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# CASH RECEIPTS USER MANUAL

## 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.

Figure 1 - Batch number to be assigned

Status	Deposits	Distribute	Attachment	Approval	Reports	Batch #: 134
Deposit #45	Doc # INSUF109	Batch Type I	Awaiting STO Release			
Description RETURNED	Group					
Comments						

- After a Cash Receipts transaction (deposit) is assigned a batch number, it 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.

Figure 2 - Current batch number assigned

Deposit	Document #	Total Amt	Type	BatchNo	Date	Description	Status
Select 1269		\$112.25	J				Receipt Distribution in Progress
Select 1250		\$18.00	J				Receipt Distribution in Progress
Select 1270	321321	\$36.00	J				Receipt Distribution in Progress
Select 1206	STO1210A	\$310.00	J	231	12/10/2015 12:11 PM	Wage Garnishments/CSC Payment	Awaiting STO Release

- Each deposit sent to DFM or STO will be automatically 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.