

The Quick Cash Receipt Input Screen (CRQ) is used to enter data and process transactions recording revenue received [see example below].

This is a typical data input screen in that it contains three main sections:

- 1.) The **Function Line** shows system information, document and batch ID's, and is used for taking an action on the transaction.
- 2.) The **Header Section** is used for entering information pertaining to all the accounting lines in the transaction.
- 3.) The **Line Section** is used to record each individual accounting line of the transaction

Cash Receipt Edit Performed - Document Scheduled

Process this transaction by using "ed" (edit) in the FUNCTION field and press ENTER.

Once the edit is performed and no errors are found, the status will indicate 'SCHED' for scheduled for off-line processing.

```

FUNCTION: ed          DOCID: CRQ AGC XAGC0000001
STATUS:             BATID:                ORG:          000-000 OF 000
H- QUICK CASH RECEIPT INPUT FORM
DEPOSIT DATE:      ACCT PRD:             BFY:          ACTION: E
BANK CODE: 01      CASH ACCT:           COMMENTS:
                                     DOCUMENT TOTAL:      100.00
                                     CALCULATED DOCUMENT TOTAL: 100.00

LN  -----REFERENCE-----              REV SUB
NO CD   NUMBER   LN FUND AGCY  ORG/SUB  ACTV  SRC/REV  APPR UNIT  FUNC
-----
OBJ/SUB-OBJ  JOB NUMBER  REPT CAT  BS ACCT  VEND/PROVIDER
-----
AMOUNT      I/D P/F DESCRIPTION
-----
01- 01                1234 123                0510
      100.00
02-

```

Cash Receipt for Refund Against Disbursement

If your agency has a 'refund against disbursement' and needs to enter the cash receipt, enter the accounting information from the original payment voucher on the first line of the cash receipt (CRQ) document.

Enter the vendor code for the vendor refunding the money so that if the vendor has 1099 or W2 information it will be adjusted for the overpayment.

FUNCTION: ed	DOCID: CRQ	AGC	XAGC0000002
STATUS: SCHED	BATID:	ORG:	001-001 OF 001
H-	QUICK CASH RECEIPT INPUT FORM		
DEPOSIT DATE:	ACCT PRD:	BFY:	ACTION: E
BANK CODE: 01	CASH ACCT:	COMMENTS:	
		DOCUMENT TOTAL:	25.00
		CALCULATED DOCUMENT TOTAL:	25.00
LN	-----REFERENCE-----	REV	SUB
NO CD	NUMBER	LN FUND AGCY	ORG/SUB ACTV SRC/REV APPR UNIT FUNC
----	-----	-----	-----
	OBJ/SUB-OBJ	JOB NUMBER	REPT CAT BS ACCT VEND/PROVIDER
	-----	-----	-----
	AMOUNT	I/D P/F	DESCRIPTION
	-----	-----	-----
01- 01		1234 123	1234
	0500 05		12345678900
	25.00		
A--*HP00-NO ERRORS DETECTED			

Process this transaction by using **"ed"** (**edit**) in the FUNCTION field and press ENTER.

The message at the bottom indicates that the CR document has been scheduled for off-line processing. The nightly cycle programs will pick up the CR and update the tables in AFNS.

If you would like for your CR transaction to update the AFNS tables immediately, 'run' the document by placing an 'R' in the function field and press ENTER. Once the document 'accepts' it will update the OCRH and OCRL tables in AFNS.

Cash Receipt Accepted

FUNCTION: R	DOCID: CRQ	AGC	XAGC0000002
STATUS: SCHED	BATID:	ORG:	001-001 OF 001
H-	QUICK CASH RECEIPT INPUT FORM		
DEPOSIT DATE:	ACCT PRD:	BFY:	ACTION: E
BANK CODE: 01	CASH ACCT:	COMMENTS:	
		DOCUMENT TOTAL:	25.00
		CALCULATED DOCUMENT TOTAL:	25.00
LN	-----REFERENCE-----		REV SUB
NO CD	NUMBER	LN FUND AGCY	ORG/SUB ACTV SRC/REV APPR UNIT FUNC
---	-----	-----	-----
	OBJ/SUB-OBJ	JOB NUMBER	REPT CAT BS ACCT VEND/PROVIDER
	-----	-----	-----
	AMOUNT	I/D P/F	DESCRIPTION
	-----	-----	-----
01- 01		1234 123	1234
	0500 05		12345678900
	25.00		
A--*HP00-NO ERRORS DETECTED			

If no integration problems (XWLK/BRWK errors) occur the CR transaction will integrate to CAS during the NCYC process.

An email will be sent to the agency's designated employees that will include the CR form and CR transmittal sheet for all CR transactions that integrated to CAS.

If a CR transaction had problems integrating to CAS, the agency's designated employee(s) will receive an email with the **CRIN** error report attached, which lists all CR transactions that had problems integrating.

Note: The same steps will need to be followed regardless if your agency is entering a CR, CRQ, or C1 transaction.

Modifying an existing CR & CR needs to integrate to CAS

An agency entered incorrect coding information on a CR and needs to modify the existing CR transaction that processed (CR is on the OCRH/L table in AFNS and CAS) and needs to have the modification integrate to CAS. For this scenario, please see the following instructions:

Enter a modifying Cash Receipt transaction (CRQ, CR, C1) in AFNS using the original Cash Receipt number. Key an 'M' in the ACTION field. Then key the original line number with the incorrect coding with a 'D' in the I/D field to reduce the line. Key a new line with the correct coding with an 'I' in the I/D field.

FUNCTION:	DOCID: CRQ AGC XAGC0000001	
STATUS: ACCPT	BATID: ORG: 001-001 OF 001	
H-	QUICK CASH RECEIPT INPUT FORM	
DEPOSIT DATE:	ACCT PRD: BFY: ACTION: M	
BANK CODE: 01	CASH ACCT: COMMENTS:	
	DOCUMENT TOTAL: 0.00	
	CALCULATED DOCUMENT TOTAL: 0.00	
LN	-----REFERENCE-----	REV SUB
NO CD	NUMBER LN FUND AGCY ORG/SUB ACTV	SRC/REV APPR UNIT FUNC
---	-----	-----
	OBJ/SUB-OBJ JOB NUMBER REPT CAT BS ACCT	VEND/PROVIDER
	-----	-----
	AMOUNT I/D P/F DESCRIPTION	-----
01-01		1234 123 0510
	100.00 D	
02-		
A--*HP00-NO ERRORS DETECTED		

If no integration problems (XWLK/BRWK errors) occur the CR transaction will integrate to CAS during the NCYC process.

An email will be sent to the agency's designated employees that will include the CR form and CR transmittal sheet for all CR transactions that integrated to CAS.

If a CR transaction had problems integrating to CAS, the agency's designated employee(s) will receive an email with the **CRIN** error report attached, which lists all CR transactions that had problems integrating.

Note: The same steps will need to be followed regardless if your agency is entering a CR, CRQ, or C1 transaction.

MODIFYING an existing CASH RECEIPTS in AFNS ONLY & CR modification does not need to integrate to CAS

An agency entered incorrect coding information on a CR in AFNS and the Comptroller's Office changed the coding information in CAS only. The agency needs to modify an existing CR transaction that processed (CR is on the OCRH/L table) in AFNS and the modification does not need to integrate to CAS. For this scenario, please see the following instructions:

Batch numbers can be used if a CR was entered incorrectly into AFNS but was corrected in CAS before it was accepted. The CR will be keyed like a normal modification (decreasing the incorrect line and keying a new line with the correct information).

Batch numbers can also be used to enter original cash receipt documents into AFNS that do not need to integrate to CAS. The only difference is that the cash receipt (modification or original) will need to be placed in one of the batches listed below.

AFNS BATCH NUMBERS - IF AGENCY KEYS IN CR WITH 999999, 888888, 777777 OR 666666 IN THE 'BATCH NUMBER' FIELD ON THE AFNS SUSF TABLE - THE SYSTEM WILL NOT SEND THE CR TRANSACTION TO CAS.

See the following example:

ACTION: S SCREEN: SUSF USERID: AFNS											
FUNCTION: NEW					ORG:						
D O C U M E N T S U S P E N S E											
S	BATCH		DOCUMENT						PROCESS		
E	-----										
L	TYPE	AGCY	NUMBER	TYPE	AGCY	NUMBER	STAT	APPRV	LAST DATE	LAST USER	PROCESS DATE (YYMMDD)
-	-----										
	CR	AGC	999999	CR	AGC	XAGC0000002					

Note: The same steps will need to be followed regardless if your agency is entering a CR, CRQ, or C1 transaction.

