Quick Reference Guide: Cash Receipt

Instructions: The KFS Cash Receipt eDoc is replacing the Deposits Online: Cash Deposit and Quick Cash Deposit. Use the Cash Receipt to record cash or check(s) that will be deposited by the University. The funds will not be included in the cash balance of a specific account until the document has been approved by the Treasurer’s Office.

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

1. Select Cash Receipt from the Financial Processing list under Transactions on the KFS main menu.

2. Type in the department name in the Description of the Cash Receipt and an Explanation with the business purpose for the Deposit.

3. Complete the Cash Reconciliation tab by selecting one of the options below:

   **OPTION 1**
   Select Individual Checks/Batches if there is a need to track individual check detail for one or multiple checks.

   **OPTION 2**
   Change Total Check Amount drop down to Total Only and record total of all checks being deposited.
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4. Add cash details (if applicable) to the **Currency and Coin** tab by entering the currency or coin count or enter total cash to be deposited in **Other Dollar Amount**.

5. Add check details by entering the **Check Number, Date, Description** (i.e. Payer) and **Amount** in the **Check Detail** tab.

   **Note**: This step is not necessary if **Total Only** was chosen in step 3.

6. Click **Add** in the **Actions** box to record check detail.

   **Note**: Repeat step 5 and 6 until all checks to be deposited are listed.

7. 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.
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8. Click Add in the Actions box to record the accounting line.

   *Note:* Repeat steps 7 and 8 until all accounts are listed.

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

The document is now en route to the Treasurer’s Office. When routing the cash/check(s) to the Treasurer’s Office, include the Cash Receipt eDoc # on the deposit envelope. Follow cash handling procedures as outlined on the Cash Management website: [www.treasurer.iastate.edu/cashmanagement](http://www.treasurer.iastate.edu/cashmanagement).

10. Click Close to return to the Main Menu.