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# CASH RECEIPTS USER MANUAL

## APPROVING A CASH RECEIPTS DOCUMENT

### INTRODUCTION

The approver(s) select a document from the **Status** screen, review the fiscal coding, review or add any scanned attachments, and then approve the document. The **Batch #** will be automatically assigned and is displayed at the top of the screen. Transactions with the transaction code of 27B, 10R, or 10P require Division of Financial Management (DFM) approval. The State Treasurer's Office will release the document to STARS when it is finally approved, or return it to the agency.

[Click here for information about how to update or change a deposit.](#)

### APPROVE A CASH RECEIPTS DOCUMENT

1. On the **Status** tab in the **Documents** section, click **Select** next to a document number. The **Approval** screen will open. If you do not have appropriate permissions to open a document, a message will be displayed stating so.

Figure 1 - Approve link

The screenshot shows a web interface with a navigation bar containing tabs: Status (selected), Deposits, Distribute, Attachment, Approval, and Reports. Below the navigation bar are search filters: Deposit # (text input), Document # (text input), Status (dropdown menu with 'All Status' selected), and a Find button. Below these are Group (dropdown menu) and Tran Code (text input) with a Reset button. A table titled 'Documents' is displayed below the filters. The table has columns: Deposit, Document #, Total Amt, Type, BatchNo, Date, Description, and Status. A 'Select' button is visible in the first column of the table.

	Deposit	Document #	Total Amt	Type	BatchNo	Date	Description	Status
Select	139	123456	5261.96	J				Awaiting Fiscal Release

To search for documents (see the Cash Receipts Status document for more details):

- a. Select or enter search criteria (e.g., **Document #**, **Status**, **Tran Code**, etc.).
- b. Click **Find**.

- The document details and the distribution grid will be displayed on the **Approval** screen. To view the deposit, click **Preview Deposit**.

Figure 2 - Approval screen

TC	R	Total Amt	Index	PCA	ExpSub	Dtl	RevSub	Dtl	Grant	Phs	Project	Phs	BU	Fund	Dtl	Invoice #	Description	Vendor	Sfx
101		\$161.96	2009	00007			1530						EDND	0291	02				
101		\$100.00	2008	00007			1319						EDND	0348					

- To view more information about the fiscal coding of a document, check the 'title check box' for a fiscal code to display its descriptive title. For example, check **PCA Title** to display the title of the PCA code. Uncheck a 'title check box' to hide its title.

Figure 3 - PCA title

TC	R	Checks	Currency	Coin	Warrants	Total Amt	Index	PCA	Title	ExpSub	Dtl	RevSub	Dtl	Grant	Phs	Project	Phs
101		\$0.00	\$690.00	\$0.00	\$0.00	\$690.00	2540	01020	STATEWIDE ACCOUNTING			1501					
104		\$12.00	\$0.00	\$0.00	\$0.00	\$12.00											
101		\$0.00	\$0.00	\$5.00	\$0.00	\$5.00	2602	01020	STATEWIDE ACCOUNTING			1501					

- If there are attached documents to view, an asterisk will appear on **Attachments** tab. You can also add a new or additional attachment. See the [Attaching Scanned Documents](#) document.
  - Click the **Attachments** tab.
  - Click **View** for each attachment to open a separate window.
  - When finished viewing the attachments, click the **Approval** tab.

5. When satisfied with the document, click the **Approval** button (the name of the actual button will be set up by your Payment Services administrator).
  - Click **View History** to view the *approval history* of the document.
  - Click **Undo Approval**, select the approval level or distribution to which you want to return the document, and then click **Save**.
6. When the final agency approval level is complete, the document will have a status of either **Awaiting STO Release** or **Awaiting DFM Release** and no more Approval buttons will be displayed. NOTE: Transaction codes 027, 10R, and 10P require DFM approval.

Figure 4 - Awaiting STO Release

TC	R	Total Amt	Index	PCA	ExpSub	Dtl	RevSub	Dtl	Grant	Phs	Project	Phs	BU	Fund	Dtl	Invoice #	Description	Vendor	Sfx
101		\$161.96	2009	00007			1530						EDND	0291	02				
101		\$100.00	2008	00007			1319						EDND	0348					

7. If the deposit is to be taken to STO, click **Preview Deposit** and print two copies of the deposit. Take both copies to STO with your deposit. If depositing via an EFT, save the **Preview Deposit** PDF and send it to IncomingEFTMoney@sto.idaho.gov. STO will process and release the deposit. A copy of the deposit is then made available for the agency to pick up at STO, or will be mailed to the agency through the statehouse mail.

Batch numbers: Cash Receipts displays a batch number on the **Approval** screen that will be assigned to the next deposit when it is ‘final approved’ by the agency. After a deposit is approved and assigned a batch number, it will be printed on the **Preview Deposit** PDF that the agency sends to STO.

## HOW CASH RECEIPTS ASSIGNS BATCH NUMBERS

Cash Receipts displays a batch number on the **Approval** screen that will be automatically assigned to the next deposit that is 'final approved' by the agency. The **Batch #** will increment each time a deposit is final approved by the agency and sent to DFM or STO for release. If STO returns the transaction to agency, it will get a new batch number when it is sent back to STO and released.



Status	Deposits	Distribute	Attachment	Approval	Reports	Batch #: 034
Deposit #45	Doc # INSUF109	Batch Type I	Awaiting STO Release			
Description	RETURNED	Group				
Comments						

- After a Cash Receipts transaction (deposit) is approved and assigned a batch number, the batch number will be displayed in the **Batch No** column on the **Status** screen and also on the **Preview Deposit** PDF that the agency prints and sends to STO.
- Each deposit sent to DFM or STO will be assigned a unique batch number (a different batch number for each deposit).
- If DFM or STO returns the deposit to the agency, the agency will make the corrections and resend it to DFM or STO for release, and the deposit will get a new, different batch number.
- A deposit created by an agency is kept track of separately from a deposit created by STO for an agency, but the same batch number rules apply to a deposit created by STO for an agency.