

## CR Instructions for Agencies That Integrate from AFNS to STAARS

### Entering a NEW Cash Receipt

The example below indicates 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 below 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.

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

ENTER:           TRAN           **"CRQ" or "CR" or "C1"**

                  AGENCY       **"AGC" [key your agency code]**

                  ID NUMBER   **"XAGC0000001" or use automatic numbering**

**[PRESS ENTER]**

FUNCTION: <b>NEW</b>	DOCID: CRQ AGC XAGC0000001		
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:
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-			
02-			

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 'SCHD' 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: <b>ed</b>	DOCID: <b>CRQ</b>	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							
<b>A--*HP00-NO ERRORS DETECTED</b>									

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: <b>R</b>	DOCID: <b>CRQ</b>	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		
<b>A--*HP00-NO ERRORS DETECTED</b>			

If no integration problems (XWLK/BRWK errors) occur the CR transaction will integrate to STAARS 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 STAARS.

If a CR transaction had problems integrating to STAARS, 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.

#### Notes:

- The same steps will need to be followed regardless if your agency is entering a CR, CRQ, or C1 transaction.
- If the Cash receipt transaction has a line referencing Balance Sheet 1005, the line(s) will **not** integrate to STAARS.
- If the Cash receipt transaction has a line referencing a balance sheet with an account type 03 (Fund Balance), the line(s) will **not** integrate to STAARS.
- If the Cash receipt transaction has a '9' in the fifth position of the transaction number, the transaction will **not** integrate to STAARS.

***Modifying an existing CR & CR needs to integrate to STAARS***

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 STAARS) and needs to have the modification integrate to STAARS. 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	CD	NUMBER	LN	FUND	AGCY	ORG/SUB	ACTV	REV	SUB	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 STAARS 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 STAARS.

If a CR transaction had problems integrating to STAARS, 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.

**Notes:**

- The same steps will need to be followed regardless if your agency is entering a CR, CRQ, or C1 transaction.
- If the Cash receipt transaction has a line referencing Balance Sheet 1005, the line(s) will **not** integrate to STAARS.
- If the Cash receipt transaction has a line referencing a balance sheet with an account type 03 (Fund Balance), the line(s) will **not** integrate to STAARS.
- If the Cash receipt transaction has a '9' in the fifth position of the transaction number, the transaction will **not** integrate to STAARS.

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

An agency entered incorrect coding information on a CR in AFNS and the Comptroller's Office changed the coding information in STAARS 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 STAARS. 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 STAARS 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 STAARS. 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 STAARS.

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	-----		-----				LAST		LAST	
L	TYPE	AGCY	NUMBER	TYPE	AGCY	NUMBER	STAT	APPRV	DATE	USER
-	-----		-----				-----		-----	
	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.

**Entering Cash receipts in AFNS only - OTCR Option**

An OT Cash receipt entered into AFNS will **NOT** integrate to STAARS. Agencies that have Cash receipts integrating to STAARS will enter OTCR's into AFNS when it is not necessary for the data to update STAARS.

**Example of the OTCR scenario:**

When tag/tax revenue is recorded in STAARS only by Comptroller's Office and it is the agencies responsibility to record the data into AFNS. Agency would need to key an OTCR in AFNS to record the revenue accordingly to keep AFNS and STAARS in sync.

```

FUNCTION:                DOCID: CRQ  AGC  OTXAGC00003
STATUS: ACCPT           BATID:                ORG:          001-002 OF 002
H- QUICK CASH RECEIPT INPUT FORM
DEPOSIT DATE:          ACCT PRD:          BFY:          ACTION: E
BANK CODE: 01         CASH ACCT:                COMMENTS:
                                DOCUMENT TOTAL:          50.00
                                CALCULATED DOCUMENT TOTAL: 50.00

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
                    50.00 I

A--*HP00-NO ERRORS DETECTED
    
```

**NOTE:** A Cash Receipt form will **not** be emailed to print as it will not integrate to STAARS.

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**If you have any questions, please contact the AFNS Hotline at (334) 242-2686 or via email at [Hotline.AFNS@finance.alabama.gov](mailto:Hotline.AFNS@finance.alabama.gov).**