Post Daily Cash

Use the instructions below to post daily cash receipts to a valid customer, invoice, or distribution set, for Central Office Treasury and decentralized campus users.

Prerequisites

- You must have the ORG CR-Specialist or ORG Central Office CR-Specialist responsibility to post daily cash (reconcile).
- Receipts batch must be previously created by running the concurrent process RF KTT Cash Receipt Create.
- A valid customer or customer relationship must exist in the Customer file.
- An award must be established in Oracle.
- An Accounts Receivable invoice must be available on the award to post cash.

To Post Daily Cash:

1. Navigate to **Receipts > Batches** to go to the **Receipt Batches** window.

2. Using dates or batch names, query Oracle using the **flashlight icon** to find the current receipt batch. Click **Find**.

3. Once in the batch, click **Receipts** to go to the **Receipts Summary window**.

Review/update the **receipt fields**. (use the horizontal scroll bar to view the fields.)

- **Type** – All receipts default to standard. Change receipt type if necessary.
  - ° Miscellaneous – to post cash directly to the General Ledger. (Note: only Central Office can process Misc. receipts. The form requires an "Activity" be entered when applying the receipt.)
  - ° Standard – Invoice related, to post cash receipts to a customer or invoice.
- **Amount** – It can be changed to accommodate the splitting of receipts but is a required field in the form.
- **Customer Name –** Choose the sponsor of the award to which you are posting the cash receipt from the Customer List of Values (LOV) and click **save**. This is not required for the Misc. type of receipts. Suspense Customer should only be left if the sponsor is not known.
- **Award Number** (Flex field) – Enter the award number to which the cash will be applied.
- **Loc** – Enter the 3-digit campus location to which the cash will be applied if known. If a valid award number is chosen this field will auto populate with the corresponding campus location.
- **Invoice Number** (flex field) – Enter the invoice from the receipt backup if known. This is a free form field for informational purposes only at this time.
- **TechTrx Ref#** (flex field) – Enter the campus reference number for royalty if known. Report Center Dashboards incorporate information in this field for Royalty reporting.
- **Comments** (flex field) – Enter additional details about receipts. This field is very helpful to PI's and administrative staff when viewing receipt details in the Report Center.
- **Apply To** – Choose the customer invoice number from the LOV or manually enter the invoice number. The LOV displays all the invoices that have been loaded into

Accounts Receivable for the Customer Name assigned to the receipt. From the list, select the award number and invoice to which you want to apply the cash receipt.

- **Apply Date** – Click the Apply Date and the current date will populate the field.
- **Amount Applied** – The amount of the cash receipt or the invoice amount will populate the field automatically or user can change if necessary.

4. Click **Apply** to go to the **Applications window**.

5. Select **File > Save**. Saving this window automatically selects the check boxes under both Apply and Saved for this entry line.
6. Attach all **backups** to receipt including but not limited to:
   - Scanned copy of check
   - Supporting documentation received with check
   - Email correspondence with campus and or sponsor
   - In the case of electronic receipts backup from KTT ACH detail or scan from daily activity statement
7. Click **Close** (the X in the upper right-hand corner of form) to return to the Receipts Summary window.