



Accounts Receivable

Cash Receipts

Participant Guide

Version 5.1

The State of Arizona General Accounting Offices wishes to thank the following subject matter experts for providing content for and assistance with this class:

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What Can I Expect from this Course?

The Cash Receipts class is a four hour course designed for users who process Cash Receipts in AFIS. The course focuses on activities required to understanding how to process Cash Receipts with AFIS.

COURSE GOAL AND OBJECTIVES

As a result of this class you will be able to create Cash Receipts in AFIS based on the following scenarios.

- Create a Cash Receipt without a Receivable (RE) Reference
- Research the Cash Receipt Impact on Customer Accounts
- Process a Partial Payment Cash Receipt using Copy Forward to Reference a RE
- Create a Cash Receipt for a Vendor Refund
- Create an ACH Credit Cash Receipt using Auto Apply
- Modify a Cash Receipt
- Discard a Draft Cash Receipt Document
- Cancel a Cash Receipt
- Look up Cash Receipt information in AFIS
- View Cash Receipt reports in infoAdvantage

AGENDA AND TOPICS

Section 1 – Overview and Introduction

- Cash Receipt Overview
- Cash Receipt Event Types
- Chart of Accounts

Section 2 – Cash Receipt without a Reference Document

- Cash Receipt Components
- Creating a Cash Receipt without a Receivable Reference
- Research a Cash Receipt

Section 3 – Cash Receipt with a Receivable Reference

- Create a Cash Receipt with a Receivable Reference
- Process a Partial Payment Cash Receipt using Copy Forward to Reference the RE
- Cash Receipt for a Vendor Refund
- Record an ACH Credit Cash Receipt using Auto Apply

Section 4 – Cash Receipt Maintenance

- Modify a Cash Receipt
- Discard a Cash Receipt
- Cancel a Cash Receipt
- Customer Refund

Section 5 – Cash Receipt Adjustments

- State Treasurer Cash Adjustment
- Department Treasury Cash Adjustment

Section 6 – Cash Receipt Reporting

- AFIS Reports
- infoAdvantage Interactive On Demand Reports

ASSESSMENT

To demonstrate proficiency and mastery of this subject, participant must score at least 80% on an assessment. The assessment will consist of individual exercises asking you to successfully create, modify, and cancel a Cash Receipt

Section 1: Overview of Accounts Receivable Cash Receipts

1.1: CASH RECEIPT OVERVIEW

The Cash Receipt process begins when the agency receives payment from the customer. Sometimes payment is sent without an invoice. Sometimes the payment is in response to a bill or invoice, which is generated by creating a Receivable document in AFIS. You can record the payment either as a “stand alone” payment, or as payment for the invoice.

The agency records the receipt of payment using a Cash Receipt (CR) document. There are several types of Cash Receipt documents: as these documents generally behave in the same way, the techniques you learn for one can apply to others. Throughout this guide, you will see the term “CR-based document” to indicate any one of the Cash Receipt documents.

Payment types include:

- Cash
- EFT
- Credit Card
- Wire Transfer
- Debit Card
- Money Order
- Cashier’s Check

1.2: CASH RECEIPT EVENT TYPES

Event Types are used to tell AFIS what function it should process. For example, Event Type AR02, tells AFIS to collect earned revenue.

The table below lists the permitted Event Types for the different types of Cash Receipt document codes.

Document Code	Document Name	Event Type	Function
CR CRTRI	Cash Receipt CR TRIRIGA	AR02*	Collect Earned Revenue
		AR11	Collect Unearned Revenue
		AR13	Collect Pre Payment
		AR32	Collect Vendor Refund
		AR40	Collect Unreserved Overpayment
		AR41	Collect Reserved Overpayment
		AR51	Collect to Asset Account
		AR53	Collect to Liability Account
		ARC1	NSF Re-deposit (revenue source not allowed)

Document Code	Document Name	Event Type	Function
		ARC2	NSF Re-deposit (revenue source required)
		ARC5	Collect to Agency Fund Deposits
		ARC6	Collect to Due to Others
		TR21*	Collect Return of Unused Travel Advance
CACR	Cost Accounting CR	ARC4*	Collect Earned Revenue – Cost Reimbursement
CRWP	CR Web Portal	AR02*	Collect Earned Revenue

* denotes default Event Type for CR documents

1.3: CHART OF ACCOUNTS CODES (COA)

The COA is a group of codes, called elements, that is entered on all financial transactions. The elements essentially tell AFIS what account or bucket of money funds are going to or coming from. The COA elements used in a CR document are listed below. Not every account has every element. Your agency will decide which elements to use and how to code them. Work with your agency to learn what COA you should be using.

Chart of Accounts

COA Element	Notes
Fund	Required
Sub Fund	Optional
BSA	Conditionally Required with Event Type posting to an asset or liability account
Object	Conditionally Required depending on Event Type
Department Object	Optional field which may be required by Departments
Revenue Source	Conditionally Required depending on Event Type
Department Revenue Source	Optional field which may be required by Departments
Department	Required
Unit	Required
Appropriation Unit	Required

Section 2: Cash Receipt without a Reference Document

LESSON OVERVIEW

A Cash Receipt can be created in AFIS to record a “stand alone” payment that does not refer to a bill or invoice. An example would be for cash-over-the-counter. This lesson examines the process of creating Cash Receipts that do not reference a Receivable.

2.1: CASH RECEIPT (CR) DOCUMENT COMPONENTS

Documents in AFIS are made up of various components (sometimes referred to as “sections”). CR-based documents contain 4 components.

The components of a Cash Receipt are:

- **Header** – Stores values that apply to the entire document
- **Vendor** – Stores customer account information (customer code, billing address, billing profile, etc.) and payment type
- **Accounting** – Used to record Chart of Accounts elements that indicate where the incoming cash receipt should be created.
- **Posting Line** – Represents the postings, credit and debits, for each accounting line.

GROUP ACTIVITY 1: VIEW THE COMPONENTS OF A CASH RECEIPT

Let’s explore the different components of a Cash Receipt (CR).

1. In the **Jump To** field, enter **CR**.
2. In the **Dept.** field, enter the data from ***your student data card***.
3. Click **Browse**.
4. Click on the **Link** for any document in the list.

Cash Receipt Header Component

The Header component stores values that apply to all components of the CR-based document. The General Information tab contains descriptive fields and date information common to most document headers. It also shows the total amount by payment type on the document as well as fields which capture bank and payment information.

Cash Receipt(CR)		Dept: 101	ID: STU 1 1.2 B	Ver.: 2	Function: Modification	Phase: Draft	Modified by Student1	04/06/2015
Header								
List View								
General Information			Extended Description			Document Information		
Document Name: <input type="text"/>			Bank Account: BK01			Cash Account: <input type="text"/>		
Record Date: <input type="text"/>			Cash Account Sub: <input type="text"/>			Deposit Ticket: <input type="text"/>		
Budget FY: 2015			Deposit Date: <input type="text"/>			Bank Deposit Date: <input type="text"/>		
Fiscal Year: <input type="text"/>			Date Transmitted for Reconciliation: <input type="text"/>			Date Transmitted for Audit: <input type="text"/>		
Period: <input type="text"/>			Method of Deposit: <input type="text"/>			Deposit and Bank Category: <input type="text"/>		
Document Description: ARM02 - S2, CA			Payment Type: Cash <input type="text"/>			Misc. Identifier: <input type="text"/>		
Document Total: \$525.50			Escrow ID: <input type="text"/>			Mail Code: <input type="text"/>		
Actual Amount: \$525.50			Number of Checks: 1			Central Statement Customer: <input type="text"/>		
Closed Amount: \$0.00			Central Statement BPRO: <input type="text"/>					
Closed Date:								
Original Amount: \$525.50								
Total Currency: \$0.00								
Total Coin: 0.00								
Total Cash: \$0.00								
Total Check: \$0.00								
Total Credit/Debit: \$0.00								
Total EFT: \$0.00								
Total Wire Transfer: \$0.00								
Total Payroll Deduction: \$0.00								

Cash Receipt Vendor Component

The Vendor component is used to record the source of the payment, typically from an external customer. Each CR-based document requires one vendor line, although more than one vendor line is permitted. This is the preferred place where the Payment Type (Cash, Check, Wire transfer, etc.) should be selected. Although data can also be entered in the Header section, Payment Type is entered here and on the header, the value entered on this vendor line will override the value entered on the header. If you need to select more than one payment type, you must insert multiple vendor lines: one for each payment type.

Cash Receipt(CR) Dept: 101 ID: STU 1 1.2 B Ver.: 2 Function: Modification Phase: Draft Modified by Student1 , 04/06/2015

Vendor Total Lines: 1 Vendor Line: 1 Vendor Customer: VC0000000003 Legal Name: John Eppinett

Vendor Line	Vendor Customer	Legal Name	Line Amount	Suppress Pend Print	Payment Type
1	VC0000000003	John Eppinett	\$525.50	No	Check

From 1 to 1 Total: 1

First Previous Next Last Go to line: Go

List View

General Information Payment Information Reference Information Payment Order Wire Transfer

Vendor Customer: VC0000000003

Billing Profile:

Legal Name: John Eppinett

Alias/DBA:

Traveler ID:

Misc. Account:

Address Code: AD001

Address Line 1: 9192 E. San Salvador Driv

Address Line 2:

City: Scottsdale

State: AZ

Zip: 85258

Country: USA

County:

AR Dept: 101

AR Unit: ALL

Vendor Contact ID: PC001

Vendor Contact Name: John Eppinette

Vendor Contact Phone: (480) 938-2231

Vendor Contact Phone Ext.:

Vendor Contact Email: jeppinette@hotmail.com

Fax:

Fax Extension:

Web Address http://:

Auto Apply:

Reserve Cr Balance:

Line Amount: \$525.50

Payment Type: Check

Suppress Pend Print:

Currency: 0

Coin: 0.00

Line Actual Amount: \$525.50

Cash Receipt Accounting Component

The Accounting component records the Chart of Accounts information that tells AFIS where to deposit the payment. This information is used when posting the CR-based document to the accounting journal and performing updates to the budgets. Accounting information is associated with whichever Vendor is selected in the Vendor section. When a CR document has multiple vendor lines, you must enter the accounting information for each vendor individually, by first selecting the Vendor in the Vendor section and then entering the Accounting information.

Cash Receipt(CR) Dept: 101 ID: STU 11.2 B Ver.: 2 Function: Modification Phase: Draft Modified by Student1, 04/06/2015

Accounting Total Lines: 1 Accounting Line: 1 Line Amount: \$525.50

Accounting Line	Line Amount	Event Type
1	\$525.50	AR02

From 1 to 1 Total: 1

General Information Reference Fund Accounting Detail Accounting

Event Type: AR02
 Line Type: A
 Line Type Name: PRINCIPAL
 Accounting Template:
 Line Description:
 Line Amount: \$525.50
 Currency:
 Coin:
 Refunded Amount: \$0.00

Budget FY: 2015
 Fiscal Year:
 Period:
 Reason:
 Reclassification Date:
 Reclassification Held:
 Trip ID:
 Serial Deposit Number:
 Foreign Currency Code:
 Foreign Currency Amount:
 Exchange Rate:
 Assessment ID:
 Tax Percentage:

2.2: CREATE A CASH RECEIPT WITHOUT A RECEIVABLE REFERENCE DOCUMENT

A stand-alone CR-based document does not need to reference any document. It may be used to record the receipt of cash over-the-counter or for payment for goods and services that were not invoiced. That is, there is no Receivable document to refer back to for the payment.

ACTIVITY 1.1**Create a Cash Receipt without a Receivable (RE) Reference****Scenario**

Your agency has received cash over-the-counter in the amount of \$175 from customer John Eppinett for goods provided. John was not billed and is paying “over the counter”. He gives \$174 in bills and \$1 in change. Since the customer was not billed, record the payment as a CR without reference to an RE document in AFIS.

Steps

- A. Create a CR document.
 1. In the **Jump To** field, enter **CR**.
 2. In the **Dept.** field, enter the data from ***your student data card***.
 3. Click **Create**
 4. Check the **Auto Numbering** checkbox.
 5. Click **Create**. When the document is created, a new Document ID is generated. The document shown as Version: 1, Function: New, Phase: Draft.

The screenshot shows the AFIS software interface for a 'Cash Receipt(CR)'. The 'Header' section is visible, with the 'General Information' tab selected. The interface includes a navigation bar at the top with options like 'Jump to: CR', 'Go', 'Home', 'Personalize', 'Accessibility', 'App Help', and 'About'. Below the navigation bar, there are tabs for 'Procurement', 'Budgeting', 'Accounts Receivable', and 'Accounts Payable'. The main header area displays document details such as 'Dept: 100', 'ID: 201500000226', 'Ver.: 1', 'Function: New', and 'Phase: Draft'. The 'General Information' tab contains several input fields and summary statistics. The 'Document Name' field is empty. The 'Record Date', 'Budget FY', and 'Fiscal Year' fields are also empty. The 'Document Description' field is empty. The 'Document Total' field shows '\$0.00'. The 'Bank Account' field is empty. The 'Deposit Date' field is empty. The 'Payment Type' is set to 'Cash'. The 'Number of Checks' is 0. The 'Central Statement Customer' and 'Central Statement BPRO' fields are empty. At the bottom of the form, there are buttons for 'Save', 'Undo', 'Auto Apply', 'Copy', 'Validate', 'Submit', 'Discard', 'Print', 'Processing', 'Workflow', 'File', and 'Close'.

B. Complete the General Information tab of the Header section.

1. Enter a **Document Name** (Type Training Example)
2. On the General Information tab of the Header, in the **Document Description** field, enter ***Training Course Cash Receipt.***
3. In the **Document Total** field, enter **175.00.**
4. In the **Bank Account** field, enter **BK01.**
5. In the **Deposit Date** field, enter **06/14/2015.**

General Information	Extended Description	Document Information
<p>Document Name: <input type="text"/></p> <p>Record Date: <input type="text"/> </p> <p>Budget FY: <input type="text"/></p> <p>Fiscal Year: <input type="text"/></p> <p>Period: <input type="text"/></p> <p>Document Description: <input type="text"/></p> <p>Document Total: \$175.00</p> <p>Actual Amount: \$0.00</p> <p>Closed Amount: \$0.00</p> <p>Closed Date: <input type="text"/></p> <p>Original Amount:</p> <p>Total Currency: \$0.00</p> <p>Total Coin: 0.00</p> <p>Total Cash: \$0.00</p> <p>Total Check: \$0.00</p> <p>Total Credit/Debit: \$0.00</p> <p>Total EFT: \$0.00</p> <p>Total Wire Transfer: \$0.00</p> <p>Total Payroll Deduction: \$0.00</p>		<p>Bank Account: BK01 </p> <p>Cash Account: <input type="text"/></p> <p>Cash Account Sub: <input type="text"/></p> <p>Deposit Ticket: <input type="text"/></p> <p>Deposit Date: 04/10/2015 </p> <p>Bank Deposit Date: <input type="text"/> </p> <p>Date Transmitted for Reconciliation: <input type="text"/> </p> <p>Date Transmitted for Audit: <input type="text"/> </p> <p>Method of Deposit: <input type="text"/></p> <p>Deposit and Bank Category: <input type="text"/> </p> <p>Payment Type: Cash <input type="text"/></p> <p>Misc. Identifier: <input type="text"/></p> <p>Mail Code: <input type="text"/></p> <p>Escrow ID: <input type="text"/> </p> <p>Number of Checks: 0</p> <p>Central Statement Customer: <input type="text"/> </p> <p>Central Statement BPRO: <input type="text"/> </p>

- Click on the Extended Description tab, and in the **Extended Description** field, enter **Bank Deposit Person**. The extended description field holds 1500 characters and allows you to record any additional information. For example, if you can't fit the description in the general information tab you may use the Extended Description as an overflow box.

General Information	Extended Description	Document Information
	<p>Extended Description:</p> <p>Bank Deposit Person</p>	

C. Complete the General Information tab on the Vendor section.

1. On the Document Navigator Panel, click the **Vendor** section.
2. Click **Insert New Line** at the bottom of the section.



3. On the **General Information** tab, select the **Vendor Customer** picklist.
4. In the **Vendor/Customer** field on the picklist, enter **VC*003** to search for the person who gave us money.
5. Select the **Browse** link; click the **Select** link for Customer **VC0000000003**, John Eppinett. To select John as the person giving us money.
6. Select the **Billing Profile** picklist to search for the billing profile that John uses so that you don't have to fill in the information manually.

7. Click the **Browse** link.

Choose

[Browse](#) [Clear](#)

Department: ALL Unit: ALL

Billing Profile: Billing Profile Name:

Billing Type: Final Statement:

Collection Agreement: Enable Notification for Internal Debt:

	Department	Unit	Billing Profile	Name	Billing Type	Final Statement	Collection Agreement	Enable Notification for Internal Debt
Select	ALL	ALL	COST	Cost Accounting	Cost Accounting Billing			No
Select	ALL	ALL	SHAKE	Shakedown	Invoice		SHAKE	No
Select	ALL	ALL	ST01	System Test	Invoice		SHAKE	No
Select	ALL	ALL	TEST	System Test	Statement		AZ1	No

[Cancel](#) First Previous Next Last

8. Click the **Select** link that corresponds with Billing Profile **ST01**, which is John’s billing profile.

9. In the **Line Amount** field, enter **175**; this is the total of the cash received.

10. In the **Payment Type** field, select **Cash**.

11. Click **Save**

Vendor Total Lines: 1 Vendor Line: 1 Vendor Customer: VC0000000003 Legal Name: John Eppinett

Vendor Line	Vendor Customer	Legal Name	Line Amount	Suppress Pend Print	Payment Type
1	VC0000000003	John Eppinett	\$175.00	No	Cash

From 1 to 1 Total: 1 [First](#) [Previous](#) [Next](#) [Last](#) Go to line: [Go](#)

[List View](#)

General Information Payment Information Reference Information Payment Order Wire Transfer

Vendor Customer: VC0000000003

Billing Profile: ST01

Legal Name: John Eppinett

Alias/DBA:

Traveler ID:

Misc. Account:

Address Code: AD001

Address Line 1: 9192 E. San Salvador Driv

Address Line 2:

City: Scottsdale

State: AZ

Zip: 85258

Country: USA

County:

AR Dept: 100

AR Unit: ALL

Vendor Contact ID: PC001

Vendor Contact Name: John Eppinette

Vendor Contact Phone: (480) 938-2231

Vendor Contact Phone Ext.:

Vendor Contact Email: jeppinette@hotmail.com

Fax:

Fax Extension:

Web Address http://:

Auto Apply:

Reserve Cr Balance:

Line Amount: \$175.00

Payment Type: Cash

Suppress Pend Print:

Currency: 174

Coin: 1.00

Line Actual Amount: \$175.00

D. Complete the General Information tab on the Accounting section.

1. On the Document Navigator Panel, click the **Accounting** section.

2. Click **Insert New Line** at the bottom of the section.
3. On the **General Information** tab, in the **Line Amount** field, enter **175**.
4. In the **Currency** field enter **174**, to indicate that we were given \$174 dollars in bills.
5. In the **Coin** field enter **1**, to indicate that we were given \$1 in change.

The screenshot displays the Accounting system interface. At the top, a header bar shows 'Accounting' and 'Total Lines: 1 Accounting Line: 0 Line Amount:'. Below this is a table with columns for 'Accounting Line', 'Line Amount', and 'Event Type'. The first row shows '0'. Navigation buttons like 'First', 'Previous', 'Next', and 'Last' are visible. Below the table, there are tabs for 'General Information', 'Reference', 'Fund Accounting', and 'Detail Accounting'. The 'General Information' tab is active, showing various input fields. On the left side, 'Line Amount' is set to 175, 'Currency' is 174, and 'Coin' is 1. On the right side, there are fields for 'Budget FY', 'Fiscal Year', 'Period', 'Reason', 'Reclassification Date', 'Reclassification Held', 'Trip ID', 'Serial Deposit Number', 'Foreign Currency Code', 'Foreign Currency Amount', 'Exchange Rate', 'Assessment ID', and 'Tax Percentage'. A 'Refunded Amount' of \$0.00 is also displayed.

- E. Complete the Fund Accounting tab on the Accounting section to identify the account the money should be deposited in.
 1. Click the **Fund Accounting** tab.
 2. In the **Fund** field, enter the data from *your student data card*.
 3. In the **Revenue** field, enter **4312**.
 4. In the **Department** field, enter the data from *your student data card*.
 5. In the **Unit** field, enter the data from *your student data card*.

6. In the **Appr Unit** field, enter the data from *your student data card*.

7. Click the **Detail Accounting** tab.

8. In the **Function** field, enter the data from *your student data card*.

Please Note: Typically the Function would infer the fund, unit and other elements, so that these elements would not need to be separately entered.

9. In the **Task** field, enter the data from *your student data card*.

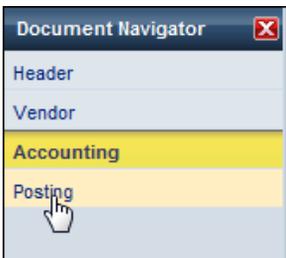
F. Check the CR document for errors and submit it.

1. Click the **Validate** button to check for errors. If any errors exist such as missing values in required fields, fix the errors and click the **Validate** button again.



2. If the validation is successful, the following message is displayed in the upper left corner of the screen: "**Document validated successfully.**"

3. On the Secondary Navigation Panel, click the **Posting** section.



- Click the **Eye** icon to see the details of the credit and debit postings for your receipt. Review and verify the postings correspond to the values entered on the accounting line.

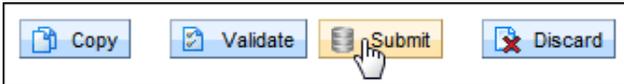
The screenshot shows a 'Posting' window with the following details:

Line	Function	Debit Posting Credit Posting	Debit Posting Name Credit Posting Name	Debit Amount	Credit Amount
1	Standard	A001 R003	Cash External CER	\$175.00	\$175.00

Below the table is a 'List View' button and a 'General Information' section with the following fields:

- Run Time/Date: 04/11/2015
- Record Date: 04/06/2015
- Journal Posting: Not Ready
- Budget Posting: Not Ready
- Bank Account: BK01
- BSA Type Indicator:
- OBSA Type Indicator: Asset
- Debt ID:
- Budget FY: 2015
- Fiscal Year: 2015
- Period: 10
- Post Pair ID: A
- Line Amount: (\$175.00)
- Posting Amount: (\$175.00)
- Closed Amount: \$0.00

- Click the **Submit** button to submit the document for approval once the document has been successfully validated and all values on the posting line are correct.



- If the submission is successful, the following message is displayed in the upper left corner: **"Document submitted successfully."**

2.3: RESEARCHING CASH RECEIPTS

The Cash Receipt document updates several inquiry tables when a payment is entered.

Customer Account Information (CUSTA) Table

The information that updates in tables can be looked up by performing a query and certain tables are designed for this purpose. For example, customer account information and balances can be researched using the Customer Account Information (CUSTA) query page. One way to quickly access the CUSTA query page is to type **CUSTA** into the Jump to field in the Primary Navigation Panel.

Customer Account Information

Customer	Name	Billing Profile	Department	Unit	Outstanding Balance
✓ VC0000000003	John Eppinett	ST01	100	ALL	(\$1,450.50)
VC000000176	Student 1 Inc.	ST01	100	ALL	\$1,200.00
VC000000228	Instructor Inc	ST01	100	ALL	\$9,450.00

First Prev Next Last

[Search](#) 🔍

▼ **Current Balance**

Customer :	VC0000000003	Earned Unliquidated Rec :	\$1,500.00
Name :	John Eppinett	Earned Liquidated Rec :	\$0.00
Billing Profile :	ST01	Earned Collected :	\$2,200.50
Central Statement :	<input type="checkbox"/>	Unearned Unliquidated Rec :	\$0.00
Department :	100	Unearned Liquidated Rec :	\$0.00
Unit :	ALL	Unearned Collected :	\$0.00
Unliquidated Amount :	\$1,500.00	Refund Unliquidated Rec :	\$0.00
Liquidated Amount :	\$0.00	Refund Liquidated Rec :	\$0.00
Collected Amount :	\$2,200.50	Refund Collected :	\$0.00
Payment within Tolerance Amount :	\$0.00	Deposit Unliquidated Rec :	\$0.00
Outstanding Balance :	(\$1,450.50)	Deposit Liquidated Rec :	\$0.00
Written Off Amount :	\$0.00	Deposit Collected :	\$0.00
Unreserved Credit Balance :	\$750.00	Third Party Code :	
Reserved Credit Balance :	\$0.00	Third Party Unliquidated Rec :	\$0.00
		Third Party Liquidated Rec :	\$0.00
		Third Party Collected :	\$0.00

► **Credit History**

[Top](#)

[Unreserved Credit Balance](#) [Reserved Credit Balance](#)

The following fields on CUSTA are calculated to present the overall status of the customer account.

- ✓ **Un-liquidated Amount** – The total amount of unpaid bills.
- ✓ **Liquidated Amount** – The total billed amount that has been paid.
- ✓ **Collected Amount** – The total amount that has been paid, whether billed or not, not including advances and pre-payments.
- ✓ **Outstanding Balance** – The total amount owed for the customer account. Calculated as the total amount billed, less all amounts collected (including advances and pre-payments).
- ✓ **Unreserved Credit Balance** – The total unreserved credit balance on the customer account caused by overpayments.
- ✓ **Reserved Credit Balance** - The total credit balance on the customer account that is designated for a special purpose. Customer Information (CUSTS) Table.

ACTIVITY 1.2

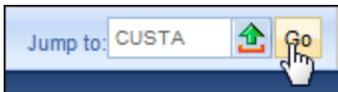
Research Cash Receipt Impact on Customer Accounts

Scenario

Your agency needs to check the outstanding balance for John Eppinett. Using the CUSTA table view the outstanding balance for John.

Steps

- A. Review CUSTA updates.
 1. In the **Jump to** field, enter **CUSTA**.
 2. Click **Go**.



3. The Search window opens.

Customer	Name	Billing Profile	Department	Unit	Outstanding Balance
VC0000000003	John Eppinett	ST01	100	ALL	(\$1,450.50)
VC000000176	Student 1 Inc.	ST01	100	ALL	\$1,200.00
VC000000228	Instructor Inc	ST01	100	ALL	\$9,450.00

4. In the **Department** field, enter the data from **your student data card**.
5. In the **Customer** field, enter **VC*003**, to search for John Eppinett.
6. Click **OK**. The CUSTA record for the customer and billing profile is opened.

7. Review the record and see that collected amount has increased.

Detailed Transaction Listing

Customer	Billing Profile	Department	Unit	Document Identifier	Earned Unliquidated Rec
✓ VC0000000003	ST01	100	ALL	RE 100 INSTRUCT 6.4	\$500.00
VC0000000003	ST01	100	ALL	RE 100 INST 4.4A	\$1,000.00

First Prev Next Last [Download](#)

[Search](#)

Doc Code : RE Earned Unliquidated Rec : \$500.00

Doc Dept : 100

Doc ID : INSTRUCT 6.4

GROUP ACTIVITY 2: REVIEWING THE CBALDQ TABLE

Cash Balance Detail Query (CBALDQ)

When researching a fund you can view the available Cash Balance Detail. The (CBALDQ) table displays the available cash balance for the fund you would like to view.

Steps

Review CBALDQ updates.

1. In the **Jump to** field, enter **CBALDQ**
2. Click **Go**.
3. Select the **Fund** with a **Cash Balance**
4. View the **Cash Balances**

Cash Balance Detail					
Fund	Sub Fund	Cash Balance	Adjusted Cash Balance	Available Cash Balance	
0001	BLNK	\$0.00	\$0.00	\$0.00	
✓ 1000	1000	\$0.00	\$0.00	\$0.00	
1000	1003	\$0.00	\$0.00	\$0.00	
1000	1004	\$0.00	\$0.00	\$0.00	
1000	BLNK	\$241,886,101.81	\$241,886,101.81	\$241,886,101.81	

First Prev [Next](#) [Last](#)

[Search](#)

Fund : 1000

Sub Fund : 1000

Cash Balance : \$0.00

Pending Increase Non-Cash : \$0.00

Pending Decrease Non-Cash : \$0.00

Pending Increase Cash : \$0.00

Pending Decrease Cash : \$0.00

Accepted Increase Non-Cash : \$0.00

Accepted Decrease Non-Cash : \$30,094.00

Adjusted Cash Balance : \$0.00

Cash Balance Minimum : \$0.00

Available Cash Balance : \$0.00

[Cash Balance Detail Maintenance](#) [Cash Balance Summary](#)

RECEIVABLE HISTORY AND REFERENCE QUERY

The Receivable History and Reference Query (RDET) displays all document activity related to an RE. When a cash receipt references a RE, it updates the RDET.

Receivable History and Reference Query						
Search First Prev Next Last						
Department :	100	Total Billed : \$1,000.00				
Unit :	ALL	Total Liquidated : \$0.00				
Doc Dept :	100	Total to Collections : \$0.00				
Document ID :	INST 4.4A	Total Written Off : \$0.00				
Customer :	VC0000000003	Total Outstanding : \$1,000.00				
Name :	John Eppinett	Closed Date :				
Accepted	Reference Document	Billed	Liquidated	Sent to Collection	Written Off	
✓ 10/22/2014	RE 100 INST 4.4A 1	\$1,000.00	\$0.00	\$0.00	\$0.00	
First Prev Next Last						
Receivable Search						

GROUP ACTIVITY 3: REVIEWING THE DOCUMENT ACTIVITY

Let's explore the RE history for the previous exercise.

Steps

Review RDET History.

1. In the **Jump to** field, enter **RDET**
2. Click **Go**.
3. Enter the **Dept** from your **Data Sheet**
4. Click **OK**
5. Click on the link for your document from the previous exercise.
6. View the Receivable history

INDIVIDUAL ACTIVITY 1: CREATE A CASH RECEIPT WITHOUT A RECEIVABLE DOCUMENT

Using the information from the data sheet,

Create a Cash Receipt on your own and record the document number.

Document # _____.

Section 3: Cash Receipt with Reference Documents

LESSON OVERVIEW

A Cash Receipt can reference several types of Receivable documents. You may need to attach a document in AFIS to the CR for future reference. For example, when a customer has submitted payment in response to a bill, a CR-based document must be entered. The CR-based document must reference the Receivable document to reduce the amount of the receivable (i.e., show that the bill or part of the bill has been paid).

3.1: ENTERING A CASH RECEIPT WITH A RECEIVABLE REFERENCE

Invoice Payment

When a customer makes a payment that exactly matches an invoice, the Cash Receipt can be created by referencing the existing RE based document. The customer and accounting information will carry forward from the Receivable and populate the CR-based document. There are only a few fields that need information to be manually entered in this scenario.

Partial Payment

If the payment does not fully cover the amount of the referenced document(s), it is considered a Partial Payment and it will leave an outstanding balance on the customer's account (visible in the Customer Account Information table). The steps involved in processing a partial payment are similar to the steps involved in processing a full invoice payment with the exception that the Header-Document Total, Vendor-Line Amount, and Accounting-Line Amount fields must be changed to match the payment received.

ACTIVITY 1.3

Process a Partial Payment CR using Copy Forward to Reference RE

Scenario

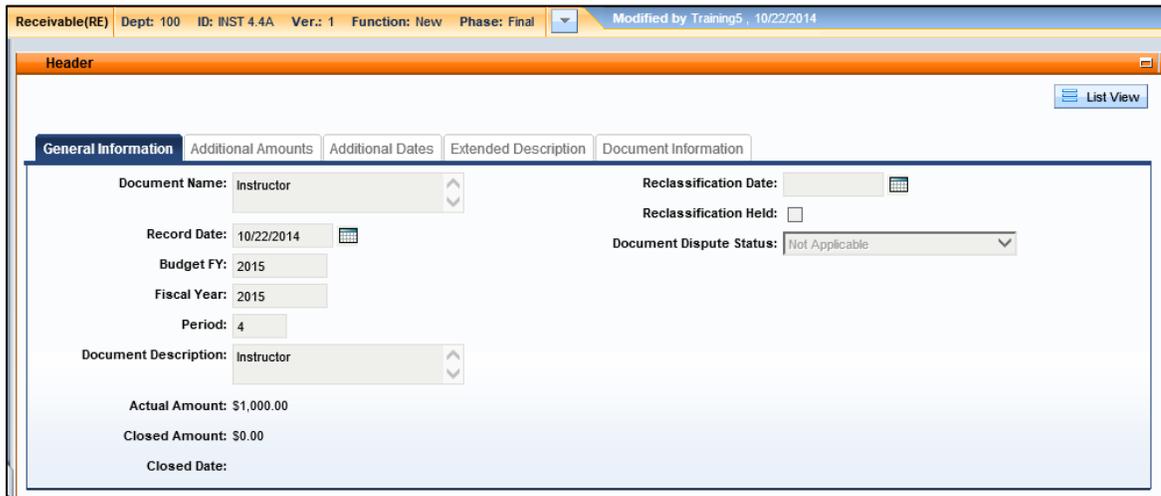
Several weeks ago, your agency created a RE for \$1000, split evenly between goods (\$500) and services (\$500). An invoice was sent to the customer. The customer has now sent a check with a partial payment of \$750. Of this payment, \$300 will be applied to the goods accounting line for the remaining \$450 will be applied to the services line. You need to create the Cash Receipt referencing the RE.

Steps

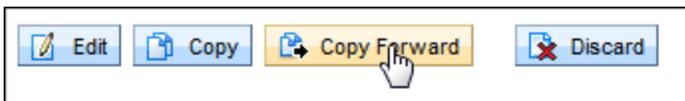
- A. User is logged into the AFIS Home Page.
- B. Search for the existing RE document.
 1. In the **Jump to** field, enter **RESTA**.
 2. Click **Go**. The Receivable Search page will open. The search fields are blank and no records are displayed.



3. In the **Dept** field, enter the data from **your student data card**.
4. Click **Browse**. The RE document ID link is displayed in the grid.
5. In the grid, select the **Doc ID from your student data card** by clicking on the underlined Doc ID. The RE document will open.



- C. Copy forward to a CR document.
 1. From the bottom, left hand side of the document, click the **Copy Forward** button. The Copy Forward page opens.



2. In the **Doc Department Code** field, enter the data from **your student data card**.
3. Check the **Auto Numbering** checkbox.
4. If necessary, in the **Target Doc Code** grid, click the line for **CR** to indicate that you are copying forward to a CR.

Copy Forward

From Document

Category : AR Doc Dept : 100
 Type : RE Doc Unit :
 Code : RE ID : INST 4.4A
 Select Entire Document : Version : 1

To Document

Doc. Department Code : 100 Document Id :
 Unit Code : Auto Numbering :

Target Doc Type	Target Doc Code	Description
<input checked="" type="checkbox"/> CR	CR	Collect Receivable
<input type="checkbox"/> WO	WO	Write-Off Receivable
<input type="checkbox"/> WO	WOAGA	Write-Off Receivable - AG
<input type="checkbox"/> CL	CL	Send Receivable to Collection

First Prev Next Last

OK Cancel

- Click **OK**. When the CR is created, a new Document ID is generated. The document is shown as Ver: 1, Function: New, Phase: Draft.
- Make note of the generated **Document ID**: _____

The screenshot shows the AFIS system header with the following information:

- Logo: AFIS
- Jump to: RESTA
- Buttons: Go, Home, Personalize
- Welcome, Student 1
- Navigation: Procurement, Budgeting, Accounts Receivable, Accounts
- Document Details: Cash Receipt(CR) | Dept: 100 | ID: 20150000227 | Ver.: 1 | Function: New | Phase: Draft
- Modified by Student1, 04/06/2015

- Complete the General Information tab on the Header section.
 - In the **Document Total** field, enter the amount **750**.
 - In the **Bank Account** field, enter **BK01**.
 - In the **Deposit Date** field, enter **06/14/2015**.

4. Click the **Open Document Navigator** arrow on the left side of the screen to expand the Document Navigator panel. Select **Vendor** on the Document Navigator panel.
- E. Complete the General Information tab on the Vendor component.
1. Click the **Vendor** section. Observe that most of the fields are populated based on values from the RE, including Vendor Customer, Billing Profile, Line Amount, AR Dept and AR Unit.
 2. In the **Line Amount** field, change the amount to **750**.

- For the **Payment Type**, select **Check**.

The screenshot shows the 'General Information' tab of a software interface. The form is divided into two columns. The left column contains fields for Vendor Customer (VC000000003), Billing Profile (ST01), Legal Name (John Eppinett), Alias/DBA, Traveler ID, Misc. Account, Address Code (AD001), Address Line 1 (9192 E. San Salvador Drive), Address Line 2, City (Scottsdale), State (AZ), Zip (85258), Country (USA), County, AR Dept (100), and AR Unit (All). The right column contains fields for Vendor Contact ID (PC001), Vendor Contact Name (John Eppinette), Vendor Contact Phone ((480) 938-2231), Vendor Contact Phone Ext., Vendor Contact Email (jeppinette@hotmail.com), Fax, Fax Extension, Web Address http://, Auto Apply, Reserve Cr Balance, Line Amount (750), Payment Type (Check), Suppress Pend Print, Currency (0), Coin (0.00), and Line Actual Amount (\$1,000.00). At the bottom, there are buttons for Save, Undo, Insert New Line, Insert Copied Line, and Edit with Grid.

- Click the **Payment Information** tab.
- In the **Check/EFT Number** field enter the *check number*.
- In the **Check/EFT Date** field enter *06/14/2015*.

The screenshot shows the 'Payment Information' tab of the same software interface. The form is divided into two columns. The left column contains fields for Payment Date (04/06/2015), Reason, Check/EFT Number (100), Check/EFT Date (4/4/2015), ID Number, ID Type, NSF Fee Amount (\$0.00), NSF Check Date, and Waive NSF Fee. The right column contains fields for Credit/Debit Card, Credit/Debit Card Type, Credit/Debit Card Number, Credit/Debit Card Expiration Month, Credit/Debit Card Expiration Year, Credit/Debit Card Trans Number, Credit/Debit Card Holder Name, and three Misc. Description fields (Misc. Description 1, 2, and 3).

- Click the **Reference Information** tab. Observe that the Ref Doc Code, Ref Doc Dept, and Ref Doc ID fields are populated showing the RE document.

General Information | Payment Information | **Reference Information** | Payment Order | Wire Transfer

Ref Doc Code: RE Ref Vendor Line: 1
 Ref Doc Dept: 100 Ref Accounting Line: 2
 Ref Doc ID: INST 4.4A

- Enter the partial payment amounts in the Accounting Lines.
 - Click the **Open Document Navigator** arrow on the left side of the screen to expand the Document Navigator panel.
 - Select **Accounting** on the Document Navigator panel.
 - The first of two accounting lines is displayed. Event Type, Line Type, and Line Amount are populated with the values AR02, A, and \$500.00 respectively.

Accounting Line	Line Amount	Event Type
1	\$500.00	AR02
2	\$500.00	AR02

From 1 to 2 Total: 2 First Previous Next Last Go to line: [] Go

- In the **Line Amount** field, change the amount to **300**.
- Click the **Reference Information** tab. Observe that the RE document is identified.
- Click the **Fund Accounting** tab. Observe that the accounting elements are populated.
- In the Account line grid, click line 2. The second accounting line is displayed, still showing the **Fund Accounting** tab.
- Click the **General Information** tab.
- On Accounting Line 2, in the **Line Amount** field, change the amount to **450**.

Accounting Line	Line Amount	Event Type
1	\$300.00	AR02
2	\$450.00	AR02

From 1 to 2 Total: 2 First Previous Next Last Go to line: [] Go

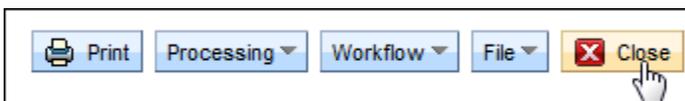
G. Check the CR document for errors and submit it.

1. Click the **Validate** button to check for errors. If any errors exist, fix the errors and click the **Validate** button again. If the validation is successful, the following message is displayed in the upper left corner of the screen: "**Document validated successfully.**"
2. Click the **Posting** section.
3. Click the Eye icon to see the details of the credit and debit postings.

Posting					
Total Lines: 2 Posting Line: 1					
Line	Function	Debit Posting Credit Posting	Debit Posting Name Credit Posting Name	Debit Amount	Credit Amount
1	Standard	A001 R003	Cash External CER	\$300.00	\$300.00

General Information	Fund Accounting	Detail Accounting
Run Time/Date: 04/11/2015		
Record Date: 04/06/2015		
Journal Posting: Not Ready		
Budget Posting: Not Ready		
Bank Account: BK01		
BSA Type Indicator:		
OBSA Type Indicator: Asset		
Debt ID:		
	Budget FY: 2015	
	Fiscal Year: 2015	
	Period: 10	
	Post Pair ID: A	
	Line Amount: (\$300.00)	
	Posting Amount: (\$300.00)	
	Closed Amount: \$0.00	

4. Click the **Submit** button to submit the document for approval when all errors are resolved. If the submission is successful, the following message is displayed in the upper left corner: "**Document submitted successfully.**"
5. Click **Close** to return to the RE. The CR document will close and you will be returned to the original RE document.



H. Review the updates to the RE after processing the CR.

1. Review **Closed Amount** on the RE header section, which reflects the CR amount of \$750.00.
2. Click the **Accounting** section. The first accounting line is displayed. The **Line Amount** has not changed, but the **Line Closed Amount** shows \$300.00.
3. Click the **Additional Information** tab. The amounts have been updated because of the CR. **Liquidated Amount** and **Collected Amount** values are \$300.00. The **Outstanding Amount** is \$200.00.
4. Click **Home** in the Primary Navigation Panel to return to the Home page.

3.2: CASH RECEIPT FOR A VENDOR REFUND

When a Vendor has been overpaid by the State, the State will receive a refund for the amount of the overpayment. This creates the need for a Cash Receipt to process the refund. This lesson will focus on the process involved in creating a Cash Receipt to record the Vendor Refund.

ACTIVITY 1.4

Create a Cash Receipt for a Vendor Refund

Scenario

Your agency has received cash for \$25 from a vendor who is refunding money overpaid by the State. In this case, no bill was sent to the vendor. You need to record the check as a CR in AFIS.

Setup

A. User is logged into the AFIS Home Page.

Steps

- B. Create a CR document from the Document Catalog.
1. On the Secondary Navigation Panel, click **Search**.
 2. Click **Document Catalog**.
 3. Click **Create**.
 4. In the **Code** field, enter **CR**.
 5. In the **Dept.** field, enter the data from *your student data card*.
 6. Check the **Auto Numbering** checkbox.
 7. Click **Create**. When the document is created, a new Document ID is generated. The document is shown as Ver: 1, Function: New, Phase: Draft.
 8. Make note of the generated **Document ID**: _____

Cash Receipt(CR)	Dept: 100	ID: 201500000228	Ver.: 1	Function: New	Phase: Draft	Modified by Student1 , 04/06/2015
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- C. Complete the General Information tab of the Header section.
1. In the **Document Total** field, enter **25**.
 2. In the **Bank Account** field, enter **BK01**.
 3. In the **Deposit Date** field, enter **06/14/2015**.
 4. In the **Document Description** field enter **Refund**.

The screenshot shows a software window titled 'Header' with a 'List View' button in the top right. Below the title bar are three tabs: 'General Information' (selected), 'Extended Description', and 'Document Information'. The 'General Information' tab contains two columns of fields. The left column includes: Document Name (dropdown), Record Date (calendar), Budget FY (text), Fiscal Year (text), Period (text), Document Description (dropdown, set to 'refund'), Document Total (text, set to '25'), Actual Amount: \$0.00, Closed Amount: \$0.00, Closed Date (text), Original Amount (text), Total Currency: \$0.00, Total Coin: 0.00, Total Cash: \$0.00, Total Check: \$0.00, Total Credit/Debit: \$0.00, Total EFT: \$0.00, Total Wire Transfer: \$0.00, and Total Payroll Deduction: \$0.00. The right column includes: Bank Account (text, set to 'BK01'), Cash Account (text), Cash Account Sub (text), Deposit Ticket (text), Deposit Date (calendar, set to '4/5/2015'), Bank Deposit Date (calendar), Date Transmitted for Reconciliation (calendar), Date Transmitted for Audit (calendar), Method of Deposit (dropdown), Deposit and Bank Category (text), Payment Type (dropdown, set to 'Cash'), Misc. Identifier (text), Mail Code (text), Escrow ID (text), Number of Checks (text, set to '0'), Central Statement Customer (text), and Central Statement BPRO (text). At the bottom left are 'Save' and 'Undo' buttons, and at the bottom right is an 'Auto Apply' button.

5. Click the **Open Document Navigator** arrow on the left side of the screen to expand the Document Navigator panel.
 6. Select **Vendor** on the Document Navigator panel.
- D. Complete the General Information tab on the Vendor section.
1. Click **Insert New Line**.
 2. In the **Vendor Customer** field, enter **0088855501** to search for the vendor refunding the payment.
 3. In the **Line Amount** field, enter **25**.
 4. In the **Payment Type** field, select **Cash**.

Vendor						
Vendor Line	Vendor Customer	Legal Name	Line Amount	Suppress Pend Print	Payment Type	
0						

From 1 to 1 Total: 1

First Previous Next Last

Go to line: Go

List View

General Information Payment Information Reference Information Payment Order Wire Transfer

Vendor Customer:	<input type="text"/>	Vendor Contact ID:	<input type="text"/>
Billing Profile:	<input type="text"/>	Vendor Contact Name:	<input type="text"/>
Legal Name:	<input type="text"/>	Vendor Contact Phone:	<input type="text"/>
Alias/DBA:	<input type="text"/>	Vendor Contact Phone Ext.:	<input type="text"/>
Traveler ID:	<input type="text"/>	Vendor Contact Email:	<input type="text"/>
Misc. Account:	<input type="checkbox"/>	Fax:	<input type="text"/>
Address Code:	<input type="text"/>	Fax Extension:	<input type="text"/>
Address Line 1:	<input type="text"/>	Web Address http://:	<input type="text"/>
Address Line 2:	<input type="text"/>	Auto Apply:	<input type="checkbox"/>
City:	<input type="text"/>	Reserve Cr Balance:	<input type="checkbox"/>
State:	<input type="text"/>	Line Amount:	25
Zip:	<input type="text"/>	Payment Type:	Cash
Country:	<input type="text"/>	Suppress Pend Print:	<input type="checkbox"/>
County:	<input type="text"/>	Currency:	
AR Dept:	<input type="text"/>	Coin:	
AR Unit:	<input type="text"/>	Line Actual Amount:	

Save Undo Insert New Line Insert Copied Line Edit with Grid

Copy Validate Submit Discard Print Processing Workflow File

E. Complete the General Information tab on the Accounting section.

1. Click the **Accounting** section.
2. Click **Insert New Line**.
3. In the **Event Type** field, enter **AR32** (Collect Vendor Refund) to indicate that we are collecting a vendor refund.
4. In the **Line Amount** field, enter **25**.

The screenshot shows the 'Accounting' section with 'Total Lines: 1', 'Accounting Line: 0', and 'Line Amount:'. Below is a table with one row: 'Accounting Line' (0), 'Line Amount', and 'Event Type'. Navigation buttons 'First', 'Previous', 'Next', 'Last' and 'Go to line: [] Go' are present. The 'General Information' tab is active, showing fields for 'Event Type' (AR32), 'Line Type', 'Line Type Name', 'Accounting Template', 'Line Description', 'Line Amount' (25), 'Currency', 'Coin', 'Refunded Amount' (\$0.00), 'Budget FY', 'Fiscal Year', 'Period', 'Reason', 'Reclassification Date', 'Reclassification Held', 'Trip ID', 'Serial Deposit Number', 'Foreign Currency Code', 'Foreign Currency Amount', 'Exchange Rate', 'Assessment ID', and 'Tax Percentage'.

F. Complete the Fund Accounting tab on the Accounting section to indicate the account to deposit the money into.

1. Click the **Fund Accounting** tab.

The screenshot shows the 'Fund Accounting' tab with fields for 'Fund', 'Department', 'Sub Fund', 'Unit', 'Object', 'Sub Unit', 'Sub Object', 'Appr Unit', 'Revenue', 'BSA', 'Sub Revenue', and 'Sub BSA'. Each field has a dropdown arrow icon.

2. In the **Fund** field, enter the data from *your student data card*.

3. In the **Object** field, enter **7599**.
4. In the **Department** field, enter the data from *your student data card*.
5. In the **Unit** field, enter the data from *your student data card*.
6. In the **Appr Unit** field, enter the data from *your student data card*.
7. Click the **Detail Accounting** tab.

The screenshot shows the 'Detail Accounting' tab in a software application. The tab is active and displays several input fields arranged in a grid. Each field has a small green arrow icon to its right, indicating a dropdown or search function. The fields are:

- Location: []
- Sub Location: []
- Activity: []
- Sub Activity: []
- Function: []
- Sub Function: []
- Reporting: []
- Sub Reporting: []
- Task: []
- Sub Task: []
- Task Order: []
- Major Program: []
- Program: []
- Phase: []
- Program Period: []

8. In the **Task** field, enter the data from *your student data card*.
 9. In the **Sub Task** field, enter the data from *your student data card*.
- G. Submit the CR document.
1. Click the **Validate** button to check for errors. If any errors exist, fix the errors and click the **Validate** button again. If the validation is successful, the following message is displayed in the upper left corner of the screen: "**Document validated successfully.**"
 2. Click the **Submit** button to submit the document for approval when all errors are resolved. If the submission is successful, the following message is displayed in the upper left corner: "**Document submitted successfully.**"
 3. Click **Home** in the Primary Navigation Panel, to return to the Home page.

3.3: RECORD AN ACH CREDIT CASH RECEIPT USING AUTO APPLY

The State can receive many types of payments; one type is an Automated Clearing House (ACH) Credit or Wire Transfer transaction. An ACH Credit or Wire Transfer transaction requires the creation of a Cash Receipt document to record the receipt of funds.

Auto Apply Feature

The Auto Apply feature allows AFIS to automatically apply the funds from the customer's payment to outstanding RE's the customer has. The system will apply the funds from oldest to the newest outstanding RE.

The Auto Apply checkbox on the Vendor component General Information tab **must be** checked. Then the Auto Apply button located on the Cash Receipt Header component can be selected. The system will automatically apply the payments.

In the event of partial payments, a user will enter the dollar amount on the vendor line before selecting Auto Apply.

The screenshot shows the 'Vendor' component with the following details:

- Vendor Customer:** VC0000000003
- Vendor Contact ID:** PC001
- Billing Profile:** ST01
- Vendor Contact Name:** John Eppinette
- Legal Name:** John Eppinett
- Vendor Contact Phone:** (480) 938-2231
- Alias/DBA:** (empty)
- Vendor Contact Phone Ext.:** (empty)
- Traveler ID:** (empty)
- Vendor Contact Email:** jeppinette@hotmail.com
- Misc. Account:**
- Fax:** (empty)
- Address Code:** AD001
- Fax Extension:** (empty)
- Address Line 1:** 9192 E. San Salvador Dri
- Web Address http://:** (empty)
- Address Line 2:** (empty)
- City:** Scottsdale
- State:** AZ
- Zip:** 85258
- Country:** USA
- Auto Apply:** (highlighted with a red box)
- Reserve Cr Balance:**
- Line Amount:** \$750.00
- Payment Type:** Cash
- Suppress Pend Print:**
- County:** (empty)
- Currency:** 0
- AR Dept:** 100
- Coin:** 0.00
- Line Actual Amount:** \$750.00

Activity 1.5

Record an ACH Credit Cash Receipt using Auto Apply

Scenario

You have been notified that an ACH payment in the amount of \$5,000 is being sent to us from John Eppinett. Your task is to create an ACH credit cash receipt document, once it is received, and submit it for approval. You currently have outstanding REs for this customer, use the Auto Apply feature to apply the ACH payment to the outstanding RE's for John.

Setup

A. User is logged into the AFIS Home Page.

Steps

- B. Create a CR document from the Document Catalog.
 1. On the Secondary Navigation Panel, click **Search**.
 2. Click **Document Catalog**.

3. Click **Create**.
4. In the **Code** field, enter **CR**.
5. In the **Dept.** field, enter the data from **your student data card**.
6. Check the **Auto Numbering** checkbox.
7. Click **Create**. When the document is created, a new Document ID is generated. The document is shown as Ver: 1, Function: New, Phase: Draft. Make note of the generated **Document ID:** _____

Cash Receipt(CR)	Dept: 100	ID: 201500000229	Ver.: 1	Function: New	Phase: Draft	Modified by Student1 , 04/06/2015
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C. Complete the General Information tab of the Header section.

1. In the **Document Description** field, enter the word **Training**.
2. In the **Document Total** field, enter **5000**.
3. In the **Bank Account** field, enter **BK01**.
4. In the **Deposit Date** field, enter **the current date**.
5. In the **Method of Deposit** field, select **Electronic**.

The screenshot shows the 'Header' section of the AFIS system, specifically the 'General Information' tab. The form is divided into two main columns of fields. The left column includes 'Document Name', 'Record Date', 'Budget FY', 'Fiscal Year', 'Period', 'Document Description' (set to 'Training'), 'Document Total' (set to '5000'), and various financial summary fields like 'Actual Amount', 'Closed Amount', 'Original Amount', 'Total Currency', 'Total Coin', 'Total Cash', 'Total Check', 'Total Credit/Debit', 'Total EFT', 'Total Wire Transfer', and 'Total Pavroll Deduction'. The right column includes 'Bank Account' (set to 'BK01'), 'Cash Account', 'Cash Account Sub', 'Deposit Ticket', 'Deposit Date' (set to '4/3/2015'), 'Bank Deposit Date', 'Date Transmitted for Reconciliation', 'Date Transmitted for Audit', 'Method of Deposit' (set to 'Electronic'), 'Deposit and Bank Category', 'Payment Type' (set to 'Wire Transfer'), 'Misc. Identifier', 'Mail Code', 'Escrow ID', 'Number of Checks' (set to '0'), 'Central Statement Customer', and 'Central Statement BPRO'. At the bottom, there are 'Save', 'Undo', and 'Auto Apply' buttons.

6. Click the **Open Document Navigator** icon (small arrow on left side) to switch to Document Navigator mode.

D. Complete the General Information tab on the Vendor section.

1. Click the **Vendor** section.

2. Click **Insert New Line** at the bottom of the section.
3. On the **General Information** tab, select the Vendor Customer picklist.
4. In the **Vendor/Customer** field on the picklist, enter **VC*003**. Click **Browse**.
5. Select Vendor Customer **VC000000003 John Eppinett**.
6. Click **Save**.
7. In the **Billing Profile** field, enter ST01.
8. Check the **Auto Apply** checkbox to tell the system to apply the funds across outstanding RE's.

9. In the **Line Amount** field, enter **5000**.
10. In the **Payment Type** field, select **Wire Transfer**. The State considers an incoming ACH to be a Wire Transfer

Vendor Customer: VC0000000003

Billing Profile: ST01

Legal Name:

Alias/DBA:

Traveler ID:

Misc. Account:

Address Code:

Address Line 1:

Address Line 2:

City:

State:

Zip:

Country:

County:

AR Dept: 100

AR Unit: ALL

Vendor Contact ID:

Vendor Contact Name:

Vendor Contact Phone:

Vendor Contact Phone Ext.:

Vendor Contact Email:

Fax:

Fax Extension:

Web Address http://:

Auto Apply:

Reserve Cr Balance:

Line Amount: 5000

Payment Type:

Suppress Pend Print:

Currency:

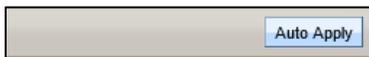
Coin:

Line Actual Amount:

11. Open the **Wire Transfer** tab.
12. In the **Wire Transfer Number** field, enter **123456**. This represents the number received from the incoming ACH/Wire Transfer.
13. In the **Wire Transfer Date** field, enter **06/14/2015**.

E. Build the accounting lines.

1. Click the **Header** section.
2. In the bottom, right-hand corner of the section, click the **Auto Apply** button.



F. Review the generated accounting lines.

1. Click the **Accounting** component. Observe that the Accounting lines have been built
2. In the grid, click the last accounting line. This line should reflect an overpayment, with the **Event Type AR40**.

Accounting					Total Lines: 4		Accounting Line: 4		Line Amount: \$3,500.00	
	Accounting Line		Line Amount	Event Type						
	1		\$500.00	AR02						
	2		\$500.00	AR02						
	3		\$500.00	AR02						
	4		\$3,500.00	AR40						

From 1 to 4 Total: 4

First Previous Next Last

Go to line: Go

G. Submit the CR document.

1. Click the **Validate** button to check for errors. If any errors exist, fix the errors and click the **Validate** button again. If the validation is successful, the following message is displayed in the upper left corner of the screen: "**Document validated successfully.**"
2. Click the **Submit** button to submit the document for approval when all errors are resolved. If the submission is successful, the following message is displayed in the upper left corner: "**Document submitted successfully.**"
3. Click **Home** in the Primary Navigation Panel, to return to the Home page.

Section 4: Cash Receipt Maintenance

LESSON OVERVIEW

Cash Receipt Maintenance includes modifying and cancelling cash receipts, reversing the liquidation of a receivable and processing a customer refund.

4.1: CASH RECEIPT MODIFICATION

Cash Receipts that are in the final phase may need to be changed for many reasons, such as to correct the Event Type, document reference, accounting elements, or net a credit balance. These changes can be processed through a modification. Some values on a final CR cannot be modified, such as the Chart of Account elements related to a referenced document, since these elements are inferred from the original RE. In cases where there are errors in fields that cannot be modified, the document may be corrected by using an AFIS transfer document.

ACTIVITY 1.6

Modify a CR

Scenario

A State employee has recorded the date of a check incorrectly for a \$750 payment. Modify the Cash Receipt to fix this error.

Setup

A. User is logged into the AFIS Home Page.

Steps

- B. Locate the CR to be modified from the Document Catalog.
1. Click **Search**.
 2. Click **Document Catalog**.
 3. In the **Code** field, enter **CR**.
 4. In the **Dept** field, enter the data from ***your student data card***.
 5. In the **ID** field, enter the data from ***your student data card***.
 6. Click the **Browse** link. The CR document is displayed in the grid below.
 7. Click the CR Document ID link, which corresponds to the data from ***your student data card***.

C. Modify the Cash Receipt document.

1. Click **Edit**. A new version of the document is displayed. It has the same ID number but an incremented Version number. Notice that the new document is in Draft Modification phase.

D. Update the Vendor line to indicate the correct check date.

1. Click the **Vendor** component.
2. Click the **Payment Information** tab.
3. Click the **Reason** field picklist.
4. Click the select link that corresponds to **Reclass** (whenever there is a modification to the payment information you must choose a reason, if it's a date change it's a reclassification of the document).
5. Enter the correct Check/EFT Date, Use 06/14/2015.

E. Submit the CR document.

1. Click the **Validate** button to check for errors. If any errors exist, fix the errors and click the **Validate** button again. If the validation is successful, the following message is displayed in the upper left corner of the screen: "**Document validated successfully.**"
2. Click the **Submit** button to submit the document for approval when all errors are resolved. If the submission is successful, the following message is displayed in the upper left corner: "**Document submitted successfully.**"
3. Click **Home** in the Primary Navigation Panel, to return to the Home Page.

Effects of Cash Receipt Modification

Since the previous activity just made a change to the Check/EFT Date, the CR modification will contain the details of the change. However, if a CR-based document modification is made, there will be updates to the information recorded in various places.

4.2: CASH RECEIPT CANCELLATION

There are times when CR-based Documents must be discarded or cancelled, such as when errors in data entry have been made. The process varies depending on the document status. Documents that are in Draft status can be discarded, which removes them from the system. A document in Final status can be discarded but will remain in the system. These are handled only by the Treasurer's Office, when necessary.

Discard a Draft CR Document

The Discard feature is used to close and remove draft documents completely from the system.



ACTIVITY 1.7

Discard a Draft CR Document

Scenario

You started a transaction and realized you would like to start over. You have not submitted the CR document. You decide to remove a draft version of a CR from the system.

Setup

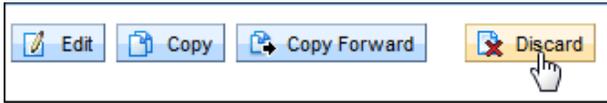
A. User is logged into the AFIS Home Page.

Steps

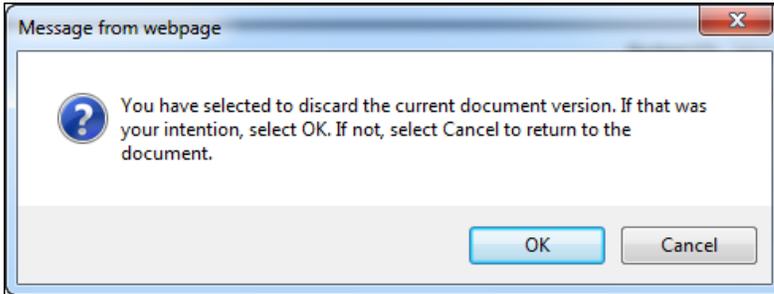
- B. Locate the CR from the Document Catalog.
1. Click **Search**.
 2. Click **Document Catalog**.
 3. In the **Code** field, enter **CR**.
 4. In the **ID** field, enter the data from **your student data card**.
 5. Click **Browse**. The CR document is displayed in the grid below.
 6. Click the **CR Document ID** link.

C. Discard the Cash Receipt document.

1. Click **Discard**.



2. A message prompt will appear to confirm the action.



3. Click **OK** to close the draft version and remove it from the system.

D. Return to the Home page.

1. Click **Home** in the Primary Navigation Panel, to return to the Home Page.

4.3: CANCEL A FINALIZED CASH RECEIPT DOCUMENT

It is possible to cancel a finalized document. For example, the Treasurer’s office might cancel a CR-based document if a duplicate cash receipt has been processed.

The discard feature is also used to cancel a finalized document. Unlike canceling a draft version, in which the document is discarded and disappears from the system, cancelling a finalized CR document will reverse the accounting impact and customer tracking updates and keep the original document in the system. Using the Discard feature on a CR-based document in a Final status will create a Cancellation Draft version of the document.

ACTIVITY 1.8

Cancel a Cash Receipt

Scenario

As a Treasurer’s Office user, you need to cancel a Cash Receipt document that is in Final status.

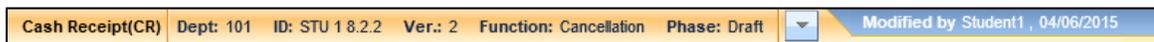
Setup

- A. User is logged into the AFIS Home Page.

Steps

- B. Locate the existing Cash Receipt (CR) document to be cancelled in the Document Catalog.
 1. Click **Search**.

2. Click **Document Catalog**.
 3. In the **Code** field, enter **CR**.
 4. In the **Dept** field, enter the data from *your student data card*.
 5. In the **ID** field, enter the data from *your student data card*.
 6. Click the **Browse** link. Your document is returned in the grid.
 7. In the grid, click the **Document ID** link. If more than one document is present, select the document in Final phase.
- C. Cancel the CR document by discarding the CR document.
1. Click the **Discard** button.
 2. In the pop-up message box that appears, click **OK**.
 3. A new version of the document is displayed. It has the same ID number but an incremented version number.



4. Observe that the new document is in the Draft Cancellation phase. Most fields are disabled in this version.
- D. Submit the Draft Cancellation document.
1. Click the **Validate** button to check for errors. If any errors exist, fix the errors and click the **Validate** button again. If the validation is successful, the following message is displayed in the upper left corner of the screen: "**Document validated successfully.**"
 2. Click the **Submit** button to submit the document for approval when all errors are resolved. If the submission is successful, the following message is displayed in the upper left corner: "**Document submitted successfully.**"
 3. Click **Home** in the Primary Navigation Panel to return to the Home Page.

Section 5: Cash Receipt Adjustments

LESSON OVERVIEW

This lesson is intended to serve as a broad overview of the cash reconciliation adjustment process so that users are familiar with the documents involved in the correction of reconciled cash receipts.

5.1: STATE TREASURY CASH ADJUSTMENT

The State Treasurer's Office can make adjustments to cash receipt deposits, for example when an agency records a CR Document Type and the total amount recorded on the CR is not equal to the amount later verified at the bank. The Treasurer's Office will process a State Treasurer – Treasury Adjustment (STADJ) document that will either increase (favorable) or reduce (unfavorable) the agency's cash to match the bank total. The Event Types used with a STADJ are:

- ARS1 – Unfavorable Deposit Adjustment
- ARS2 – Favorable Deposit Adjustment
- ARS3 – NSF Receivable
- ARS4 – Credit Card Unfavorable Adjustment (Fees and Chargebacks)
- ARS5 – Credit Card Favorable Adjustment

For more information on how to create an STADJ, contact your GAO Agency Liaison.

5.2: DEPARTMENT TREASURY CASH ADJUSTMENT

Agencies can also make adjustments in certain circumstances. Agencies will use the Department – Treasury Cash Adjustment (DADJ) Document to adjust revenue or expenditures related to the following types of transactions: Unfavorable Deposit Adjustment, Favorable Deposit Adjustment, NSF Write Off, Credit Card Favorable Adjustment or Credit Card Unfavorable Adjustment. Depending on the business scenario, the agency will select the appropriate event type, from the list below:

The Event Types used with a DADJ are:

- ARD1 – Unfavorable Deposit Adjustment – Revenue Source (use in conjunction with STADJ event type ARS1)
- ARDA – Unfavorable Deposit Adjustment – Object (use in conjunction with STADJ event type ARS1)
- ARD2 – Favorable Deposit Adjustment – Revenue Source (use in conjunction with STADJ event type ARS2)

- ARDB – Favorable Deposit Adjustment – Object (use in conjunction with STADJ event type ARS2)
- ARD3 – Write Off NSF Receivable – Revenue Source (use in conjunction with ARS3)*
- ARD4 – Write Off NSF Receivable – Object (use in conjunction with ARS3)*
- ARD6 – Credit Card Unfavorable Adjustment – Revenue Source (use in conjunction with ARS4)
- ARD7 – Credit Card Unfavorable Adjustment – Object (use in conjunction with ARS4)
- ARD8 – Credit Card Favorable Adjustment (use in conjunction with ARS5)

The Quick Reference Guide (QRG) that covers the steps for creating a DADJ is available at <https://gao.az.gov/trainingevents/training-resources>

Section 6: Cash Receipt Reporting

LESSON OVERVIEW

AFIS includes several reports for monitoring Cash Receipt activities.

6.1: CASH RECEIPT REPORTS

Cash Receipt Reports

The key reports needed to support the AFIS Cash Receipts business processes are listed below. Included with some of the reports are the data elements (prompts) that are available.

AFIS Reports

Aging by Customer, by Department, and Past Due Report - The report contains a listing of aging receivables sorted by fund, department, and vendor/customer. The report also contains information such as invoice number, invoice date, and payment due dates. The outstanding amounts are grouped by the number of days overdue: 0 to 30 days, 31 to 60 days, 61 to 90 days, over 90 days, and over 1 year.

RSRC Summary Report - The Revenue Source Summary Report is used to track all accounts receivable revenue transactions during a user-defined date range. The Revenue Source Summary Report will be organized into uncollected revenue, written-off revenue, and collected revenue.

Aging Receivables Report - The Aging Receivables Report classifies outstanding Receivables by the amount of time they are overdue. On the report, the Receivables can be classified as not due, 0-30 days overdue, 31-60 days overdue, 61-90 days overdue and over 90 days overdue. The Receivables with no due date are attributed to the No Due Date column.

GROUP ACTIVITY 4: ACCESSING ACCOUNT RECEIVABLE REPORTS

Let's explore how to access Cash Receipt (CR) reports.

1. In the **Secondary Navigation Panel**, click **Search**.
2. Click **Report Search**.
3. From the dropdown choose **Select Reports AR**.

Welcome, Student 13

Training2 - Financial

Report Search

Browse Clear

Folder : Reports - AR

Report :

Report	Folder
✓ Aging by Cust Report	Reports - AR
Aging by Dept Report	Reports - AR
Past Due Report	Reports - AR
RSRC Summary Report	Reports - AR
Finance Charge Report	Reports - AR
Aging Receivables	Reports - AR

First Prev Next Last

4. Click **Browse**.
5. Click on the **Link** for the desired report.

INFOADVANTAGE INTERACTIVE REPORTS

1. **FIN-AZ-AM-N338** - Monthly and Yearly Receipts Comparison Report - Provides ability to easily generate a report that compares monthly receipts to receipts for that month in the previous year and year-to-date receipts to the previous year.
2. **FIN-AZ-AR-C035-RDD** - Open Items - Accounts Receivable - Report is a detailed listing of open Accounts Receivable documents
3. **FIN-AZ-AR-N183-RDD** - Accounts Receivables Status Report
4. **FIN-AZ-AR-N185-RDD** - Customer History Report - Year to Date - This report provides detailed customer history for receivables and related activities
5. **FIN-AZ-AR-N337-RDD** - Invoice Aging by Department and Fund - This report lists Aged Receivables by Fund and Department
6. **FIN-AZ-DEBT-N379** - Loan Outstanding Summary - This report shows the Loan Instrument Outstanding Summary in terms of Outstanding Principal out of the Total Loan Amount and the Outstanding Interest as of given date. In addition, it also shows the loan terms specific information like Loan Amount, Total Principal Paid, Total Interest Paid, and the Net Payment Amount including Other Amounts as of given date. Report can be broken down at Responsible Department and Debt type, to list multiple loan instruments associated with a specific Department.

7. **FIN-AZ-AR-N396** - Open Items - Accounts Receivable - Report is a detailed listing of open Accounts Receivable documents with a fiscal period cutoff. This report is cumulative through APD (Accounting Period Prompt).
8. **FIN-AZ-AR-N461** - Treasurer Deposit Report - This report displays treasurer deposits for all CRs approved for "Approval date".
9. **FIN-AZ-CM-N363** – Revenue Analysis - Provide a cash flow analysis tool that can be utilized to generate cash projections and "what if" analysis, including the following: Allow an Agency to combine multiple line items and apply projection parameters such as: change in billing/paying cycle from monthly to quarterly; change in tax rates; etc.

Appendix A- Creating a Cash Receipt Document Template

CASH RECEIPT DOCUMENT TEMPLATE

When a transaction is a common occurrence, it can be more efficient to create a template that has most of the information already entered. Once a template has been created and saved in the system it can be used to generate new Cash Receipt based documents that only require the changing data to be completed.

Steps

1. Use the Document Catalog to search for the Template.
2. In the Document State sections, in the Phase menu, select **Template**.
3. Enter any other information to narrow down the search and click **Browse**.
4. Select the template you wish to use as a basis for the new document from the grid.
5. If necessary, open the template to verify it is correct.
6. Select **Copy**.
7. On the Copy Document screen, enter the new document information.
8. Enter a Department Code, select Auto Numbering, and click **Copy Document**.

The Cash Receipts class is a four hour course designed for users who process Cash Receipts in AFIS. The course focuses on activities required to understanding how to process Cash Receipts with AFIS.

Appendix B- Additional Cash Receipt Transactions

CASH RECEIPT THAT REFERENCES MULTIPLE DOCUMENTS

One Cash Receipt (CR) based document can reference multiple Receivable documents. By adding multiple accounting and/or vendor lines to a CR-based document and using Auto Apply to pull the relevant information into the Cash Receipt, more than one Receivable can be liquidated by one Cash Receipt.

Steps

1. Use the Document Catalog to create a new CR-based document.
2. Enter a Department Code, select **Auto Numbering** and click **Create**.
3. Enter the relevant Header component information.
4. Enter the relevant Vendor component information and check **Auto Apply**.
5. Add lines as needed to the Vendor section, for additional Receivable references.
6. On the Reference Tab, enter the reference document information.
7. In the Header section, click **Auto Apply**.
8. The Accounting line information will be completed based on the reference documents.
9. Validate and submit the Cash Receipt.

CASH RECEIPT THAT REFERENCES A REFERRAL TO A COLLECTION AGENCY

Once a Receivable has been sent to Collections, it is closed and any payments received must reference the Referral to Collection Agency (CL) document. This is done using Copy Forward from the Document Catalog.

Steps

1. Use the Document Catalog to locate the Referral to Collection Agency (CL) document.
2. Click **Copy Forward**.
3. On the Copy Forward screen, enter the Doc. Dept Code and check the Auto Numbering box.
4. Make sure that Cash Receipt is selected in the Target Document Type list.
5. Click **OK**.
6. The new Cash Receipt document opens for data entry and submission.

CASH RECEIPT AFTER A WRITE OFF (WO)

When a Receivable document is deemed uncollectible, it may be copied forward to a Write Off (WO) document directly from the RE based document or from a CL document that references an RE based document. A WO document requires four levels of approval: 1) Department approval 2) GAO 3) AGO and 4) back to GAO.

Steps

1. Use the Document Catalog to locate the Write Off based document.
2. From the Action menu, select **Discard** to cancel the Write Off.
3. A new Cancellation version of the WO based document is created.
4. Validate and Submit the Cancellation.
5. If submission is approved, the Receivable or Collection document that was referenced by the WO based document will have an open balance.
6. A Cash Receipt that references the open Receivable or Collection document can now be created from the Document Catalog using Copy Forward.

Unreserved Overpayment

An Unreserved Overpayment is when the customer pays more than the amount billed and there isn't another bill to apply the overpayment to.

Steps

1. Use the Document Catalog to create a new CR document.
2. Enter a Department Code, select Auto Numbering and click **Create**.
3. Enter the relevant Header component information.
4. Enter the relevant Vendor component information.
5. On the Reference Tab, enter the reference document information.
6. Enter the relevant Accounting component information, with the payment applied to the RE on one line.
7. Add an additional Accounting line to record the Unreserved Overpayment using Event Type code AR40.
8. Validate and Submit the Cash Receipt.

Reserved Overpayment

A Reserved Overpayment is when the customer pays more than the amount billed and has another bill the additional amount can be applied to.

Steps

1. Use the Document Catalog to create a new CR document.
2. Enter a Department Code, select Auto Numbering and click **Create**.
3. Enter the relevant Header component information, including Payment Amount.
4. Enter the relevant Vendor component information including Payment Amount and check **Auto Apply**.

5. On the Reference Tab, enter the reference document information.
6. In the Header section, click **Auto Apply**.
7. The Accounting line information will be completed based on the reference document, additional accounting lines will be created with Event Type code AR41.
8. Validate and submit the Cash Receipt.

Revenue Reclassification

Revenue can be automatically reclassified from an unearned revenue (money received by a customer for a service that has yet to be filled) Event Type to an earned revenue (money received for a service that has been filled) Event Type by entering the Reclassification Date on a modification document.

When the modification is submitted, another modification will be created through the future document triggering process to record the change. Placing a check in the Reclassification Held checkbox will cause the generated modification to be held on the document catalog.

Alternatively, revenue can be manually reclassified by using the following steps.

Steps

1. Use the Document Catalog to locate the Cash Receipt that needs to be reclassified.
2. Select and open the Cash Receipt.
3. Click **Edit**. A new version of the CR is created.
4. Expand the Vendor line, set the Line Amount to **\$0**.
5. Expand the Accounting line, set the Line Amount to **\$0**.
6. The Reason is set to **Reclassification**.
7. Insert a new line into the Vendor section.
8. The Auto Apply method is used by first checking the box on the Vendor line and entering the payment information and/or reference information on their respective tabs.
9. Then click the **Auto Apply** button on the Header line.
10. Enter the Fund code for the Accounting Line of Vendor 2.
11. Validate and Submit the Cash Receipt.

CUSTOMER REFUND

When a customer has a credit balance, the customer may be eligible for a refund. Credit balances can be reviewed on the Customer Account Information Table (CUSTA), the Unreserved Credit Balance (UCBD) and the Reserved Credit Balance (RCBD) tables.

Steps

1. The refund is processed using the Revenue Refund Payment Request (GAXR1) document with the AP10 (Authorize Collected Revenue Refund) Event Type.

2. The GAXR1 accounting line will include a memo reference to the cash receipt that posted the credit balance.
3. The GAXR1 may be created manually, or a batch process can create the GAXR1 documents when the Automatic Refund to Customer of Credit Balance checkbox is checked on the Billing Profile (BPRO) table.