# Cash Receipt - FIN3200

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# Cash Receipt - FIN3200

***Finance > Maintenance > Postings > Cash Receipt***

This tab is used to record cash receipts (monies received) or deposits for all district accounts that are valid in the chart of accounts. The tab consists of three sections: transaction, detail, and summary. When the transaction is highlighted, the detail and summary are displayed.

## Retrieve a cash receipt:

| Retrieve an existing record. | In the **Cash Receipt** field, type an alphanumeric cash receipt number, hyphens are allowed. Leading zeros are not required. However, if the cash receipt number is alphanumeric, the field is not zero-filled. The field can be six characters. |
|---|---|
| | Click **Retrieve**.<br>If the cash receipt number is not known, click **Directory**.<br>To search for a specific cash receipt number, type data in one or more of the search fields.<br>To search through all available data, leave all fields blank.<br>Click **Search**. A list of cash receipt numbers matching the search criteria is displayed.<br>Select a cash receipt number from the list. Otherwise, click **Cancel**. |

## Add a cash receipt:

❑ Click **Add Receipt** to add a cash receipt.

| Field | Description |
|---|---|
| **Receipt Number** | If **Use Automatic Cash Receipt Number Assignment** is not selected on the Finance Options tab, type the user-defined, six-character alphanumeric receipt number. If the receipt number is numeric, leading zeros are not required. |
| **Cash Rcpt Nbr Description** | Type a user-defined description about the origin of the cash receipt. The description can be a maximum of 30 characters and is displayed on the FIN1000 - Cash Receipt Journal report. |
| **Cash Receipt Total** | The total cash receipt transactions entered in the detail section is displayed. |
| **Default Cash Rcpt Nbr Description** | Type a cash receipt number description that is automatically used for new cash receipts, that is, all cash receipts created contain the default reason. |

❑ In the transaction section, click **+Add** to add a row.

| Account Code | Type an account code. As you type the account code, a drop-down list of corresponding account numbers is displayed. Select an account number. If the account code is not known, place the cursor in the account code field and press F2. Or, click ⋮ . The Account Codes lookup is displayed. To search for a specific account code component, type data in the applicable account code components, or leave blank for all account codes. Click **Search**. A list of available account code components is displayed. Select an account code component from the list. Otherwise, click **Cancel** to return to the Cash Receipt page. The **Description** and **Contra Account Code** fields are automatically populated. The contra account is set to the same fund number and fiscal year as the account number. (The fund and fiscal year must be the same as the account number.) The **Contra Account Code** is a user-defined object/subobject code that is in the Finance Automatic Posting Defaults section on the Tables > District Finance Options > Clearing Fund Maintenance tab. If you manually type a contra account code, the function code must be 00, and the object code must be 11XX, 181X, or 191X. Click **Validate Account Code** to verify the account code for the transaction. |
|---|---|
| Contra Account Code | If it is necessary to override the contra number, click ⋮ to select a different contra account code or begin typing a contra account code. As you type the data, a drop-down list of corresponding data is displayed. Select a contra account code. The fund and fiscal year must be the same as the account number. If you manually type a contra account code, the function must be 00 and the object code must be 11XX, 181X, or 191X. |
| Receipt Source/Description | You can enter a detail transaction description for one or more account codes that are part of this cash receipt. |
| Amount | Type the amount of the cash receipt. The value is also entered in the transaction and summary sections and is display only. As additional detail transactions are entered in the detail section, the cash receipt amount displayed in the transaction and summary sections are updated to include each additional transaction. |
| Trans Date | The current system date is displayed by default, but it can be modified. If it is modified, all new transactions default to the last transaction date that was entered. |
| User ID | The name of the user who created the transaction is displayed. Users are created in the Security Administration application. |
| Customer Number/Name | Begin typing the customer number or name. As you type the data, a drop-down list of corresponding data is displayed. Select the desired customer. This field contains a list of Accounts Receivable customers. |

The **Account Code**, **Description**, **Contra Account Code**, and **Cash Receipt Amt** fields are populated by the entries in the detail section.

| Refresh Totals | Click to update the totals. |
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❏ Click **Save**.

## Reverse a cash receipt:

You can reverse a cash receipt in either the transaction or detail section of the tab.

**Note**: You can click **Reverse**, and the resulting reversal entries are displayed in the detail section. If you have not saved the reversal, **Reverse** cannot be clicked again. However, once the reversal is saved, you can select Reverse again, and it reverses all transactions in the detail section. The summary section displays zero amounts. Once saved, all entries in the detail section are displayed on the general ledger.

❑ Click **Reverse**. The **Cash Receipt Total** field is set to zero.

- In the detail section, a new row is added with the same account code, description, and contra account code, but with an opposite amount entered in the **Amount** field. All previous detail transaction amounts remain, and the **Total** field in the detail section is set to zero.
- The **Trans Date** field is set to the current system date but can be modified.

| User ID | The name of the user who reversed the transaction is displayed. Users are created in the Security Administration application. |
|---|---|
| **Cash Receipt Amt** | The amount is set to zero in the summary section. |

**Note**: You can highlight a transaction and click **Reverse**. The resulting reversal is displayed. If you have not saved the reversal, **Reverse** can be clicked again on the same transaction and it creates another reversal transaction. If you select the reversed transaction, the **Delete** button is displayed. You cannot reverse a reversal. However, once saved, you can click **Reverse** on any transaction whether it is a reversal or not.

❑ Click **Save**.

Reference Finance > Reports > Finance Reports > Journals, Checks, Detail Ledgers > FIN1000 - Cash Receipts Journal to verify data.

## Other functions and features:

| Retrieve | The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost. |
|---|---|
| **Delete Receipt** | Click to delete a cash receipt. |
| **Reverse Receipt** | Click to reverse a cash receipt. |
| **+Add** | Click to add a new row. |
| 🗑 | Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.<br><br>Click **Save**. |