

MICHIGAN STATE UNIVERSITY

MSU Cashier's Office – Departmental Deposits during Cut-Over (12/20/10 through 12/30/10)

Which Document to Use

Type of Deposit	Dates			
	Through 12/20, 4:45 PM	12/21, no walk-in departmental deposits	12/22 – 12/30, will post to January ledgers	1/4/11 and forward
Cash and Checks	Deposit Receipt or Expense Abatement	Departmental Deposits or Expense Abatements will not be accepted. Cashiers will be processing all deposits received as of 12/20 to ensure they are posted to the December ledgers.	Deposit Receipt using new KFS account and object code	Cash Receipt eDoc
Credit Card Batch Settlement Reports	Deposit Receipt		Hold documentation until eDocs available	Credit Card Receipt eDoc *
Bank Deposit Tickets	Deposit Receipt			Advance Deposit eDoc
Electronic Transfer of Funds (EFT)	Deposit Receipt			Advance Deposit eDoc
Lockbox	Deposit Receipt			Advance Deposit eDoc



OFFICE OF THE CONTROLLER

Cashier Services

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48824-1046

517/355-5023
FAX: 517/353-9640
<http://ctrl.msu.edu/>

For Departments that Use Armored Car or Courier

If the deposit is meant to be recorded on the December ledgers, the deposit must be received in the Cashier's Office by 4:45 PM on 12/20/10. Any deposits picked up on 12/21/10 should follow the procedures below for using KFS accounting elements.

Deposits of Cash and Checks

Departments should continue to deposit cash and checks on a regular basis to ensure safety of the funds. Before 12/20/10, use the legacy account number and object code on Departmental Deposit and Expense Abatement Receipts. After 12/20/10, use the new KFS account number and object code on Departmental Deposit Receipts. Expense abatements should be submitted on Departmental Deposit Receipts after 12/20/10.

Money Exchanges

Departments submitting money exchanges should not alter their procedures during cut-over or after go-live.

* Deposits of Credit/Debit Card Batch Settlement Reports

Departments that have converted to the new processing platform will not use the CCR eDoc. The daily deposits will be automatically posted to the ledger as JVE 90. Departments that have Bank of America Merchant Services (BAMS) as a processor and have not yet converted to the new platform should contact Mary Nelson at nelsonm@ctrl.msu.edu or 517-884-4150.