

Identifying Cash Receipts

Effective Date: December 19, 2016
Function: Treasury
Contact: [Deborah O'Connor](#)

Basis for Procedure

This document describes how to run queries in the Research Foundation (RF) business system using information associated with payments, to assist in identifying where the payment should be applied.

Procedure Summary

Accurate and timely posting of cash receipts is critical to maintaining accurate award cash balances. Payments arrive daily and contain information that can be used to identify where the cash should be applied.

When invoices are mailed, a remittance copy is sent to be returned with the payment. The remittance copy contains all the information needed to apply the payment. When the remittance copy is not returned, operating locations can run queries in the RF business system using any known information to help determine where to apply the cash receipt.

Procedure for Identifying Cash Receipts in the RF Business Systems

Run queries in the Accounts Receivable (AR) or the Grants Management (GM) module or RF Report Center (OBIEE) to determine where to apply a cash receipt. Generally you will want to query in the AR module, followed by the Grants Management module. The Grants Management query will provide an overall view of all approved and unapproved invoices, including those that are not yet in the AR module. RF Report Center is used when the first two options aren't sufficient. The process for each is described in the sections that follow:

Accounts Receivable Module

Step	Role or Responsibility	References or Tips
Log on to the Accounts Receivable module using one of the following responsibilities: <ul style="list-style-type: none"> • CR-Specialist • AR-Inquiry • CR-Transfer 	Operating Location/Central Office Treasury	
Go to the Collections menu and click Account Details. The Find Account Details (RF) window opens.	Operating Location/Central Office	
Enter the information that you have associated with the payment, in the appropriate fields, and click Find.	Operating Location/Central Office Treasury	

The Invoice Review window opens, showing all approved invoices that meet the criteria entered.		
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Grants Management Module

Log in to the Grants Management module using one of the following responsibilities: <ul style="list-style-type: none"> Grants Inquiry OGM Billing Specialist 	Operating Location/Central Office Treasury	
Go to the Billing menu and click Invoice Review. The Find Invoices (RF) window opens.	Operating Location/Central Office Treasury	
Enter the information that you have associated with the payment, in the appropriate fields, and click Find. The Invoice Review window opens, showing all approved and unapproved invoices that meet the criteria entered.	Operating Location/Central Office Treasury	

RF Report Center (OBIEE)

Log in to the Report Center.	Operating Location/Central Office Treasury	
Go to Shared folders/public/Accounts Receivable/AR Cash Receipt Identification Search Query	Operating Location/Central Office Treasury	
Enter the information that you have associated with the payment, in the appropriate fields, and run the query (PI name, sponsor ID, Award title, etc). A listing will appear of all awards associated with the information input.	Operating Location/Central Office	

Definitions

None

Related Information

For detailed information on running queries, refer to the work instruction, [Inquire on a Cash Receipt](#).

For information on monitoring and reconciling cash receipts, refer to the procedure, [Monitoring and Reconciling Unapplied Cash Receipts](#).

Forms

None

Change History

Date	Summary of Change
December 19, 2016	Update Procedure format and add additional information on ways to Identify cash receipts.
October 21, 2005	New Document

Feedback

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