

# Advance Deposit

## Document Overview:

Advance Deposit (AD) records cash transactions that go directly to the bank and do not go through the normal cash receipt process. The Advance Deposits can be used for Wire Transfers (Domestic or Foreign), ACH Payments, Credit Card receipts, and Receipts from State of Colorado (via CORE).

The document has one visible accounting line that is input by the user, with the offsetting accounting line generated by the bank code. Only users in the Bank Code Edit Group are able to edit the bank code line. Users with this access can either change it if they are creating it, or change it if in their KFS Action List to review. See below screen shot for group:

<u>Group Type Name</u>	<u>Group Namespace</u>	<u>Group Name</u>
<u>Default</u>	<u>KR-SYS</u>	<u>BankCodeEdit</u>

Below is a user who is in this group:



The screenshot shows a 'Membership' window with a 'hide' button. Below it is a table with columns: Group, Namespace Code, Name, Type, and Active From Date. Row 4 is highlighted with a red border.

Group	Namespace Code	Name	Type	Active From Date	
1	1000380	KR-WKFLW	ORG-6992	Default	03/18/2014
2	1000384	KR-WKFLW	ORG-6996	Default	03/18/2014
3	1001230	KR-WKFLW	CSU-CashMgr	Default	10/11/2012
4	1001231	KR-SYS	BankCodeEdit	Default	07/30/2013
5	1003042	KFS-FP	BursarGroup	Default	10/11/2012
6	1003070	KFS-FP	Cashiers	Default	09/05/2014
7	1003092	KR-WKFLW	PRJE Approvers	Default	08/04/2014
8	1003146	KR-WKFLW	AR-YearEnd	Default	06/10/2015
9	1003191	KR-WKFLW	Wire Processors	Default	05/28/2014

If users without this role need to use a different Bank Code, they must either:

- Copy an existing Advance Deposit that has the Bank Code needed
- Request a user in the Bank Code Edit Group create the AD
- Request a user in the Bank Code Edit Group edit the AD when routed

When receiving payments, revenues are entered as positive amounts and expenses are entered as negative amounts (credits). When refunding payments, revenues are entered as negative amounts (credits) and expenses are entered as positive amounts.

Note: When funds are received through the CORE system (usually on IT's or JV's) an Advance Deposit document needs to be entered to record the receipt in KFS. If the receipt of funds document has already been manually completed in CORE, the KFS entry does not need to feed into CORE during automatic feeds, so the CORE exclude project code (COFRSEXCLD) needs to be entered on each account line. A document can only have every line feed or every line not feed (COFRSEXCLD).

To be able to create this document the user must have Role 54 in Kualii.

## How to Complete the Document:

Complete the Document Overview section by adding a brief description of what is being done, then expand on it in the Explanation field. Denote if it's a Wire or ACH payment in the Organization Document Number field.

Document Overview		hide
<b>Document Overview</b>		
* Description:	INTO ACH	Explanation: ACH INTO payment on 10/16/17 applied to FY17 Q4 99 accounts, Cost of Delivery - FA17, and FY18 Q1 Admin Fee
Organization Document Number:	ACH	
<b>Financial Document Detail</b>		
		Total Amount: 650,000.00

In the Advance Deposits section enter the ACH or Wire information. It can be entered as one lump sum, or enter it on multiple lines explaining what the payment is for as shown below:

Advance Deposits						hide
<b>Advance Deposits</b>						
	* Bank Code	* Date	* Reference Number	Description	* Amt	
1:	07 Receipts Clearing-State Treasurer	10/16/2017	ACH	FY17 INTO Q4 99 accounts	265,506.51	
2:	07 Receipts Clearing-State Treasurer	10/16/2017	ACH	FY18 Q1 INTO Admin Fee	70,195.49	
3:	07 Receipts Clearing-State Treasurer	10/16/2017	ACH	Cost of Delivery - FA17	314,298.00	
						Total: 650,000.00

The Accounting Lines section is where the user inputs what account and object code the funds need to be deposited into.

Accounting Lines										hide
<b>Accounting Lines</b>										hide detail
	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions	
7	CO Colorado State University	9900415 Admissions		1437 Other Receivables				(35,480.69)		
Line Description										
FY17 Q4 INTO payment										
9	CO Colorado State University	9900420 International Programs		1437 Other Receivables				(12,454.07)		
Line Description										
FY17 Q4 INTO payment										
10	CO Colorado State University	9900450 Academic English		1437 Other Receivables				(211,939.90)		
Line Description										
FY17 Q4 INTO payment										
11	CO Colorado State University	9900460 Undergraduate Pathway		1437 Other Receivables				(3,886.12)		
Line Description										
FY17 Q4 INTO payment										
14	CO Colorado State University	9900492 INTU Marketing		1437 Other Receivables				(2,229.87)		
Line Description										
FY17 Q4 INTO payment										
22	CO Colorado State University	9900495 Housing and Dining		1437 Other Receivables				(15.86)		
Line Description										
FY17 Q4 INTO payment										
23	CO Colorado State University	1300380 Miscellaneous Revenue - Non Exempt	COD Cost of Delivery	1437 Other Receivables				(314,298.00)		
Line Description										
COD Fall 2017										
24	CO Colorado State University	1300390 Miscellaneous Revenue - Non Exempt	INTU INTU Admin Fee	1437 Other Receivables				(70,195.49)		
Line Description										
FY18 Q1 INTO Admin Fee										
									Total: 650,000.00	

Any support will need to be added in PDF format to the Notes and Attachments section.

Notes and Attachments (3) <span style="float:right">▼ hide</span>					
Notes and Attachments					
	Posted Timestamp	Author	* Note Text	Attached File	Notification Recipient
add:			<input type="text"/>	<input type="button" value="Choose File"/> <input type="button" value="No file chosen"/> <input type="button" value="CANCEL"/>	
1	10/16/2017 10:20 AM	Peterson, Bethany	copied from document 13246111		<input type="text"/>
2	10/16/2017 10:42 AM	Peterson, Bethany	ACH Cashier Support	ACH 10-16-2017_Cashier Support.pdf (154 KB, application/pdf)	<input type="text"/>
3	10/16/2017 11:21 AM	Peterson, Bethany	Support	Doc 13665987_support.pdf (1 MB, application/pdf)	<input type="text"/>

### Document Routing:

This document routes directly to the CSU-CashMgr group for approval. The CSU-CashMgr group ensures that the AD matches the Wire or ACH payment that is also in their KFS Action List.

Route Log <span style="float:right">▼ hide</span>					
Route Log					
ID: 13665987 <span style="float:right">▼ hide</span>					
<b>Title</b>	Advance Deposit - INTO ACH				
<b>Type</b>	Advance Deposit	<b>Created</b>	10:20 AM 10/16/2017		
<b>Initiator</b>	Peterson, Bethany	<b>Last Modified</b>	03:28 PM 10/16/2017		
<b>Route Status</b>	FINAL	<b>Last Approved</b>	03:28 PM 10/16/2017		
<b>Node(s)</b>	CashManagement	<b>Finalized</b>	03:28 PM 10/16/2017		
Actions Taken <span style="float:right">▼ hide</span>					
	Action	Taken By	For Delegator	Time/Date	Annotation
	SAVED	Peterson, Bethany		10:40 AM 10/16/2017	
▼ hide	COMPLETED	Peterson, Bethany		11:23 AM 10/16/2017	
	Action	Requested Of	Time/Date	Annotation	
	COMPLETE	Peterson, Bethany	10:40 AM 10/16/2017		
▼ hide	APPROVED	Walter, Nilia L		03:28 PM 10/16/2017	
	Action	Requested Of	Time/Date	Annotation	
	APPROVE	CSU-CashMgr	11:23 AM 10/16/2017	KR-WKFLW AD-CashMgr	

### Document Exceptions/Restrictions:

Below are the list of parameter's related to the AD document. If the Constraint Code is "A" it means "Allowed" and if "D" it means "Disallowed".

Namespace Code	Component	Application ID	Parameter Name	Parameter Description	Parameter Value	Parameter Constraint Code
KFS-FP	AdvanceDeposit	KFS	ELECTRONIC FUNDS ACCOUNTS	The chart and account codes which specif..		A
KFS-FP	AdvanceDeposit	KFS	OBJECT_CODES	Object Code(s) restricted from use on th...	4353;6050	D
KFS-FP	AdvanceDeposit	KFS	OBJECT_CONSOLIDATIONS	Object Consolidations restricted from us...	FDBL	D
KFS-FP	AdvanceDeposit	KFS	OBJECT_SUB_TYPES	Object Sub-Type(s) restricted from use o...	AB;BU;CE;CI;FB;MT;NM	D
KFS-FP	AdvanceDeposit	KFS	OBJECT_TYPES	Object Types restricted from use on the ...	IC	D

Below is the explanation of these restrictions:

Object Codes 4353-Program Assessment Charges and 6050-Travel Encumbrance are not allowed on this document. 6050 is booked behind the scenes on travel documents and shouldn't be used on the AD.

This document disallows the use of object codes the roll up to the Consolidation Code FDBL-Fund Balance. Object Codes 3000-Fund Balance and 3100-Adjust/Accrual Voucher Generated Offset are the only object codes that report to this code and are disallowed.

The AD also disallows the use of object codes that report the Object Sub-Type Codes:

- AB-Compensated Absences
- BU-Budget Only Object Codes
- CE-Cost Recovery Expense
- CI-Cost Recovery Income
- FB-Fund Balance
- MT-Mandatory Transfers
- NM-Non-Mandatory Transfers

The last disallow is all object codes that have an object Type Code IC-Revenue not Cash, as these should not be used to deposit funds as they are not cash.