UNIVERSITY OF HAWAII

Deposits – Advance Deposit and Credit Card Receipt User Guide

Fiscal Services Office

August 2020

Table of Contents

Deposits 3
Advance Deposit and Credit Card Receipt Workflow 3
Creating an Advance Deposit (AD) 4
Document Overview Tab 5
Advance Deposits Tab 7
Accounting Lines Tab 8
Accounting Lines for Capitalization and Modify Capital Assets Tabs 8
General Ledger Pending Entries Tab 9
Notes and Attachments Tab 9
Sample Documents 11
Creating a Credit Card Receipt Document 13
Document Overview Tab 14
Credit Card Receipts Tab 15
Accounting Lines Tab 15
Accounting Lines for Capitalization and Modify Capital Assets Tab 16
General Ledger Pending Entries Tab 16
Notes and Attachments Tab 17
Sample Credit Card Receipt (CCR) 18

Deposits

The Advance Deposit (AD) eDoc is used to record deposits to the bank that are not to offset accounts receivable. Refer to the Cash Control and Payment Application User Guide to record account receivable payments. The AD eDoc enables distribution of the amount received to the appropriate accounts in the financial system. The AD is used when checks, cash, or EFT are received and need to be credited to an account. The user creating the AD is responsible for ensuring that the actual bank deposit occurs. The AD eDoc creates the specified accounting entries in KFS including the appropriate cash offset entries to the department and default bank accounts.

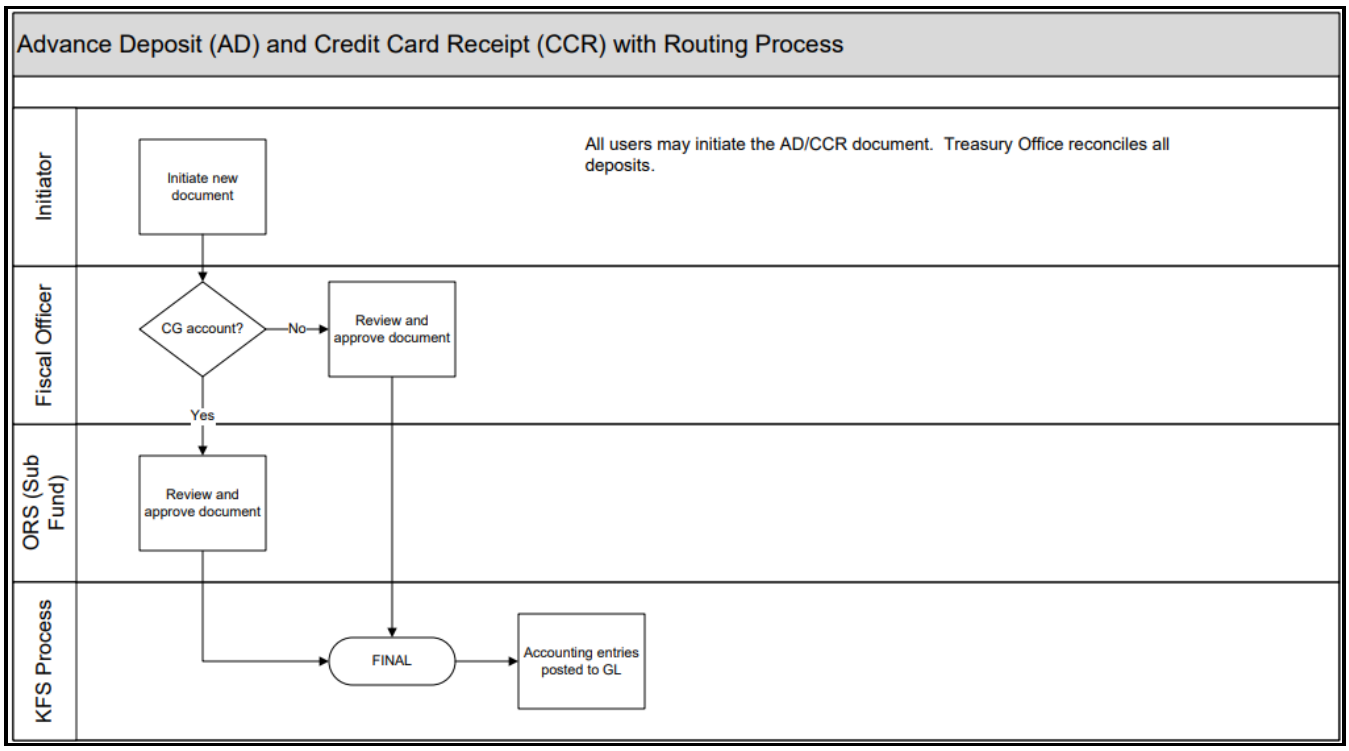
The Credit Card Receipt (CCR) eDoc is used when credit card payments are received and need to be credited to an account. The user creating the CCR is responsible for ensuring that the batches are settled daily. The CCR eDoc creates the specified accounting entries in KFS including the appropriate cash offset entries to the department and default bank accounts.

Note: Refer to AP 8.701, including AP 8.701 Appendix A (Recording Debit Entries and Processing Adjustments) for further information or contact the Treasury Office at uh-treasury@lists.hawaii.edu.

Business Rule: A campus staff person prepares the AD or CCR document, the Fiscal Officer shall approve the document to ensure segregation of duties and to preserve the integrity of the transaction. Refer to the KFS Financial Transaction eDocument Approval Matrix.

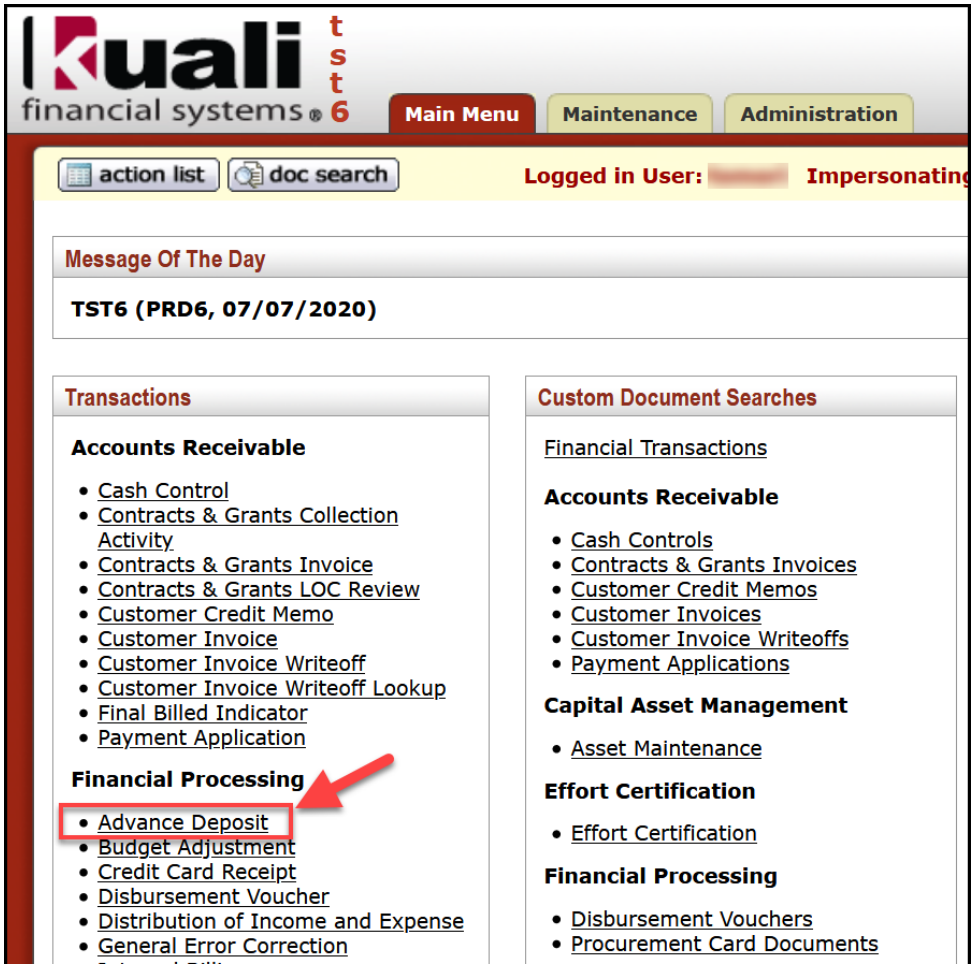
Advance Deposit and Credit Card Receipt Workflow

The Advance Deposit (AD) and Credit Card Receipt (CCR) eDocs may be initiated by any KFS user, but the document will route to the Fiscal Administrator for approval. Further approval may be required by the Office of Research Services (ORS) if an ORS sub-fund is used. The following diagram illustrates the general workflow of the AD/CCR eDocs, including applicable KFS roles in the routing cycle and processing requirements of each.

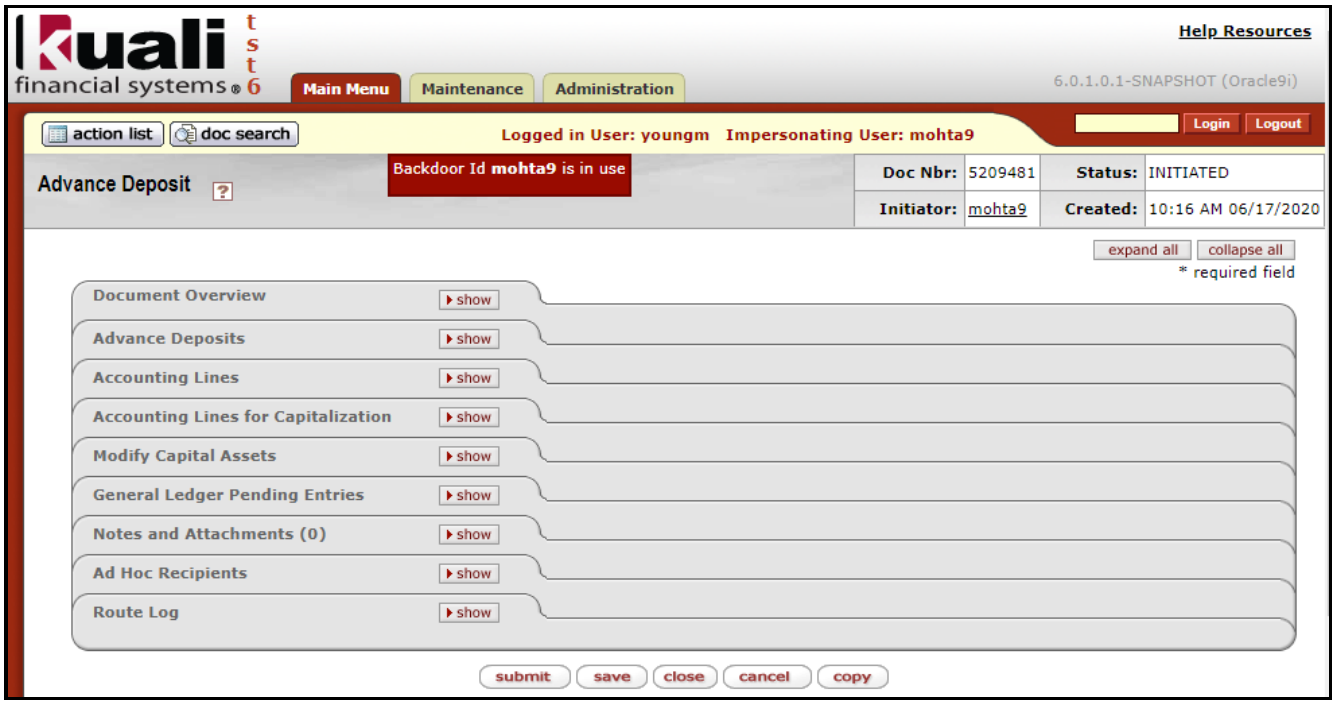


Creating an Advance Deposit (AD)

To create an AD document, go to the Main Menu tab, Transactions menu group, Financial Processing sub-group and select Advance Deposit.



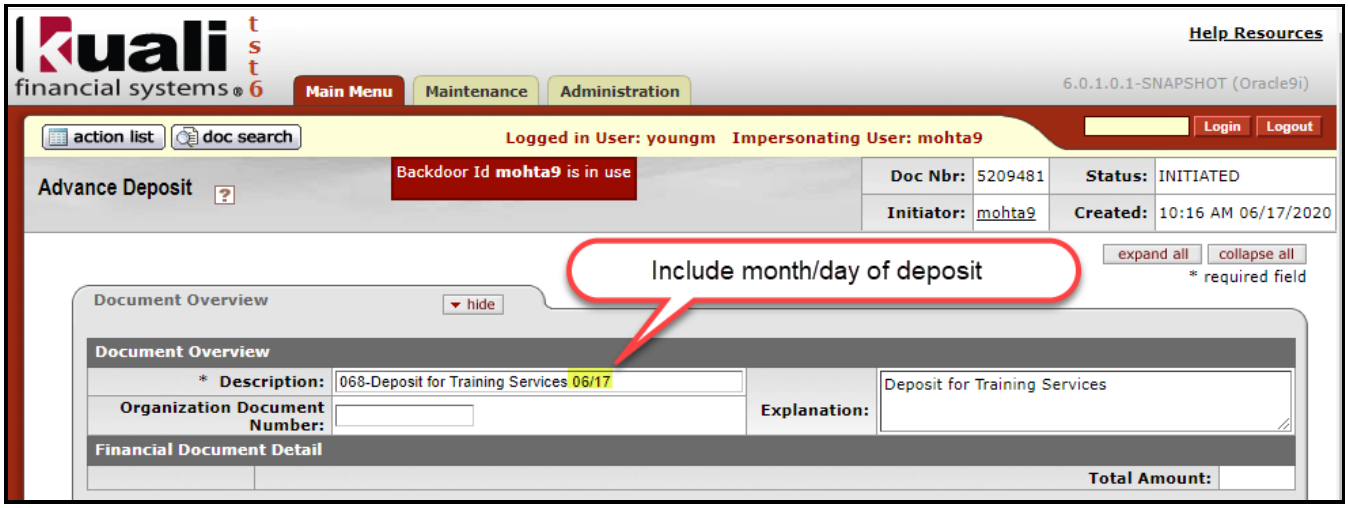
The AD eDoc contains the standard document header, 9 tabs, and 5 action buttons.



For more information about the standard document header, tabs, and workflow action buttons, please refer to the [Standard KFS eDoc Layout User Guide].

Document Overview Tab

The Document Overview tab is a standard tab on all KFS eDocs. The Financial Document Detail section is only available on **transactional** eDocs and includes the Total Amount and other fields depending on the document type.



Document Overview

- **Description** – (**Required**) Enter your 3 digit Fiscal Office (FO) Code followed by a short description of what the transaction is for and include the month/day of the deposit. The description is used to identify the financial transaction and is included in the General Ledger (GL) inquiry**, Standard Reports, Action List and Document Search. This field is limited to 40 characters.
  ****Note**: If entered, the eDoc accounting line description field will be displayed in the GL inquiry instead of the Document Overview Description.

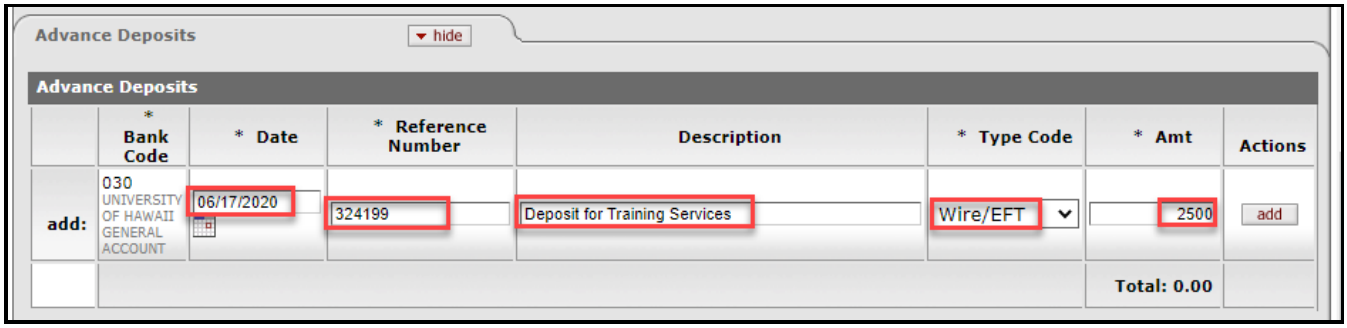
- **Explanation** – (**UH Required**) Enter a more detailed explanation of what the transaction is for to supplement the short description. Although it is not a system required field, UH is requiring the Explanation field to be entered as further explanation of what you are trying to accomplish. This field will accommodate up to 400 characters.
- **Organization Document Number** – (Optional) Used for departmental reference. This field is limited to 10 characters.

Financial Document Detail

- **Total Amount** – (Display-only) Displays the total amount of the accounting lines when the document is successfully saved or submitted.

Advance Deposits Tab

Deposit information is entered in the Advance Deposit tab. The Treasury Office requires only one type of deposit per AD eDoc.



Advance Deposits

- **Bank code** – The Bank Code field defaults to the UH specified bank (030).
- **Date** – (**Required**) Enter the date or search for it from the calendar lookup. Acceptable date formats: mm/dd/yy, mm/dd/yyyy, mmddyy or the calendar icon can be used to select the date. **Cash/Check:** Date used is the same date as the bank deposit slip. **Wire/EFT**: Date used is the date on the remittance advice.
- **Reference Number** – (**Required**) Cash/Check: 6-digit bank deposit slip number. Wire/EFT: 6-digit reference number on the remittance advice
- **Description**– (**Required**) Enter a description up to 40 characters long.
- **Type Code** – (**Required**) Enter Wire/EFT for electronic funds transfers or Cash/Check for bank deposits.
- **Amt** – (**Required**) Enter the amount of the deposit.
- **Actions** – (**Required**) Click the 'add' button to add the advance deposit information.

Upon completion of required fields, click "add" to add the deposit line to the document.

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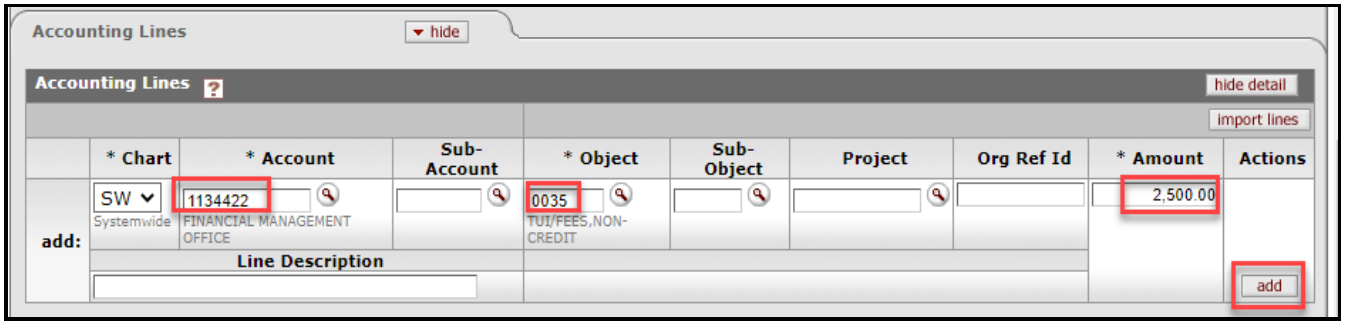
Accounting Lines Tab

The accounting information for the transactions being deposited is entered in the Accounting Lines tab.

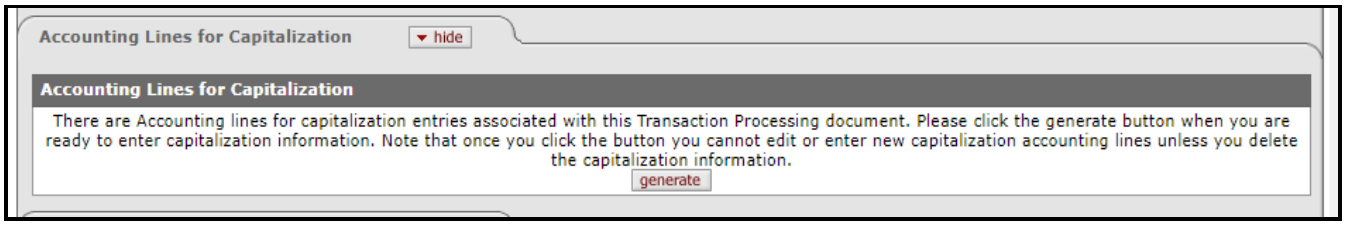


- **Chart – (Required)** Select the Chart code from the Chart List. Default chart code is based on the initiator's primary department chart code.
- **Account – (Required)** Enter the account number or search for it from the Account lookup.
- **Sub-Account –** (Optional) Enter the sub-account number or search for it from the Sub-Account lookup.
- **Object – (Required)** Enter the object code or search for it from the Object Code lookup.
- **Sub-Object –** (Optional) Enter the sub-object code or search for it from the Sub-Object Code lookup.
- **Project –** (Optional) Enter the project code or search for it from the Project Code lookup.
- **Org Ref Id –** (Optional) Enter reference data to further identify the transaction. (Limited to 8 characters).
- **Amount – (Required)** Enter the amount of this accounting line. When recording a deposit for a reimbursement of expenditures, the amount in the accounting lines must be negative. It is a reduction of expenditures.
- **Line Description** – (Optional) Enter Line Description data to further identify the transaction. (Limited to 40 characters).
- **Actions – (Required)** Click the 'add' button to add the accounting line information.

Accounting Lines for Capitalization and Modify Capital Assets Tabs

When a capital asset object code is used in the Accounting Lines tab, the Accounting Lines for Capitalization and Modify Capital Assets tabs are required to be completed. The tabs are used to create and/or modify single or multiple asset records related to the financial transaction.

Business Rule: Accounting lines with capital asset object codes must be unique - different account code and different object code. If they are the same, the Org Ref Id field must be completed as a unique identifier for the accounting line transaction.



Accounting Lines for Capitalization hide

Accounting Lines for Capitalization

Seq #	Line Type	Chart	* Account	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Percent	Line Desc	Select Line
1	Source	SW	1134422		770U				2,500.00			☐

Select Amount Distribution Method Distribute cost evenly

modify asset

If you wish to delete all capitalization information in order to edit or enter new capitalization accounting lines, click the following button.
delete

Modify Capital Assets hide

Modify Capital Assets

There are currently no Modify Capital Assets entries associated with this Transaction Processing document.

For more information, please refer to the [Capital Asset Management Financial Processing eDoc].

General Ledger Pending Entries Tab

After the AD eDoc is saved or submitted, the General Ledger Pending Entries tab displays the transactions that are to be posted to the General Ledger (GL) when the document is fully approved and the GL batch process has run.

General Ledger Pending Entries hide

General Ledger Pending Entries

Seq #	Fiscal Year	Chart	Account	Sub-Account	Object	Sub-Object	Project	Doc Type	Balance Type	Obj. Type	Amount	D/C
1	2020	SW	1134422	-----	0035	---	----------	AD	AC	IN	2,500.00	C
2	2020	SW	1134422	-----	8100	---	----------	AD	AC	AS	2,500.00	D
3	2020	SW	99B0030	-----	8102	---	----------	AD	AC	AS	2,500.00	D
4	2020	SW	99B0030	-----	8100	---	----------	AD	AC	AS	2,500.00	C

In addition to the entries created by the user, the General Ledger Pending Entries tab includes system-generated offset transactions to the Cash Object Code 8100.

After the batch process has been run, the general ledger pending entries are removed from this tab. If needed, posted entries can be viewed in the General Ledger Entry (Main Menu/Balance Inquiries/General Ledger).

Notes and Attachments Tab

Enter any notes or attachments as supporting documentation for the deposit. Required attachments per AP 8.701 are:

Cash/Check Deposits – Bank deposit slip

Wire/EFT – Wire or ACH remittance advice

Other supporting documentation may include check listing, daily point of sale summary, etc. Remember to redact any sensitive or confidential information prior to scanning.

For more information about the standard document header, tabs, and workflow action buttons, please refer to the Standard KFS eDoc Layout User Guide.

Sample Documents

Sample AD document with single deposit/reference number.

Advance Deposit

Doc Nbr:	6097618	Status:	FINAL	Copied from Document Id:	6093717
Initiator:	garymats	Created:	07:31 AM 07/17/2020		

expand all | collapse all

* required field

Document Overview (hide)

Document Overview

* Description:	007 UHSM CASH 07/16/20	Explanation:	
Organization Document Number:			

Financial Document Detail

Total Amount:	169.00

Advance Deposits (hide)

Advance Deposits

	* Bank Code	* Date	* Reference Number	Description	* Type Code	* Amt
1:	030 UNIVERSITY OF HAWAII GENERAL ACCOUNT	07/16/2020	494606		Cash/Check	169.00
						Total: 169.00

Accounting Lines (hide)

Accounting Lines (hide detail)

	* Chart	* Account	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
32	MA UH-Manoa	3322052 STUD HLTH SVC REV FD		0750 SALES, SERVICES, EXTERNAL CUSTOMERS				58.00	
	Line Description								
	7/16/20 CHKS SERV UHSM								
34	MA UH-Manoa	3322052 STUD HLTH SVC REV FD		0750 SALES, SERVICES, EXTERNAL CUSTOMERS				111.00	
	Line Description								
	7/16/20 SERV UHSM								
								Total: 169.00	

Sample AD document with multiple deposit/reference numbers.

Advance Deposit

Doc Nbr:	4575055	Status:	FINAL	Copied from Document Id:	3329056
Initiator:	lsumiye	Created:	11:54 AM 05/31/2019		

expand all | collapse all

* required field

Document Overview

hide

Document Overview

* Description:	036 ACH CP 5/28/19	Explanation:	036 ACH CAMPUS PARTNERS 5/28/19
Organization Document Number:			

Financial Document Detail

Total Amount:	30,845.92

Advance Deposits

hide

Advance Deposits

	* Bank Code	* Date	* Reference Number	Description	* Type Code	* Amt
1:	030 UNIVERSITY OF HAWAII GENERAL ACCOUNT	05/28/2019	158959	036 ACH CP 5/28/19	Wire/EFT	23,457.23
2:	030 UNIVERSITY OF HAWAII GENERAL ACCOUNT	05/28/2019	158960	036 ACH CP 5/28/19	Wire/EFT	4,671.41
3:	030 UNIVERSITY OF HAWAII GENERAL ACCOUNT	05/28/2019	158961	036 ACH CP 5/28/19	Wire/EFT	111.56
4:	030 UNIVERSITY OF HAWAII GENERAL ACCOUNT	05/28/2019	158962	036 ACH CP 5/28/19	Wire/EFT	659.16
5:	030 UNIVERSITY OF HAWAII GENERAL ACCOUNT	05/28/2019	158963	036 ACH CP 5/28/19	Wire/EFT	313.01
6:	030 UNIVERSITY OF HAWAII GENERAL ACCOUNT	05/28/2019	158964	036 ACH CP 5/28/19	Wire/EFT	1,500.21
7:	030 UNIVERSITY OF HAWAII GENERAL ACCOUNT	05/28/2019	158965	036 ACH CP 5/28/19	Wire/EFT	133.34
						Total: 30,845.92

Accounting Lines

hide

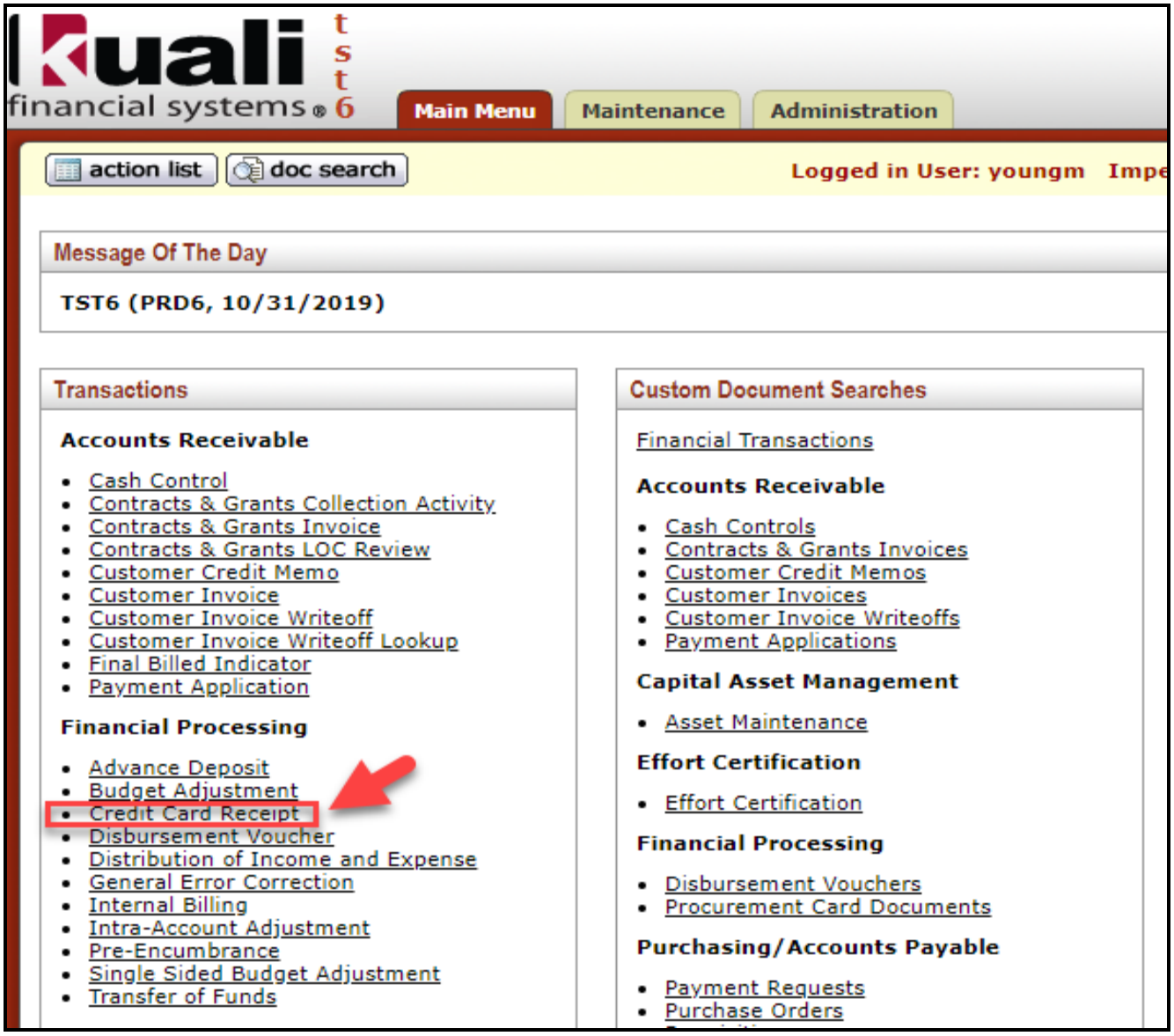
Accounting Lines

hide detail

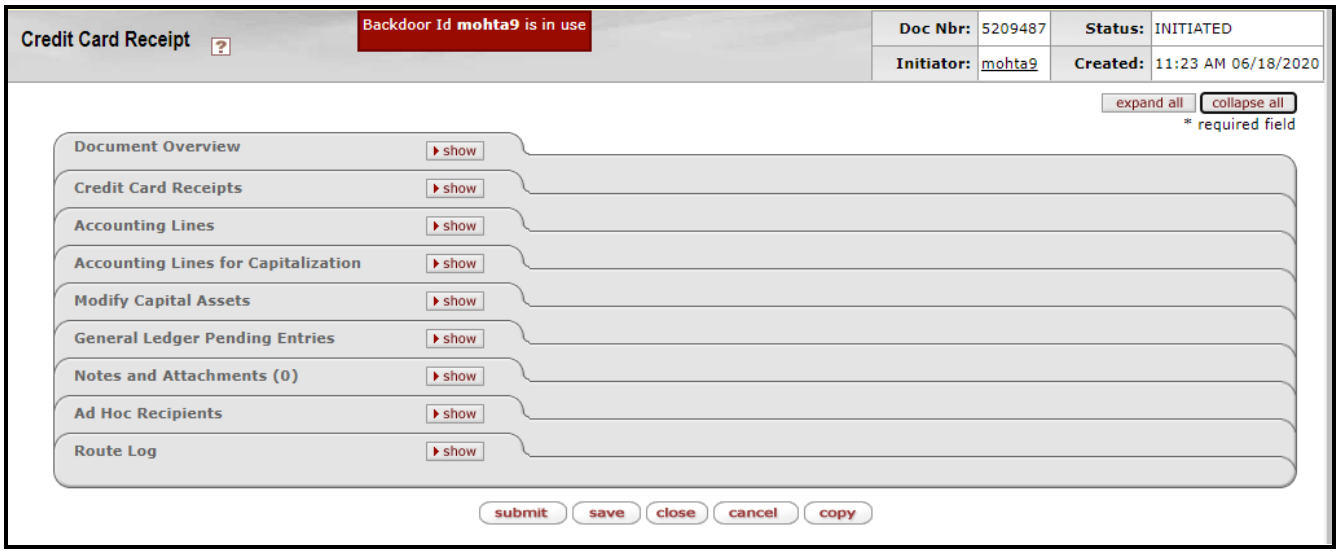
	* Chart	* Account	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
1	MA UH-Manoa	9067770 SHEL, UH MANOA		9230 DEPOSITS PAYABLE				23,457.23	
	Line Description								
2	HI UH-Hilo	9067771 SHEL, UH HILO		9230 DEPOSITS PAYABLE				4,671.41	
	Line Description								
3	HO Honolulu CC	9067772 SHEL, HON CC		9230 DEPOSITS PAYABLE				111.56	
	Line Description								
4	KA Kapiolani CC	9067773 SHEL, KAP CC		9230 DEPOSITS PAYABLE				659.16	
	Line Description								
5	WI Windward CC	9067778 SHEL, WIND CC		9230 DEPOSITS PAYABLE				313.01	
	Line Description								
6	MA UH-Manoa	9067080 FEDERAL PERKINS, UH MA		9230 DEPOSITS PAYABLE				1,500.21	
	Line Description								
7	MA UH-Manoa	9069200 HAWAII EDUCATOR LOAN PROG SPEC FUND		9230 DEPOSITS PAYABLE				133.34	
	Line Description								
								Total: 30,845.92	

Creating a Credit Card Receipt Document

To create a Credit Card Receipt eDoc, go to the Main Menu tab, Transactions menu group, Financial Processing sub-group and select Credit Card Receipt.



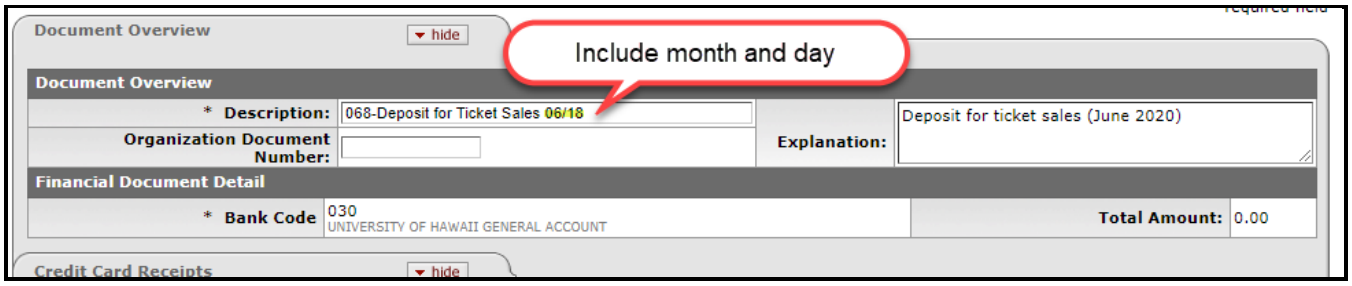
The CCR eDoc contains the standard document header, 9 tabs, and 5 action buttons.



For more information about the standard document header, tabs, and workflow action buttons, please refer to the [Standard KFS eDoc Layout User Guide](#).

Document Overview Tab

The Document Overview tab is a standard tab on all KFS eDocs. The three fields available on all KFS eDocs are Description, Explanation and Organization Document Number. The Financial Document Detail section is only available on **transactional** eDocs and includes the Total Amount and other fields depending on the document type.



Document Overview

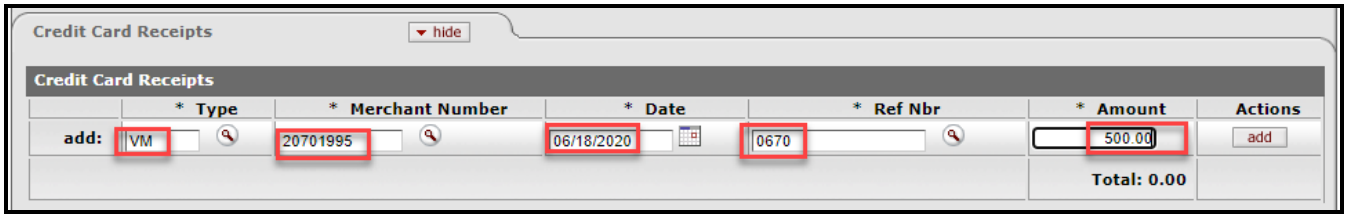
- **Description** – (**Required**) Enter your 3 digit Fiscal Office (FO) Code followed by a short description of what the transaction is for and <u>include the month/day of the credit card settlement</u>. The description is used to identify the financial transaction and is included in the General Ledger (GL) inquiry**, Standard Reports, Action List and Document Search. This field is limited to 40 characters.
  ****Note**: If entered, the eDoc accounting line description field will be displayed in the GL inquiry instead of the Document Overview Description.
- **Explanation** – (**UH Required**) Enter a more detailed explanation of what the transaction is for to supplement the short description. Although it is not a system required field, <u>UH is requiring the Explanation field to be entered</u> as further explanation of what you are trying to accomplish. This field will accommodate up to 400 characters.
- **Organization Document Number** – (Optional) Used for departmental reference. This field is limited to 10 characters.

Financial Document Detail

- **Total Amount** – (Display-only) Displays the total amount of the accounting lines when the document is successfully saved or submitted.

Credit Card Receipts Tab

Credit card deposit information is entered in the Credit Card Receipts tab.

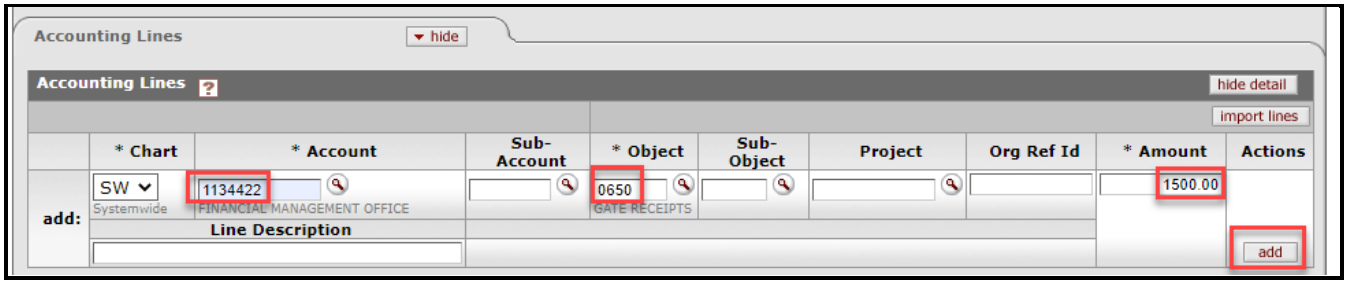


- **Type – (Required)** Enter 'VM' (VISA/MasterCard). UH only has one Credit Card Receipt Type code: VM which can be directly entered or the "lookup" icon can be used to populate the Type field.
- **Merchant Number – (Required)** Enter the Credit Card Vendor Number or use the search tool to look up number.
- **Date – (Required)** Enter the date or search for it from the calendar lookup. The date selected is the date on the batch settlement report.
- **Ref Nbr – (Required)** The Ref Nbr is the KFS Merchant Location Code and is automatically populated when the KFS Vendor Number is selected.
- **Amount – (Required)** Enter the amount of the deposit.

NOTE: There should be only one CCR deposit per eDoc. The eDoc total should be equal to the credit card terminal batch closing amount or eCommerce batch settlement for the day.

Accounting Lines Tab

The accounting information for the transactions being deposited is entered in the Accounting Lines tab.



- **Chart** – (**Required**) Select the Chart code from the Chart List. Default chart code is based on the initiator's primary department chart code.
- **Account** – (**Required**) Enter the account number or search for it from the Account lookup.
- **Sub-Account** – (Optional) Enter the sub-account number or search for it from the Sub-Account lookup.
- **Object** – (**Required**) Enter the object code or search for it from the Object Code lookup.
- **Sub-Object** – (Optional) Enter the sub-object code or search for it from the Sub-Object Code lookup.
- **Project** – (Optional) Enter the project code or search for it from the Project Code lookup.

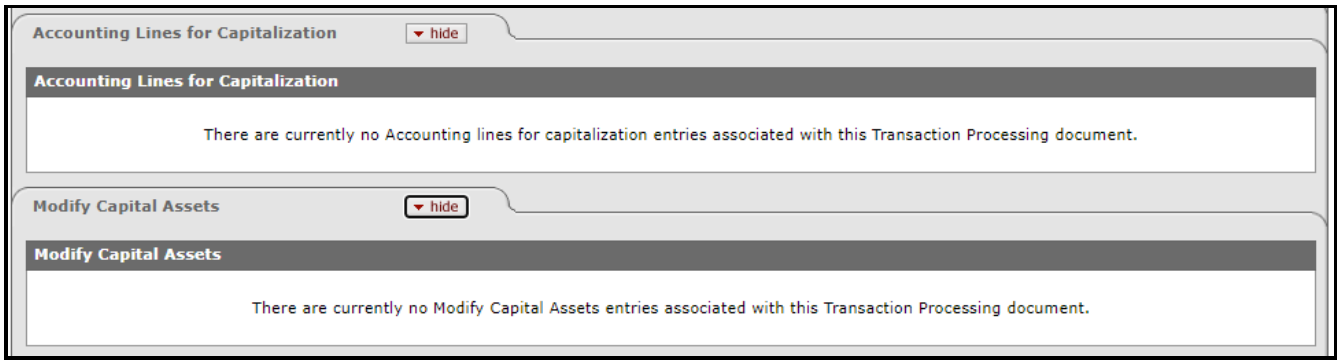
- **Org Ref Id** – (Optional) Enter reference data to further identify the transaction. (Limited to 8 characters).
- **Amount** – (**Required**) Enter the amount of this accounting line.
- **Line Description** – (Optional) Enter Line Description data to further identify the transaction. (Limited to 40 characters).
- **Actions** – (**Required**) Click the 'add' button to add the accounting line information.

The amounts in the Accounting Lines tab must equal the Credit Card Receipts Tab amounts.

Accounting Lines for Capitalization and Modify Capital Assets Tab

When a capital asset object code is used in the Accounting Lines tab, the Accounting Lines for Capitalization and Modify Capital Assets tabs are required to be completed. The tabs are used to create and/or modify single or multiple asset records related to the financial transaction.

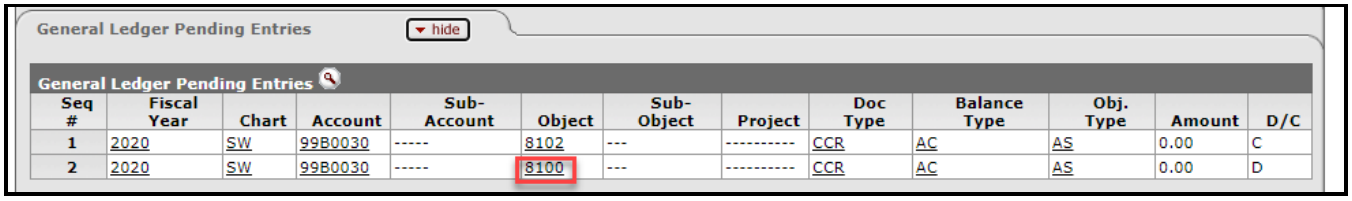
Business Rule: Accounting lines with capital asset object codes must be unique - different account code and different object code. If they are the same, the Org Ref Id field must be completed as a unique identifier for the accounting line transaction.



For more information, please refer to the [Capital Asset Management Financial Processing eDoc].

General Ledger Pending Entries Tab

After the CCR eDoc is saved or submitted, the General Ledger Pending Entries tab displays the transactions that are to be posted to the General Ledger (GL) when the document is fully approved and the GL batch process has run.



Seq #	Fiscal Year	Chart	Account	Sub-Account	Object	Sub-Object	Project	Doc Type	Balance Type	Obj. Type	Amount	D/C
1	2020	SW	99B0030	-----	8102	---	----------	CCR	AC	AS	0.00	C
2	2020	SW	99B0030	-----	8100	---	----------	CCR	AC	AS	0.00	D

In addition to the entries created by the user, the General Ledger Pending Entries tab includes system-generated offset transactions to the Cash Object Code 8100.

After the batch process has been run, the general ledger pending entries are removed from this tab. If needed, posted entries can be viewed in the General Ledger Entry (Main Menu/Balance Inquiries/General Ledger).

Notes and Attachments Tab

Enter any notes or attachments as supporting documentation for the deposit. The required attachment per AP 8.701 is the batch settlement report. Other supporting documentation may be attached as applicable. Remember to redact any sensitive or confidential information prior to scanning.

For more information about the standard document header, tabs, and workflow action buttons, please refer to the Standard KFS eDoc Layout User Guide.

Sample Credit Card Receipt (CCR)

Sample CCR document with single deposit/reference number

Credit Card Receipt

Doc Nbr:	6098524	Status:	FINAL
Initiator:	bcablay	Created:	09:58 AM 07/17/20

expand all | collapse all

* required field

Document Overview (hide)

* Description:	011-CC Receipts for Commuter Services	Explanation:	CC Receipts for Commuter Services
Organization Document Number:	071620CC		

Financial Document Detail

* Bank Code	030 UNIVERSITY OF HAWAII GENERAL ACCOUNT	Total Amount:	200.00

Credit Card Receipts (hide)

	* Type	* Merchant Number	* Date	* Ref Nbr	* Amount
1:	VM	20705996	07/16/2020	0110	200.00
				Total:	200.00

Accounting Lines (hide)

Accounting Lines (hide detail)

	* Chart	* Account	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
1	MA UH-Manoa	2262642 COMMUTER SVCS OPER ACCT		0647 FEES, PARKING, PERMITS	EL EMPLOYEE STRUCTURE			200.00	
	Line Description: Commuter Srvc Permits 7/16/20 CC								
								Total:	200.00

Displays in General Ledger Entry Transaction Ledger Entry column

General Ledger Entry

action list | doc search — Logged in User: youngm

General Ledger Entry Lookup

Fiscal Year:	2021	Document Type:	
Chart Code:	MA	Origin Code:	
Account Number:	2262642	Document Number:	6098524
Sub-Account Number:		Organization Document Number:	
Object Code:		Project Code:	
Sub-Object Code:		Organization Reference Id:	
Balance Type Code:	AC	Reference Document Type Code:	
Object Type Code:		Reference Origin Code:	
Fiscal Period:	*	Reference Document Number:	
Pending Entry Approved Indicator:	(•) No ( ) Approved ( ) All	Debit/Credit View:	(•) Include ( ) Exclude

search | clear | cancel

Line Description on Accounting Line displays here

2 items retrieved, displaying all items.

Fiscal Year	Chart Code	Account Number	Sub-Account Number	Object Code	Sub-Object Code	Balance Type Code	Object Type Code	Fiscal Period	Document Type	Origin Code	Document Number	Transaction Ledger Entry Description	Transaction Ledger Entry Amount	Debit Credit Code	Transaction Date	Organization Document Number
2021	MA	2262642	-----	0647	EL	AC	IN	01	CCR	01	6098524	Commuter Srvc Permits 7/16/20 CC	200.00	C	07/17/2020	071620CC
2021	MA	2262642	-----	8100	---	AC	AS	01	CCR	01	6098524	TP Generated Offset	200.00	D	07/17/2020	071620CC