

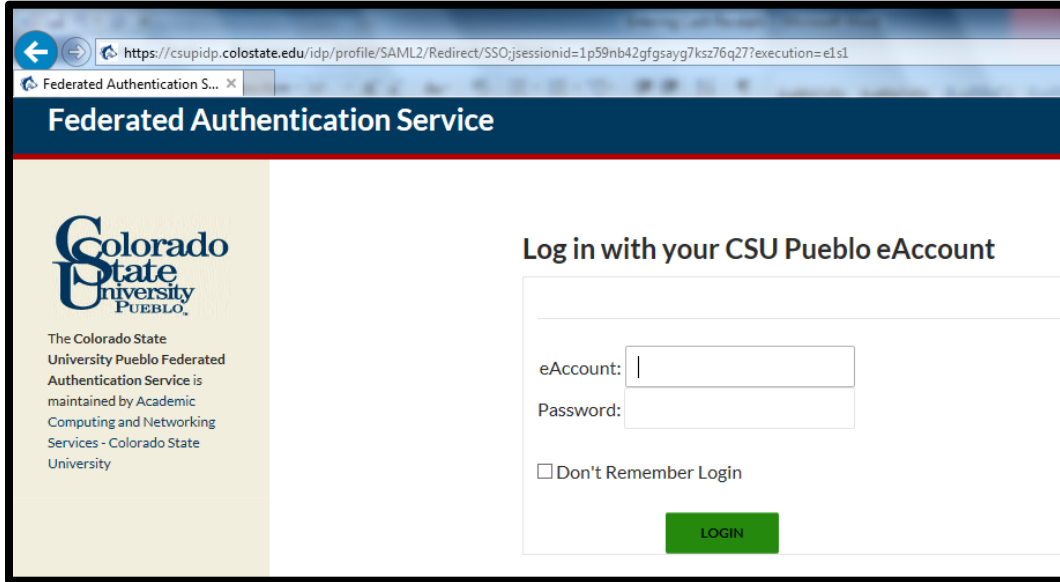
Entering Cash Receipts

Contents

- Logging Into Kualu (KFS)..... 2
- Entering Cash Receipts 3
 - Entering Cash Transactions**..... 3
 - Entering Check Transactions** 4
 - Printing KFS Documents** 6
- Filling Out Deposit Bag 8
- Filling Out the Deposit Sheet..... 9
 - KFS Documents for Cashier’s Office** 10

Logging Into Kualı (KFS)

1. On the Kualı Financial main page sign in to your **eAccount and Enter Password**



https://csupidp.colostate.edu/idp/profile/SAML2/Redirect/SSO?jsessionid=1p59nb42gfgsayg7ksz76q27?execution=e1s1

Federated Authentication Service

Colorado State University PUEBLO

The Colorado State University Pueblo Federated Authentication Service is maintained by Academic Computing and Networking Services - Colorado State University

Log in with your CSU Pueblo eAccount

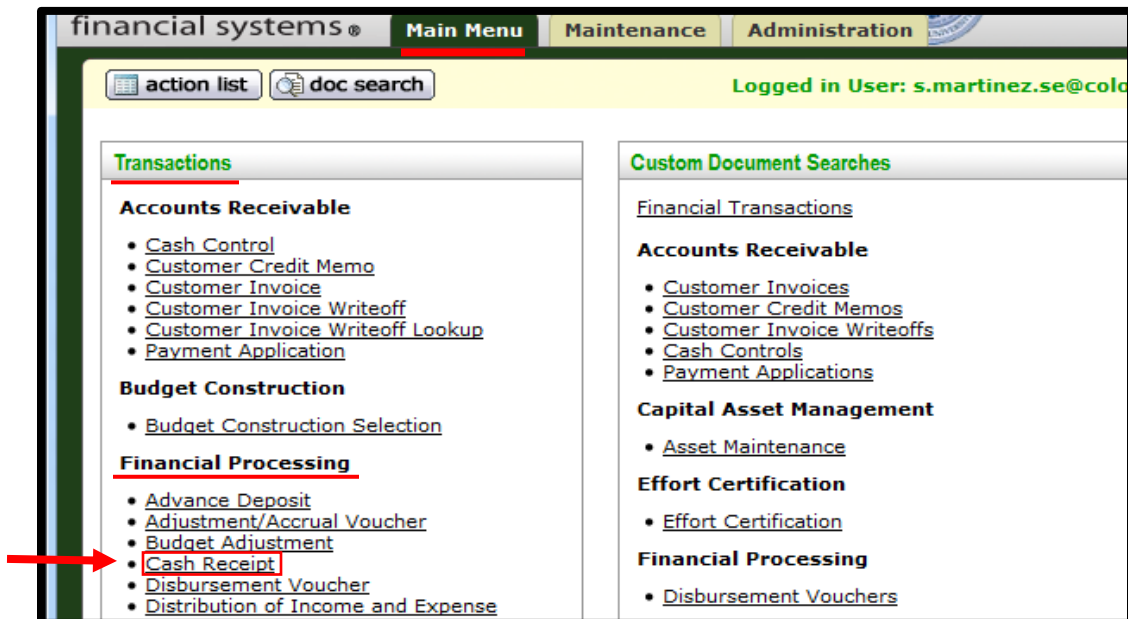
eAccount:

Password:

Don't Remember Login

LOGIN

2. Once in KFS, under the Main Menu tab in the heading titled Transactions, scroll down to the sub heading titled Financial Processing and click on **Cash Receipt**.



financial systems ® **Main Menu** Maintenance Administration

action list doc search Logged in User: s.martinez.se@colo

Transactions

Accounts Receivable

- [Cash Control](#)
- [Customer Credit Memo](#)
- [Customer Invoice](#)
- [Customer Invoice Writeoff](#)
- [Customer Invoice Writeoff Lookup](#)
- [Payment Application](#)

Budget Construction

- [Budget Construction Selection](#)

Financial Processing

- [Advance Deposit](#)
- [Adjustment/Accrual Voucher](#)
- [Budget Adjustment](#)
- [Cash Receipt](#)
- [Disbursement Voucher](#)
- [Distribution of Income and Expense](#)

Custom Document Searches

Financial Transactions

Accounts Receivable

- [Customer Invoices](#)
- [Customer Credit Memos](#)
- [Customer Invoice Writeoffs](#)
- [Cash Controls](#)
- [Payment Applications](#)

Capital Asset Management

- [Asset Maintenance](#)

Effort Certification

- [Effort Certification](#)

Financial Processing

- [Disbursement Vouchers](#)

Entering Cash Receipts

1. Once in Cash Receipts all of the fields that contain a * must be completed.
2. In the Document Overview Tab next to Description, enter today's date and the Name of the Originating Department or the Name of the Organization from the Deposit Sheet.

Cash Receipt ?

Document Overview hide

Document Overview

* Description: 06/24/16 Records | ←

NAME OF ORIGINATING DEPARTMENT	Records			
(licable)	ACCOUNT	SUB ACCOUNT	OBJECT CODE	SUB OBJECT CODE

Entering Cash Transactions

1. Under the Cash Reconciliation Tab next to Total Check Amount, the drop down box should be set as **Individual Checks/Batches**.

Cash Reconciliation hide

Cash Reconciliation

Total Check Amount: Individual Checks/Batches ▾

Total Currency Amount: 0.00

Total Coin Amount: 0.00

Cash Submission SubTotal: 0.00

Money Submission Total: 0.00

Total Change Currency Amount: 0.00

Total Change Coin Amount: 0.00

Change Request Total: 0.00

Reconciliation Net Total: 0.00

recalculate

2. Under the Currency and Coin Detail Tab, enter the number of bills and coins received.
(Example: If you received \$100 in \$5 bills you would enter 20 under the Five Dollar Count. Hence \$5 x 20 = \$100)

Currency and Coin Detail ▼ hide

Currency and Coin Detail					
	Count	Amount		Count	Amount
Hundred Dollar Count:	<input type="text" value="0"/>	\$0.00	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="0"/>	\$0.00	Twenty Five Cent Count:	<input type="text" value="0"/>	\$0.00
Ten Dollar Count:	<input type="text" value="0"/>	\$0.00	Ten Cent Count:	<input type="text" value="0"/>	\$0.00
Five Dollar Count:	<input type="text" value="20"/>	\$100.00	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="0.00"/>
Other Dollar Amount:		\$ <input type="text" value="0.00"/>			
Total: 100.00					Total: 0.00

- After entering all of the currency and coin amounts, click **Recalculate**, which is under the **Cash Reconciliation Tab**

Cash Reconciliation ▼ hide

Total Check Amount:	Individual Checks/Batches ▼
Total Currency Amount:	0.00
Total Coin Amount:	0.00
Cash Submission SubTotal:	0.00
Money Submission Total:	0.00
Total Change Currency Amount:	0.00
Total Change Coin Amount:	0.00
Change Request Total:	0.00
Reconciliation Net Total:	0.00
<input type="button" value="recalculate"/>	

Entering Check Transactions

- For each individual check, type the check number into * **Check/Batch#** and then type the date written on each check under * **Date**. **All checks must have a description**.
"Description is dependent on what the check is for" Type the amount of the check and then click add.

Check Detail

	* Check/Batch #	* Date	Description	* Amt	Action
add:	1. <input type="text"/>	2. <input type="text"/>	<input type="text"/>	3. <input type="text" value="0.00"/>	<input type="button" value="add"/>
Total: 0.00					↑

*See example below

1. 2400
 2. May 6, 2017
 91-548/1221
 PAY TO THE ORDER OF CSU-Pueblo 3. \$ 20.89
 Twenty Dollars and 89/100 DOLLARS
 FOR John Doe
 1 22105278 6724301068 2400

2. Under the Accounting Lines Tab enter the account number, sub-account number, (if applicable) object code, and the amount of the deposit. Each accounting line **must have a description** before clicking the add button.
 - a. The description would be what is usually entered on the deposit form.
 - b. Once entered, verify that the Accounting Lines, Amount, and Description are correct, then click add.

Please note: When using an expense object code that is 6XXX series, please enter the amount as a negative (ex. -1000.00) in Amount Field.

Accounting Lines

* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
PB							0.00	add

add: Line Description

Customer EID# (if Applicable)	ACCOUNT	SUB ACCOUNT	OBJECT CODE	SUB OBJECT CODE	AMOUNT	DESCRIPTION (or Invoice Number if a payment)
PID 123456	1234567		12345		\$20.00	Payment for Transcripts for John Smith

3. Once all information is entered, verify that the **Reconciliation Net Total** matches the total of the **Accounting Lines**. After all information is verified, click the Submit button at the bottom of the page.

Cash Reconciliation	
Total Check Amount:	Individual Checks/Batches ▾
Total Currency Amount:	0.00
Total Coin Amount:	0.00
Cash Submission SubTotal:	0.00
Money Submission Total:	0.00
Total Change Currency Amount:	0.00
Total Change Coin Amount:	0.00
Change Request Total:	0.00
Reconciliation Net Total:	0.00

Printing KFS Documents

1. After the KFS Document is submitted **Print out both the KFS Document Sheet and Cover sheet.**
 - c. To print KFS Document Hit Ctrl + Print

Document Overview hide

Document Overview

* Description: Explanation:

Organization Document Number:

Financial Document Detail Total Amount:

Cash Reconciliation hide

Cash Reconciliation

Total Check Amount:	Individual Checks/Batches ▾
Total Currency Amount:	0.00
Total Coin Amount:	0.00
Cash Submission SubTotal:	0.00
Money Submission Total:	0.00
Total Change Currency Amount:	0.00
Total Change Coin Amount:	0.00
Change Request Total:	0.00
Reconciliation Net Total:	0.00

Currency and Coin Detail hide

Currency and Coin Detail

	Count	Amount		Count	Amount
Hundred Dollar Counts:	<input type="text" value="0"/>	\$0.00	Hundred Cent Counts:	<input type="text" value="0"/>	\$0.00
Fifty Dollar Counts:	<input type="text" value="0"/>	\$0.00	Fifty Cent Counts:	<input type="text" value="0"/>	\$0.00
Twenty Dollar Counts:	<input type="text" value="0"/>	\$0.00	Twenty Five Cent Counts:	<input type="text" value="0"/>	\$0.00
Ten Dollar Counts:	<input type="text" value="0"/>	\$0.00	Ten Cent Counts:	<input type="text" value="0"/>	\$0.00
Five Dollar Counts:	<input type="text" value="0"/>	\$0.00	Five Cent Counts:	<input type="text" value="0"/>	\$0.00
Two Dollar Counts:	<input type="text" value="0"/>	\$0.00	One Cent Counts:	<input type="text" value="0"/>	\$0.00
One Dollar Counts:	<input type="text" value="0"/>	\$0.00	Other Cent Amount:	<input type="text" value="\$ 0.00"/>	
Other Dollar Amount:	<input type="text" value="\$ 0.00"/>				
Total: 0.00			Total: 0.00		

Check Detail hide

Check Detail

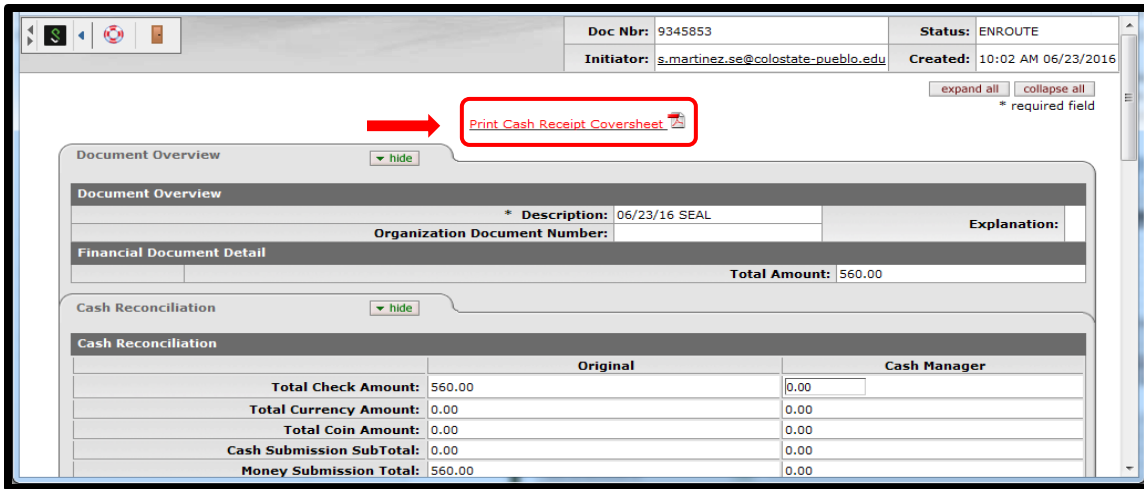
* Check/Batch #	* Date	Description	* Amt	Action
add: <input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	<input type="button" value="add"/>
			Total: 0.00	

Accounting Lines hide

Accounting Lines hide detail
import lines

* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
add: PB ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	<input type="button" value="add"/>
Line Description: <input type="text"/>								

2. To print the Coversheet, click **Print Cash Receipt Coversheet** at the top of document.



3. A PDF will appear which looks like the image below. This document is what you need to print.

Cash Receipt Cover Sheet

Document #	<input type="text"/>	Org Doc #	<input type="text"/>
Initiator	<input type="text"/>	Campus	PC
Created	<input type="text"/>	Deposit date	<input type="text"/>
Amount	<input type="text"/>	Explanation	<input type="text"/>
Description	<input type="text"/>		

Reconciliation

Checks	<input type="text" value="2"/>	Change Currency	<input type="text" value="0.00"/>
Currency	<input type="text" value="0.00"/>	Change Coin	<input type="text" value="0.00"/>
Coin	<input type="text" value="0.00"/>	Change Out Total	<input type="text" value="0.00"/>
Cash In SubTotal	<input type="text" value="0.00"/>	Recon. Net Total	<input type="text"/>
Money In Total	<input type="text"/>		

Check Detail

Check Number	Date	Description	Amount
		FD Apparel to Chem Dept.	

Filling Out Deposit Bag

1. At the top of the bag fill in **Today's Date** along with **Currency/Check Amounts** and the **Total Amount** for your Deposit. **Rip Top** Part off at the perforated line and include it with your copy of the deposit.

4. **CAUTION!** Attempts to open this bag will be detected! If you received this bag in a tampered condition, notify the depositor listed below immediately.

Security Bag

INSTRUCTIONS

- 1 Complete all information; use only a **BALL POINT PEN**.
- 2 Remove tear-off receipt and retain for your records.
- 3 Write security bag serial number on financial institution deposit ticket.
- 4 Insert all contents in bag. Do not overstuff contents.
- 5 Remove plastic liner to expose adhesive. To seal, press down firmly from center to edges. For maximum bonding, keep bags at room temperature for a few minutes before sealing.

2. In the center of the bag under **Depositor** write your **Department Name** or **Organization name** only. Account # and Location # are filled out by Cashier's Office

3. Under **Said to Contain**, write in **Today's Date** along with your **Currency/Check Amounts** and the **Total Amount** for your deposit.

4. ALL CASH & COINS MUST BE SEALED IN THE CENTER OF THE BAG.

5. ALL CHECKS MUST BE ENDORSED AND SEALED IN THE LOWER PART OF THE BAG.

5. Ask about our new stamp with special ink for these bags. Other inks will smear. Allow 60 seconds for stamp to dry before handling.

9 x 12 53849 09439650 1173544 03/2011


TO REMOVE CONTENTS-CUT ALONG BOTTOM DOTTED LINE

1. At the top of the bag fill in **Today's Date** along with **Currency/Check Amounts** and the **Total Amount** for your Deposit. **Rip Top** Part off at the perforated line and include it with your copy of the deposit.
2. In the center of the bag under **Depositor** write your **Department Name** or **Organization name** only. Account # and Location # are filled out by Cashier's Office
3. Under **Said to Contain**, write in **Today's Date** along with your **Currency/Check Amounts** and the **Total Amount** for your deposit.
4. **ALL CASH & COINS MUST BE SEALED IN THE CENTER OF THE BAG.**
5. **ALL CHECKS MUST BE ENDORSED AND SEALED IN THE LOWER PART OF THE BAG.**

Filling Out the Deposit Sheet

All forms should be filled out electronically and then printed and sent to the Cashier's Office. Deposit Sheets should be filled out by:

1. Typing in the name of the Department or Organization
2. Type the full Name of the Individual Preparing the Deposit
3. Always include a Phone Number and the Date the deposit was created
4. Each deposit must have an Account Number, Object Code, Amount and Description
5. Total amount for Checks should be typed in the top right corner cell under Deposit
6. Enter in all Currency and Coins
7. Both the Totals under Amount and Deposit should match
8. Delivered By should be in filled out by the person delivering deposit
9. Counted By should be signed by the person counting the deposit
10. Verified By should be verified and signed by a Full Time CSU-Pueblo employee
11. Deposit Bag # should be filled out for each deposit

NAME OF ORIGINATING DEPARTMENT 1.				NAME OF INDIVIDUAL PREPARING DEPOSIT 2.			PHONE NO. 3.	DATE
Customer EID# (if Applicable) 4.	ACCOUNT	SUB ACCOUNT	OBJECT CODE	SUB OBJECT CODE	AMOUNT	DESCRIPTION (or Invoice Number if a payment)	DEPOSIT 5.	
							CHECKS	
							\$100	
							\$50	
							\$20	
							\$10	
							\$5	
							\$2	
							\$1	
							\$1.00	
							\$0.50	
							\$0.25	
							\$0.10	
							\$0.05	
							\$0.01	
					7. \$0.00	< DO THE TWO TOTALS AGREE? >	AGREE 5. \$0.00	
Delivered By: 8.		Date:		Received By:		Date:		
Deliver To: Cashier's Office Administration Building Room # 204						Note: An individual in the department must count the deposit and a second individual in the department must verify the count is correct.		
		COUNTED BY: 9.		DATE:				
		VERIFIED BY: 10.		DATE:				
		Deposit Bag #: 11.						

KFS Documents for Cashier's Office

1. When bringing deposits to the Cashier's Office, each deposit must be accompanied with the **KFS Document Sheet**, the **Cash Receipt Coversheet**, and **Two Deposit Sheets** *Examples Below.*

KFS Document Sheet


The screenshot displays the KFS Document Sheet interface, which is used for recording cash transactions. It includes sections for document overview, financial details, cash reconciliation, currency and coin counts, and check details. All values shown in the reconciliation and coin count sections are currently zero.

Cash Receipt Coversheet

Cash Receipt Cover Sheet			
Document #	12020948	Org Doc #	
Initiator	2001765	Campus	PC
Created	2017-04-26T09:25:45.000-06:00	Deposit date	
Amount	228.00	Explanation	Deposit for Science Olympiad 2017
Description	2017-04-26 Chemistry Analysis Sales		
Reconciliation			
Checks	228.00	Change Currency	0.00
Currency	0.00	Change Coin	0.00
Coin	0.00	Change Out Total	0.00
Cash In SubTotal	0.00	Recon. Net Total	228.00
Money In Total	228.00		
Check Detail			
Check Number	Date	Description	Amount
6731	2017-04-21	FD Apparel to Chem Dept.	228.00

Two Deposit Sheets

2 Deposit Slips must be brought with the deposit bag. The deposit slip needs to be filled out electronically and not written in.

NAME OF ORIGINATING DEPARTMENT						NAME OF INDIVIDUAL PREPARING DEPOSIT		PHONE NO.	DATE
Customer EID# (if Applicable)	ACCOUNT	SUB ACCOUNT	OBJECT CODE	SUB OBJECT CODE	AMOUNT	DESCRIPTION (or Invoice Number if a payment)			DEPOSIT
								CHECKS	
								\$100	
								\$50	
								\$20	
								\$10	
								\$5	
								\$2	
								\$1	
								\$1.00	
								\$0.50	
								\$0.25	
								\$0.10	
								\$0.05	
								\$0.01	
					50.00	< DO THE TWO TOTALS AGREE? >		AGREE	50.00
Delivered By:		Date:		Received By:		Date:			
Deliver To:		Cashier's Office Administration Building Room # 204							
		Note: An individual in the department must count the deposit and a second individual in the department must verify the count is correct.							
		COUNTED BY:		DATE:					
		VERIFIED BY:		DATE:					
		Deposit Bag #:							

Please note deposits must be verified by a CSU-Pueblo employee. Students are not allowed to verify deposits.

