



UConn

UNIVERSITY OF CONNECTICUT



Check Deposits Accounts Payable

2017

06/20/17

Check Deposits

Notes:

- 1) Please contact Sherri Manis for login
- 2) Checks from United Health Care—forward checks to student health service U-4011
- 3) Great than 10k checks, contact departments first to see if departments want to deposit checks.
- 4) Tuition, payments for courses by towns, contact Sherri Manis to see if she wants to have those checks.
- 5) Different department checks, need to be deposited separately. One AD for one deposits.

File path

SharePoint-One Drive—shared with me—Returned check-deposit log

10/17/2016 Brent Lewchik	\$9.00	travel	nealth and safety	10/17/2016	4089134
10/17/2016 Larry Faustman	\$138.81	Travel	animal science	10/17/2016	4089134
10/20/2016 erika skoe	\$240.00	travel	speech language	10/20/2016	4114220
10/20/2016 erika skoe	\$80.00	travel	speech language	10/20/2016	4114220
10/24/2016 Superior Nut Company	\$26.66	A/P	animal science	10/24/2016	4131379

PO given-Search for code—Main Menu—Custom Document Searches-In the middle---Open any items since the code is same---Write down the account code and objects code (if one po has two object code, search Preq or DV to see which one associated with the refund)—Scan the check and letters, named as vendor name+ck#, example: IBM-ck#255
 Check copies will be saved: Q:\AP\AP_deposits (check copies)—Superior Nut Company check#*****

Purchasing/Accounts Payable

- [Electronic Invoice Rejects](#)
- [Payment Requests](#)
- [Purchase Orders](#)
- [Receiving](#)
- [Requisitions](#)
- [Vendor Credit Memos](#)

Date Created From:	<input type="text"/>	
Date Created To:	<input type="text"/>	
Document Description:	<input type="text"/>	
ation Document Number:	<input type="text"/>	
Purchase Order #:	<input type="text" value="89946"/>	
Requisition #:	<input type="text"/>	
urchase Order Type Code:	<input type="text"/>	

Open any document ID since the code is same

2 items retrieved, displaying all items.

<u>Document Id</u>	<u>Status</u>	<u>Document Description</u>	<u>Organization Document Number</u>	<u>Purchase Order #</u>	<u>Purchase Order Doc Status</u>	<u>Contract Manager Name</u>
3401393	FINAL	CS - FY16 - Disaster Recovery JW		89946	Open	Terri Lessard
1556397	FINAL	CS - FY16 - Disaster Recovery JW		89946	Retired Version	Terri Lessard

Find account number and object code

Account Summary refresh account summary			
Account Summary 1			
Chart	Account	Sub-Account	Object
UC	2907100		6675

PO not given- Sometime we need to contact vendors to get PO# for refund checks, phone number will be on the refund checks or search online

- Search for vendor ID
- Search for payments
- Find eDoc number of recently payments
- Open eDocs and check if credit memos are mentioned, example eDoc#3750372
- Search payments based on eDoc and find the PO
- Find account code and object code from eDoc
- Open PO to find departments, receiving address area.

Scan the check (with eDoc#, po#, vendor#, Disb#, account code and object code on it), and name as vendor name+check#(Superior Nut Company ck#54907)the check copy will be attached to AD

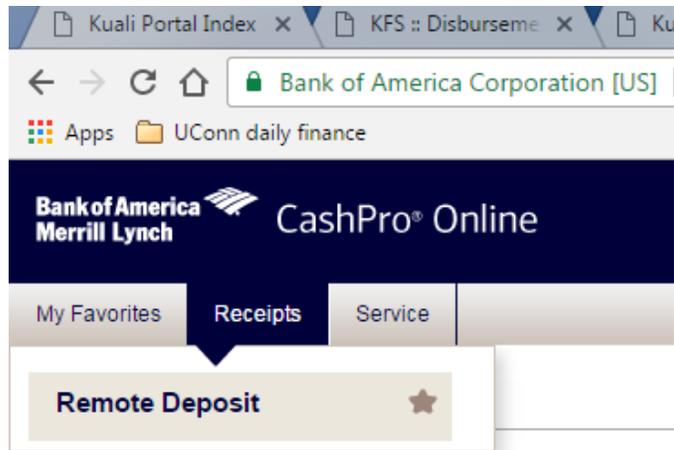
-----please note: if the account is closed, need to get new acct# from departments or other related department.

-----Great than \$500, must be deposited by the end of the following business day, less than \$500, must be deposited within 7 calendar days of being received.

-----If PO are not available when the check is deposited, please book the fund check to miscellaneous account: 4315220, object code 6935

Check Deposit

1. Receipts---Remote Deposit---Create New Deposit---Number of items (number of checks+1, for example, if we only have one check to deposit, then we put 2 here). Declared amount would be the check value.
2. Start Capture---follow steps
3. Put the check in the scanner, face left or outside.
4. Click compete-then click ok
5. Click glass to view deposit details
6. Print deposit details



- Home
- Deposits**
- Reports
- Research
- Administration

New Deposit

(Customer: State of Connecticut, Account Group: UCONN Accounts Payable)

Account Group:*	UCONN Accounts Payable ▼
Account Number:*	000000054763 - Cash Mgmt ▼
Routing/Transit Number:	540070053
Deposit Type:*	<input checked="" type="radio"/> Simple <input type="radio"/> Remittance
Clearing Channel:*	<input checked="" type="radio"/> Image
Company Name:	▼
Number of Items:	3
Declared Amount (\$):*	946.52

Start Capture

Cancel

version: 3.8.1.0543B01C01 (8961) © Bank of America, N.A. Member FDIC 2015 Bank of America Corp

Deposit Item List

Customer: State of Connecticut
 Account group: UCONN Accounts Payable
 Deposit: 124896

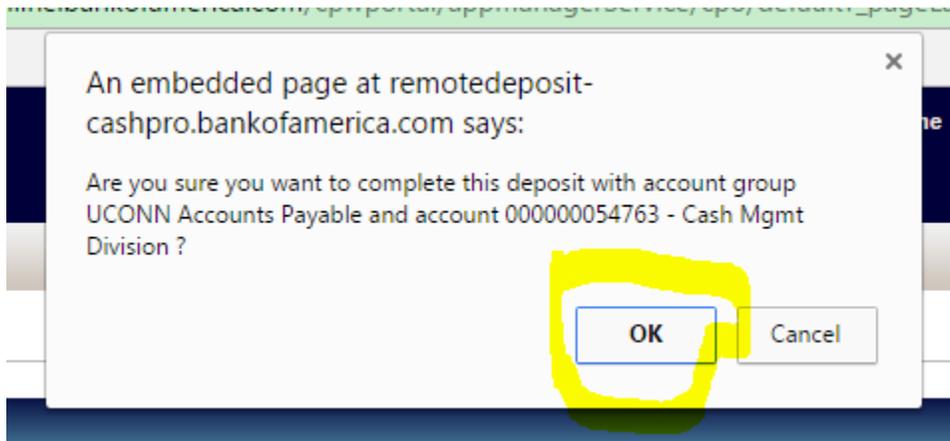
Deposit Information (Open-Processing)

Declared amount (\$): Current amount (\$): 500.00 Balancing difference (\$): 0.00

Scanned Items (2/2)

Errors	Tasks	Status	Sequence	Post Amount (\$)	Item Type
		Recognition Complete	1	500.00	Credit Item - Virtual
				500.00	Business Check

Displaying 1-2 of 2 All 5 10 20 50



Home **Deposits** Reports Research Administration

Deposit List

Customer: State of Connecticut

For This Session ▾

List of Deposits

Select	Tasks	Create Date	Deposit Number	Account Name	Amount (\$)	Number of Items
<input checked="" type="checkbox"/>		05/30/17 02:17 PM	124896	000000054763 - Cash Mgmt Division	500.00	

Displaying 1-1 of 1 All 5 10 20 50

Deposit Details

Customer: State of Connecticut
Account group: UCONN Accounts Payable
Deposit: 124896

Deposit Details

Account group: UCONN Accounts Payable
Account number: 000000054763 - Cash Mgmt Division
Routing/transit number: 540070053
Created by: LIH13004
Create date: May 30, 2017 02:17 PM
Number of items: 2/2
Amount (\$): 500.00
Type: Image

Receipt Details

Transmitted by: LIH13004
Transmitted date: 05/30/17
Transmitted time: 02:19 PM
Received date: 05/30/17
Received time: 02:19 PM
Posted date: 05/30/17

[Print](#)[Return To Deposit List](#)

Book deposits in KFS

Transactions

Accounts Receivable

- [Cash Control](#)
- [Customer Credit Memo](#)
- [Customer Invoice](#)
- [Customer Invoice Writeoff](#)
- [Customer Invoice Writeoff Lookup](#)
- [Payment Application](#)

Budget Construction

- [Budget Construction Selection](#)

Financial Processing

- [Advance Deposit](#)
- [Adjustment/Accrual Voucher](#)
- [Budget Adjustment](#)
- [Cash Receipt](#)
- [Credit Card Receipt](#)

Main Menu—Advance Deposit---on the left side---Open any items since the code is same---
 Write down the account code and objects code—Scan the check and letters, named as vendor
 name+ck#, example: IBM-ck#255

Advance deposits-description: date, amount, AP

* Description:	10/24/2016, 26.66, AP
Organization Document Number:	

Advance deposits

Date, reference number, Check, Amount, you can't change Bank 20 which is default bank
 account

Advance Deposits						
	* Bank Code	* Date	* Reference Number	Description	* Amt	
add:	20 Bank of America					
1:	20 Bank of America	05/30/2017	05302017	CHECK	500.00	
						Total: 500.00

Accounting line---enter account code, object code, negative dollar amount and Doc# and PO#

Accounting Lines								
	* Chart	* Account	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount
1	UC University of Connecticut	4302050 Dairy Farm		6735 Manufacturing Supplies				(26.66)
Line Description								
Doc#3750372, PO119611								
								Total: 26.66

Advance Deposits						
	* Bank Code	* Date	* Reference Number	Description	* Amt	
1:	20 Bank of America	10/24/2016	10/24/2016		26.66	
						Total: 26.66

Notes and Attachments---Company name and check#, attached the copy of check

Notes and Attachments				
	Posted Timestamp	Author	* Note Text	Attached File
add:				<input type="button" value="Choose File"/> No file chosen <input type="button" value="CANCEL"/>
1	10/24/2016 11:17 AM	Nobile, Christine	Superior Nut Company, Inc check#54907	 Superior Nut Company ck#54907.pdf (123 KB, application/pdf)

Write down the eDoc# on the check deposit report with company name, the doc will be approved
 by kfs-fp cash manager

Pending Action Requests			
Action	Requested Of	Time/Date	Annotation
show IN ACTION LIST APPROVE	Manis, Sherri O. Lofman-Kwapien, Alyse H. McCullum, Donna M. Lavigne, Jeanine M. Hesse, Hayley E.	11:17 AM 10/24/2016	KFS-FP Cash Manager 01

Update check deposits log and staple check deposit report, checks and check image (three docs)-
 Depositor will keep those

10/17/2016	Brent Lewchnik	\$9.00	Travel	health and safety	10/17/2016	4089134
10/17/2016	Larry Faustman	\$138.81	Travel	animal science	10/17/2016	4089134
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10/24/2016	Superior Nut Company	\$26.66	A/P	animal science	10/24/2016	4131379

-----If PO are not available when the check is deposited, please book the fund check to miscellaneous account: 4315220-Clr Acct Voided check, object code 6935-Miscellaneous Expense See example-Edoc#4511040

Later, if you know the correct account, then do a General Error Correction:
Doc search-type-GEC, then by date, or initiator

The screenshot displays the 'FINANCE SYSTEMS' web application interface. At the top, there are navigation tabs for 'My KFS', 'Main Menu', and 'Maintenance'. Below these are two buttons: 'action list' and 'doc search'. A 'Message Of The Day' box contains a notice dated 11-29-16 regarding the KFS listserv. The main content area is titled 'Transactions' and lists various financial processes under three categories: Accounts Receivable, Budget Construction, and Financial Processing. The 'General Error Correction' option is highlighted in yellow.

FINANCE SYSTEMS My KFS Main Menu Maintenance

action list doc search

Message Of The Day

11-29-16 - Are you on the KFS listserv? If not, you may be missing under List Name, then click on "Subscribe or Unsubscribe" on the

Transactions

Accounts Receivable

- [Cash Control](#)
- [Customer Credit Memo](#)
- [Customer Invoice](#)
- [Customer Invoice Writeoff](#)
- [Customer Invoice Writeoff Lookup](#)
- [Payment Application](#)

Budget Construction

- [Budget Construction Selection](#)

Financial Processing

- [Advance Deposit](#)
- [Adjustment/Accrual Voucher](#)
- [Budget Adjustment](#)
- [Cash Receipt](#)
- [Credit Card Receipt](#)
- [Disbursement Voucher](#)
- [Distribution of Income and Expense](#)
- [General Error Correction](#)
- [Indirect Cost Adjustment](#)
- [Internal Billing](#)
- [Intra-Account Adjustment](#)
- [Pre-Encumbrance](#)
- [Single Sided Budget Adjustment](#)
- [Transfer of Funds](#)

Description: Today's date, dollar amount, AP

Explanation: move to correct account or leave it blank

From: account code, object code, positive amount, reference code 01, reference number: AD edoc, Line Description: vendor name incorrect allocation

To: account code, object code, positive amount, reference code 01, reference number: AD edoc, Line Description: vendor name correct allocation

General Error Correction		Doc Nbr: 4695547	Status: ENR
		Initiator: lib13004	Created: 02/03/2017 02:22 PM

Document was successfully submitted. [expand all](#)

Document Overview [hide](#)

Document Overview

* Description: 02/03/2017, \$359.65, AP

Organization Document Number: [redacted]

Financial Document Detail

* Accounting Period: Feb. 2017

Total Amount: 359.65

Accounting Lines [hide](#)

Accounting Lines

From

	* Chart	* Account	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount
1	UC University of Connecticut	4315220 CF Acct Voided Chec		6935 Miscellaneous Expense				359.65
	* Reference Origin Code	* Reference Number	Line Description					
	01	4511040	MSC incorrect allocation					
								Total: 359.65

To

	* Chart	* Account	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount
1	UC University of Connecticut	2847070 Cogen - Operating		6768 Repair Materials				359.65
	* Reference Origin Code	* Reference Number	Line Description					
	01	4511040	MSC correct allocation					
								Total: 359.65

Attached the check copy

Notes and Attachments (1) [hide](#)

Notes and Attachments

	Posted Timestamp	Author	* Note Text	Attached File
add:				<input type="button" value="Choose File"/> No file chosen <input type="button" value="CANCEL"/>
1	02/03/2017 02:22 PM	He, Li	MSC CK#3205240	MSC Sid Tool ck 3205240.pdf (214 KB, application/pdf)

Ad Hoc Recipients [show](#)

Route Log [show](#)