CALS/CHE Business Service Center procedures for processing Advance Deposit (AD) edocs

- Log into the KFS portal and choose Advance Deposit from the Financial Processing Menu on the left.

**Tab #1 – Document Overview**

- Fill in the description with the department code listed first and a short explanation of the edoc.
- The explanation box should contain the detailed business purpose i.e. deposit for services provided by the Farm Services department for sawdust purchased by C. Smith.
- The organization document number is optional.
Tab #2 – Advance Deposits

- The date is the date that the edoc is being created and is chosen from the calendar block to the right of the field, the reference number is a department chosen number (some use an account number or department code), The description is the place that a short description of the deposit is explained (some copy the description from the document overview tab) and the amount is the total amount of the deposit. After the information is placed in this tab, hit the + button on the right to have it stored in KFS.

Tab #3 – Accounting Lines

- This section is where the accounting is broken out for the deposit. The accounting information for the transaction is added in this section. The line description (if filled in) will be what shows in web financials. If left blank the information in the description in tab #1 will fill into web financials. After the dollar amount is added, remember to hit the + button at the right side of the screen.
Tab #4 and #5 are related to information needed if a capital asset is sold and revenue is to be deposited.

Tab #6 - General Ledger Pending Entries

After saving the document, this will breakout where the revenue will be credited or debited. Hint—until the document is saved, this section will be blank.

Tab #7 – Notes and attachments

Any backup information pertaining to the deposit needs to be attached in this section. Please do not attach any sensitive information such as social security numbers, credit card numbers or the checks.
Tab #8 – Ad Hoc Recipients

If the transaction needs to be approved or reviewed by someone else, the netid will need to be added into this section.

Tab #9 – Route Log

The route log lists the history of the edoc and who has approved or reviewed the edoc.
Helpful Hints:

- Please separate out cash and foreign currency as separate deposits, foreign checks cannot be processed through the remote bank system and will be picked up with the weekly cash pickup.
- Attachments can be all scanned together as one attachment if it is more convenient for the department to do so. The BSC does not require each transaction be separate attachments to the AD edoc.
- Checks need to be made payable to Cornell University, the department may be listed but CU has to be part of the payee name.

Completing the deposit process

Upon completion of the Advance Deposit edoc, please send via campus mail or deliver the checks to the BSC for deposit into Tompkins County Trust. If depositing cash, it should be hand carried to the BSC as it is not recommended to mail cash via campus mail. Please be sure to include the edoc number of the AD with the deposit.

Upon receipt of the deposit, a BSC staff member will record in the edoc under notes that the deposit has been received by the center.

The BSC will also add notes to the edoc regarding deposit pickup (if cash) or when the checks were processed in the remote deposit system at Tompkins County Trust.