Entering Cash Receipts

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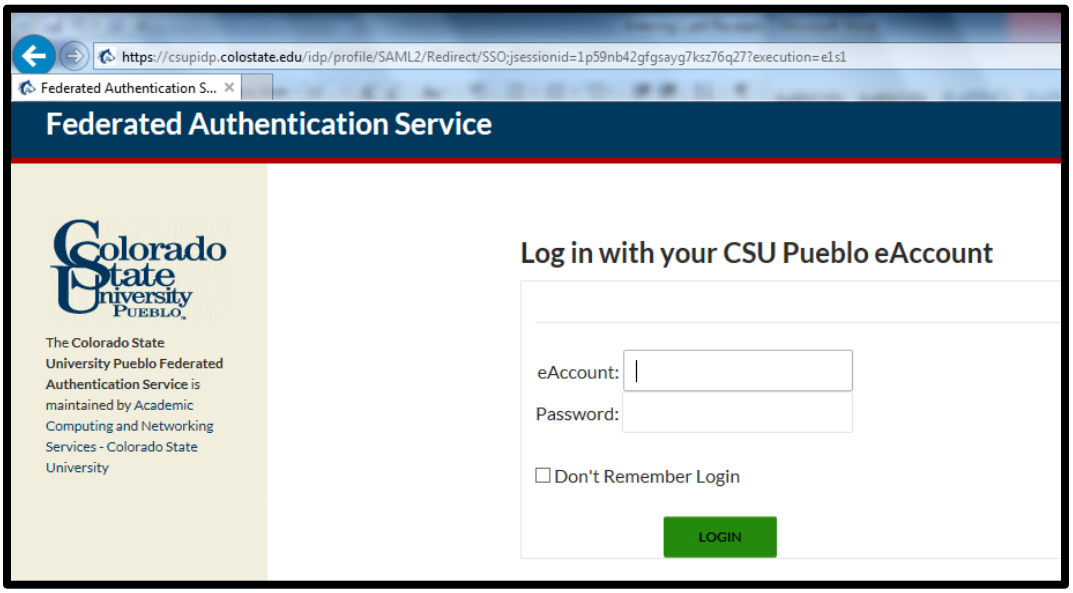
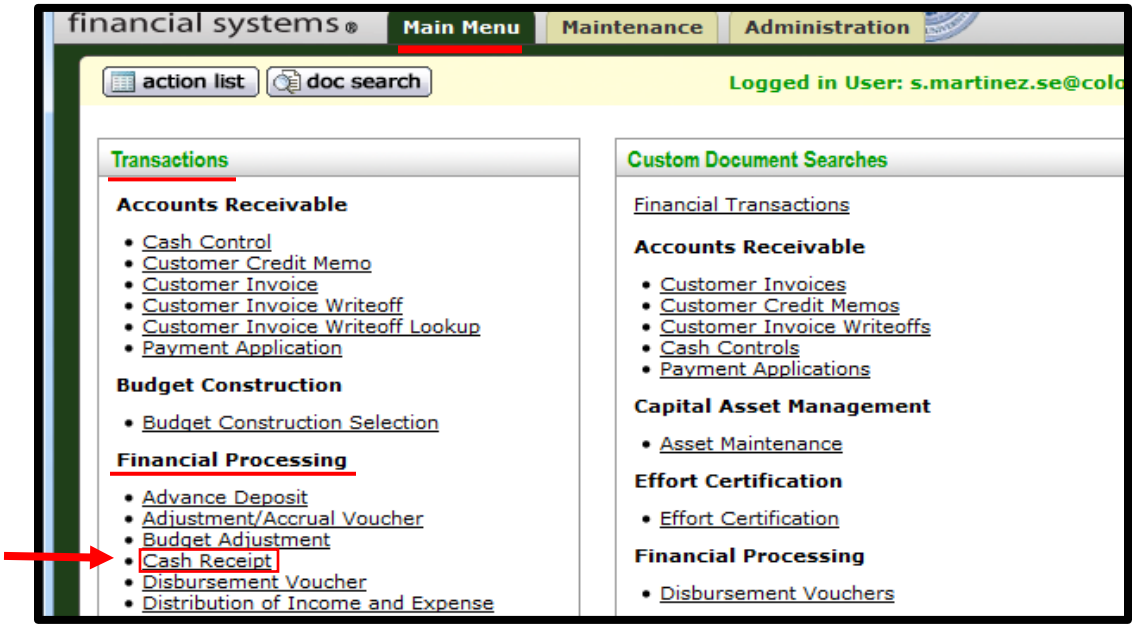
Logging Into Kuali (KFS)

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



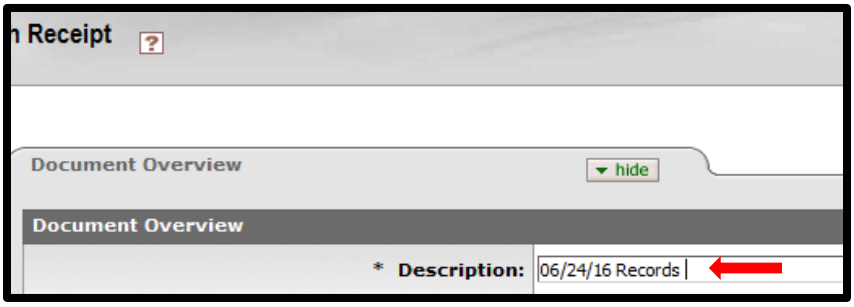
2. Once in KFS, under the Main Menu tab in the heading titled Transactions, scroll down to the sub heading titled Financial Processing and click on **Cash Receipt**.

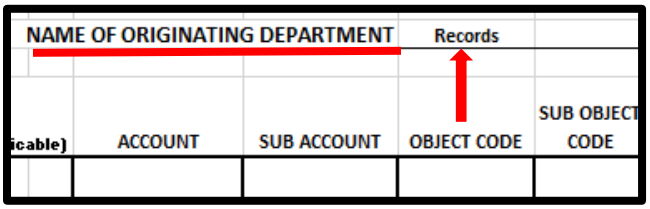


Entering Cash Receipts

1. Once in Cash Receipts all of the fields that contain a * must be completed.

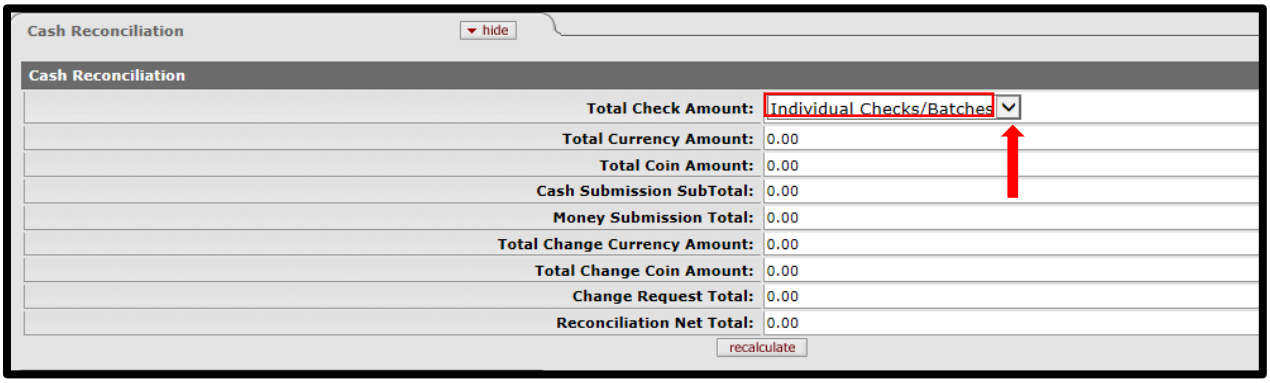
2. In the Document Overview Tab next to Description, enter today's date and the Name of the Originating Department or the Name of the Organization from the Deposit Sheet.





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.**



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)

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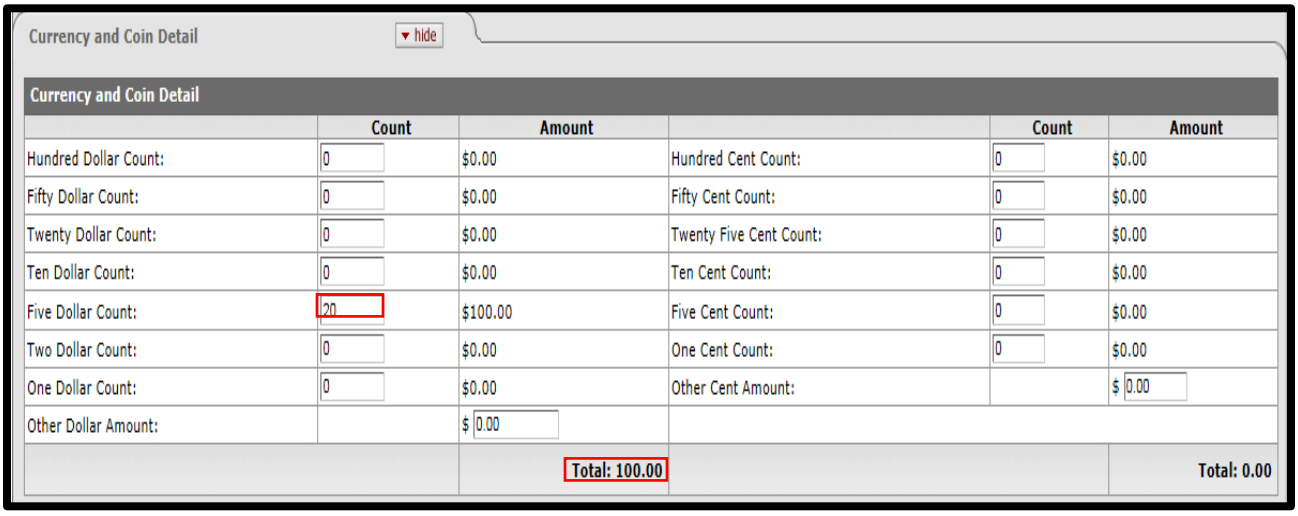
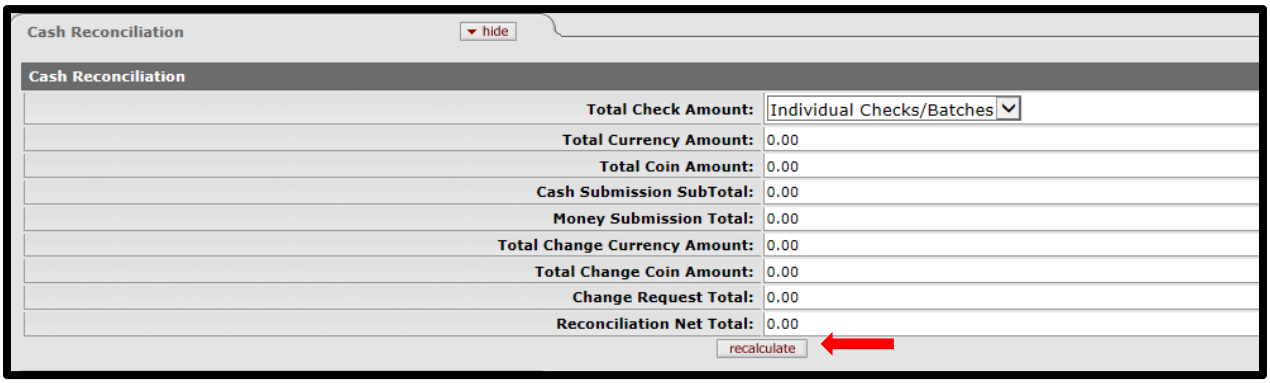
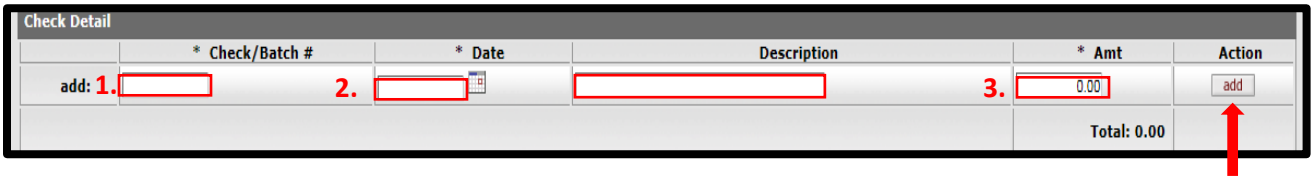


3. After entering all of the currency and coin amounts, click **<u>Recalculate, which is under the Cash Reconciliation Tab</u>**

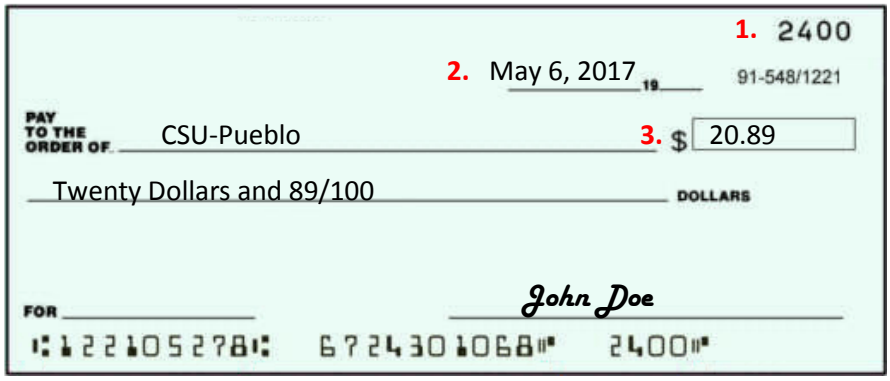


Entering Check Transactions

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



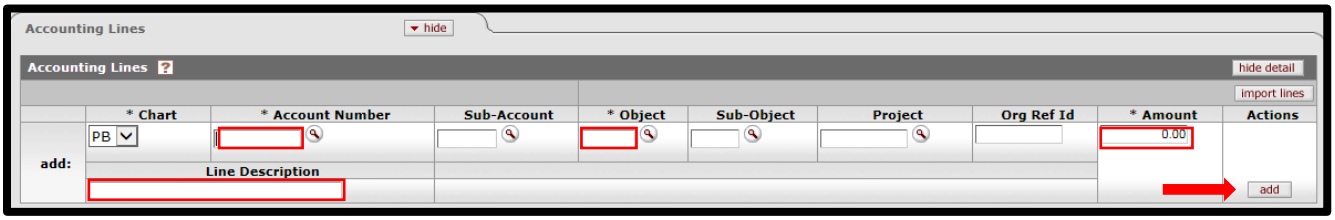
***See example below**



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.

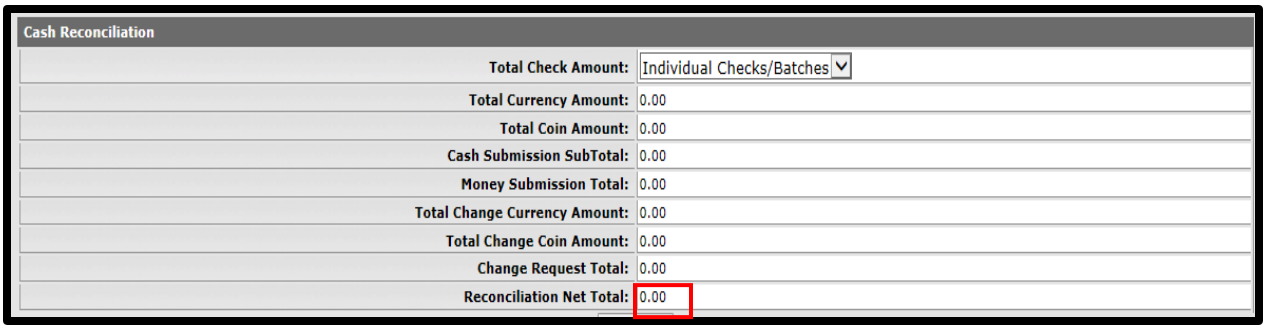
    a. The description would be what is usually entered on the deposit form.
    b. Once entered, verify that the Accounting Lines, Amount, and Description are correct, then click add.

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.



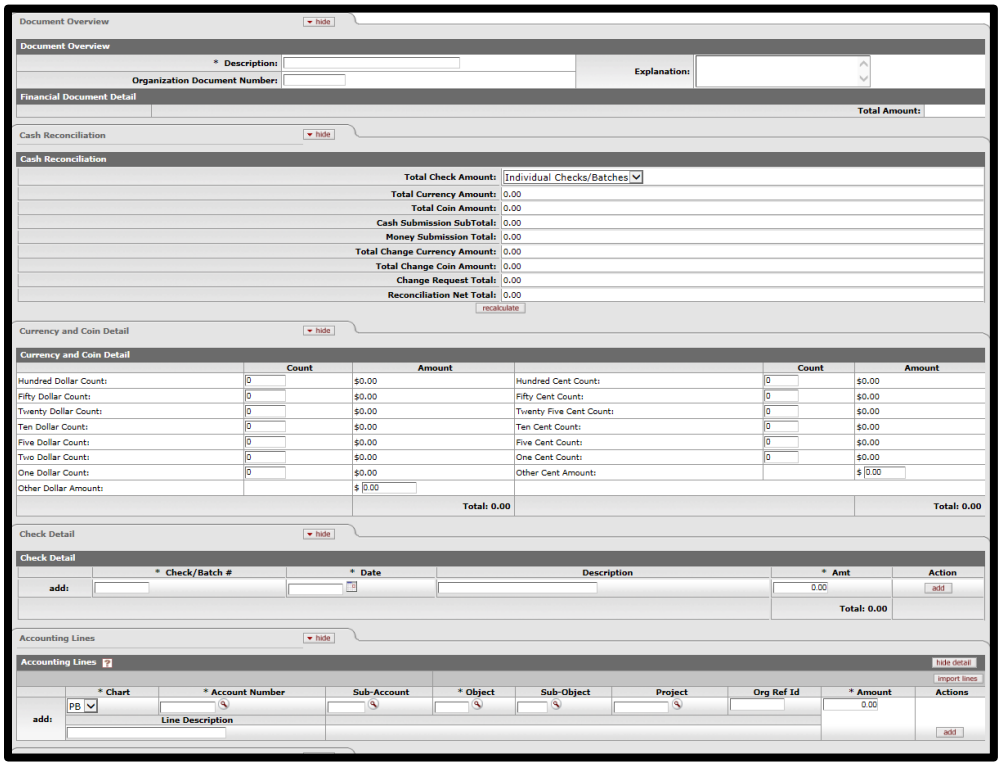
Customer EID# (if Applicable)	ACCOUNT	SUB ACCOUNT	OBJECT CODE	SUB OBJECT CODE	AMOUNT	DESCRIPTION (or Invoice Number if a payment)
PID 123456	1234567		12345		$20.00	Payment for Transcripts for John Smith

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.

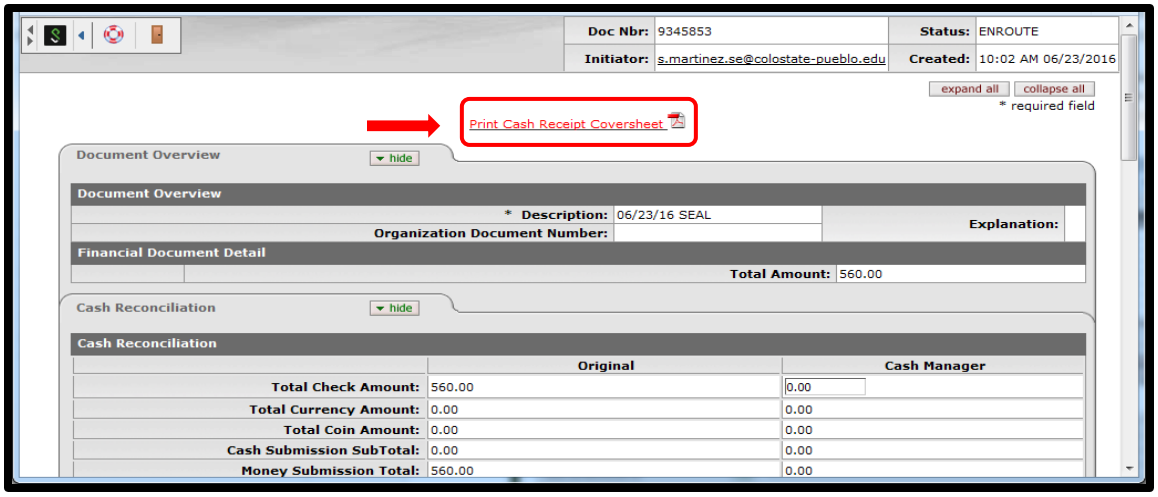


Printing KFS Documents

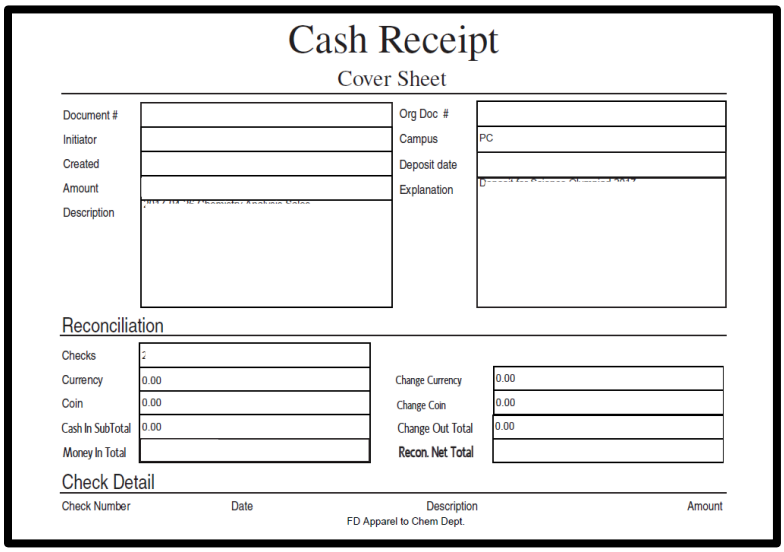
1. After the KFS Document is submitted **Print out both the KFS Document Sheet and Cover sheet.**
    - **c.** To print KFS Document Hit Ctrl + Print



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.



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.

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.

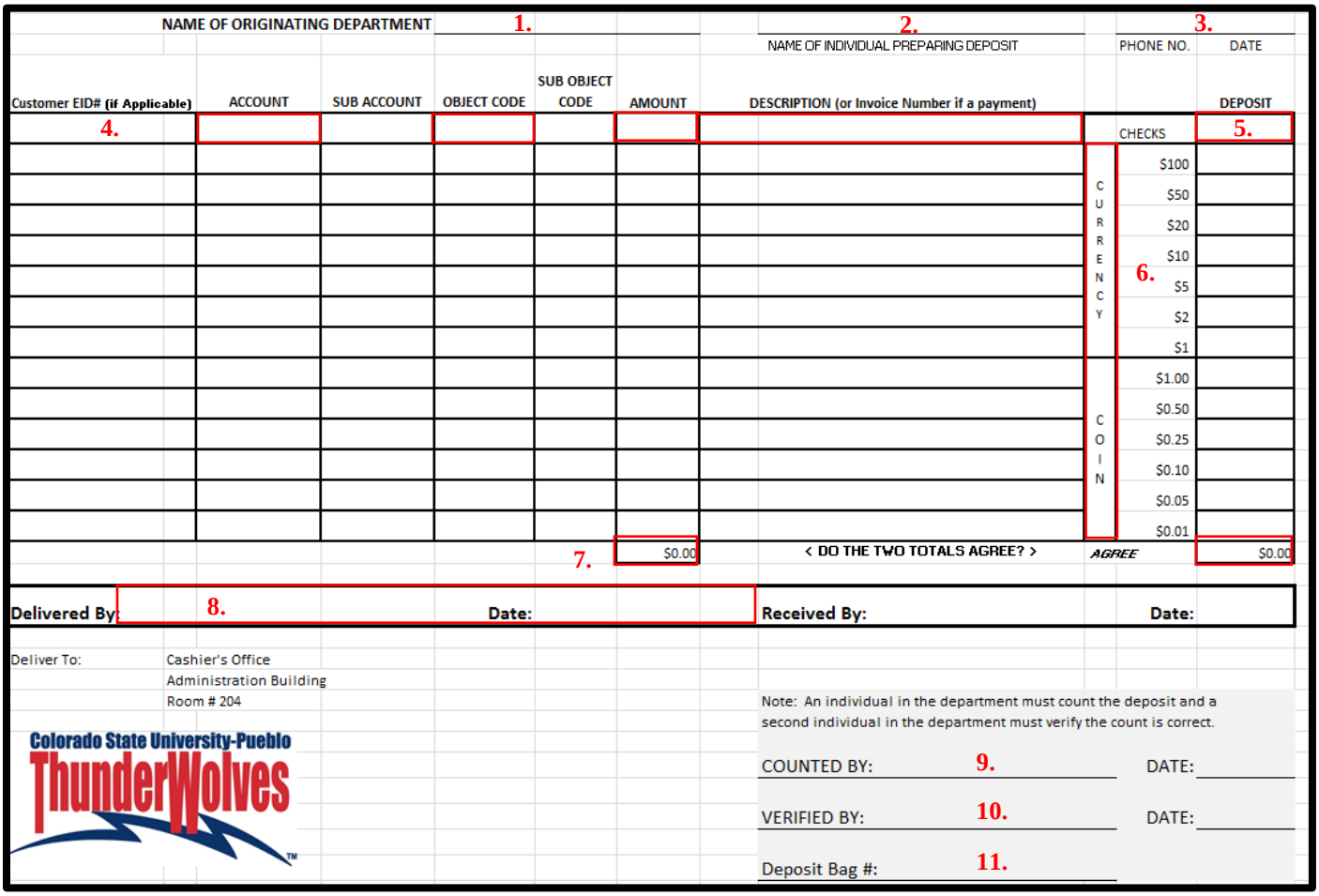
4. **ALL CASH & COINS MUST BE SEALED IN THE CENTER OF THE BAG.**

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:

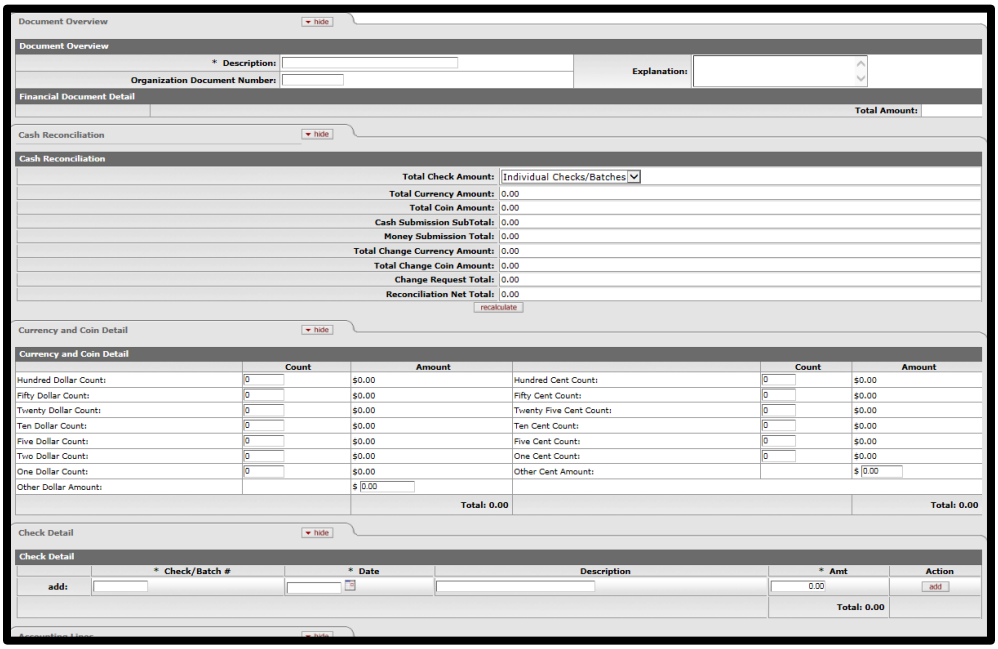
1. Typing in the name of the Department or Organization
2. Type the full Name of the Individual Preparing the Deposit
3. Always include a Phone Number and the Date the deposit was created
4. Each deposit must have an Account Number, Object Code, Amount and Description
5. Total amount for Checks should 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



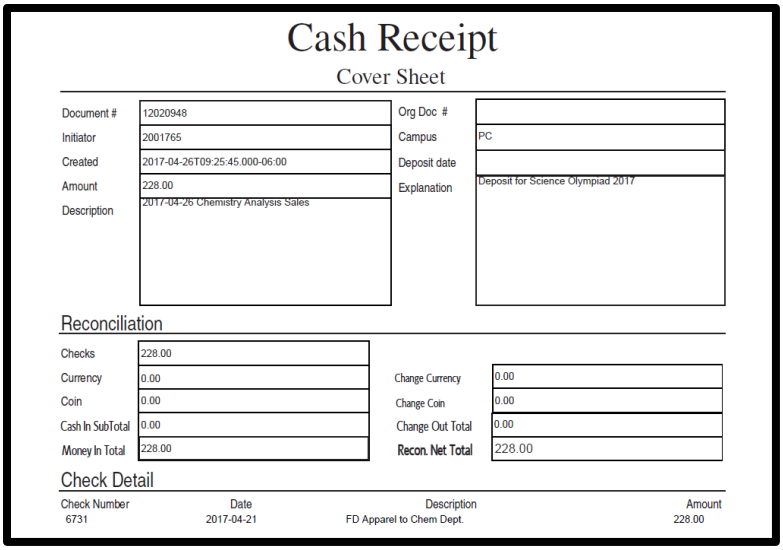
KFS Documents for Cashier's Office

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



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

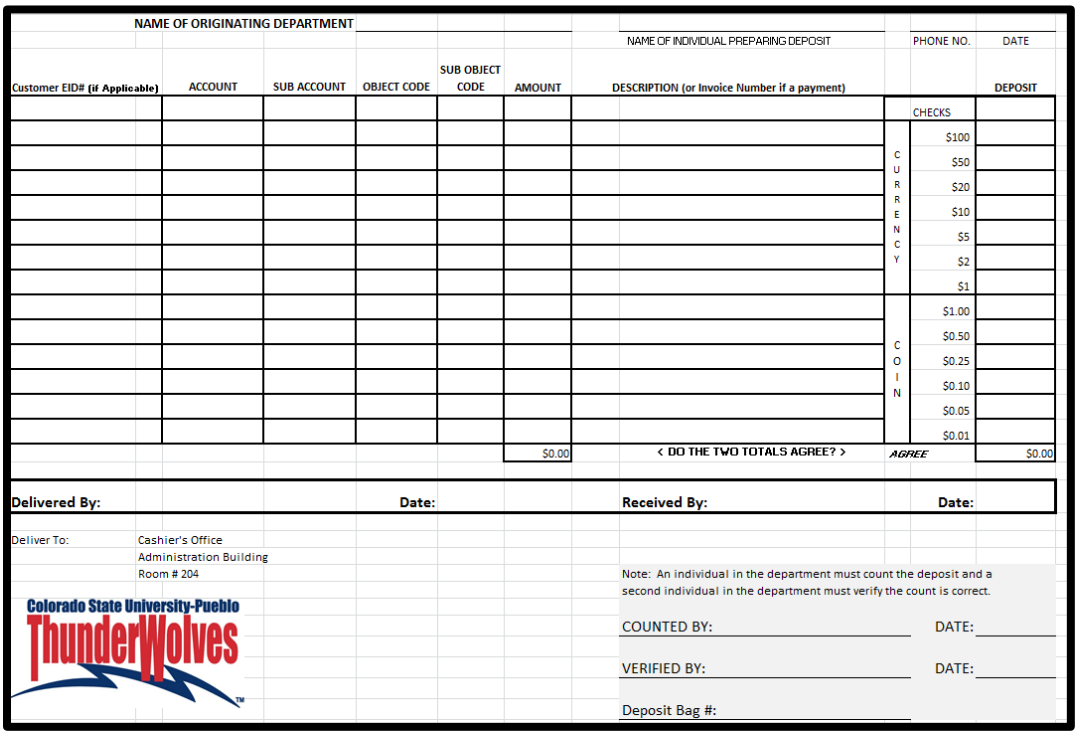
Checks	228.00		
Currency	0.00	Change Currency	0.00
Coin	0.00	Change Coin	0.00
Cash In SubTotal	0.00	Change Out Total	0.00
Money In Total	228.00	Recon. Net Total	228.00

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	
							CURRENCY	$100	
								$50	
								$20	
								$10	
								$5	
								$2	
								$1	
							COIN	$1.00	
								$0.50	
								$0.25	
								$0.10	
								$0.05	
								$0.01	
					$0.00	< DO THE TWO TOTALS AGREE? >		AGREE	$0.00

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.