

KFS eDoc Name	Abbreviated eDoc Name	Purpose of eDoc	Who Can Use?	Notes
Cash Receipt	CR	To record cash and checks received by departments for subsequent deposit into bank accounts by Bursar's Office.	Cash Receipt Initiator	To be used for cash and/or checks received being brought to Cash Operations for deposit. If eDoc requires Ad Hoc approval, it must occur <u>prior</u> to delivery to Cash Operations.
Credit Card Receipt	CCR	To record the receipt of income via credit card payment.	All departments	A separate CCR eDoc is necessary for each credit card type. Currently there are two types: American Express and Visa/MasterCard/Other. This document can be used with a negative amount for chargebacks. Timely submission required.
Advance Deposit	AD	To record deposits forwarded directly to the bank.	All departments	To be used for receipt of wires or ACH payments, as well as RDS check batches.
Cash Control	CTRL	To record payments received for relief of an accounts receivable balance. This document assigns the payment to a particular customer.	Billing Orgs / Processing Orgs	To be used in conjunction with APP eDoc. If a cash payment is received, complete a CR, CTRL and APP. If a credit card payment is received, complete a CTRL and APP. If another type of payment is received (check, wire) then only CTRL and APP need to be completed. Note: APP is generated within the CTRL doc and should be completed (not saved) <u>prior</u> to submitting the CTRL.
Payment Application	APP	To apply funds received in a CTRL eDoc to a particular invoice for an identified customer.	Billing Orgs / Processing Orgs	A CTRL eDoc must be initiated prior to the APP. The APP can be accessed from the CTRL. If CTRL is used and the associated APP applies funds to unapplied, another APP eDoc would be needed to remove the amount from unapplied to a specific customer invoice.
Customer	CUS	To create a new customer to be invoiced or to edit an existing customer.	Billing Orgs	Each customer may have up to two Alias IDs for cross referencing between different billing orgs.
Customer Invoice	INV	To create an invoice for a specific customer.	Billing Orgs	Invoices should be created for any goods and/or services provided to non-student customers.
Customer Credit Memo	CRM	To credit a customer invoice for a specific quantity or dollar amount.	Billing Orgs	Credit memos are used to cancel an invoice (or portion thereof) based on either a reduction in the unit quantity or dollar amount.