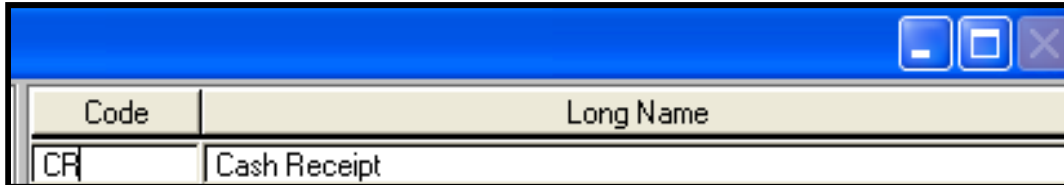


# Cash Receipt (CR) Cheat Sheet

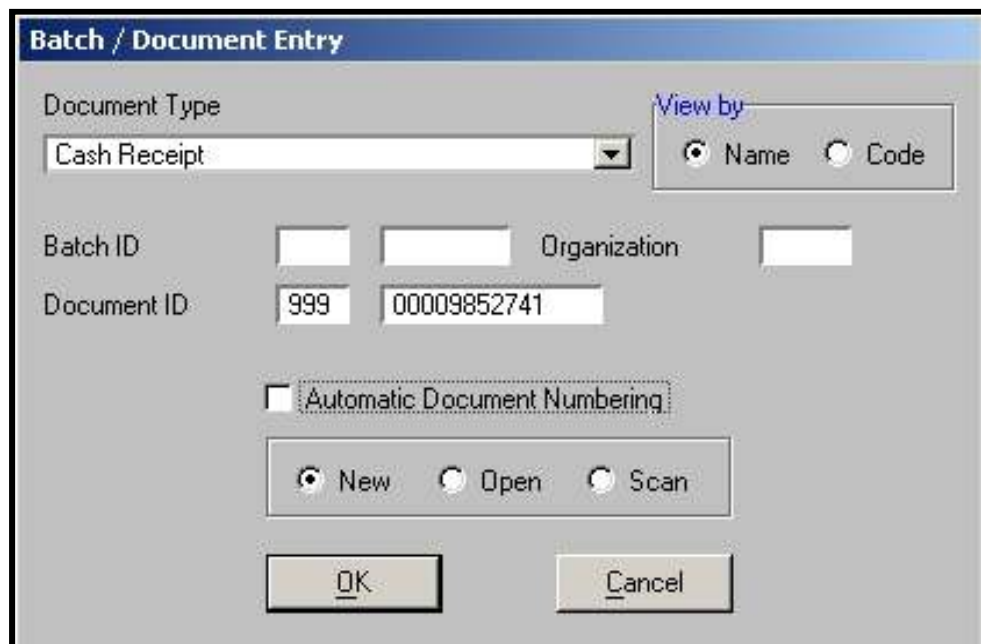
## To Create a Cash Receipt (CR)

Enter **CR** in the **Code** field of the **Navigator** window. Press **Enter** or select **OK**.



## Assign a Document ID:

- **Cash Receipt** is defaulted in the **Document Type** field.
- Enter the **three digit agency number** in the first field next to **Document ID**.
- Enter the pre-printed deposit number from the deposit slip in the next field preceded by however many zeros is necessary to make 11 characters total. **Note:** CR document IDs must contain the 11 character maximum to process.
- Select **OK**.



Check the document number. Is it the deposit slip number with leading zeros (11 characters total)?

**Don't forget to record your document number on your back-up documentation.**

# Cash Receipt (CR) Cheat Sheet

## CR Header

Date of Record	<input type="checkbox"/> / <input type="checkbox"/> / <input type="checkbox"/>	Acctg Period	<input type="checkbox"/> / <input type="checkbox"/>	Budget Fiscal Year	<input type="checkbox"/>
<input checked="" type="radio"/> New	<input type="radio"/> Modification	<b>4</b>		CMA Schedule Date	<input type="checkbox"/> / <input type="checkbox"/> / <input type="checkbox"/>
Bank Account	<input type="checkbox"/>	Cash Account	<input type="checkbox"/>	Comments	<input type="checkbox"/>
Document Total	<input type="checkbox"/>	<b>8</b>		Calculated Doc Total	<input type="checkbox"/>

1. **Date of Record** – Enter the date of deposit.
2. **Accounting Period** – If the deposit is for a closed accounting period or fiscal year, enter the current Accounting Period.
3. **Budget Fiscal Year** – Enter the Fiscal Year to which the deposit applies.
4. **New** – Always leave **New** marked.
5. **Bank Account** – Enter 01.
6. **Cash Account** – Leave blank.
7. **Comments** – Enter our name. Since cash receipts do not have approvals, this is the only way to track who entered the document. This field appears in the Data Warehouse. (12 characters maximum)
8. **Document Total** – Enter the amount of the deposit, as shown on the deposit slip.

### Example:

Date of Record	<input type="checkbox"/> / <input type="checkbox"/> / <input type="checkbox"/>	Acctg Period	<input type="checkbox"/> / <input type="checkbox"/>	Budget Fiscal Year	<input type="checkbox"/>
<input checked="" type="radio"/> New	<input type="radio"/> Modification			CMA Schedule Date	<input type="checkbox"/> / <input type="checkbox"/> / <input type="checkbox"/>
Bank Account	<input type="checkbox"/>	Cash Account	<input type="checkbox"/>	Comments	<input type="checkbox"/>
Document Total	<input type="checkbox"/>	100.00		Calculated Doc Total	<input type="checkbox"/>

# Cash Receipt (CR) Cheat Sheet

## CR Line Details

**Accounting View:** (Used to record most deposits.)

**Detail Lines** - Select either the **Accounting View** or **All Attributes View** to record the account coding.

Reference Invoice View			Accounting View	All Attributes View					
Line	Fund	Agency	Org	Activity	Revenue Source	Sub	Appropriation Unit	BS Account	Amount
A	B	C	D	E	F	G	H	I	J
		K	Def	Inc	Dec	Description	L		

- A. **Line**—Enter two-digit line number, beginning with 01(maximum of 99 lines).
- B. **Fund**—Enter three-digit fund number.
- C. **Agency**—Enter three-digit agency number.
- D. **Org**—Enter four-digit organization number.
- E. **Activity**-Enter when applicable.
- F. **Revenue**—Enter four-digit revenue source code or revenue GL.
- G. **Sub**-Enter a two-digit sub revenue source when applicable.
- H. **Appropriation Unit**—Enter six-digit appropriation unit.
- I. **BS Account**-Enter a four-digit balance sheet account, if applicable.
- J. **Amount**—Enter the amount to be deposited to this account coding.
- K. **Def/Inc/Dec**-Leave as marked (Def).
- L. **Description**—Optional. Enter a description, if desired. This field appears in the Data Warehouse. (30 characters maximum)

**Example:**

Reference Invoice View			Accounting View	All Attributes View					
Line	Fund	Agency	Org	Activity	Revenue Source	Sub	Appropriation Unit	BS Account	Amount
01	101	999	0000		4251		123400		50.00
		<input checked="" type="radio"/> Def	<input type="radio"/> Inc	<input type="radio"/> Dec	Description	GIFT WILD HORSE FOUNDATION			
02	101	999	0000		4251		123400		50.00
		<input checked="" type="radio"/> Def	<input type="radio"/> Inc	<input type="radio"/> Dec	Description	GAME THIEF FOUNDATION			

# Cash Receipt (CR) Cheat Sheet

## All Attributes View:

**NOTE:** You may use the All Attributes View tab to enter any cash receipt, but this is the only view that displays the job number field. This tab must be used when making a reimbursement to expenditure because it has the Vend/Prov/Cust and object fields.

Reference Invoice View	Accounting View	All Attributes View
Document Line	<input type="text" value="A"/>	Ref Document <input type="text" value="M"/> Line <input type="text" value="N"/>
Vend / Prov / Cust	<input type="text" value="B"/>	Cust Name <input style="background-color: cyan;" type="text" value="O"/>
Billing Code	<input type="text" value="C"/>	Object / Sub <input type="text" value="P"/> / <input type="text" value="Q"/>
Fund	<input type="text" value="D"/>	Job Number <input type="text" value="R"/>
Agency	<input type="text" value="E"/>	Rept Category <input type="text" value="S"/>
Organization / Sub	<input type="text" value="F"/> / <input type="text" value="G"/>	BS Account <input type="text" value="T"/>
Activity	<input type="text" value="H"/>	Amount <input type="text" value="U"/>
Revenue Source / Sub	<input type="text" value="I"/> / <input type="text" value="J"/>	<input checked="" type="radio"/> Def <input type="radio"/> Inc <input type="radio"/> Dec <input type="text" value="V"/>
Appropriation Unit	<input type="text" value="K"/>	Partial / Final <input type="text" value="Default"/> <input type="text" value="W"/>
Function	<input type="text" value="L"/>	Description <input type="text" value="X"/>

- A. **Document Line**—Enter a two-digit line number, beginning with 01, up to 99 lines maximum.
- B. **Vend/Prov/Cust**—Enter a T, PUR, D or F number, to deposit a refund from an established vendor.
  - a) Use **EXPOFFSET** to deposit employee reimbursements (i.e., for cell phone use) or if you receive a refund from a vendor that has been deleted.
  - b) Use **WAGEOFFSET** to deposit payroll related funds (i.e., for Workman’s Compensation).
  - c) Use **DRUGOFFSET** to deposit rebates received from drug companies under the Federal Best Price Practice Agreement.
- C. **Billing Code**—Leave blank.
- D. **Fund**—Enter a three-digit fund number.
- E. **Agency**—Enter a three-digit agency number.
- F. **Org**—Enter a four-digit organization number.
- G. **Sub Org**—Optional. Enter if applicable.
- H. **Activity**—Optional. Enter if applicable.
- I. **Revenue Source**—Enter a four-digit revenue GL. If you use a revenue GL you cannot also have an object code, or an expenditure GL.
- J. **Sub Rev**—Option. Enter if applicable.
- K. **Appropriation Unit**—Enter a six-digit appropriation unit.
- L. **Function**—Optional. Enter if applicable.
- M. **Ref Document**—Leave blank, this field is not used.
- N. **Line**—Leave blank, this field is not used.
- O. **Customer Name**—Will populate after editing if a vendor number is entered in the Vend/Prov/Cust field.

# Cash Receipt (CR) Cheat Sheet

- P. **Object**—Enter a four-character object code or expenditure GL.
- Q. **Sub Obj** - Optional. Enter if applicable.
- R. **Job Number**—Enter job number, if applicable.
- S. **Rept Category**—Leave blank, this field is not used.
- T. **BS Account**—Enter a four-digit balance sheet account, if applicable.
- U. **Amount**—Enter the amount to be deposited to the account coding on this line.
- V. **Def/Inc/Dec**—Leave as marked (Def).
- W. **Partial/Final**- This field is not currently being used.
- X. **Description**— Enter a description, if desired. This field appears in the Data Warehouse. (25 characters maximum)

**Example:**

The screenshot shows a software window titled 'Accounting View' with several tabs: 'Reference Invoice View', 'Accounting View', and 'All Attributes View'. The 'Accounting View' tab is active. The window contains a form with the following fields and values:

Document Line	01	Ref Document		Line	
Vend / Prov / Cust		Cust Name			
Billing Code		Object / Sub		/	
Fund	101	Job Number	ADMFEE		
Agency	999	Rept Category			
Organization / Sub	0000 /	BS Account			
Activity		Amount	50.00		
Revenue Source / Sub	4251 /	<input checked="" type="radio"/> Def <input type="radio"/> Inc <input type="radio"/> Dec			
Appropriation Unit	123400	Partial / Final	Default		
Function		Description	GIFT WILD HORSE FOUNDATION		

**Adding additional lines:**

Documents open with one line of account coding. To add additional lines of coding, go to **Edit: Insert Line After** or **Ctrl+F**.

The screenshot shows a menu bar with 'Edit', 'Display', 'Process', 'Window', and 'Help'. The 'Edit' menu is open, showing the following options and their keyboard shortcuts:

- Insert Line After** (Ctrl+F)
- Insert Line Before (Ctrl+B)
- Remove Line (Ctrl+R)
- Copy Line (Ctrl+Y)
- Go To Line... (Ctrl+T)

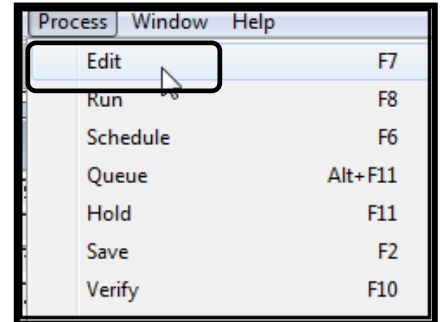
If the document has never been edited, you may also select the **Enter** key on the alphabetic side of your keyboard to insert a blank line.

# Cash Receipt (CR) Cheat Sheet

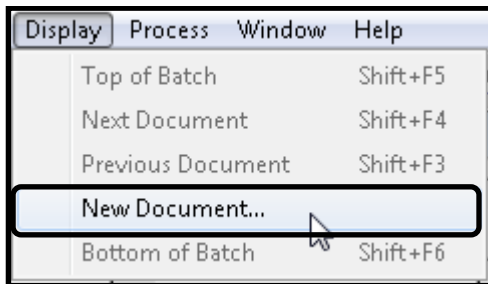
## Editing the CR:

- After entering all lines of account coding, select **Process: Edit**, or **(F7)**.
- Check the status of the document.
- Correct any errors.
- Re-edit till all errors are resolved.
- Close the Cash Receipt.

**Remember!** Cash Receipts do not require any approvals.



## To create another document:



Select **Display: New Document** from your menu bar.

A new **Batch/Document Entry** screen will appear.