Quick Reference Guide: Advance Deposit

Instructions: The Advance Deposit (AD) is replacing the Deposits Online: Credit Memo and Quick Credit Memo. Use the Advance Deposit to record an ACH, wire, or credit card receipts that have been deposited by the University. Colleges/Units with a courier service and campus organizations (e.g. sorority) will use the AD eDoc for all deposits. The funds will not be included in the cash balance of a specific account until document has been approved by the Treasurer’s Office.

Note: An asterisk (*) denotes a required field.

1. Select Advance Deposit from the Financial Processing list under Transactions on the KFS main menu.

2. Type in the Description of the Advance Deposit based on the table below and an Explanation with the business purpose for the Deposit.

<table>
<thead>
<tr>
<th>AD Deposit Type</th>
<th>Description Requirement</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit Card Deposits</td>
<td>M/D/V [Merchant Name] [Date]</td>
<td>M/D/V Parking 10/15/14</td>
</tr>
<tr>
<td></td>
<td>AMEX [Date]</td>
<td>AMEX Parking 10/15/14</td>
</tr>
<tr>
<td>Wire/ACH</td>
<td>EFT [Dept] [Date]</td>
<td>EFT ITS 10/6/14</td>
</tr>
<tr>
<td>Courier Deposits</td>
<td>Cash Bank Deposit [Dept] [Date]</td>
<td>Cash Bank Deposit Athletics 10/15/14</td>
</tr>
<tr>
<td></td>
<td>Check Bank Deposit [Dept] [Date]</td>
<td>Check Bank Deposit Parking 10/15/14</td>
</tr>
<tr>
<td>All Other Deposits</td>
<td>[Dept Name] [Remitter]</td>
<td>Vet Med Story City Bank</td>
</tr>
</tbody>
</table>

*Merchant = Name on credit card account (e.g. Parking)  
*Remitter = Where funds are coming from (e.g. Federal Government)*
Quick Reference Guide: Advance Deposit

3. Complete the **Advance Deposits** tab, including the **Date**, **Reference Number** (enter an “X” here), **Description** *(i.e. Payer)*, and **Amount** of funds being deposited.

4. Click **Add** in the **Actions** box to record the deposit.

   **Note:** Repeat steps 3 and 4 until all funds to be deposited have been recorded.

5. Complete the required (*) fields in the **Accounting Lines** tab to indicate where the funds should be deposited.

   **Note:** If a **negative expense** is needed, enter a **negative number** in the amount field.

   Add line description if further detail is needed on eData report than what was entered in step 2.

6. Click **Add** in the **Actions** box to record the accounting line.

   **Note:** Repeat steps 5 and 6 until all Accounts are listed.
Quick Reference Guide: Advance Deposit

7. Click **Submit**. Correct error messages (as needed) and proceed with eDoc submission.

8. Click **Close** to return to the **Main Menu**.