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# CASH RECEIPTS USER MANUAL

## ENTERING FISCAL CODES AND DISTRIBUTION

### INTRODUCTION

Once a Deposit is completed, a Cash Receipts document can be created from it so that fiscal coding and/or cost distribution can be entered and the document can be approved and released.

### CREATE A CASH RECEIPTS DOCUMENT

If you finished the deposit and immediately want to enter the fiscal coding and distribution, click the **Distribute** tab. Otherwise, click the **Status** tab and click the **Document** link from the list of Deposits.

1. Click the **Status** tab.
2. In the **Deposits** section, locate the deposit number and click **Document**. NOTE: To select a Cash Receipts document that you have previously saved, click **Edit** next to the document.

Figure 1 - Deposits on the Status screen

The screenshot shows the 'Status' screen with several tabs: Status, Deposits, Distribute, Attachment, Approval, and Reports. The 'Status' tab is active. Below the tabs are search fields for 'Deposit #', 'Document #', 'Status' (a dropdown menu set to 'All Status'), 'Group', and 'Tran Code'. There are 'Find' and 'Reset' buttons. Below the search fields is a table with the following data:

Deposit	Document	Deposit	Date	Amount	Status
Deposit	Document	139	2/25/2016	\$261.96	Submitted

The 'Deposits' tab label and the 'Document' link in the table are circled in red.

3. The **Distribute** screen will open. Enter a new, eight character alphanumeric document number in the **Doc #** field. It cannot be a previously used document number.

4. Select a batch type from the **Batch Type** menu. The batch type selections are:
  - **Batch type J** - to record an increase in cash equal to the amount of the cash deposit. Use this for normal deposits to the State Treasurer’s Office (STO) when you have cash to deposit, an EFT to deposit, or to show a sale, maturity, or coupon payment of an investment with its interest. Does not allow an “R” reversal.
  - **Batch type I** - to record a decrease to cash for an insufficient funds check, etc. STO may use this batch type to reduce cash to correct a previous bank deposit error. The application will automatically enter an “R” reversal indicator. NOTE: The Deposit slip must be entered with a negative amount (a minus sign) to be used on a Batch Type I or the **Distribute Receipt Complete** button will not be available, even though the document can be created and saved.
5. If desired, enter a requested release date (**Req Release Date**) or select a date using the calendar icon. This date will be used for STO or DFM release.
6. Enter a 30 character description in the **Description** field, if desired. Do not use special characters or symbols, such as &, ', “, <, and \.
7. If your agency uses Group names, you can select a **Group** from the drop down menu,
8. Type comments in the **Comments** field, if desired. Do not use special characters or symbols, including &, ', “, <, and \.
9. Click **Save Document**. A summary of the deposit is displayed. A “distribution grid” with column headers is also displayed.

Figure 2 - New Document and Distribution

**Status Deposits Distribute Attachment Approval Reports** Batch #: 133

Deposit #139 Doc # Q 963852 Batch Type J - Receipts Req Release Date 2/25/2016

**Receipt Distribution in Progress**

Description  Group  =

Comments

Checks	Currency	Coin	Warrants	TOTAL
\$75.00	\$59.00	\$0.96	\$127.00	\$261.96

Balance: \$0.00

Rows per page: 10  Vendor Info \* Press F3 for Lookup DR CR

TC*	R	Amount	Index*	PCA*	ExpSub*	Dtl	RevSub*	Dtl	Grant*	Ph	Project*	Ph	BU*	Fund	Dtl	Invoice #	Description	VendorNo*
Deposit Slip by JAMES																		

A **Batch #** displayed at the top of the screen. The batch number is assigned when the deposit is approved and released to DFM or STO. Each deposit that is released to DFM or STO will be assigned a unique batch number (a different batch number for each

deposit). The **Batch #** will increment when a deposit is sent to DFM or STO. (The *range* of batch numbers used for your agency is set by the Cash Receipts administrator).

10. If there are attached receipts to view for the document, an asterisk will appear on **Attachments** tab.
  - a. Click the **Attachments** tab.
  - b. Click **View** for each attachment to open a separate window.
  - c. You can also add a new or additional attachment.

## ENTER FISCAL CODING AND DISTRIBUTION

1. Click **Add Row** to add a blank row to enter fiscal coding. Do not exceed **20 transaction rows**. Exceeding this number of transaction rows may cause an error when fiscal coding distribution is completed or when you submit the transactions to an approver.
  - This step can be done now or in later steps: Change the **Amount** of the first row, then click **Add Row**. You could change this amount, enter a **TC**, and then click **Add Row** again. Keep doing this to “split” the receipt amounts and then enter different fiscal coding for each row.
2. Enter a transaction code in the **TC** field.
3. Press TAB or click into another field and other fiscal code fields required by the TC will be highlighted in pink. NOTE: You can save your fiscal coding or distribution without having to enter anything in the required fields. However, these fields will be required at the time the distribution is marked as complete.

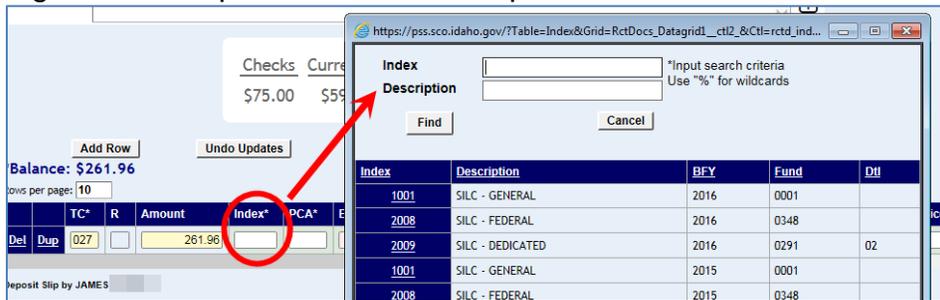
Figure 3 - Fiscal Coding and Distribution grid

		Checks	Currency	Coin	Warrants	TOTAL													
		\$75.00	\$59.00	\$0.96	\$127.00	\$261.96													
		<input type="button" value="Add Row"/> <input type="button" value="Undo Updates"/> <input type="button" value="Preview"/> <input type="button" value="Deposit"/> <input type="button" value="Distribute Receipt Complete"/>																	
		*Balance: \$261.96																	
		Rows per page: <input type="text" value="10"/> <input type="checkbox"/> Vendor Info <input type="checkbox"/> * Press F3 for Lookup <input type="checkbox"/> DR <input type="checkbox"/> CR																	
Del	Dup	TC*	R	Amount	Index*	PCA*	ExpSub*	Dtl	RevSub*	Dtl	Grant*	Ph	Project*	Ph	BU*	Fund	Dtl	Invoice #	
		027		261.96															
Deposit Slip by JAMES																			

4. Complete the remainder of the fiscal coding (Index, PCA, Subobject, etc). Do not use special characters or symbols, including **&**, **'**, **“**, **<**, and **\**, in the **Description** field.
5. Any fiscal code field designated with an asterisk can perform lookups or validations:
  - a. To look up or search for a fiscal code, choose a field marked with an asterisk, place the cursor in the field, and press F3.

- b. In the look up window, enter any combination of search criteria. You can enter just the first few numbers or letters of a code or Title (description). It is often helpful to use the wildcard (%) in front of and/or after you search terms.
- c. Click **Find**.
- d. Click the fiscal code you want to use. The fiscal code field will be automatically populated with that code. If the code you select has been set up in STARS to also look up any related fiscal codes, these will also be entered.
- e. Press TAB after entering a fiscal code and it will be validated to be sure it is one that you can use. Error messages will be displayed if it is not a valid fiscal code.

Figure 4 - Example of a Index Look Up



6. If you did not yet create additional rows, click **Add Row**. If desired, change the **Amount** of the first row, then click **Add Row**. The remaining balance of the deposit will be displayed in the **Amount** field. You could change this amount, and then click **Add Row** again. Keep doing this to “split” the receipt amounts and then enter different fiscal coding for each row. Note that the **Balance** will not keep a running total, but will update when you click **Save Document**.
7. If you need to clear the fiscal coding and distribution rows and start over, click **Undo Updates** before you save the document. After you save the document, you can change the fiscal code fields or click **Del** next to each distribution line to make corrections.
8. When finished, click **Save Document**.
  - The **Balance** of the distribution screen must match the **Total** of the deposit, otherwise the **Distribute Receipt Complete** button will be greyed out
  - Click **Delete Document** if you want to completely delete the document – the distribution rows as well as the document number, description, etc.

Figure 5 - Save Document

9. Click **Deposit** to open a separate view of the Deposit detail to use while entering distribution amounts (without having to go back to the **Deposit** screen).
10. If desired, click **Preview** to open a separate window and select and view the titles of the fiscal codes to ensure you have used the proper fiscal codes.

Figure 6 - Distribution balance

11. Click **Distribute Receipt Complete** when you are finished with the fiscal coding/distribution. If there are any other data entry errors, they will be displayed.
  - To be used on a Batch Type I, a Deposit must be entered with a negative amount or the Distribute Receipt Complete button will not be available, even though the document can be created and saved.
  - Be sure the **Balance** of the distribution screen matches the **Total** of the deposit, otherwise the **Distribute Receipt Complete** button will be greyed out.
12. The document is ready for approval.