

Cash Receipt

Document Overview:

The Cash Receipt document is used to deposit cash or checks. The Cash Receipt document is completed based on the amount that needs to be deposited. Once submitted it routes to the Cashiers for approval. When the checks and/or cash is brought to the cashier's the document number is also given and if the amounts match then the cashier approves the Quali document and revenue is deposited into the account. Expense object codes are allowed in the CR document. Cash object code will be recorded as a Debit and the revenue/expense object codes are used to record the Credit balance.

How to Complete the Document:

This document is completed as described in the Overview of Document Layout. For example, if we are depositing \$150 in cash, and 1 check for \$45, and a second check for \$30 we will first fill out the Currency and Coin Detail as shown below:

Cash Receipt ?

Doc Nbr: 2663815	Status: INITIATED
Initiator: epillsbu	Created: 04:27 PM 01/07/2014

* required field

Document Overview ▼ hide

* Description: Deposit Orientation Funds	Explanation: \$150 of cash was received for orientation, and 2 checks totaling \$75.
Organization Document Number: <input style="width: 100%;" type="text"/>	

Financial Document Detail	Total Amount: <input style="width: 100%;" type="text"/>
----------------------------------	--

Cash Reconciliation ▼ hide

Total Check Amount: <input style="width: 100%;" type="text" value="Individual Checks/Batches"/>
Total Currency Amount: 150.00
Total Coin Amount: 0.00
Cash Reconciliation Total: 225.00 <input type="button" value="recalculate"/>

Currency and Coin Detail ▼ hide

	Count	Amount		Count	Amount
Hundred Dollar Count:	<input type="text" value="1"/>	\$100.00	Hundred Cent Count:	<input type="text" value="0"/>	\$0.00
Fifty Dollar Count:	<input type="text" value="0"/>	\$0.00	Fifty Cent Count:	<input type="text" value="0"/>	\$0.00
Twenty Dollar Count:	<input type="text" value="2"/>	\$40.00	Twenty Five Cent Count:	<input type="text" value="0"/>	\$0.00
Ten Dollar Count:	<input type="text" value="1"/>	\$10.00	Ten Cent Count:	<input type="text" value="0"/>	\$0.00
Five Dollar Count:	<input type="text" value="0"/>	\$0.00	Five Cent Count:	<input type="text" value="0"/>	\$0.00
Two Dollar Count:	<input type="text" value="0"/>	\$0.00	One Cent Count:	<input type="text" value="0"/>	\$0.00
One Dollar Count:	<input type="text" value="0"/>	\$0.00	Other Cent Amount:	<input type="text" value=""/>	\$ <input type="text" value=""/>
Other Dollar Amount:	<input type="text" value=""/>	\$ <input type="text" value=""/>			

The currency amount is calculated based on the currency and coin detail input. The total cash reconciliation is the cash and check added together. Below is the Check Detail filled out.

Check Detail ▼ hide

	* Check/Batch #	* Date	Description	* Amt	Action
add:	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	0.00	<input type="button" value="add"/>
1:	1324	01/07/2014	Check for outdoor orientation	45.00	<input type="button" value="delete"/>
2:	1325	01/07/2014	Check for orientation services	30.00	<input type="button" value="delete"/>
Total:				75.00	

Once the above information is entered, account number and object code needs to be entered where this amount will be deposited into. It can go to one account or divided between multiple accounts. Below shows where the revenue is being deposited into one account. An expired account can be used too, however, the user needs to click a box to override an expired account.

Accounting Lines									
Accounting Lines ? hide detail									
	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
add:	CO							0.00	
Line Description									
add									
1	CO	2702000		4380				225.00	
Line Description									
Orientation Revenue received									
delete bal inquiry									
								Total: 225.00	

The total amount should match the Cash Reconciliation Total. If this does not match and if the document is submitted, the system will give an error message as below.

1 error(s) found on page. expand all collapse all * required field

Document Overview	
* Description:	Deposit Orientation Funds
Organization Document Number:	
Explanation:	\$150 of cash was received for orientation, and 2 checks totaling \$75.
Financial Document Detail	
Total Amount: 225.00	
Cash Reconciliation hide	
<p>Errors found in this Section:</p> <ul style="list-style-type: none"> The document is out of balance. The accounting line total must equal the Cash Reconciliation Total. 	

In the Notes and Attachments section, attach support if you have any. It is recommended not to attach the image of the full check. If the image of the check is attached as a support, the bank lines on the check must be hidden.


Once all the correct information has been input, document can be submitted by hitting the submit button at the bottom of the screen. Once you click on submit a PDF link called "Print Cash Receipt Coversheet" appears at the top. You can either notate the document number on your check batch, or print this page and bring it to the Cashiers' office so they know which document your cash and checks go with.

Cash Receipt ?	Doc Nbr:	2663815	Status:	ENROUTE
	Initiator:	epillsbu	Created:	04:27 PM 01/07/2014

Document was successfully submitted.

[expand all](#) [collapse all](#)

* required field

[Print Cash Receipt Coversheet](#) 

Document Routing:

This document routes directly to the CSU-CashMgr group in Banking Services Unit for approval. The CSU-CashMgr group ensures that the Cash Receipt matches the cash and checks department wishes to deposit. Once they reconcile the cash and checks with the amount listed in Kualii, they approve the CR document. Once the document is approved by the Cashiers it will post to the account and object code as entered into the document.

Route Log					
ID: 14242483					
Title	Cash Receipt - art deposit				
Type	Cash Receipt	Created	06:31 PM 12/18/2017		
Initiator	Seymour, Margaret Judith	Last Modified	01:49 PM 12/19/2017		
Route Status	FINAL	Last Approved	01:49 PM 12/19/2017		
Node(s)	SponsoredProgramReviewerCR	Finalized	01:49 PM 12/19/2017		
Actions Taken					
Action	Taken By	For Delegator	Time/Date	Annotation	
SAVED	Seymour, Margaret Judith		06:41 PM 12/18/2017		
COMPLETED	Seymour, Margaret Judith		06:43 PM 12/18/2017		
APPROVED	Walker, Nilia L.		01:49 PM 12/19/2017		
Action	Requested Of	Time/Date	Annotation		
APPROVE	CSU-CashMgr	06:43 PM 12/18/2017	KFS-FP Cash Manager MC		
Future Action Requests					

Document Exceptions/Restrictions:

Below are the list of parameters related to the CR 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	CashReceipt	KFS	CHANGE_REQUEST_ENABLED_IND	Indicator to turn Cash receipt change re...	N	A
KFS-FP	CashReceipt	KFS	OBJECT_CODES	Object Code(s) restricted from use on th...	4353;4362;4366;6050	D
KFS-FP	CashReceipt	KFS	OBJECT_CONSOLIDATIONS	Object Consolidation(s) restricted from ...	FDBL;TRRV;TRES;IDEX	D
KFS-FP	CashReceipt	KFS	OBJECT_SUB_TYPES	Object Sub-Type(s) restricted from use o...	BU;CA;LT;IC;IA;AB;CP;NM;MT;FR	D
KFS-FP	CashReceipt	KFS	OBJECT_TYPES	Object Type(s) restricted from use on th...	IC	D

Below is the explanation of these restrictions:

- Object codes 4353, 4362, and 4366 are restricted in CR document because they are only used for internal purpose.
- Object code 6050 is for Travel Encumbrance and not allowed in CR document
- Object code ranging 4073- 4353 is restricted for use with the RARSP sub-fund
- Following Object Consolidations code are restricted from this document:
 - FDBL- Fund Balance
 - TRRV- Transfer of Funds - Revenue
 - TRES- Transfer Mandatory and NonMandatory - Expense
 - IDEX- Indirect Cost Revenue and Expense

- Following object code Sub-Types are restricted from CR document:
 - BU - Budget Only Object Codes
 - CA - Cash
 - LT - Long Term Payable
 - IC - Inter-Departmental Credits
 - IA - InterAuxiliary Credits
 - AB - Compensated Absences
 - CP - Capital Assets
 - NM - Non-Mandatory Transfers
 - MT - Mandatory Transfers
 - FR - Fringe

- Object code Type IC which is revenue not cash is restricted from CR document.