



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.

Procedure – Cash with no customer

- 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 a description for the document
 - Document Total – Total of deposit
 - Bank Account - BK01
 - Payment Type – Cash
- 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 by payment type
 - Currency - The amount of cash and coins do not need to be separately recorded
 - 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
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

G. **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

H. **Submit** CR document

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

I. 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 displayed PDF

J. Deliver the deposit package to the Treasurer's Office

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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 enter **Various**
 - **Check Date** – Date of check being deposited

Procedure – Wire Transfer with no customer

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

1. On the Header Component:
 - Payment Type – Wire Transfer
2. On the Vendor Component **General Information** tab:
 - Payment Type - Wire Transfer
3. 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 faxes sent to the agencies.*

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 Header Component:
 - Payment Type – Direct Deposit
2. On the Vendor Component **General Information** tab:
 - Payment Type - Direct Deposit

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3. Prior to submitting document, attach validated deposit slip and bank receipt
 - Click on **File** and select **Attachments**.
 - Select **Upload**
 - Select **Browse** and select the file
 - Click **Upload**
 - 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.

1. Navigate to the **Page Search** table
 - In the **Description** field enter - *Cash Balance*
2. 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
3. For tracking the workflow status of a deposit made with the Treasurer's Office, reference the Locating a Document quick reference guide