



Print

TO: Fiscal Administrators
FROM: Financial Management Office, University of Hawai'i System
SUBJECT: Recording Debit Entries and Processing Adjustments to Advance Deposit (AD) and Credit Card Receipt (CCR) eDocs

To improve and maintain the integrity of fiscal transactions in KFS, debit entries and adjustments to Advance Deposit (AD) and Credit Card Receipt (CCR) eDocuments shall be processed as outlined below. These changes are effective immediately.

<u>Advance Deposit Type</u>	<u>Current Correction Document</u>	<u>New Correction Document</u>	<u>Attachment Required</u>	<u>Notes</u>
Corrections when there is a discrepancy with the bank deposit slip	AD w/positive or negative amount	AD for credit adjustments; ND for debit adjustments	Email from Treasury and bank credit/debit memo	Reference original AD number
Corrections for a duplicate AD	AD w/negative amount	No change	Email from Treasury	Reference original AD number; Correct duplicate deposit
Corrections for an incorrect amount on the AD	AD w/positive or negative amount	No change	None	Reference original AD number. Explain discrepancy
Corrections for incorrect chart code, account number, and object code	AD w/negative amount	GEC	None	Reference original AD number. Explain discrepancy
Corrections when an AD is incorrectly used to record payment to an AR invoice	AD w/negative amount and CTRL and APP	No change	None	Submit KFS trouble ticket for assistance. Reference original AD number and invoice number
Refunds to campus' direct loan clearing account when funds are returned to the federal government G5 system ORS USDOE weekly refunds	AD w/negative amount	ND	Email from G5; remittance advice from Treasury	Only posted by campus business offices and ORS
ACH Debits to Campus Partners	AD w/negative amount	ND	Bank ACH debit statement	Only posted by GALC
<u>Credit Card Receipt Type</u>	<u>Current Correction Document</u>	<u>New Correction Document</u>	<u>Attachment Required</u>	<u>Notes</u>
Corrections for a duplicate CCR	CCR w/negative amount	No change	Email from Treasury	Reference original CCR number; Correct duplicate deposit
Corrections for an incorrect amount on the CCR	CCR w/negative or positive amount	No change	None	Reference original CCR number. Explain discrepancy
Corrections for incorrect chart code, account number, and object code	CCR w/negative amount	GEC	None	Reference original CCR number. Explain discrepancy
<u>Net</u> daily settlement total is negative	CCR w/ negative amount	ND	Summary list of transactions	

Questions may be directed to uh-treasury@lists.hawaii.edu

Thank you for your continued support.