



## Cash Receipt - FIN3200



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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:**



<b>Retrieve an existing record.</b>	<p><a href="#">Search for a record.</a></p> <p>In the <b>Cash Receipt</b> 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.</p> <p>Click <b>Retrieve</b>.</p> <p>If the cash receipt number is not known, click <b>Directory</b>.</p> <p>To search for a specific cash receipt number, type data in one or more of the search fields.</p> <p>To search through all available data, leave all fields blank.</p> <p>Click <b>Search</b>. A list of cash receipt numbers matching the search criteria is displayed.</p> <p>Select a cash receipt number from the list. Otherwise, click <b>Cancel</b>.</p>
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**Add a cash receipt:**

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

Field	Description
<b>Receipt Number</b>	If <b>Use Automatic Cash Receipt Number Assignment</b> 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.
<b>Cash Rcpt Nbr Description</b>	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.
<b>Cash Receipt Total</b>	The total cash receipt transactions entered in the detail section is displayed.
<b>Default Cash Rcpt Nbr Description</b>	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.

<b>Account Code</b>	<p>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 <b>Search</b>. A list of available account code components is displayed. Select an account code component from the list. Otherwise, click <b>Cancel</b> to return to the Cash Receipt page.</p> <p>The <b>Description</b> and <b>Contra Account Code</b> 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 <b>Contra Account Code</b> is a user-defined object/subobject code that is in the Finance Automatic Posting Defaults section on the Tables &gt; District Finance Options &gt; 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.</p> <p>Click <b>Validate Account Code</b> to verify the account code for the transaction.</p>
<b>Contra Account Code</b>	<p>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.</p>
<b>Receipt Source/Description</b>	<p>You can enter a detail transaction description for one or more account codes that are part of this cash receipt.</p>
<b>Amount</b>	<p>Type the amount of the cash receipt. The value is also entered in the transaction and summary sections as display only. As additional detail transactions are entered in the detail section, the cash receipt amount displayed in the transaction and summary sections update to include each additional transaction.</p>
<b>Trans Date</b>	<p>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.</p>

Click **Save**.

**Other functions and features:**

<b>Retrieve</b>	<p><a href="#">Retrieve data.</a></p> <p>The <b>Retrieve</b> button is also used to retrieve information from the last save. If you click <b>Retrieve</b>, any unsaved changes are lost.</p>
<b>Delete Receipt</b>	<p>Click to delete a cash receipt.</p>
<b>Reverse Receipt</b>	<p>Click to reverse a cash receipt.</p>



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