

# CASH RECEIPTS TRAINING MANUAL

For Agencies that *do not* integrate from AFNS to CAS  
**ENTERING, CORRECTING, PLACING ON HOLD**

## THE DATA INPUT SCREEN FOR A CASH RECEIPT

```

FUNCTION:                DOCID: CRQ 010 10100000215
STATUS:                 BATID:                ORG:                000-000 OF 000

H-                      QUICK CASH RECEIPT INPUT FORM
DEPOSIT DATE:          ACCT PRD:            BFY:            ACTION:
BANK CODE:            CASH ACCT:          COMMENTS:
                                DOCUMENT TOTAL:
                                CALCULATED DOCUMENT TOTAL:

-----REFERENCE-----
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-
02-

```

The Quick Cash Receipt Input Screen is used to enter data and process transactions recording revenue received.

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; and
- 3.) The **Line Section** is used to record each individual accounting line of the transaction.

## Creating a Cash Receipt Transaction

```

FUNCTION: new          DOCID: crq  010 10100000215
STATUS: SCHED        BATID:          ORG:          001-001 OF 001

H-                QUICK PAYMENT VOUCHER INPUT FORM
DATE:             ACCT PRD:         BFY:         ACT: E
VENDOR CODE: 631196331 00          SCH PAY DATE:
NAME: AUTO PARTS                   OFF LIAB ACCT:
ADDRESS: 638 N. MAIN ST             DOCUMENT TOTAL:          50.00
                                     CALC DOC TOTAL:          50.00
PRATVILLE                AL 36056          FA IND:
EFT IND: N APPLICATION TYPE: SINGLE CHECK FLAG: N CHECK CATEGORY:
LN                        COM
NO REF CD/NUMBER/LN      LN VI NUMBER/LN  DESCRIPTION
-----
FUND AGCY ORG/SUB APPR UNIT ACTV FUNC OBJ/SUB REV/SUB  JOB NO  RCAT BS ACCT
-----
DISC TYPE  LINE AMOUNT  I/D P/F  QUANTITY  I/D
-----
01- 01
XXXX 010          50.00          XXXX
  
```

Enter **"new"** in FUNCTION from the last document entered.

ENTER:

```

TRAN          "crq"
AGENCY        "010"
ID NUMBER     "10100000215"
  
```

This example shows a CRQ transaction being keyed from within a payment voucher. If an agency has completed keying their payment voucher and now needs to key a Cash Receipt, the initial steps above can be followed without having to start at the SUSF screen. If you are more comfortable entering a new document from the AFNS SUSF screen, feel free to do so.

## Cash Receipt Input Form

FUNCTION:	DOCID: CR	010 10100000215
STATUS:	BATID:	ORG:
H-	CASH RECEIPT INPUT FORM	
DEPOSIT DATE:	ACCTG PRD:	BUDGET FY:
ACTION:	CMIA SCHEDULE DATE:	CASH ACCOUNT:
	BANK ACCOUNT CODE: <b>01</b>	
COMMENTS:		
	DOCUMENT TOTAL:	50.00
	CALCULATED DOCUMENT TOTAL:	

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 (CR) 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.

Process this transaction by using **"ed"** in the FUNCTION field.

FUNCTION:	DOCID: CR	010 10100000215
STATUS:	BATID:	ORG: 000-000 OF 000
01-		
LINE NUMBER: <b>01</b>	REFERENCE DOC ID:	REF LINE NO:
VEND/PROV/CUST: 631196331 00	NAME:	
BILLING CODE:		
FUND: <b>XXXX</b>	AGENCY: <b>010</b>	ORG/SUB-ORG: <b>XXXX</b>
ACTIVITY:	REV/SUB-REV:	APPR UNIT:
FUNCTION:	OBJ/SUB-OBJ: <b>XXXX XX</b>	JOB NUMBER:
REPT CAT:	BS ACCOUNT:	
DESCRIPTION:		
AMOUNT: <b>50.00</b>	I/D:	P/F:

**NOTE:** The REV SRC field will not be coded, but the OBJT and SUB OBJ fields will be coded with the object codes from the payment voucher.

## *Cash Receipt Scheduled*

FUNCTION:	DOCID: CR	010	10100000215
STATUS: <b>SCHED</b>	BATID:		ORG:
H-	CASH RECEIPT INPUT FORM		
DEPOSIT DATE:	ACCTG PRD:	BUDGET FY:	
	CMIA SCHEDULE DATE:		
ACTION: E	BANK ACCOUNT CODE: 01	CASH ACCOUNT:	
COMMENTS:			
	DOCUMENT TOTAL:	50.00	
	CALCULATED DOCUMENT TOTAL:	50.00	
<b>A--*HP00-NO ERRORS DETECTED</b>			

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. Once the document 'accepts' it will update the OCRH and OCRL tables in AFNS. Follow normal procedures for Treasury and Comptroller requirements.

See the following page for instructions on entering a cash receipt document and then correcting any errors on the 'accepted' cash receipt transaction.

# ENTERING A CASH RECEIPT AND CORRECTING ERRORS

Example

Illustrates: Data entry of a cash receipt

Putting a document on hold

Retrieving an existing document

Performing an edit function

Viewing errors

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## Creating a Cash Receipt Document from SUSF

ACTION: R SCREEN: SUSF USERID: AFNS											
FUNCTION: <b>new</b> ORG:											
D O C U M E N T S U S P E N S E											
S	BATCH			DOCUMENT					LAST	LAST	PROCESS
E	-----	-----	-----	-----	-----	-----			DATE	USER	DATE
L	TYPE	AGCY	NUMBER	TYPE	AGCY	NUMBER	STAT	APPRV	DATE	USER	(YYMMDD)
-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
				<b>cr</b>	<b>010</b>	<b>10100000215</b>					
.	.	.	.	AA	XXX	1XXX0000003	ACCPT	0000	101004	OFF-	
.	.	.	.	CR	XXX	1XXX0000038	ACCPT	0000	101007	ABCD	
.	.	.	.	CR	XXX	1XXX0000039	ACCPT	0000	101007	ABCD	
.	.	.	.	CR	XXX	1XXXI011704	ACCPT	0000	101004	OFF-	
.	.	.	.	CR	XXX	1XXXI011714	ACCPT	0000	101007	OFF-	
.	.	.	.	CR	XXX	1XXXI011715	ACCPT	0000	101007	OFF-	
.	.	.	.	CR	XXX	1XXXI011700	ACCPT	0000	101003	OFF-	
.	.	.	.	CR	XXX	1XXXI011705	ACCPT	0000	101004	OFF-	
.	.	.	.	CR	XXX	1XXXI011706	ACCPT	0000	101004	OFF-	
.	.	.	.	CR	XXX	1XXXI010255	REJCT	0000	101003	ABCD	
.	.	.	.	CR	XXX	1XXXI010276	REJCT	0000	101018	OFF-	

Enter the information above to create a cash receipt.

Press **'ENTER'**

## Coded Cash Receipt Entry Screen

FUNCTION:	DOCID: CR 010 10100000215	
STATUS:	BATID:	ORG:
H-	CASH RECEIPT INPUT FORM	
DEPOSIT DATE:	ACCTG PRD:	BUDGET FY:
ACTION:	CMIA SCHEDULE DATE:	CASH ACCOUNT:
	BANK ACCOUNT CODE: 01	
COMMENTS:		
	DOCUMENT TOTAL:	50.00
	CALCULATED DOCUMENT TOTAL:	

Enter the data from the input form example above.

To enter the accounting line information, press **'ENTER'**.

## Coded Cash Receipt Entry Screen

FUNCTION: <b>h+</b>	DOCID: CR 010 10100000215	
STATUS:	BATID:	ORG: 000-000 OF 000
01-		
LINE NUMBER: 01	REFERENCE DOC ID:	REF LINE NO:
VEND/PROV/CUST:	NAME:	
BILLING CODE:		
FUND: <b>XXXX</b>	AGENCY: 010	ORG/SUB-ORG: <b>XXXX</b>
ACTIVITY:	REV/SUB-REV: <b>XXXXX</b>	APPR UNIT:
FUNCTION:	OBJ/SUB-OBJ:	JOB NUMBER:
REPT CAT:	BS ACCOUNT:	
DESCRIPTION:		
AMOUNT: 50.00	I/D:	P/F:

Continue entering from the input form example above (except for the function info for now).

### Scenario:

Due to the governor calling an emergency meeting that requires you to attend; you are unable to finish entering the cash receipt. The portion of the document that has been entered must be saved.

Enter 'h+' in the function field and Press 'ENTER' to place the CR document on 'hold' until you are able to return to your office.

### Example of a Held CR Document

FUNCTION:	DOCID: CR 010 10100000215	
STATUS: <b>HELD</b>	BATID:	ORG: 001-001 OF 001
01-		
LINE NUMBER: 01	REFERENCE DOC ID:	REF LINE NO:
VEND/PROV/CUST:	NAME:	
BILLING CODE:		
FUND: XXXX	AGENCY: 010	ORG/SUB-ORG: XXXX
ACTIVITY:	REV/SUB-REV: XXXXX	APPR UNIT:
FUNCTION:	OBJ/SUB-OBJ:	JOB NUMBER:
REPT CAT:	BS ACCOUNT:	
DESCRIPTION:		
AMOUNT: 50.00	I/D:	P/F:

A--\*HS25-BATCH/DOCUMENT SAVED                      **A--\*HS33-DOCUMENT HELD**

Informative message at the bottom states the document is being held.

## Performing an Edit

FUNCTION: <b>ed</b>	DOCID: CR	010 10100000215	
STATUS: HELD	BATID:	ORG:	001-001 OF 001
01-			
LINE NUMBER: 01	REFERENCE DOC ID:		REF LINE NO:
VEND/PROV/CUST:	NAME:		
BILLING CODE:			
FUND: XXXX	AGENCY: 010	ORG/SUB-ORG: XXXX	
ACTIVITY:	REV/SUB-REV: XXXX	APPR UNIT:	
FUNCTION:	OBJ/SUB-OBJ:	JOB NUMBER:	
REPT CAT:	BS ACCOUNT:		
DESCRIPTION:			
AMOUNT: 50.00	I/D:	P/F:	

Upon returning from the meeting, enter '**ed**' in the function. Press '**ENTER**'

## Error Messages Displayed

FUNCTION: <b>MORE</b>	DOCID: CR	010 10100000215	
STATUS: <b>REJECT</b>	BATID:	ORG:	001-001 OF 001
01-			
LINE NUMBER: 01	REFERENCE DOC ID:		REF LINE NO:
VEND/PROV/CUST:	NAME:		
BILLING CODE:			
FUND: XXXX	AGENCY: 010	ORG/SUB-ORG: XXXX	
ACTIVITY:	REV/SUB-REV: XXXX	APPR UNIT:	
FUNCTION:	OBJ/SUB-OBJ:	JOB NUMBER:	
REPT CAT:	BS ACCOUNT:		
DESCRIPTION:			
AMOUNT: 50.00	I/D:	P/F:	

**A**--\*HP03-DOCUMENT ERRORS DETECTED      **01-C100E**--INVALID FUND FOR BUD FY  
**01-C068E**--LINE PROCESSING BYPASSED      **01-C112E**--INVALID AGENCY FOR BFY  
**01-C120E**--INVALID FUND/AGENCY FOR BFY      **01-C122E**--INVALID FUND/AGCY FOR ACCT FY

Begin reading the error messages from left to right. The error message that begins with an '**A**' is an informative message.

The error message that begins with a **number and a dash** is the line number that pertains to that error.

Error message codes that end with '**E**' are hard errors and the system will not process the transaction until the error is corrected.

Error messages that begin with 'H' pertain to errors in the header.

'MORE' in the function is telling the user there are additional errors. Press 'ENTER' to display these additional errors.

### Displaying MORE Messages

FUNCTION: <b>b</b>	DOCID: CR	010 10100000215	
STATUS: REJCT	BATID:		ORG: 001-001 OF 001
01-			
LINE NUMBER: 01	REFERENCE DOC ID:		REF LINE NO:
VEND/PROV/CUST:	NAME:		
BILLING CODE:			
FUND: XXXX	AGENCY: 010	ORG/SUB-ORG: XXXX	
ACTIVITY:	REV/SUB-REV: XXXX	APPR UNIT:	
FUNCTION:	OBJ/SUB-OBJ:	JOB NUMBER:	
REPT CAT:	BS ACCOUNT:		
DESCRIPTION:			
AMOUNT: 50.00	I/D:	P/F:	
01-C132E-INVALID ORGANIZATION		01-C160E-INVALID REVENUE SOURCE	

To display the first error, enter 'b' (back) in the FUNCTION and press 'ENTER'.

FUNCTION: <b>ed</b>	DOCID: CR	010 10100000215	
STATUS: REJCT	BATID:		ORG: 001-001 OF 001
01-			
LINE NUMBER: 01	REFERENCE DOC ID:		REF LINE NO:
VEND/PROV/CUST:	NAME:		
BILLING CODE:			
FUND: <u>XXXX</u>	AGENCY: 010	ORG/SUB-ORG: <u>XXXX</u>	
ACTIVITY:	REV/SUB-REV: <u>XXXX</u>	APPR UNIT:	
FUNCTION:	OBJ/SUB-OBJ:	JOB NUMBER:	
REPT CAT:	BS ACCOUNT:		
DESCRIPTION:			
AMOUNT: 50.00	I/D:	P/F:	
A--*HP03-DOCUMENT ERRORS DETECTED		01-C100E-INVALID FUND FOR BUD FY	
01-C068E-LINE PROCESSING BYPASSED		01-C112E-INVALID AGENCY FOR BFY	
01-C120E-INVALID FUND/AGENCY FOR BFY		01-C122E-INVALID FUND/AGCY FOR ACCT FY	

Correct the data and perform an edit ('ed' in the function).

