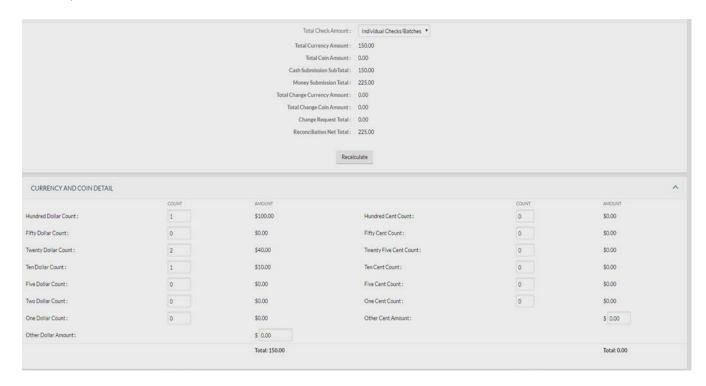# Cash Receipt

Document Overview:

The Cash Receipt (CR) 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 Office the document number is also given and if the amounts match then the cashier approves the Kuali 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.
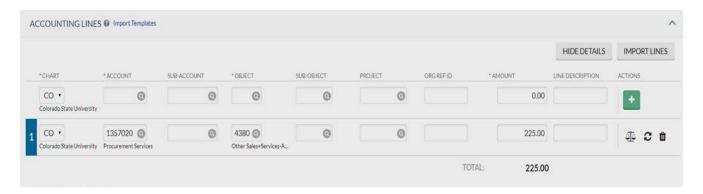
How to Complete the Document:

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:

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:

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.

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.
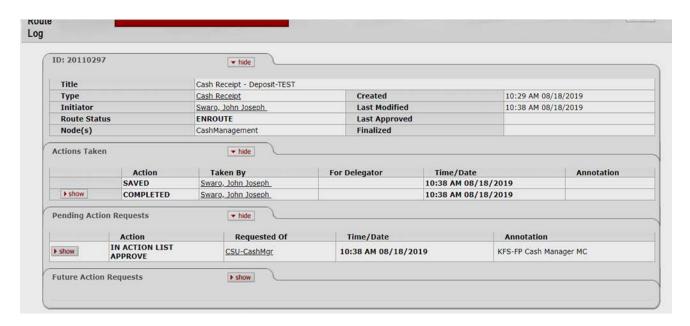

In the Notes and Attachments section, attach any support in PDF or TIFF format. It is recommended not to attach the image of the full check. If the image of the check is attached as a support, the banking information on the check must be hidden.

Once all the correct information has been input, the 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 Cashier's Office so they know which document your cash and checks go with.

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 Kuali, they approve the CR document. Once the document is approved by the Cashiers, it will post to the account and object code as entered in the document.

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;TREX;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
  - TREX- 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.