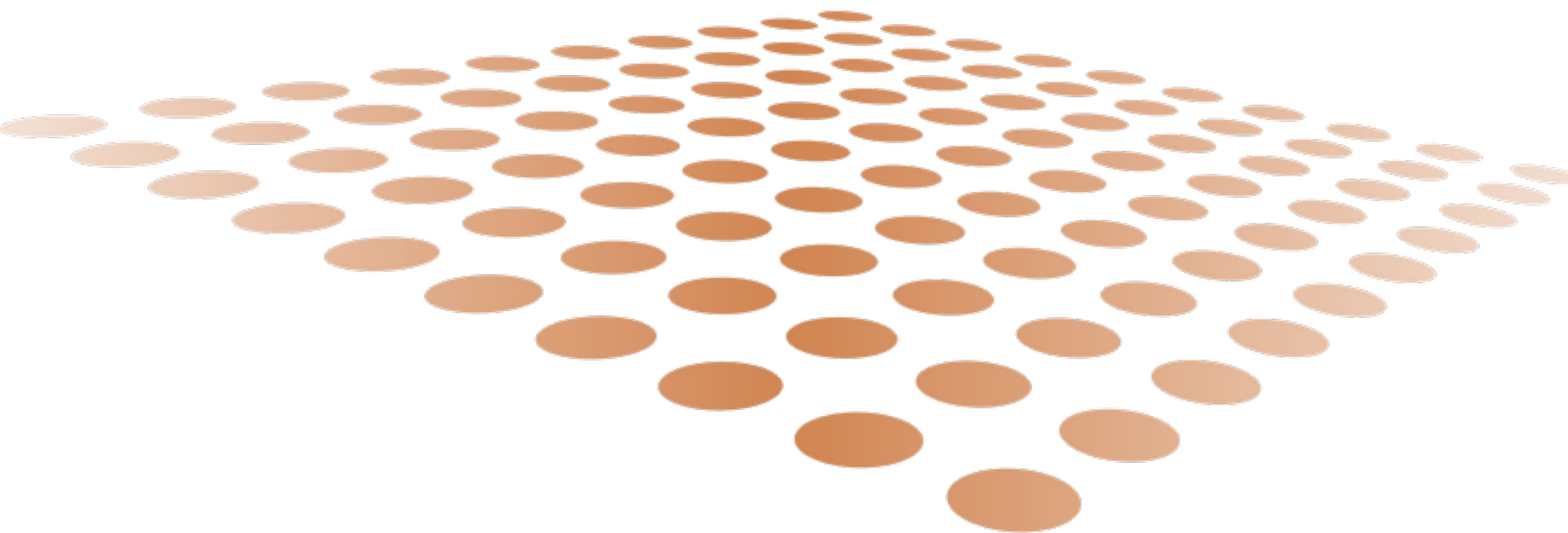


ADOA – General Accounting Office

QUICK REFERENCE GUIDE: ENTERING A CASH RECEIPT – VENDOR REFUND





ENTERING A CASH RECEIPT – VENDOR REFUND

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Overview

Cash Receipt (CR) based documents record money collected by the State generally from customers, and on occasion for other purposes such as a reimbursement from a vendor. The predominately used document code for recording deposits is the CR document. The event type used for vendor refunds is AR32 (Collect Vendor Refund). This event type is used for vendor refunds and expenditure reimbursements.

As is the case with CR based documents in general that do not reference a receivable, a vendor customer number is optional, even when using the AR32 event type. However, in order to properly report 1099 information to vendors, the vendor refunds will need to be considered. By recording the vendor customer information on the vendor component of the CR based document, the refund can be captured as part of the 1099 reporting.

In order to add a vendor on the vendor section of the CR based document, the vendor must be activated as a customer on the Vendor Customer (VCUST) table and active with a customer account on the Customer Account Options (CACT) table. The steps in this Quick Reference Guide will lead you through the whole process of activating a vendor as a customer, setting up the customer account and processing the CR based document with the event type of AR32. If the vendor is already active as a customer and has an available customer account, you need only go right to processing the CR based document (Step Create the CR document, below).

For additional Arizona State Treasurer's Office requirements to process the CR document, please also see the Deposit/Cash Receipt documentation requirements in New AFIS memo published on the GAO website for more information: <https://gao.az.gov/publications/all-agency-memoranda>

Enter a Cash Receipt

Log in to **AFIS**. **Navigate** to the Vendor/Customer table to identify if the vendor is activated as a customer.

1. In the **Jump to** field, enter **VCUST**
2. Click **Go**. The **VCUST** table opens. A search popup window opens

Search for the vendor/customer record for the vendor with the refund, and identify whether the vendor is active as a customer.

1. In the Search window, enter the **Vendor/Customer, Legal Name, or other search values**
2. Click **Ok**. The Vendor/Customer table opens with the record displayed
3. In the **Vendor/Customer component**, review the **General Information** area

If the Customer Active Status is **Active** and the Customer Approval Status is **Complete**, then this vendor is activated as a customer. **Proceed to Customer Account Options table section below.**

If the Customer Active Status is **not Active** and the Customer Approval Status is **not Complete**, then the vendor will need to be activated as a customer, and a customer account will need to be set up. To do this a VCMD1 will need to be processed. **Proceed with steps below.**



Note: you may want to make a note of the vendor customer address from the Address component of the VCUST page record, if you do not have a specific address to use for setting up the billing address for this vendor customer.

On the Vendor/Customer section and create a **VCMD1** document, at the bottom of the VCUST screen, click **Modify Existing Record**.

1. In the Create Document window, select the VCMD1 Document on the grid, in the **Document Department Code** field, enter **your department code**
2. Check the **Auto Numbering** check box
3. Click **Create Document**. The VCMD1 document opens

Complete the **Header** component, at a minimum, enter the following:

- Document Description

Complete the **Address Information** component, in the Document Navigation Panel, click **Address Information**.

1. Click **Insert New Line**
2. Select **New** from the **Line Action** drop down menu
3. On the **New Address** tab, select **Billing**, for the **New Address Type** drop down menu
4. Select the **Auto-Generate** box under the **New Address ID** pick list, in order to generate an address ID. Click **Save**. Make a note of the **New Address ID** generated, in order to key this information in elsewhere on this document
5. Click the **Address Information** tab, and enter the vendor customer address information
6. If available, enter a contact on the **Contact Information** tab. This is optional
7. Click on the **Contact Address Information** tab and enter the address information

Note: When entering a contact, the address information from the Address Information tab will infer on to the Contact Information tab if another address is not provided on the Contact Address Information tab.

Complete the **Customer Account** component, in the Document Navigation Panel, click **Customer Account**.

1. Click **Insert New Line**
2. Select **New** from the **Line Action** drop down menu

Use the pick list for the **Billing Profile** to locate the profile VDRFD, which is the default statewide vendor refund billing profile, or select a specific billing profile for your department.

Note: The pick list must be used, as opposed to just entering the billing profile.

3. On the **Customer Account Information** tab enter the **Address ID** generated from (step 4.) above

Complete the **Certification** component, in the Document Navigation Panel, click **Certification**.

1. Click **Insert New Line**
2. Click **Load Values**



3. Change the **Customer Active Status** to **Active**
4. Change the **Customer Approval Status** to **Complete**
5. **Validate** VCMD1 document

Confirm that the document validated successfully in the upper left-hand corner. If it did not, please see your accounting supervisor.

6. **Submit** VCMD1 document

Note: The document will be handled through workflow and will be pending the Approver. Once the VCMD1 document becomes final, you can proceed to enter your CR document type in Step N.

Customer Account Options table

If the vendor is active as a customer already, but you are not sure if the vendor customer has an active customer account, you will want to **navigate** to the **Customer Account Options table**.

Note: This step is not necessary, if the VCDM1 document was completed to Final as described in the preceding steps, prior to the Customer Account Options table step.

1. In the **Jump to** field, enter **CACT**
2. Click **Go**. The CACT table opens. Click **Search**

Search for a customer account record for the vendor customer that sent the vendor refund. In the Search window, for **Dept** enter your Department, then a comma and the value **ALL** (e.g. GMA, ALL).

1. Then enter **Vendor/Customer** number in the Customer field or use the Customer pick list on the search box to search by **Legal Name, Last Name, etc.**, for the vendor customer that sent the refund
2. Click **Ok**

If the vendor customer has an active customer account that can either be used by your specific department, or for all departments, you will receive results from this search. In this case, the CR based document is ready to be processed. Proceed to the Create the CR Document section below.

If you do not receive results from this search, then you will need to complete the additional steps of setting the vendor customer up with a customer account.

Add a new customer account record on the CACT table, click **Insert**.

1. In the **Customer** field, enter the **Vendor/Customer** number, or use the pick list to select this number
2. Select the appropriate **Address ID** using the pick list
3. Select the **Billing Profile** of **VDRFD**, which is the default statewide vendor refund billing profile, or select a specific billing profile for your department, from the pick list
4. In the **Department** field enter **ALL** if you are using the **VDRFD** billing profile, or enter your own **Department** (e.g. GMA), if using your department specific billing profile
5. In the **Unit** field enter **ALL** if you are using the **VDRFD** billing profile, and either **ALL** or a specific **Unit** for your agency, if using your department specific billing profile



6. Click **Save**

Create the CR Document

Now that the vendor is active as a customer and has a customer account, you can **Create** the CR document for a vendor refund, **Navigate** to the Document Catalog.

1. In the **Code** field, enter **CR**
2. Click **Create**
3. In the **Dept.** field, enter ***your department code***
4. In the **Document ID** field, enter **D**
5. Click **Auto Number** checkbox to generate a unique ID
6. Click **Create**. A new document is generated

Complete the **Header** component, at a minimum, enter the following information:

- Record Date - leave blank
- Document Description – Enter an optional description for the document
- Document Total – Total of deposit
- Bank Account - BK01

Complete the **Vendor** component, click **Insert New Line**. At a minimum, enter the following information on the **General Information** tab:

1. Vendor Customer – enter Vendor/Customer number
2. Billing Profile – enter VDRFD or other billing profile set up for vendor customer in proceeding steps
3. Line Amount - full amount by payment type
4. Payment Type – Options: Cash, Check, Direct Deposit or Wire Transfer. Use Wire Transfer for payments received by Wire, ACH or Remote Check Scanning
5. Click **Save**
 - a. Notice that the vendor customer information populates

On the **Payment Information** tab, for payment type = Check or Direct Deposit, enter the following:

- **Check/EFT Number** – If multiple checks are included in deposit, this can be left blank
- **Check Date** – Date of check being deposited. If multiple checks are included in deposit, this can be left blank. For payment type = direct deposit, enter the deposit validation date, using separate vendor lines if needed for multiple direct deposits.

On the **Wire Transfer** tab, for payment type = Wire Transfer, enter the following:

- Wire Transfer Number – Enter the wire id
- Wire Transfer Date – Select the date the money was received at the bank

Note: The wire ID will be required for deposits of wires and ACH. This number will be included on the wire statements sent to the agencies by the Treasurer's Office.

Complete the **Accounting** component, click **Insert New Line**



1. Enter the **Event Type** of **AR32**, for **Collect Vendor Refund**

On the **General Information** tab, at a minimum, enter the following information:

- Line Amount - full amount for accounting line. Multiple accounting lines can be added for one payment type/vendor line. The total of all accounting lines for a given payment type should equal the line amount entered for the specific vendor line.
- Currency - The amount of currency and coins do not need to be separately recorded here. Recording your total for the accounting line in the line amount will suffice.
- Budget FY – Enter the applicable appropriation year (e.g. 2016)

On the **Fund Accounting** tab, at a minimum, enter the following information:

- Department
- Object
- Additional elements required are the Fund, Unit and Appropriation Unit, if not inferred by the Function

On the **Detail Accounting** tab, at a minimum, enter the following information:

- Any department required elements, such as Function

Note: For additional Vendor and Accounting lines repeat steps P and Q. Additional vendor lines will be added to include additional payment types on a CR document.

Prior to submitting the document, attach department specific and Treasurer's Office required backup documents (required where payment type = Direct Deposit or Wire Transfer).

Note: Payment Type = direct deposit; attach validated deposit slip and bank receipt. Payment Type = wire transfer; attach applicable wire, ACH or remote check scanning statement/report.

1. Click on **File** and select **Attachments**
2. Select **Upload**
3. Select **Browse** and select the file
4. Click **Upload**

The Treasurer's Office preferred naming convention for their attached documents is Treasurer 1, 2, 3 etc. (Use sequential numbering if there is more than 1 attachment). Attachments for the Treasurer's required back up must be first in the listing of attachments (if there are more than just the attachments required by the Treasurer's office).

5. Click **Return to Document**
6. **Validate** CR document

Confirm that the document validated successfully in the upper left-hand corner. If it did not, please see your accounting supervisor

7. **Submit** CR document

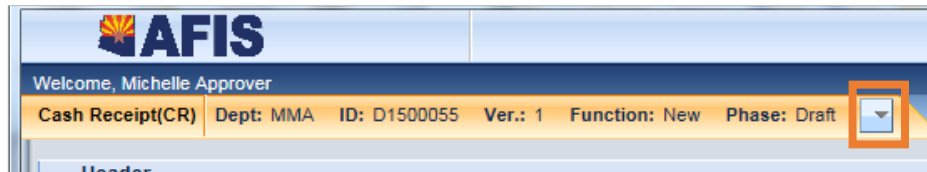
Note: The document will be handled through workflow and will be pending the Department Approver and the Treasurer Approver

Print the CR Form for delivery to the Treasurer's Office

1. Click the **Print** button.
2. Choose a Print Output Type – PDF
3. Print Job - CR Printing (PDF Format)
4. Then click on the **Print** link

Confirm that the document print job was successfully submitted in the upper left-hand corner.

Click on the Document Menu (small downward facing triangle in the Document Title Bar) and select **Document Forms**



1. Click on **View PDF**, and then print the first page of the displayed PDF. Print the first page twice, if you are delivering cash to the Treasurer's Office

Deliver the CR form printed (2 forms if deposit includes cash) above to the Treasurer's Office along with the same backup that is currently required. Note: Given the changes in process using workflow and the use of attachments, the Treasurer's Office may need to verify the information that an agency delivers to their office.

Agencies will no longer receive a **validated** deposit copy.

Researching Cash Receipts

The cash receipt documents update several inquiry tables. One that will be most commonly used is the Cash Balance Detail. The steps to find the status of your cash receipt are shown below.

Navigate to the **Page Search** table.

1. In the **Description** field enter - **Cash Balance**

Select Cash Balance Detail - CBALDQ

1. Click **Search**
2. Enter the applicable **Fund** and **Sub Fund**. If no sub fund was used enter **BLNK** in the **Sub Fund** field
3. Click the Magnifying Glass icon next to the **Cash Balance** field to view items and locate the submitted CR document

For tracking the workflow status of a deposit made with the Treasurer's Office, reference the **Locating a Document quick reference**