

## 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:
  - o ORG AR Inquiry
  - ORG CR Specialist
  - o ORG Central Office CR Specialist
  - o ORG CR Transfer
  - o 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.
- Click View > Find on the Menu bar or click the Flashlight to open the Find Receipts form.

Find Receipts - ORG Central Office	e CR-Specialist @ TRAINX - 25-	JUN-2019		
Receipt Numbers				
Receipt Dates	i			
GL Dates	01-JUN-2018 -	01-JUN-2019	Remittance	
Postmark Dates			Bank	
Maturity Dates			Branch	
Do <del>cument Numbers</del>			Account	
Amounts	-		Batch	
Currency			Method	<b>_</b>
State	Unapplied		Customer	
Receipt Batch		_	Name	
Payment Method		_	Number	
Status			Location	
Туре	· · · · · · · · · · · · · · · · · · ·		Taxpayer ID	
Activity			Collector Name	
Bills Receivable				
At Risk				
		Cle	ar 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.

State	Receipt Number	Туре	Receipt Date	Curren	Receipt Amount	Unapplied Amount	Unidentified Amount	Custom
Unap <mark>o d</mark>	0000032140	Standard	01-MAY-2019	USD	4,450.00	4,450.00	0.00	Brighan -
Unapplied	001326	Standard	02-APR-2019	USD	3,000.00	3,000.00	0.00	Suspen
Unapplied	001584	Standard	20-MAY-2019	USD	2,500.00	2,500.00	0.00	New Yo
Unapplied	002262	Standard	24-MAY-2019	USD	2,830.00	2,830.00	0.00	Multiple
Unapplied	0033781527	Standard	28-MAY-2019	USD	163.48	163.48	0.00	Researd
Unapplied	008693	Standard	07-MAR-2019	USD	1,000.00	1,000.00	0.00	Society
Unapplied	01-MAR-2019 Gre	Standard	01-MAR-2019	USD	3,000.00	3,000.00	0.00	Pfizer Ir
Unapplied	01-MAY-2019 NY	Standard	01-MAY-2019	USD	500.00	500.00	0.00	New Yo
Unapplied	0111	Standard	30-MAY-2019	USD	6,405.51	6,405.51	0.00	Suspen
Unapplied	01191	Standard	29-JAN-2019	USD	12,000.00	12,000.00	0.00	Suspen
Unapplied	0138	Standard	24-MAY-2019	USD	1,093.75	1,093.75	0.00	Multiple
Unapplied	016659	Standard	24-MAY-2019	USD	3,606.32	3,606.32	0.00	Multiple
Unapplied	02-MAY-2019 NY	Standard	02-MAY-2019	USD	10.00	10.00	0.00	Multiple
Unapplied	02-MAY-2019 UN	Standard	02-MAY-2019	USD	2,000.00	2,000.00	0.00	Universi
Unapplied	023718	Standard	08-MAY-2019	USD	30,000.00	30,000.00	0.00	Suspen
Unapplied	028604	Standard	03-MAY-2019	USD	7,828.00	7,828.00	0.00	America
[4]								

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

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

				Balances Unidentified	0.00
Receipt Method	Check -Key Bank	Receipt Date	01-MAY-2019	Applied	0.00
Receipt Number	0006032140	GL Date	01-MAY-2019	On Account	0.00
Receipt Amount	USD 4,450.00	Maturity Date	01-MAY-2019	Unapplied	4,450.00
Receipt Type	Standard •	Functional Amount	4,450.00	Cash Claims	0.00
State	Cleared		ı <b>1</b>	Prepayments	0.00
Identify By		Earned Discounts	0.00	Customer Bank	
Detail				Customer Bank	
Trans Number					-
		Unearned Discounts	0.00	Name	
			·		
Customer		5 1 0	0.00	Account	
Name E	Brigham and Womens Hos	Bank Charges	0.00	Account	
Name E Number 2	2949	Bank Charges	0.00		Key Bank, N.A.
Name E Number 2 Location E		Bank Charges	0.00	Account Remittance Bank	Key Bank, N.A. Key Bank Albany NY
Name <mark>E</mark> Number 2	2949	Bank Charges	0.00	Account Remittance Bank Name Branch	
Name E Number 2 Location E	2949	Bank Charges	0.00 Comments	Account Remittance Bank Name Branch	Key Bank Albany NY

- 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.

Receipt Information	
Award Number Location Invoice Number Technology Transfer Docket No.	
Technology Transfer Agreement ID	
Technology Transfer Licensee	
Comments	Alliance00046756; To SBU for posting 05-01-19
	QK Clear Help

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

		Customer Name	Brigham and Wom	ens Hospital		Unapplied				4,45	0.00		
	1	Customer Number	2949			On Account					0.00		
		Location	50715			Cash Claims 🗌					0.00		
		Receipt Amount	USD	4,450.00		Prepayments					0.00		
					Exchan	ge Gain/Loss					0.00		
plicat													~
- ,		ications Default									1		
pply	Saved	Apply To	Amount Applied	Balance Due		Purchase Order	Appl	Disc	GL [	Alloo	Cros	Re	
			<u> </u>		2949			닏				Ц	
	•												•

• Review application details of this cash receipt. Click **Close** (the X in the upper righthand 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.

		650 17-FEB-11 Reg4			
leceipt				Balances	
Receipt Me	thod Check -Key Bank	Receipt Date	17-FEB-2011	Unidentified	1.0 L
		GL Date	17-FEB-2011	Applied	1.0
Receipt Nu			17-FEB-2011	On Accoun	t 0.
Receipt Am			172.64	Unapplied	.l
Receipt	<b>&gt;</b>	<ul> <li>Functional Amount</li> </ul>		Cash Claims	s0.
	State Reversed		[ 00 ]	Prepayments	s 0.
ain More					
Detail				Customer Bank	
Identify By		Earned Discounts	0.00		
Trans Numb	er	Unearned Discounts	0.00	Name	
Customer				Account	
Nar	ne Suspense Customer	Bank Charges		Account	
Numb	per 4251			Remittance Bank	
Locati	on 12008			Name	Key Bank, N.A.
Taxpayer	ID			Branch	Key Bank Albany N
				Account	0010970107
Postmark Da	te				
Confirm 1	Reverse 1	Receipt History	_) ( <u>S</u> ea	rch and Apply	Apply
201111111					
n More				Remittance	
n More	Research Foundat				ills Receivable
n More	e Research Foundat				iills Receivable 17-FEB-2011
n More cument Number Derating Unit The	e Research Foundat e Research Foundat				
n More				Deposit Date Batch	
n More Incument Number Derating Unit The Legal Entity The Reversal		Reverse Payment		Deposit Date Batch Override	17-FEB-2011
n More bournent Number Operating Unit The Legal Entity The Reversal Category Rev	e Research Foundat	Reverse Payment The payment was reversed		Deposit Date Batch Override	I7-FEB-2011
n More Operating Unit The Legal Entity The Reversal Category Rev Reason Pay	e Research Foundat erse Payment ment Reversal			Deposit Date Batch Override Bank Currency	I7-FEB-2011
n More Operating Unit The Legal Entity The Reversal Category Rev Reason Pay	e Research Foundat erse Payment ment Reversal			Deposit Date Batch Override Bank Currency Notes Receivable Issuer Name	I7-FEB-2011
n More Operating Unit The Legal Entity The Reversal Category Rev Reason Pay	e Research Foundat erse Payment ment Reversal	The payment was reversed		Deposit Date Batch Override Bank Currency Notes Receivable Issuer Name Issue Date	I7-FEB-2011
n More Operating Unit The Legal Entity The Reversal Category Rev Reason Pay Debit Memo Revers	e Research Foundat erse Payment ment Reversal	The payment was reversed		Deposit Date Batch Override Bank Currency Notes Receivable Issuer Name	I7-FEB-2011

- 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.