will be refreshed to no longer display the **Check Detail** tab directly below the **Currency and Coin Detail** tab. To restore the **Check Detail** tab, re-select "Individual Checks/Batches" in the *Total Check Amount* drop-down list.

Currency and Coin Detail Tab

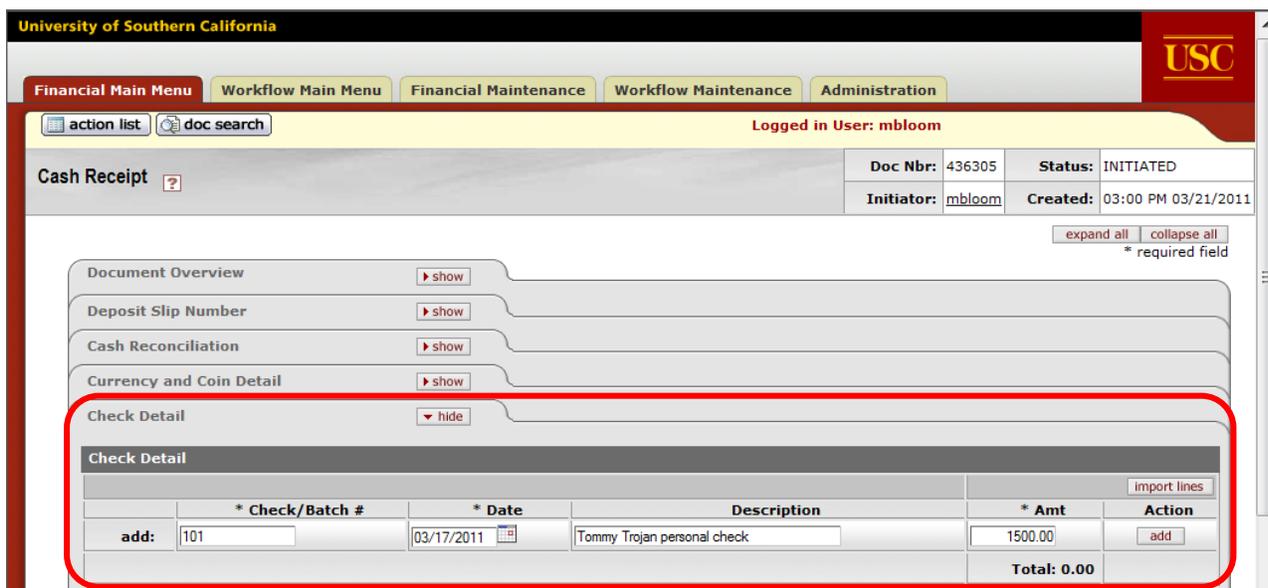
If you received any cash or coins as part of your operational revenue, enter the total amount of all cash and coins received in the **Currency and Coin Detail** tab.

Check Detail

The **Check Detail** tab allows you to process checks individually, or as a batch for a group of checks. You can enter lines of data on this tab manually, or you can import multiple line entries from a previously prepared file in **.CSV** (comma-separated values) format. The maximum number of lines that you can import is 300.

NOTE: If the *Total Check Amount* drop-down list on the **Cash Reconciliation** tab is changed from the default selection of “Individual Checks/Batches” (see page 6), the **Check Detail** tab is not displayed.

An import template file for the **Check Detail** tab is available for download from the [Kuali Cashiering Templates](#) page. For instructions on using the import template, please see *Importing Data Into Cashiering eDocs* on page 2.



The fields on the **Check Detail** tab are described in the following table.

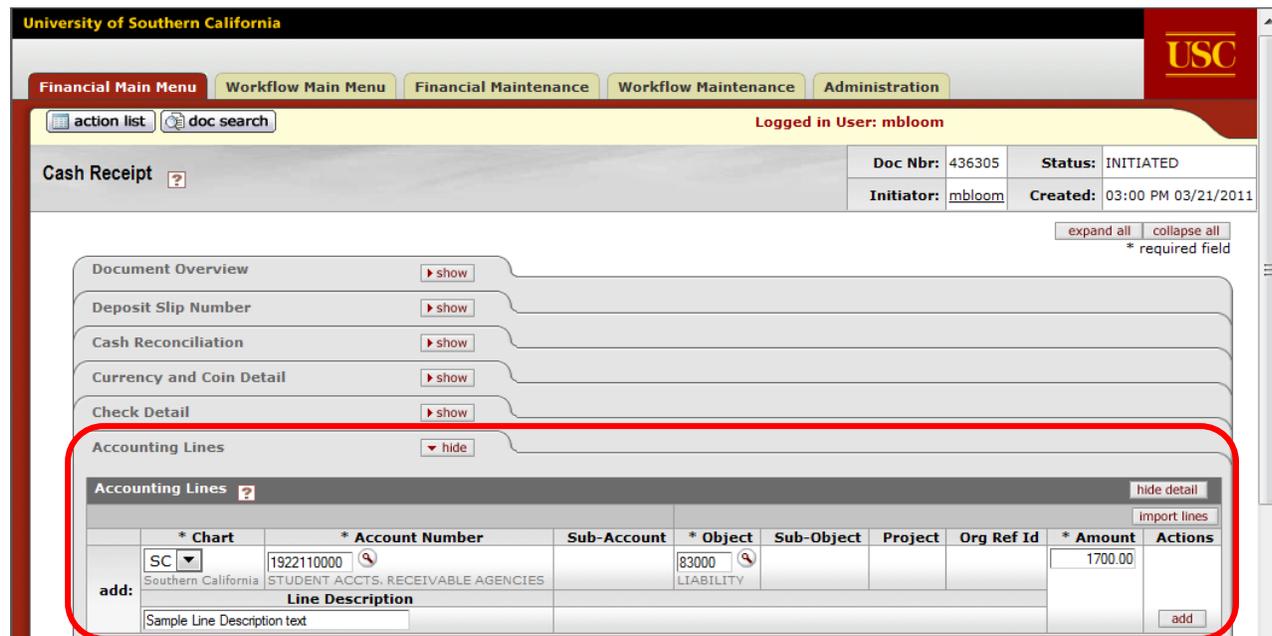
Field Name or Control	Description
Check / Batch #	Required. The Check # is the number usually located in the top right corner of the check. Alternatively, if you are processing a batch of checks, you may assign a batch number of your choosing.
Date	Required. Enter the date when the check was issued by the check writer. The date format is <i>mm/dd/yyyy</i> , or you can click the calendar button to choose the date on the calendar. If you are submitting your checks by batch, enter the current date when you are processing the eDoc.
Description	Optional. Enter the information from each check identifying who issued it. The check issuer will be either an organization, a company, or an individual. If you are processing a batch deposit, you can enter any information regarding the batch.
Amt	Required. Enter the amount of each individual check or the total amount of the batch.

Field Name or Control	Description
<input type="button" value="add"/>	Click the add button in the Action column to post the check detail lines as they are entered. If you do not click add , the check information will not be recorded as received.
<input type="button" value="import lines"/>	When you click the import lines button, it is replaced by other controls that enable you to import lines of data from a .CSV file into your document. These other controls are described next in this table.
<input type="button" value="Browse..."/>	Click the Browse... button to select the desired import file from your hard drive or network.
<input type="button" value="add"/>	Click the add button to import the file that you have selected.
<input type="button" value="cancel import"/>	Click the cancel import button if you want to stop your “import lines” task. The Check Detail tab returns to its default state with only the import lines button displayed.

Accounting Lines

The **Accounting Lines** tab is used to specify which account should be credited for the funds received. You can enter lines of data on this tab manually, or you can import multiple line entries from a previously prepared file in **.CSV** (comma-separated values) format. The maximum number of lines that you can import is 300.

An import template file for the **Accounting Lines** tab is available for download from the [Kuali Cashiering Templates](#) page. For instructions on using the import template, please see **Importing Data Into Cashiering eDocs** on page 2.



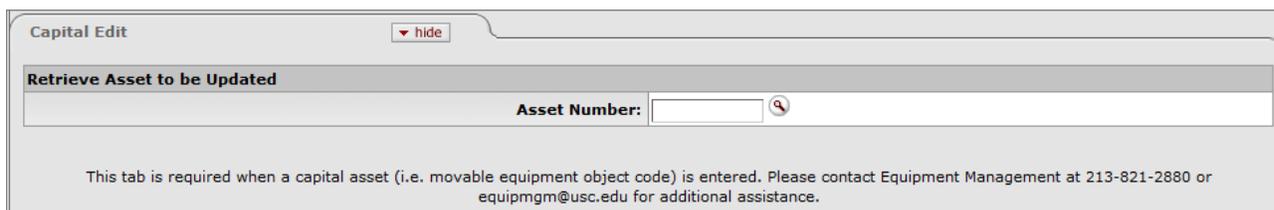
The fields on the **Accounting Lines** tab are described in the following table.

Field Name or Control	Description
Chart	Required. This drop-down list defaults to SC and should not be changed.
Account Number	Required. Enter the account number you are crediting to reflect the funds received. (Account number should be 10 digits long. DO NOT include hyphens.) Click the magnifying glass  icon if you need to use the Account Number Lookup.
Object	Required. An Object Code number is required to reflect where in the General Ledger account the funds will be credited. Click the magnifying glass  icon if you need to use the Object Code Lookup. Note that if you enter a Capital Equipment Object Code here, you must complete the Capital Edit tab (see page 10).
Amount	Required. Enter the total amount to be credited to this accounting line. All accounting line amounts must add up to a sum that equals the total amount of currency, coin, and check details.
Line Description	Optional. This field is not required, because the contents of the Description field on the Document Overview tab will be used as the default description on the ASR. However, any entry that you make in the Line Description field will override the document description for this line item where it appears on the ASR. This field has a 40-character limit. Do not use any symbols or punctuation except for a period to end each sentence.
Sub-Account Sub-Object Project Org Ref ID	<i>These fields are not currently in use at USC.</i>
	Click the add button in the Actions column to post the information entered for this accounting line. If you do not click add , the information will not be recorded as part of the eDoc.

Capital Edit

If one or more financial transactions detailed in the Cash Receipt eDoc pertain to an existing capital asset — generally meaning movable equipment costing \$5,000 or more — the **Capital Edit** tab is used to update the asset database. You **must** complete this tab if a Capital Equipment Object Code is entered in the *Object* field of an entry on the **Accounting Lines** tab in the eDoc.

NOTE: Currently, the **Capital Edit** tab can only be used to associate **one** capital asset with transactions itemized in that eDoc. Therefore, financial transactions that pertain to separate assets must be submitted in separate eDocs. For example, the **Accounting Lines** tab in a Cash Receipt eDoc may contain entries for multiple transactions, but if two or more of those accounting lines include a Capital Equipment Object Code, they must pertain to the same individual capital asset or else the eDoc cannot be submitted.



In the *Asset Number* field, enter the relevant asset number manually or click the adjacent lookup  icon to search for the asset in question and select its asset number from the search results.

- The asset number specified here must identify an active, valid asset. Active assets have an Inventory Status Code of **A** (Active), **N** (Non-Capital Asset), or **U** (Under Construction).
- The specified asset number will be locked in the system until the financial transaction eDoc is approved, canceled, or disapproved.

When the Cash Receipt eDoc is approved, the asset record for the specified asset number will be updated to include that payment information in the asset database.

Submitting a Cash Receipt eDoc

After completing the **Accounting Line** entries, you must verify that the total amount listed under all **Accounting Lines** matches the amount listed for the **Cash Reconciliation Total** (sum of all cash and checks received). Once this is verified, click the **Submit** button at the bottom of the eDoc screen:

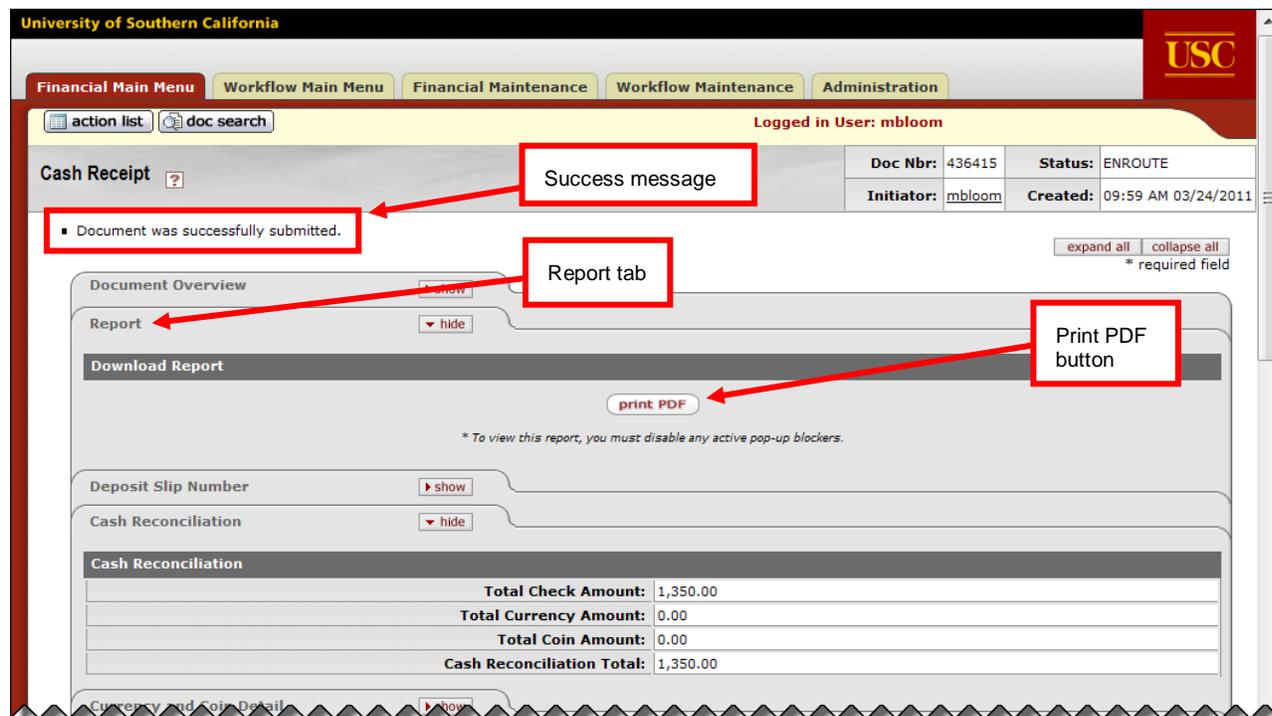


NOTE: Do not close the Cash Receipt eDoc yet. Keep it open on your screen because there are a few remaining steps that must be performed to conclude the submittal process.

Clicking **submit** puts the eDoc in “Final” status (unless other routing and approvals are required), and adds it to the Merchant Teller’s queue, indicating that a deposit from your department has been processed and that they should expect delivery of the deposit bag and a Cash Receipt coversheet. Instructions for printing the coversheet are presented next in this guide, followed by instructions for attaching the coversheet and backup documentation to the submitted eDoc. (Notes and attachments can be entered after a document has been submitted.)

Saving and Printing a Cash Receipt Coversheet

After you have clicked the **Submit** button, the page will be refreshed with a confirmation message at the top, saying “Document was successfully submitted.” (See the following example.) The refreshed page will also include a *Report* tab. On that tab, in the section labeled Download Report, you will see a button labeled *Print PDF*.



When you click the **Print PDF** button, your browser will display a “Download USC Report” pop-up window (see following example).

Download USC Report

Instructions

Right click on the link below, select "Save Link As", then choose a location on your computer where you would like to save the file. Please recognize where the file was saved. The report will be available for **04 min and 52 seconds**, at which point you will be taken back to the [main menu](#).

Report

 [CashReceiptReport](#)

This file will not be available for download at a later date.

* Computer malfunctions may occur while attempting to open any large file or if using an older or unsupported browser.

The download window includes instructions and a link for you to use in saving the Cash Receipt Coversheet PDF file to your computer. Note that the download window will only remain open for 5 minutes.

Save the Cash Receipt Coversheet to your computer, and then print out a hard copy for attachment to the deposit bag. The Cash Receipt Coversheet (see the following example) replaces the old yellow g-receipt that you used to get from the Merchant Teller window.

Cash Receipt Cover Sheet			
Document #	428156	Deposit Slip #	002641620
Initiator	Tom, Peter	Campus	UPC
Created	2011-03-08 10:06:12.0	Deposit Date	
Amount	3700.00	Explanation	upon review and approval pls credit:
Description	Agency Payments - rec'd 03-08-11		10-0205-0031/83000
Account Detail			
Account Number	Object	Description	Amount
2980962100	83000	GIFT - Agency Scholarship Fund- Boeing	2,700.00
1922110000	83000	Payment - P Tom - UAE	1,000.00
			3,700.00
Check Detail			
Check Number	Date	Description	Amount
2056	03/04/2011	The Boeing Co.	2,500.00
1056	02/08/2011	UAE	1,000.00
			3,500.00
Notes and Attachments			
Attachment	Note		
Doc# 428156_03-08-11.PDF	back up documentation attached bag# AP2162046		
Reconciliation			
Checks	3500.00	Change Out	
Currency	200.00	Reviv. Fund Out	
Coin	0.00		
Credit Card	0.00		
Adv. Deposit	0.00		
Printed by: Tom, Peter 03/14/2011 04:17 PM Page 1 of 1 Cash Receipt Cover Sheet			

Attaching the Cash Receipt Coversheet and Backup Documentation

You must attach the Cash Receipt Coversheet and backup documentation to the submitted eDoc, which should still be open on your computer. (Notes and attachments can be entered after the eDoc has been submitted.) The backup documentation should include the following items, in the order listed here:

- Copy of the coversheet PDF file that you saved on your computer
- Scanned copies of the front and back of the deposit slip
- Scanned copies of the front and back of all checks processed in the eDoc
- Scanned copy of Donor Pledge Form, if applicable, for gift processing review and approval by the “University Advancement - Development Records” (ADR) department

NOTE: When scanning your backup documentation, remember to scan it in Black & White with the resolution set to 300 dpi. Scanning attachments in color or at a higher resolution will produce unnecessarily large files.

On the still-open Cash Receipt eDoc, you will now use the **Notes and Attachments** tab to enter a description or other relevant notes and attach your PDF files.

Click the button on the **Notes and Attachments** tab to reveal the fields and controls used for adding comments and attaching related files. Then proceed as follows for each PDF file that you want to attach to the eDoc:

1. Click the button next to the **Attached File** field and navigate to the location of the PDF file on your computer that contains the scanned backup documentation.
The full path of the file that you have selected will appear in the Attached File field, but it is not yet attached.
2. The text box labeled **Note Text** is a required field. Type any desired notes, or if you are only attaching a file, enter a brief description of the attachment.
3. To attach the file that you have selected, click the button located to the right of the **Attached File** field, in the **Actions** column. (The button will not function if the **Note Text** field is empty.)
4. Click the button.

Ad Hoc Routing for Cashier eDocs

In the Kualo system, workflow routing is utilized to ensure that upon being submitted, each type of eDoc is forwarded to the appropriate individuals for review and approval in the proper sequence. Defining an eDoc’s routing path to include specific individuals or groups is called “Ad Hoc routing.”

The **Ad Hoc Recipients** tab enables an eDoc’s initiator, reviewers, and approvers to customize the workflow routing of the eDoc by adding specific individuals or groups in the Kualo system as reviewers or approvers. When Ad Hoc routing is used to insert additional users into the workflow route as reviewers or approvers, it does not supersede the existing workflow routing of the document, but is used in addition to that routing.

The **Ad Hoc Recipients** tab has two sections: Use the fields and controls in the **Person Requests** section when you want to route the eDoc to an individual so that he or she can review it; use the fields and controls in the **Ad Hoc Group Requests** section when you want to route the eDoc to a group rather than to a particular user.

The fields on the **Ad Hoc Recipients** tab are described in the following table.

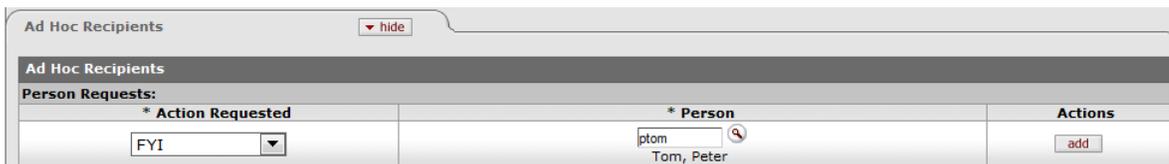
Field Name	Description
Action Requested	Required. For Ad Hoc routing of a Cashier eDoc, you should select only FYI in this drop-down list.
Person	Required when routing the eDoc to an individual. Enter a user ID or click the magnifying glass  icon to perform a UserID lookup.
Namespace Code Name	Required when routing the eDoc to a group. Enter the desired group’s Namespace Code and Name , or click the magnifying glass  icon to perform a group lookup. If you perform a group lookup, you can click the Return Value link for the desired group when the search results are displayed on the Group Lookup page, and both the Namespace Code and Name fields will be populated automatically.

Follow these steps to add a recipient in the **Ad Hoc Recipients** tab of any Cashiering eDoc.

1. Select desired action from the **Action Requested** drop-down list (see example at right). To route the eDoc and your action request to an *individual*, select this option in the **Person Requests** section. To route the eDoc and your action request to a *group*, select this option in the **Ad Hoc Group Requests** section.

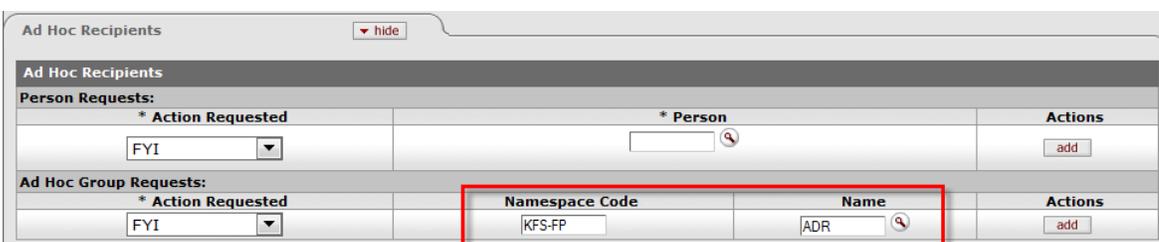
NOTE: For Ad Hoc routing of a Cashier eDoc, you should select only FYI.

- If you are using Ad Hoc routing to send the eDoc to a person, type that individual's User ID in the **Person** field in the **Person Requests** section, or click the lookup  icon to search for the appropriate User ID.



* Action Requested	* Person	Actions
FYI	ptom Tom, Peter	add

- If you are using Ad Hoc routing to send the eDoc to a group, type the appropriate information for the desired group in the **Namespace Code** and **Name** fields in the **Ad Hoc Group Requests** section, or click the lookup  icon to search for the appropriate group name. (When you click the Return Value link for the desired group in the search results on the Group Lookup page, it will automatically populate both the Namespace Code and Name fields in the **Ad Hoc Recipients** tab.)



* Action Requested	Namespace Code	Name	Actions
FYI	KFS-FP	ADR	add

- Click the **add** button. The system verifies that the User ID, or Group Namespace Code and Name, that you have entered for routing are valid.
- Click the **submit** button. The person or group that you have specified for Ad Hoc routing will receive an email message indicating that an eDoc has been routed to them and needs their attention.

TIP: You can also use Ad Hoc routing with an eDoc after it has been submitted. To do this, perform a document search to locate and open the desired eDoc, and then follow the steps listed above, with one exception: Use the **send ad hoc request** button that appears in place of the **submit** button at the bottom of the screen when you open an eDoc that has already been submitted.

Ad Hoc Routing Procedure for Gifts

This section describes the Ad-Hoc routing procedure to be used when submitting a Kualii Cashier's eDoc for any gift to the university. Such eDocs must be routed to the "University Advancement - Development Records" (ADR) department so that the charitable contribution can be entered into the university's Contributor Relations System.

NOTE: This same procedure is also applicable when submitting a Credit Card Receipt eDoc or Advance Deposit eDoc for a charitable gift to the university.

Upon receiving a gift donation, process your Cash Receipt (or Credit Card Receipt, or Advance Deposit) as you normally would in KFS. Prior to clicking the **Submit** button, you need to complete the *Ad Hoc Group Requests* section of the **Ad Hoc Recipients** tab so that the **ADR** group will receive an *FYI* notification of the Cash/Credit Card or Advance Deposit receipt as a gift.

Please follow the directions below when routing eDocs to **ADR**:

1. In the *Ad Hoc Group Requests* section of the **Ad Hoc Recipients** tab, select *FYI* from the **Action Requested** drop-down list.
2. In the **Namespace Code** field, type *KFS-FP*.
3. In the **Name** field, type *ADR*.
4. In the **Actions** column, click the **add** button. The **Ad Hoc Recipients** tab should now look like the following example.

Ad Hoc Recipients			
Ad Hoc Recipients			
Person Requests:			
* Action Requested	* Person	Actions	
FYI		add	
Ad Hoc Group Requests:			
* Action Requested	Namespace Code	Name	Actions
FYI			add
FYI	KFS-FP	ADR	delete
FYI			

Route Log [show](#)

[submit](#) [save](#) [close](#) [cancel](#) [copy](#)

5. After ensuring that you have entered all required information in the other tabs of the eDoc, click the **submit** button at the bottom of the screen.

Credit Card Processing

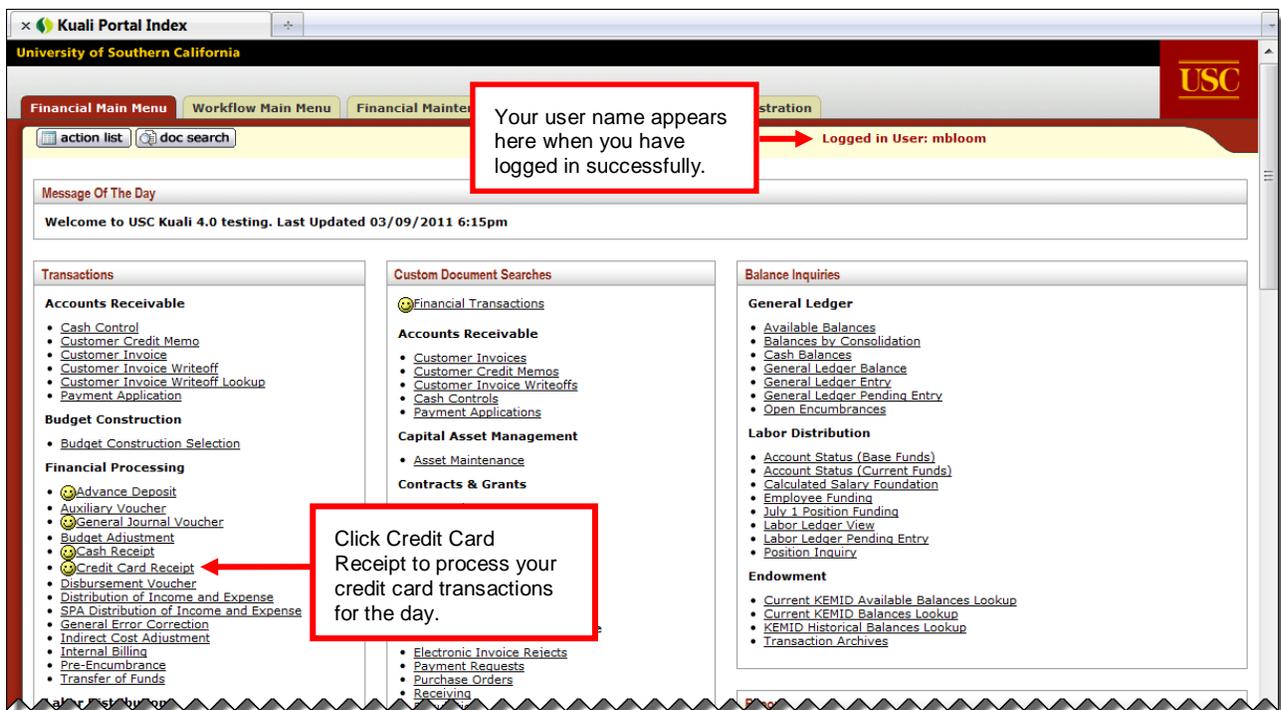
The University accepts the following credit cards for deposit: Visa/MasterCard, Discover, and (bookstore only) American Express.

Before you begin creating a Credit Card Receipt eDoc, be sure that you have assembled all the backup documentation that you will need to attach to the eDoc upon submittal. You will need to scan the following documents, saving each scanned image as a PDF file:

- Adding machine tapes totaling all transactions for each credit card type
- All credit card slips for the transactions processed in the eDoc
- Donor Pledge Form, if applicable, for gift processing and Restricted Fund Accounting (RFA) review and approval process

NOTE: When scanning your backup documentation, remember to scan it in Black & White with the resolution set to 300 dpi. Scanning attachments in color or at a higher resolution will produce unnecessarily large files.

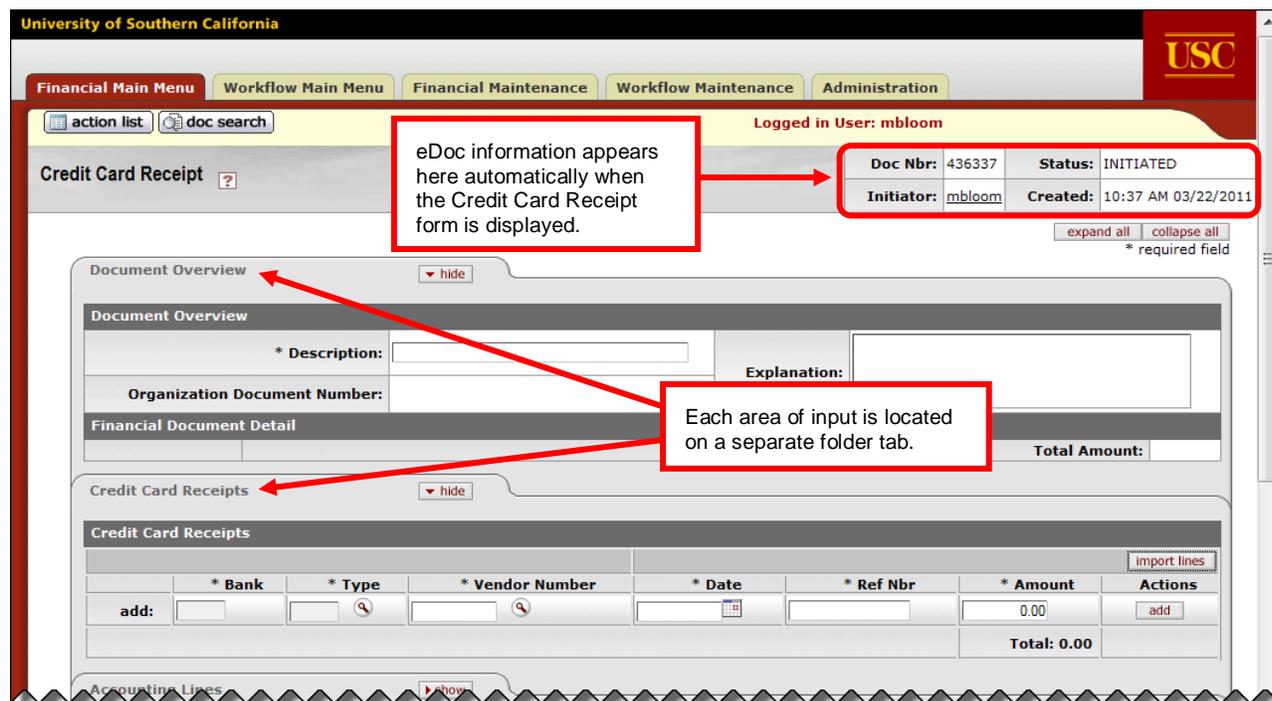
The following screen assumes that you have successfully logged into the Kualu Financial System. The main Kualu screen immediately opens to the Financial Main Menu tab, where you can choose a transaction that you wish to process. In the **Transactions > Financial Processing** section, click **Credit Card Receipt** to open an eDoc to process your Credit Card deposit for the day.



Proceed to the following page for instructions on completing a Credit Card Receipt eDoc.

Entering Data in a Credit Card Receipt eDoc

Once you have opened a **Credit Card Receipt** eDoc, the top right-hand corner will show the eDoc's **Document Number**, **Status**, and **Initiator** (the person processing the document), along with the **Date and Time** when the eDoc was opened for processing:



NOTE: An **asterisk (*)** next to a field indicates that the information requested in that field is required in order to submit the eDoc.

You are now ready to start entering information into the Credit Card Receipt eDoc form to reflect the monies received and the accounting line that should be credited for the receipt of funds. Each section on the page is separated by tabs to reflect the areas of input:

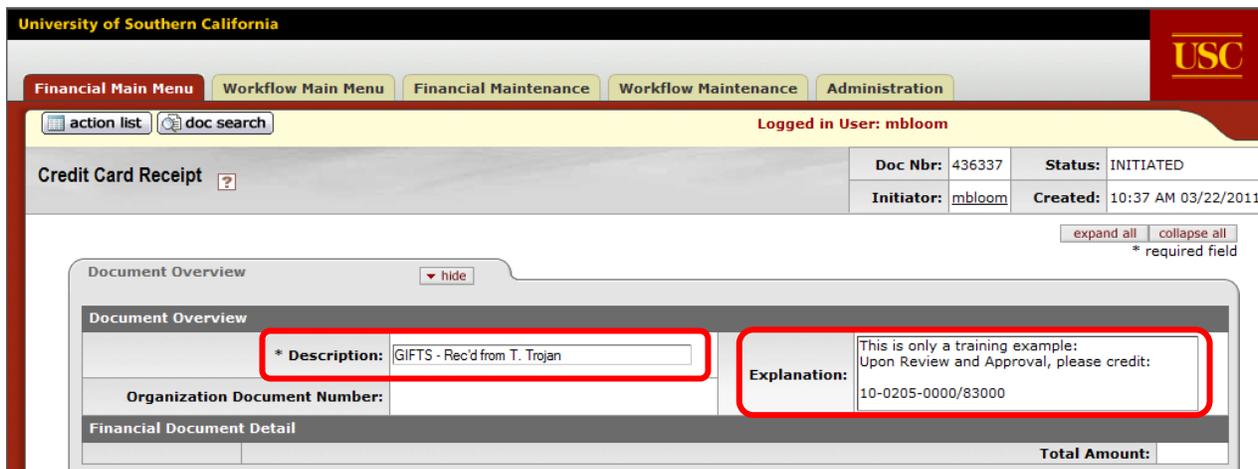
- Document Overview
- Credit Card Receipts
- Accounting Lines
- Notes and Attachments
- Ad Hoc Recipients

Tabs displaying required fields are expanded (open) whenever an eDoc is opened in KFS. If you enter any information that requires the completion of another tab that is currently collapsed (closed), the eDoc page will be refreshed with that tab expanded for completion.

An individual tab can be expanded or collapsed by clicking its **show** or **hide** button, respectively. (The label of the button changes depending on whether the tab is currently collapsed or expanded.)

Document Overview

The following example shows the **Document Overview** tab:



The fields on the **Document Overview** tab are described in the following table.

Field Name	Description
Description	Required. The description is the explanation you would like to see on the ASR (up to 40 characters). This is the default for all accounting lines where no line item description is used.
Explanation	Optional. This field can be used to further document the transaction deposit, such as documenting the final account number to be used for gifts. This will not appear on the ASR.
Organization Document Number	<i>Not currently in use at USC.</i>
Total Amount	Display-only. Displays the total amount from the Accounting Lines tab when the document is submitted successfully.

Credit Card Receipts

The **Credit Card Receipts** tab allows you to process the credit card merchant codes as a batch for your department. Multiple merchant codes can be processed in a single Credit Card Receipt:

You can enter lines of data on this tab manually, or you can import multiple line entries from a previously prepared file in **.CSV** (comma-separated values) format. The maximum number of lines that you can import is 300.

An import template file for the **Credit Card Receipts** tab is available for download from the [Kuali Cashiering Templates](#) page. For instructions on using the import template, please see **Importing Data Into Cashiering eDocs** on page 2.

The fields on the **Credit Card Receipts** tab are described in the following table.

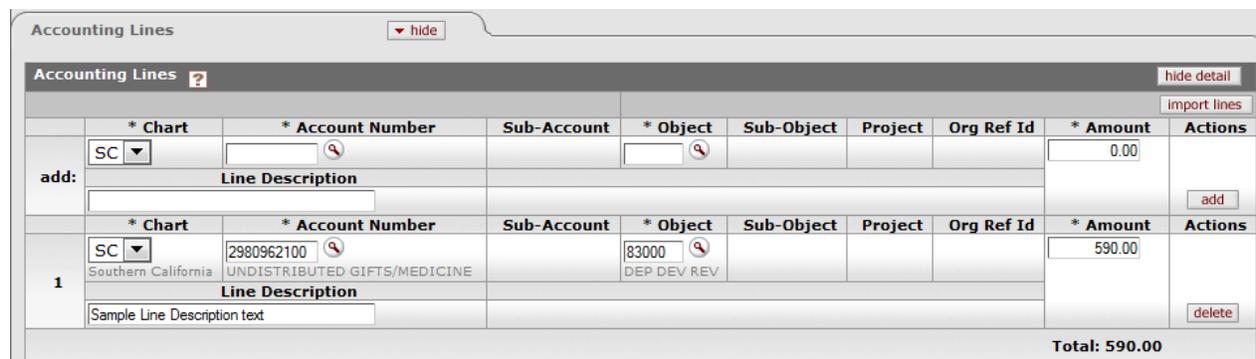
Field Name or Control	Description
Vendor Number (Merchant ID Number)	Required. Even though this is not the first required field, it is the first required field that can be entered by the user. The Bank and Type fields cannot be entered by the user; they are populated automatically based on the Vendor Number that you enter. The Vendor Number is the same as the last six digits of the Merchant ID Number for a specific credit card type. You will have one Merchant ID Number for Visa/MasterCard and another Merchant ID Number for Discover. Also, if you accept American Express, you will have another Merchant ID Number. If you do not know your Merchant ID Number, you can click on the magnifying glass icon to search for it.
Date	Required. Enter the date of the credit card transaction. The date format is <i>mm/dd/yyyy</i> , or you can click the calendar button to choose the date on the calendar. There should be a new Credit Card Receipt line for each day and each credit card type.
Ref Nbr	Required. The Ref Nbr field is the batch number from your daily Elavon Merchant Connect report, or if you have used a terminal not assigned to your department, it is the terminal batch number. It is not necessary for you to type the word "Batch" in the field; you can simply enter the number.
Amount	Required. Enter the amount of each day's credit card transactions as a batch.
add	Click the add button in the Actions column to post the credit card receipt lines as they are entered. If you do not click add , the credit card receipt information will not be recorded as received.

Field Name or Control	Description
	When you click the import lines button, it is replaced by other controls that enable you to import lines of data from a .CSV file into your document. These other controls are described next in this table.
	Click the Browse... button to select the desired import file from your hard drive or network.
	Click the add button to import the file that you have selected.
	Click the cancel import button if you want to stop your “import lines” task. The Credit Card Receipts tab returns to its default state with only the import lines button displayed.

Accounting Lines

The **Accounting Lines** tab reflects which account should be credited for the funds received. You can enter lines of data on this tab manually, or you can import multiple line entries from a previously prepared file in **.CSV** (comma-separated values) format. The maximum number of lines that you can import is 300.

An import template file for the **Accounting Lines** tab is available for download from the [Kuali Cashiering Templates](#) page. For instructions on using the import template, please see **Importing Data Into Cashiering eDocs** on page 2.



The fields on the **Accounting Lines** tab are described in the following table.

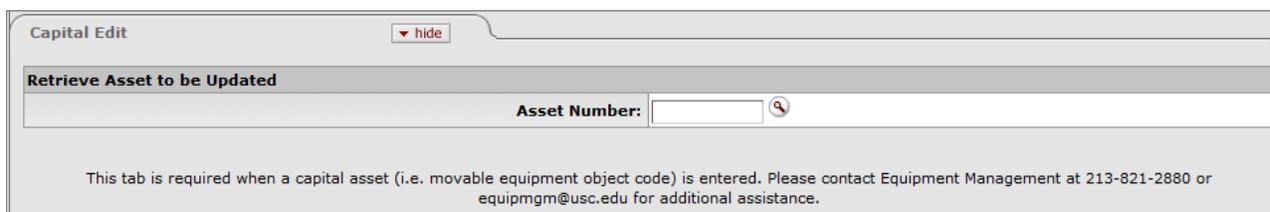
Field Name or Control	Description
Chart	Required. This drop-down list defaults to SC and should not be changed.
Account Number	Required. Enter the account number you are crediting to reflect the funds received. (Account number should be 10 digits. DO NOT include hyphens.) Click the magnifying glass  icon if you need to use the Account Number Lookup.
Object	Required. An Object Code number is required to reflect where in the General Ledger account the funds will be credited. Click the magnifying glass  icon if you need to use the Object Code Lookup. Note that if you enter a Capital Equipment Object Code, you must complete the Capital Edit tab (see page 22).

Field Name or Control	Description
Amount	Required. Enter the total amount to be credited to this accounting line. All accounting line amounts must add up to a sum that equals the total amount of the credit card receipts.
Line Description	Optional. This field is not required, because the contents of the Description field on the Document Overview tab will be used as the default description on the ASR. However, any entry that you make in the Line Description field will override the document description for this line item where it appears on the ASR. This field has a 40-character limit. Do not use any symbols or punctuation except for a period to end each sentence.
Sub-Account Sub-Object Project Org Ref ID	<i>These fields are not currently in use at USC.</i>
	Click the add button in the Actions column to post the information entered for this accounting line. If you do not click add , the information will not be recorded as part of the eDoc.

Capital Edit

If one or more financial transactions detailed in the Credit Card Receipt eDoc pertain to an existing capital asset — generally meaning movable equipment costing \$5,000 or more — the **Capital Edit** tab is used to update the asset database. You **must** complete this tab if a Capital Equipment Object Code is entered in the *Object* field of an entry on the **Accounting Lines** tab in the eDoc.

NOTE: Currently, the **Capital Edit** tab can only be used to associate **one** capital asset with transactions itemized in that eDoc. Therefore, financial transactions that pertain to separate assets must be submitted in separate eDocs. For example, the **Accounting Lines** tab in a Credit Card Receipt eDoc may contain entries for multiple transactions, but if two or more of those accounting lines include a Capital Equipment Object Code, they must pertain to the same individual capital asset or else the eDoc cannot be submitted.



In the *Asset Number* field, enter the relevant asset number manually or click the adjacent lookup  icon to search for the asset in question and select its asset number from the search results.

- The asset number specified here must identify an active, valid asset. Active assets have an Inventory Status Code of **A** (Active), **N** (Non-Capital Asset), or **U** (Under Construction).
- The specified asset number will be locked in the system until the financial transaction eDoc is approved, canceled, or disapproved.

When the Credit Card Receipt eDoc is approved, the asset record for the specified asset number will be updated to include that payment information in the asset database.

Submitting a Credit Card Receipt eDoc

After completing the **Accounting Line** entries, you must verify that the total amount listed under all **Accounting Lines** matches the amount listed for the **Credit Card Receipts Total** (sum of the amounts shown for all credit card merchant codes). Once this is verified, click the **Submit** button at the bottom of the eDoc screen:



NOTE: Do not close the Credit Card Receipt eDoc yet. Keep it open on your screen because you will have to attach backup documentation in order to conclude the submittal process. (See **Attaching the Backup Documentation** on page 24 for instructions.)

Clicking **submit** puts the eDoc in “Final” status unless other routing and approvals are required. After you have clicked the **Submit** button, the page will be refreshed with a confirmation message at the top, saying “Document was successfully submitted.”

Credit Card Receipt ?
Doc Nbr: 425157
Status: FINAL
Copied from Document Id: 425155

Created: 03:45 PM 02/01/2011

Document was successfully submitted.
Success message

expand all collapse all
* required field

Document Overview hide

* Description: Plaza Pharmacy 01/25/11		Explanation: Credit card receipts on 01/25/11
Organization Document Number:		
Financial Document Detail		
		Total Amount: 2,291.12

Credit Card Receipts hide

	* Bank	* Type	* Vendor Number	* Date	* Ref Nbr	* Amount
1:	BC	VM	012260	01/25/2011	1970122608	2,291.12
						Total: 2,291.12

Accounting Lines hide

	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
1	SC Southern California	1037220204 AMBULATORY CARE PROGRAM		02100 SALES AND SERVICE				2,254.64	
Line Description									
2	SC Southern California	1950410000 SALES TAX PAYABLE		81000 LIABILITY				36.48	
Line Description									
								Total: 2,291.12	

Attaching the Backup Documentation

This section presents instructions for attaching backup documentation to the submitted Credit Card Receipt eDoc, which should still be open on your computer. (Notes and attachments can be entered after the eDoc has been submitted.) The backup documentation should include the following items:

- Scanned copies of the adding machine tapes totaling all transactions for each credit card type (Visa/MasterCard, American Express & Discover)
- Scanned copies of all credit card slips for the transactions processed in the eDoc
- Scanned copy of Donor Pledge Form, if applicable, for gift processing review and approval by the “University Advancement - Development Records” (ADR) department

NOTE: When scanning your backup documentation, remember to scan it in Black & White with the resolution set to 300 dpi. Scanning attachments in color or at a higher resolution will produce unnecessarily large files.

On the still-open Credit Card Receipt eDoc, you will now use the **Notes and Attachments** tab to enter a description or other relevant notes and attach your PDF files.

Click the button on the **Notes and Attachments** tab to reveal the fields and controls used for adding comments and attaching related files. Then proceed as follows for each PDF file that you want to attach to the eDoc:

1. Click the button next to the **Attached File** field and navigate to the location of the PDF file on your computer that contains the scanned backup documentation.
The full path of the file that you have selected will appear in the Attached File field, but it is not yet attached.
2. The text box labeled **Note Text** is a required field. Type any desired notes, or if you are only attaching a file, enter a brief description of the attachment.
3. To attach the file that you have selected, click the button located to the right of the **Attached File** field, in the **Actions** column. (The button will not function if the **Note Text** field is empty.)
4. Click the button.

Ad Hoc Recipients Tab

For information on how to use the Ad Hoc Routing function, please see **Ad Hoc Routing for Cashier eDocs** on page 14 of this guide. (The instructions presented in that section are applicable to all Cashiering eDocs.)

Ad Hoc Routing Procedure for Gifts

When submitting a Credit Card Receipt eDoc for a gift to the university, be sure to use Ad Hoc routing to send the eDoc to ADR, as described in **Ad Hoc Routing Procedure for Gifts** on page 15. (The instructions presented in that section are applicable to all Cashiering eDocs.)

Advance Deposit Processing

The Advance Deposit process is used for deposits that go directly to the bank without processing assistance from the Cashier's office, including deposits made via ACH, wire transfer, and Lock Box. Departments that use direct pickup from armored couriers will use Advance Deposit also.

Before you begin creating an Advance Deposit eDoc, be sure that you have assembled all the backup documentation that you will need to attach to the eDoc upon submittal. You will need to scan the following documents, saving each scanned image as a PDF file:

- Deposit slip (front and back), if applicable
- All checks (front and back) processed in the eDoc, if applicable
- For a Lockbox deposit – the lockbox deposit slip and a bank lockbox report
- For a Wire deposit – a bank report from the Treasury Service and some other supporting document that shows proof this wire belongs to your department
- Donor Pledge Form, if applicable, for gift processing and Restricted Fund Accounting (RFA) review and approval process

For a Special Bank Deposit, you will be provided with instructions regarding backup documentation that you will need to submit.

NOTE: When scanning your backup documentation, remember to scan it in Black & White with the resolution set to 300 dpi. Scanning attachments in color or at a higher resolution will produce unnecessarily large files.

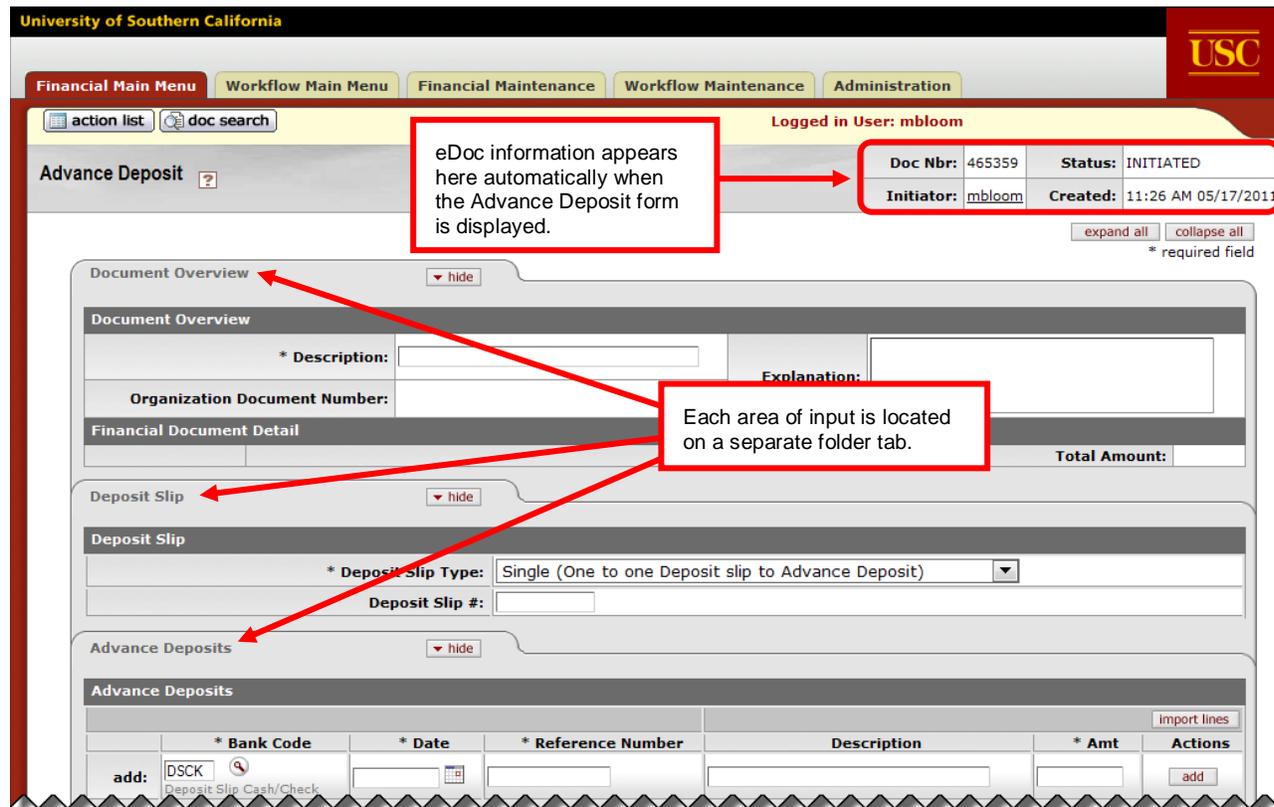
The following screen (see next page) assumes that you have successfully logged into the Quali Financial System. The main Quali screen immediately opens to the Financial Main Menu tab, where you can choose a transaction that you wish to process. In the **Transactions > Financial Processing** section, click **Advance Deposit** to open an eDoc to process your Advance Deposit for the day.

The screenshot shows the USC Kuali Portal Index interface. At the top, there is a navigation bar with 'Financial Main Menu', 'Workflow Main Menu', and 'Financial Maintenance'. A red box highlights the text 'Logged in User: mbloom' in the top right corner. Below the navigation bar, there is a 'Message Of The Day' section with the text 'Welcome to USC Kuali 4.0 testing. Last Updated 03/09/2011 6:15pm'. The main content area is divided into three columns: 'Transactions', 'Custom Document Searches', and 'Balance Inquiries'. The 'Transactions' column contains several sub-sections: 'Accounts Receivable', 'Budget Construction', and 'Financial Processing'. The 'Financial Processing' section is highlighted with a red box, and an arrow points to the 'Advance Deposit' option. The 'Custom Document Searches' column contains 'Accounts Receivable' and 'Purchasing/Accounts Payable'. The 'Balance Inquiries' column contains 'General Ledger', 'Labor Distribution', and 'Endowment'. A red box highlights the text 'Click Advance Deposit to process your non-cashier deposits for the day.' with an arrow pointing to the 'Advance Deposit' option.

Proceed to the following page for instructions on completing an Advance Deposit eDoc.

Entering Data in an Advance Deposit eDoc

Once you have opened an **Advance Deposit** eDoc, the top right-hand corner will show the eDoc's **Document Number**, **Status**, and **Initiator** (the person processing the document), along with the **Date and Time** when the eDoc was opened for processing:



NOTE: An **asterisk (*)** next to a field indicates that the information requested in that field is required in order to submit the eDoc.

You are now ready to start entering information into the Advance Deposit eDoc form to reflect the monies received and the accounting line that should be credited for the receipt of funds. Each section on the page is separated by tabs to reflect the areas of input:

- Document Overview
- Deposit Slip
- Advance Deposits
- Accounting Lines
- Notes and Attachments
- Ad Hoc Recipients

Tabs displaying required fields are expanded (open) whenever an eDoc is opened in KFS. If you enter any information that requires the completion of another tab that is currently collapsed (closed), the eDoc page will be refreshed with that tab expanded for completion.

An individual tab can be expanded or collapsed by clicking its **show** or **hide** button, respectively. (The label of the button changes depending on whether the tab is currently collapsed or expanded.)

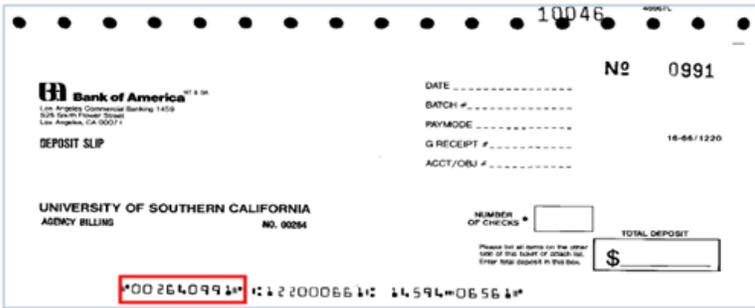
Document Overview and Deposit Slip

The following example shows the **Document Overview** and **Deposit Slip** tabs:

The screenshot shows the USC KFS Cashiering interface. At the top, there are navigation menus for 'Financial Main Menu', 'Workflow Main Menu', 'Financial Maintenance', 'Workflow Maintenance', and 'Administration'. The user is logged in as 'mbloom'. The main form is titled 'Advance Deposit' and includes a metadata table with fields for 'Doc Nbr' (465359), 'Status' (INITIATED), 'Initiator' (mbloom), and 'Created' (11:26 AM 05/17/2011). Below this, there are two main sections: 'Document Overview' and 'Deposit Slip'. The 'Document Overview' section contains fields for '* Description:', 'Explanation:', 'Organization Document Number:', and 'Total Amount:'. The 'Deposit Slip' section contains a dropdown for '* Deposit Slip Type:' (set to 'Single (One to one Deposit slip to Advance Deposit)') and a field for 'Deposit Slip #:'. Red boxes in the image highlight the 'Description' field, the 'Explanation' field, and the 'Deposit Slip Type' dropdown.

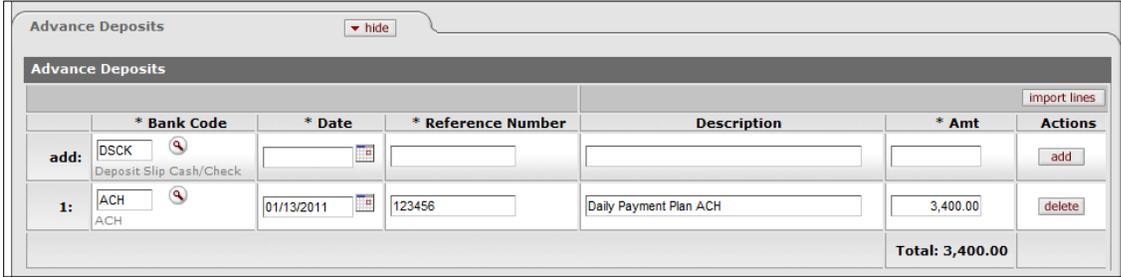
The fields on the **Document Overview** and **Deposit Slip** tabs are described in the following table.

Field Name	Description
Description	Required. The description is the explanation you would like to see on the ASR (up to 40 characters). This is the default for all accounting lines where no line item description is used.
Explanation	Optional. This field can be used to further document the transaction deposit, such as documenting the final account number to be used for gifts. This will not appear on the ASR.
Organization Document Number	<i>Not currently in use at USC.</i>
Total Amount	Display-only. Displays the total amount from the Accounting Lines tab when the document is submitted successfully.
Deposit Slip Type	This drop-down list contains the following options: <i>Single</i> , <i>Multiple</i> , and <i>None</i> . (The default selection is <i>Single</i> .) <ul style="list-style-type: none"> You should select <i>Single</i> for an Advance Deposit consisting of one deposit slip. Note that the first five digits of the number that you enter in the "Deposit Slip #" field must match an endorsement stamp number on file in the system. You should select <i>Multiple</i> for an Advance Deposit that consists of multiple deposit slips. Note that the "Deposit Slip #" field will be disabled when <i>Multiple</i> is selected in the drop-down list. The "Reference Number" field on the Advance Deposits tab (see

Field Name	Description
	<p>page 29) becomes the entry field for the 9- or 10-digit deposit slip number that would normally be entered in the “Deposit Slip #” field. The first five digits that you enter in the “Reference Number” field on the Advance Deposits tab must match an endorsement stamp number on file in the system.</p> <ul style="list-style-type: none"> You should select <i>None</i> for a deposit that has gone directly to the bank without a deposit slip. This will include lockbox and wire transfer transactions. You may still enter numeric information in the “Deposit Slip #” field, but it does not need to match the deposit slip number format and is not validated by the system.
<p>Deposit Slip #</p>	<p>Required. Although this is a required field, the information that you need to enter here can vary depending on the type of transaction you are reporting. For example, it could be the number associated with a Lock Box deposit or with an ACH deposit. If this is a bank deposit using an actual paper deposit slip, then enter the deposit slip number (the 9- or 10-digit number on the bottom left side of the deposit slip, as shown in the following example).</p>  <p>Note that each department should have its own unique deposit slip to identify their department. DO NOT copy the deposit slip number from the example in this guide.</p>

Advance Deposits

The **Advance Deposits** tab allows you to process the advance deposits individually or as a batch:



Advance Deposits						
	* Bank Code	* Date	* Reference Number	Description	* Amt	Actions
add:	DSCK Deposit Slip Cash/Check					add
1:	ACH ACH	01/13/2011	123456	Daily Payment Plan ACH	3,400.00	delete
					Total: 3,400.00	

You can enter lines of data on this tab manually, or you can import multiple line entries from a previously prepared file in **.CSV** (comma-separated values) format. The maximum number of lines that you can import is 300.

An import template file for the **Advance Deposits** tab is available for download from the [Kuali Cashiering Templates](#) page. For instructions on using the import template, please see **Importing Data Into Cashiering eDocs** on page 2.

The fields on the **Advance Deposits** tab are described in the following table.

Field Name or Control	Description
Bank Code	Required. The bank code is important for debiting the appropriate GL Bank Account. (This code is similar to the old “paymode.”) <i>DSCK</i> is the default and pertains only to departments that record deposits without going through the Cashier. Other bank codes should be used for other types of deposits, such as <i>ACH</i> , <i>LB</i> (for lock box), etc. SPA has a different bank code for their deposits also. If you have questions about which Bank Code to use, please contact the Cashier’s office.
Date	Required. Enter the date when the deposit was made. The date format is <i>mm/dd/yyyy</i> , or you can click the calendar button to choose the date on the calendar.
Reference Number	Required. If you are reporting multiple deposits on a single Advance Deposit (only approved currently for large departments), enter the individual Deposit Slip Numbers (9 or 10 digits). If you are processing a batch deposit, you can enter any information regarding the batch.
Description	Optional. Enter information for your purposes. This information will stay in the Kuali system, but will not appear on the ASR.
Amt	Required. Enter the amount of each individual deposit or the total amount of the batch.
<input type="button" value="add"/>	Click the add button in the Actions column to post the Advance Deposits lines as they are entered. If you do not click add , the deposit information will not be recorded as received.
<input type="button" value="import lines"/> <input type="button" value="Browse..."/> <input type="button" value="add"/> <input type="button" value="cancel import"/>	<p>When you click the import lines button, it is replaced by other controls that enable you to import lines of data from a .CSV file into your document. These other controls are described next in this table.</p> <p>Click the Browse... button to select the desired import file from your hard drive or network.</p> <p>Click the add button to import the file that you have selected.</p> <p>Click the cancel import button if you want to stop your “import lines” task. The Advance Deposits tab returns to its default state with only the import lines button displayed.</p>

Accounting Lines

The **Accounting Lines** tab reflects which account should be credited for the funds received. You can enter lines of data on this tab manually, or you can import multiple line entries from a previously prepared file in **.CSV** (comma-separated values) format. The maximum number of lines that you can import is 300.

An import template file for the **Accounting Lines** tab is available for download from the [Kuali Cashiering Templates](#) page. For instructions on using the import template, please see **Importing Data Into Cashiering eDocs** on page 2.

* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
SC	1964667010		81000				988,097.20	
Total: 988,097.20								

The fields on the **Accounting Lines** tab are described in the following table.

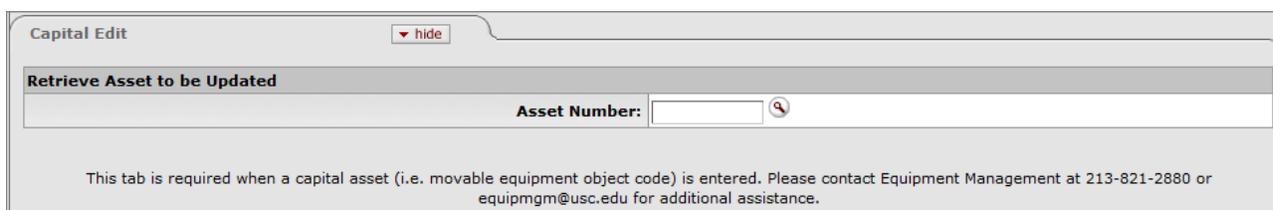
Field Name or Control	Description
Chart	Required. This drop-down list defaults to SC and should not be changed.
Account Number	Required. Enter the account number you are crediting to reflect the funds received. (Account number should be 10 digits. DO NOT include hyphens.) Click the magnifying glass icon if you need to use the Account Number Lookup.
Object	Required. An Object Code number is required to reflect where in the General Ledger account the funds will be credited. Click the magnifying glass icon if you need to use the Object Code Lookup. Note that if you enter a Capital Equipment Object Code here, you must complete the Capital Edit tab (see page 32).
Amount	Required. Enter the total amount to be credited to this accounting line. All accounting line amounts must add up to a sum that equals the total of the lines on the Advance Deposits tab.
Line Description	Optional. This field is not required, because the contents of the Description field on the Document Overview tab will be used as the default description on the ASR. However, any entry that you make in the Line Description field will override the document description for this line item where it appears on the ASR. This field has a 40-character limit. Do not use any symbols or punctuation except for a period to end each sentence.

Field Name or Control	Description
Sub-Account Sub-Object Project Org Ref ID	<i>These fields are not currently in use at USC.</i>
<input type="button" value="add"/>	Click the add button in the Actions column to post the information entered for this accounting line. If you do not click add , the information will not be recorded as part of the eDoc.

Capital Edit

If one or more financial transactions detailed in the Advance Deposit eDoc pertain to an existing capital asset — generally meaning movable equipment costing \$5,000 or more — the **Capital Edit** tab is used to update the asset database. You **must** complete this tab if a Capital Equipment Object Code is entered in the *Object* field of an entry on the **Accounting Lines** tab in the eDoc.

NOTE: Currently, the **Capital Edit** tab can only be used to associate **one** capital asset with transactions itemized in that eDoc. Therefore, financial transactions that pertain to separate assets must be submitted in separate eDocs. For example, the **Accounting Lines** tab in an Advance Deposit eDoc may contain entries for multiple transactions, but if two or more of those accounting lines include a Capital Equipment Object Code, they must pertain to the same individual capital asset or else the eDoc cannot be submitted.



In the *Asset Number* field, enter the relevant asset number manually or click the adjacent lookup  icon to search for the asset in question and select its asset number from the search results.

- The asset number specified here must identify an active, valid asset. Active assets have an Inventory Status Code of **A** (Active), **N** (Non-Capital Asset), or **U** (Under Construction).
- The specified asset number will be locked in the system until the financial transaction eDoc is approved, canceled, or disapproved.

When the Advance Deposit eDoc is approved, the asset record for the specified asset number will be updated to include that payment information in the asset database.

Submitting an Advance Deposit eDoc

After completing the **Accounting Line** entries, you must verify that the total amount listed under all **Accounting Lines** matches the amount listed for the **Advance Deposits Total**. Once this is verified, you can click the **Submit** button at the bottom of the eDoc screen:



NOTE: Do not close the Advance Deposit eDoc yet. Keep it open on your screen because you will have to attach backup documentation in order to conclude the submittal process. (See **Attaching the Backup Documentation** on page 34 for instructions.)

Clicking **submit** puts the eDoc in “Final” status unless other routing and approvals are required. After you have clicked the **Submit** button, the page will be refreshed with a confirmation message at the top, saying “Document was successfully submitted.”

Advance Deposit ?

Doc Nbr: 423917	Status: FINAL
Initiator: hicham.laadam	Created: 03:34 PM 01/31/2011

• Document was successfully submitted.

Success message

expand all collapse all
* required field

Document Overview ▼ hide

Document Overview	
* Description: USCUH LOCKBOX, ACH 01/28/11	Explanation:
Organization Document Number:	
Financial Document Detail	
Total Amount: 988,097.20	

Deposit Slip Number ▼ hide

* Deposit Slip #: 749244000

Advance Deposits ▼ hide

	* Bank Code	* Date	* Reference Number	Description	* Amt
1:	UHLB University Hospital Lockbox	01/28/2011	74924	LOCKBOX 01/28/11	627,615.47
2:	UHAH University Hospital ACH	01/28/2011	00000	ACH 01/28/11	360,481.73
Total:					988,097.20

Accounting Lines ▼ hide

* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
SC	1964667010		81000				988,097.20	

Attaching the Backup Documentation

This section presents instructions for attaching backup documentation to the submitted eDoc, which should still be open on your computer. (Notes and attachments can be entered after the eDoc has been submitted.) The backup documentation should include the following items:

- Scanned copies of the front and back of the deposit slip, if applicable
- Scanned copies of the front and back of all checks processed in the eDoc, if applicable
- For a Lockbox deposit – scanned copy of the lockbox deposit slip and a bank lockbox report
- For a Wire deposit – scanned copies of a bank report from the Treasury Service and some other supporting document that shows proof this wire belongs to your department
- Scanned copies of any documentation that you have been asked to submit for a Special Bank Deposit
- Scanned copy of Donor Pledge Form, if applicable, for gift processing review and approval by the “University Advancement - Development Records” (ADR) department

NOTE: When scanning your backup documentation, remember to scan it in Black & White with the resolution set to 300 dpi. Scanning attachments in color or at a higher resolution will produce unnecessarily large files.

On the still-open Credit Card Receipt eDoc, you will now use the **Notes and Attachments** tab to enter a description or other relevant notes and attach your PDF files.

Click the button on the **Notes and Attachments** tab to reveal the fields and controls used for adding comments and attaching related files. Then proceed as follows for each PDF file that you want to attach to the eDoc:

1. Click the button next to the **Attached File** field and navigate to the location of the PDF file on your computer that contains the scanned backup documentation.
The full path of the file that you have selected will appear in the Attached File field, but it is not yet attached.
2. The text box labeled **Note Text** is a required field. Type any desired notes, or if you are only attaching a file, enter a brief description of the attachment.
3. To attach the file that you have selected, click the button located to the right of the **Attached File** field, in the **Actions** column. (The button will not function if the **Note Text** field is empty.)
4. Click the button.

Ad Hoc Recipients Tab

For information on how to use the Ad Hoc Routing function, please see ***Ad Hoc Routing for Cashier eDocs*** on page 14 of this guide. (The instructions presented in that section are applicable to all Cashiering eDocs.)

Ad Hoc Routing Procedure for Gifts

When submitting an Advance Deposit eDoc for a gift to the university, be sure to use Ad Hoc routing to send the eDoc to ADR, as described in ***Ad Hoc Routing Procedure for Gifts*** on page 15. (The instructions presented in that section are applicable to all Cashiering eDocs.)

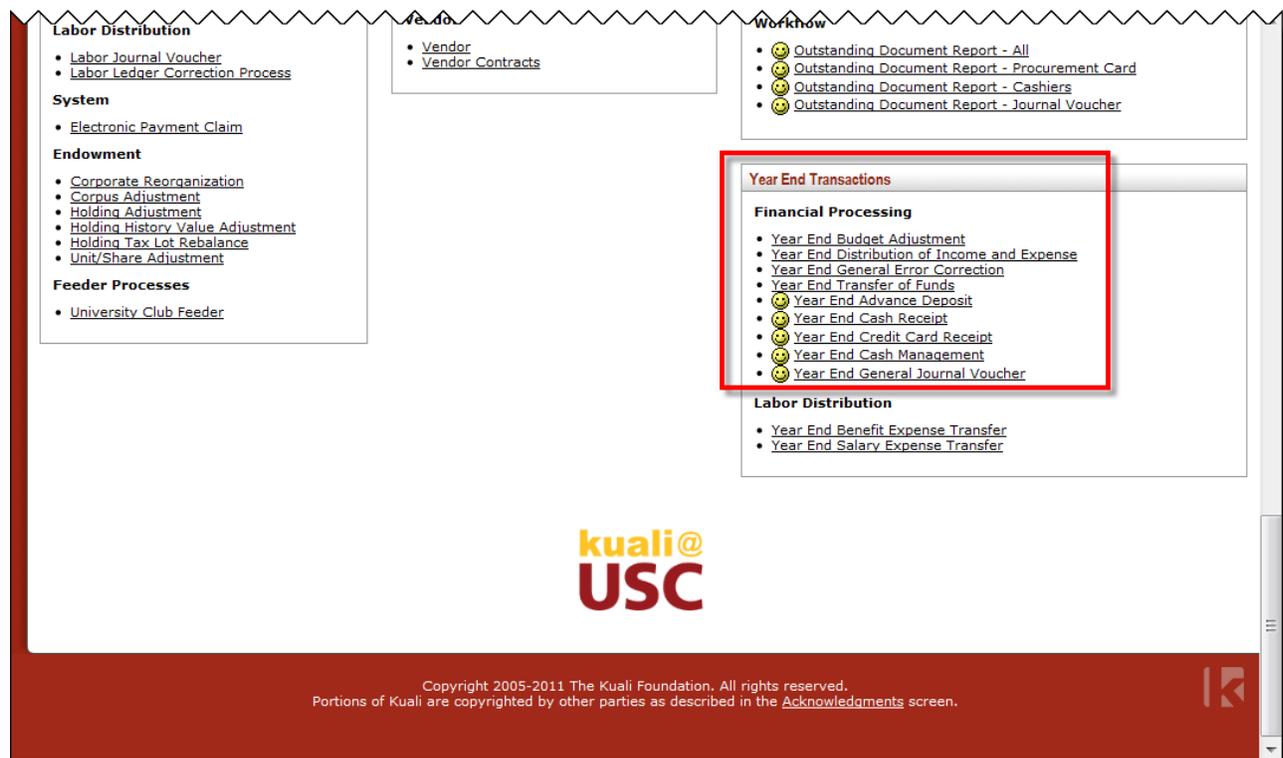
Year-End Cashier Processes

This section of the guide discusses year-end or “end of year” (EOY) cashier processes, which are controlled by the following restrictions:

- EOY processes can only be created and submitted during limited periods at the end of each fiscal year, as designated by the Comptroller’s office.
- EOY processes can only be created and submitted by departments that have received special authorization to do so from the Comptroller’s office.

KFS currently includes four EOY cashier processes — *Year End Advance Deposit*, *Year End Cash Receipt*, *Year End Credit Card Receipt*, and *Year End Cash Management* — all of which are included under **Year End Transactions > Financial Processing** in the lower right-hand area of the **Financial Main Menu** screen (see following example).

NOTE: The *Year End Cash Management* process is not discussed in this guide.



Selecting one of the “Year End” cashier processes will open an eDoc that looks just like the eDoc for the corresponding cashier process listed under **Transactions > Financial Processing** in the upper left-hand area of the **Financial Main Menu** screen. Therefore, the procedures for completing

the EOY eDocs are the same as those used to complete the eDocs for standard cashier transactions processed throughout the fiscal year:

- To create an EOY eDoc for non-cashier deposits, click **Year End Advance Deposit** on the Financial Main Menu screen. When the Year End Advance Deposit eDoc form is displayed, complete it by following the instructions presented in ***Entering Data in an Advance Deposit eDoc*** (see page 27).
- To create an EOY eDoc for cash and check deposits, click **Year End Cash Receipt** on the Financial Main Menu screen. When the Year End Cash Receipt eDoc form is displayed, complete it by following the instructions presented in ***Entering Data in a Cash Receipt eDoc*** (see page 4).
- To create an EOY eDoc for credit card transactions, click **Year End Credit Card Receipt** on the Financial Main Menu screen. When the Year End Credit Card Receipt eDoc form is displayed, complete it by following the instructions presented in ***Entering Data in a Credit Card Receipt eDoc*** (see page 18).