



FIN1000 - Cash Receipts Journal

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This report displays a list of all cash receipts and reversals for the selected period. The cash receipts journal is used to verify cash receipt transactions. The contra account totals on the report display as cash receipt offsets on the detail general ledger report.

Report information is displayed based on the masked account codes set in the User Profiles table for the logged-on user.

Parameter	Parameter Description
From Accounting Period	Type the two-digit from accounting period. This is a required field.
To Accounting Period	Type the two-digit to accounting period. This is a required field.
Sort by Fund (F), Bank Account (B), Cash Receipt Nbr(C)	F - Sort the report by fund. B - Sort the report by bank account. C - Sort the report by cash receipt number. This is a required field.
Select Fund(s), or blank for ALL	Type the three-digit fund number separating multiple fund numbers with a comma (e.g., 161 / 8,199 / 8). Or, click  to search for funds/years. Otherwise, leave blank to use all fund numbers.
Select Cash Receipt Nbr(s), or blank for ALL	Type the six-digit cash receipt number, including all leading zeros and separating multiple cash receipt numbers with a comma (e.g., 000123, 055224). Or, click  to search for cash receipts. Otherwise, leave blank to use all cash receipt numbers.
From Date (MMDDYYYY), or blank for ALL	Type the from date in the MMDDYYYY format, or leave blank to use all from dates.
To Date (MMDDYYYY), or blank for ALL	Type the to date in the MMDDYYYY format, or leave blank to use all to dates.

[Generate the report.](#)