

CSU Extension Cash Receipt (Deposit)– How To

The Cash Receipt (CR) document is used to deposit cash or checks. For those not on campus you will need to get a money order for the cash collected to send through the mail for deposit.

Deposit Log:

Before you start entering your cash receipt – Download the Deposit Slip from the Financial Resources Section of the Ext. Staff Resources site. Enter all checks and money orders for deposit into this spreadsheet. Save for your file. [You will need a CSV file to upload into Kualii. Instructions for creating the CSV file from your Excel deposit slip are on the Excel deposit form.](#)

- The object code will typically be 4380 (other sales+services-auxiliary/self-fund). However, if depositing a reimbursement check, you will need to find the original Kualii document and use the same account and object code (i.e. 6201), and reference the original Kualii document in the Line Description. Enter reimbursements as a negative amount in Kualii.
- In the Line Description column, enter the exact name as it appears on the check (i.e. Joe and Jane Smith), and if needed, an explanation (invoice number, “reimb”, etc.) Remember these will help you identify your deposit later on, so include as much detail as possible within the column length limit.
- Check numbers are limited to 8 characters. On money orders, use the last 8 digits.
- Record your Kualii Document number on the top line of the Deposit log – this will allow you to easily find your deposits later in the system!

Kualii Document Overview Tab:

- Select Total Only in the Cash Reconciliation tab. This will then display the Amount field. Enter the total amount of all checks/money orders.

The screenshot shows the 'Cash Receipt' document overview and cash reconciliation tabs. The document overview includes fields for Description, Organization Document Number, and Explanation. The cash reconciliation tab shows the Total Check Amount, Total Currency Amount, and Total Coin Amount, all set to 0.00. A dropdown menu is open, showing 'Total Only' selected. The document number 21151291 and initiator janasmil@colostate.edu are circled in red.

Doc Nbr:	Status:
21151291	INITIATED

Initiator: janasmil@colostate.edu
Created: 08:51 AM 11/18/2019

EXPAND ALL COLLAPSE ALL

DOCUMENT OVERVIEW

OVERVIEW

* Description:

Organization Document Number:

Explanation:

FINANCIAL DOCUMENT DETAIL

Total Amount:

CASH RECONCILIATION

Total Check Amount:	0.00	Total Only
Total Currency Amount:	0.00	Individual Checks/Batches
Total Coin Amount:	0.00	Total Only

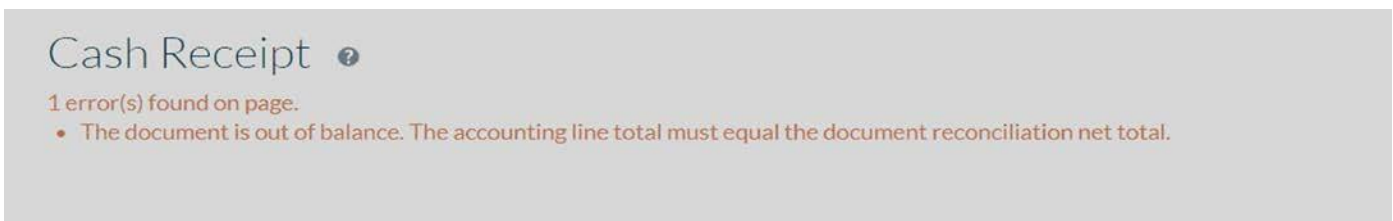
Accounting Lines tab:

Import Lines - Click the Import Lines button to display a file upload, then click Browse to upload the CSV deposit log file that you previously saved. **Click the add button next to the Browse button to add/upload the file information.**

ACCOUNTING LINES Import Templates

*CHART	*ACCOUNT	SUB-ACCOUNT	*OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	*AMOUNT	LINE DESCRIPTION	ACTIONS
CO Colorado State University							0.00		+
1 CO Colorado State University	1357020 Procurement Services		4380 Other Sales+Services-A...				225.00		⚖️ ↺ 🗑️
TOTAL:							225.00		

The total amount should match the Cash Reconciliation Total. If this does not match and if the document is submitted, the system will give an error message as below.



Ad Hoc Recipients tab:

Open the **Ad Hoc Recipients** tab, and do the following:

- Select COMPLETE – from the Action Requested drop-down menu
- Search for Person - Click on the magnifying glass to find Jennifer Wilmoth, as the person to route the document to for completion.

PERSON REQUESTS

*PERSON	*ACTION REQUESTED	ACTIONS
<input type="text"/>	COMPLETE	ADD
	APPROVE	
	COMPLETE	
	FYI	
	ACKNOWLEDGE	

AD HOC GROUP REQUESTS

*NAMESPACE CODE	*NAME	*ACTION REQUESTED	ACTIONS
<input type="text"/>	<input type="text"/>	APPROVE	ADD

To Search: Enter her last name and hit search.

Principal Name:	<input type="text"/>	?
Principal ID:	<input type="text"/>	?
Entity ID:	<input type="text"/>	?
First Name:	<input type="text"/>	?
Middle Name:	<input type="text"/>	?
Last Name:	<input type="text" value="wilmoth"/>	?
Email Address:	<input type="text"/>	?
Phone Number:	<input type="text"/>	?
Employee ID:	<input type="text"/>	?
Campus Code:	<input type="text"/>	?
Primary Department Code:	<input type="text"/>	?
Employee Status Code:	<input type="text"/>	?
Employee Type Code:	<input type="text"/>	?
Active Indicator:	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Both	?
<input type="button" value="search"/> <input type="button" value="clear"/> <input type="button" value="cancel"/>		

If there is more than one Jennifer Wilmoth be sure that you check under the Primary department code and pick the person under dept 4040.

- Click on the return value.

One item retrieved.

Return Value	Principal ID	Principal Name	Name	Entity ID	Campus Code	Primary Department Code
return value	88737	jwilmoth@colostate.edu	Wilmoth, Jennifer Lynn	60749	MC	CO-4040

- Click the add button, and then Click Submit to route

* PERSON		* ACTION REQUESTED	ACTIONS
<input type="text" value="jwilmoth@col"/> <input type="text" value="Wilmoth, Jennifer Lynn"/>		COMPLETE	<input type="button" value="ADD"/>
<input type="button" value="Insert Additional Ad Hoc Person"/>			
AD HOC GROUP REQUESTS			
* NAMESPACE CODE	* NAME	* ACTION REQUESTED	ACTIONS
<input type="text"/>	<input type="text"/>	APPROVE	<input type="button" value="ADD"/>
ROUTE LOG			
<input type="button" value="Submit"/> <input type="button" value="Save"/> <input type="button" value="Close"/> <input type="button" value="Cancel"/> <input type="button" value="Copy"/>			

Last Steps:

Mail your checks to the Fiscal Office for review/final processing:

CSU Extension
Fiscal Office
4040 Campus Delivery
Fort Collins, CO 80523-4040

Be sure to include a copy of the Excel deposit slip WITH Quali Document number of your electronic cash deposit with your checks. The form can be found at: <https://extension.colostate.edu/staff-resources/#finance>