



## Inquiry on a Cash Receipt

Use these instructions to run an inquiry on a cash receipt. Cash receipts are posted at the award level only. Cash receipts are posted in receipt batches.

Use this procedure to:

- review details of a cash receipt that has been applied or is part of an Unapplied Receipts batch and needs to be applied to an award.
- find the batch name of a cash receipt entry.
- find a cash receipt that needs to be reversed because the check has been returned.
- review distributions of miscellaneous receipt types, such as COBRA payments.
- research why a cash receipt was moved or adjusted from an award, such as receipts with a status of **Stopped Payment** or **Non-Sufficient Funds**.

### Prerequisites

- You must have one of the following responsibilities to run an inquiry on a cash receipt:
  - ORG AR Inquiry
  - ORG CR Specialist
  - ORG Central Office CR Specialist
  - ORG CR Transfer
  - RF Unapplied Cash Report

**Note:** Inquiring on cash receipts using the responsibility RF Unapplied Cash Report allows access to all cash receipts that have been recorded in the RF business system regardless of operating location.
- The cash receipt must be applied or is part of an Unapplied Receipts batch in the Accounts Receivable (AR) module.

**To run an inquiry on a cash receipt:**

1. Navigate to **Receipts > Receipts** to open the **Receipts Summary** form.
2. Click **View > Find** on the Menu bar **or** click the **Flashlight** to open the **Find Receipts** form.

Find Receipts - ORG Central Office CR-Specialist @ TRAINX - 25-JUN-2019

Receipt Numbers  -   
Receipt Dates  -   
GL Dates 01-JUN-2018 - 01-JUN-2019  
Postmark Dates  -   
Maturity Dates  -   
Document Numbers  -   
Amounts  -   
Currency   
State Unapplied  
Receipt Batch   
Payment Method   
Status   
Type   
Activity   
Bills Receivable   
At Risk   
Remittance  
Bank   
Branch   
Account   
Batch   
Method   
Customer  
Name   
Number   
Location   
Taxpayer ID   
Collector Name   
Clear New Find

3. **Enter** any of the following fields or a combination of the fields to narrow your search:

Receipt Numbers, Receipt Dates, GL Dates, Amounts, Currency, State (Applied/Unapplied, Non-Sufficient Funds, Stopped Payment), Receipt Batch, Payment Method, Status Approved, Confirmed, Remitted, Cleared, Reversed, Risk Eliminated), Type, Activity, Bank, Branch, Account, Batch, Name, Number, Location

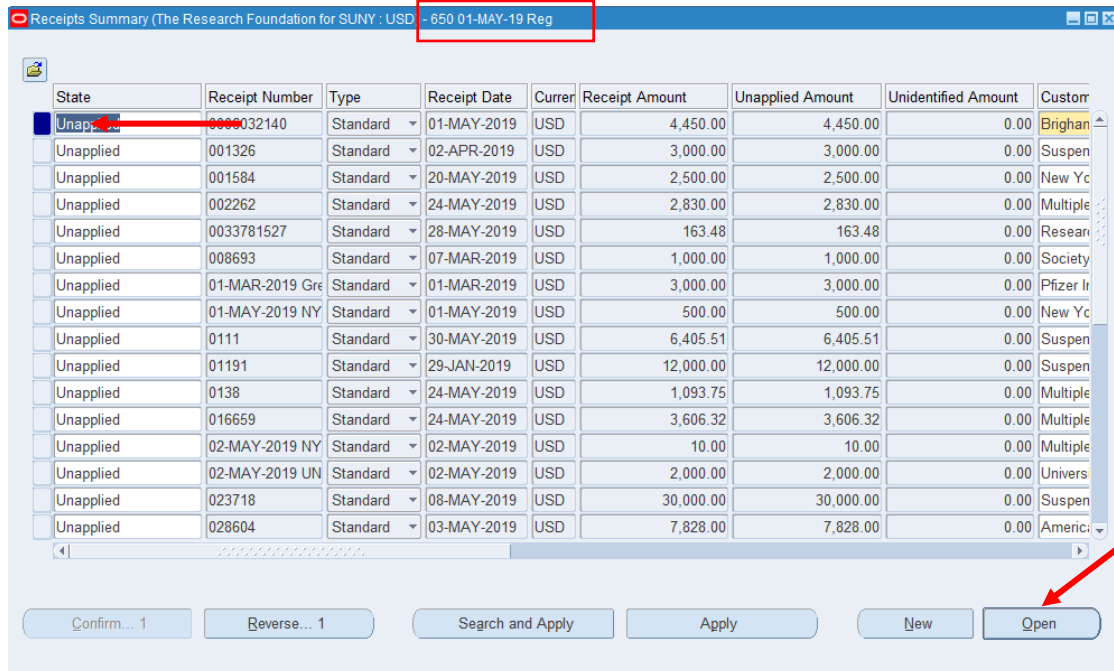
**Note:** Postmark Dates, Maturity Dates, Document Numbers, Bills Receivables, At Risk, Method, and Taxpayer ID fields are NOT used by the Research Foundation.

**Note:** The combination of GL Dates 01-Jun-2018 through 01-Jun-2019 and Unapplied were used in the search above.

4. Click **Find** to open the **Receipts Summary** form.

**Note:** All of the recorded cash receipts that match the query input will display in this window. You may need to use the horizontal and vertical scroll bars to see the additional fields.

**Note:** The window title indicates the receipt batch that was used to post the cash receipt. For example, **Receipts Summary – 650 01-MAY-19** indicates the batch name for the selected record. The batch name is important when reversing a receipt.



5. Click on **the line of the receipt** that you would like to review.

6. Click **Open** to open the **Receipts** form.

7. Review the details of this cash receipt.

8. Perform **one** of the following:

- If you need to review comments entered on the receipt, click the **flex field [...]** to open the **Receipt Information** form.
  - **Note:** When cash is recorded, a flex field allows input of the award and customer invoice numbers to which the cash will be applied. A comment line can be used to indicate a location, a legacy account number, or payer name that is different from the customer name on the award.
  - Click **Close** (the X in the upper right-hand corner of form) to return to the **Receipts** form.

- If you need to review the cash receipt application, click **Apply** to open the **Application** form.

Customer Name: Brigham and Womens Hospital  
 Customer Number: 2949  
 Location: 50715  
 Receipt Amount: USD 4,450.00

|                    |          |
|--------------------|----------|
| Unapplied          | 4,450.00 |
| On Account         | 0.00     |
| Cash Claims        | 0.00     |
| Prepayments        | 0.00     |
| Exchange Gain/Loss | 0.00     |

| Apply                    | Saved                    | Apply To | Amount Applied | Balance Due | Customer ID | Purchase Order | Appl | Disc | GL T | Alloc | Cros | Re |
|--------------------------|--------------------------|----------|----------------|-------------|-------------|----------------|------|------|------|-------|------|----|
| <input type="checkbox"/> | <input type="checkbox"/> |          |                |             | 2949        |                |      |      |      |       |      |    |
| <input type="checkbox"/> | <input type="checkbox"/> |          |                |             |             |                |      |      |      |       |      |    |
| <input type="checkbox"/> | <input type="checkbox"/> |          |                |             |             |                |      |      |      |       |      |    |
| <input type="checkbox"/> | <input type="checkbox"/> |          |                |             |             |                |      |      |      |       |      |    |
| <input type="checkbox"/> | <input type="checkbox"/> |          |                |             |             |                |      |      |      |       |      |    |
| <input type="checkbox"/> | <input type="checkbox"/> |          |                |             |             |                |      |      |      |       |      |    |
| <input type="checkbox"/> | <input type="checkbox"/> |          |                |             |             |                |      |      |      |       |      |    |
| <input type="checkbox"/> | <input type="checkbox"/> |          |                |             |             |                |      |      |      |       |      |    |
| <input type="checkbox"/> | <input type="checkbox"/> |          |                |             |             |                |      |      |      |       |      |    |
| <input type="checkbox"/> | <input type="checkbox"/> |          |                |             |             |                |      |      |      |       |      |    |
| <input type="checkbox"/> | <input type="checkbox"/> |          |                |             |             |                |      |      |      |       |      |    |
| <input type="checkbox"/> | <input type="checkbox"/> |          |                |             |             |                |      |      |      |       |      |    |
| <input type="checkbox"/> | <input type="checkbox"/> |          |                |             |             |                |      |      |      |       |      |    |

- Review application details of this cash receipt. Click **Close** (the X in the upper right-hand corner of form) to return to the **Receipts** form.

- If a cash receipt has been reversed and you need to review the reason, click **More** to open the **Receipts Reversal** form.

Receipts (The Research Foundation for SUNY : USD) - 650 17-FEB-11 Reg4

Receipt

Receipt Method: **Check -Key Bank**      Receipt Date: 17-FEB-2011  
 Receipt Number: 0003714029      GL Date: 17-FEB-2011  
 Receipt Amount: USD 172.64      Maturity Date: 17-FEB-2011  
 Receipt Type: Standard      Functional Amount: 172.64  
 State: Reversed      [ 00 ]

Balances

|              |      |
|--------------|------|
| Unidentified | 0.00 |
| Applied      | 0.00 |
| On Account   | 0.00 |
| Unapplied    | 0.00 |
| Cash Claims  | 0.00 |
| Prepayments  | 0.00 |

Main **More**

Detail

Identify By

Trans Number

Earned Discounts: 0.00  
Unearned Discounts: 0.00

Customer

Name: Suspense Customer  
Number: 4251  
Location: 12008  
Taxpayer ID

Bank Charges

Customer Bank

Name  
Account

Remittance Bank

Name: Key Bank, N.A.  
Branch: Key Bank Albany NY  
Account: 0010970107

Reference  
Postmark Date

Comments: Request ID 14016000D

Confirm... 1    Reverse... 1    Receipt History    Search and Apply    Apply

Main **More**

Document Number

Operating Unit: The Research Foundat  
Legal Entity: The Research Foundat

Reversal

Category: Reverse Payment    Reverse Payment  
Reason: Payment Reversal    The payment was reversed

Debit Memo Reversal

Debit Memo    Document  
Type    Comments  
Account  
Description

Remittance

Bills Receivable

Deposit Date: 17-FEB-2011  
Batch  
Override: Allow  
Bank Currency: USD

Notes Receivable

Issuer Name  
Issue Date  
Issuer Bank  
Bank Branch

9. Click **Main** to return to the **Receipts** form.
10. Click **Close** (the X in the upper right-hand corner of form) to return to the **Receipt Summary** form.