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:

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

Below is a user who is in this group:



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 Kuali.

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.



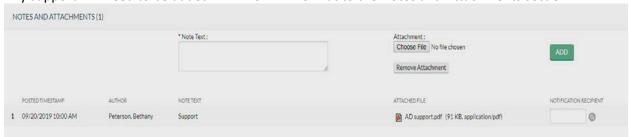
In the Advance Deposits section, input if it's a Wire or ACH payment in the Reference Number field. The amount can be entered as one lump sum, or enter on multiple lines explaining what the payment is for as shown below:



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

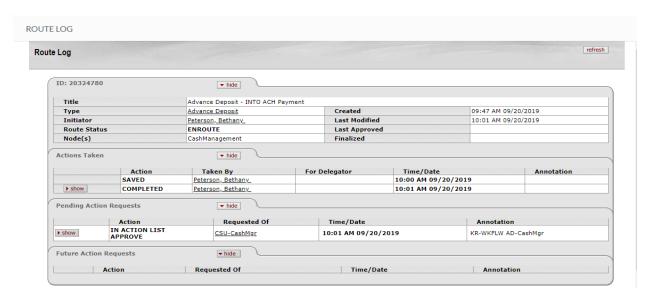


Any support will need to be added in PDF or TIFF format to the Notes and Attachments section.



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.



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	<u>Component</u>	Application ID	<u>Parameter Name</u>	Parameter Description	<u>Parameter Value</u>	<u>Parameter Constraint Code</u>
KFS-FP	<u>AdvanceDeposit</u>	KFS	ELECTRONIC FUNDS ACCOUNTS	The chart and account codes which specif		A
KFS-FP	<u>AdvanceDeposit</u>	KFS	OBJECT CODES	Object Code(s) restricted from use on th	4353;6050	D
KFS-FP	<u>AdvanceDeposit</u>	KFS	OBJECT CONSOLIDATIONS	Object Consolidations restricted from us	FDBL	D
KFS-FP	<u>AdvanceDeposit</u>	KFS	OBJECT SUB TYPES	Object Sub-Type(s) restricted from use o	AB;BU;CE;CI;FB;MT;NM	D
KFS-FP	<u>AdvanceDeposit</u>	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.						