Process a Cash Receipt

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 an employee. A Cash Receipt can optionally reference several types of Receivable documents, but does not have to reference a receivable. Generally money collected is in the form of cash, checks, wire transfer, and direct deposit. The predominately used document code for recording deposits is 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

Procedure – Cash with no customer (Collected Earning Revenue, with no receivable reference)

A. Log into AFIS

B. **Navigate** to the Document Catalog

C. **Create** CR document

   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

D. Complete the **Header** component

   1. 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

E. Complete the **Vendor** component

   1. Click **Insert New Line**

   2. At a minimum, enter the following information on the **General Information** tab:

   ▪ Line Amount - full amount by payment type

   ▪ Payment Type – Cash

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F.   Complete the **Accounting** component

1.   Click the Insert New Line
2.   At a minimum, enter the following information on the **General Information** tab:

- 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)

3.   At a minimum, enter the following information on the **Fund Accounting** tab:

- Department

- Revenue

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

4.   At a minimum, enter the following information on the **Detail Accounting** tab:

- Function

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

G.   Use the File button at the bottom right and select Attachments, to attach department necessary backup. There is no required Treasurer's Office attachment for this payment type.

H.   **Validate** CR document

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

I.   **Submit** CR document

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

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

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

7. 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.

K. 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.

L. Agencies will no longer receive a "validated" deposit copy.

Procedure – Check with no customer

When processing a Check, the primary difference relates to the Payment Information.

1. On the Vendor Component **General Information** tab:

- Payment Type – Check

2. On the Vendor Component **Payment Information** tab:

- **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.

Procedure – Wire Transfer with no customer

When processing a wire transfer, the primary difference relates to the Payment Type.

1. On the Vendor Component **General Information** tab:

- Payment Type - Wire Transfer

2. On the Vendor Component **Wire Transfer** tab:

- 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. This number will be included on the wire statements sent to the agencies by the Treasurer's Office.

3. Prior to submitting document, attach wire statement

- Click on **File** and select **Attachments** to attach validated deposit slip and bank receipt.
- Select **Upload**
- Select **Browse** and select the file
- 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).

- Click **Return to Document**

Procedure – Direct Deposit with no customer

When processing a direct deposit, the primary difference relates to the Payment Type and required document attachments.

1. On the Vendor Component **General Information** tab:

- Payment Type - Direct Deposit

2. On the Vendor Component **Payment Information** tab:

- Payment Date – enter the deposit validation date, using separate lines if needed for multiple direct deposits.

3. Prior to submitting document, attach validated deposit slip and bank receipt

- Click on **File** and select **Attachments** to attach validated deposit slip and bank receipt.
- Select **Upload**
- Select **Browse** and select the file
- 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).

- Click **Return to Document**

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.

A. Navigate to the **Page Search** table

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

B. Select Cash Balance Detail - CBALDQ

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

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