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.

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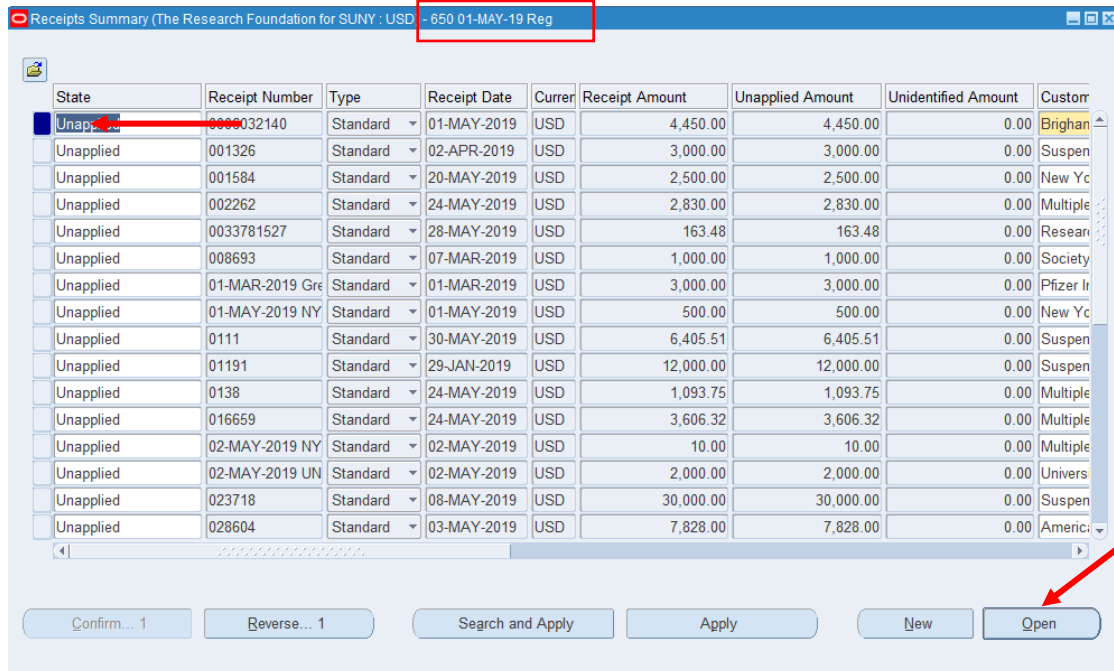
5. Click on **the line of the receipt** that you would like to review.

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

7. Review the details of this cash receipt.
8. Perform **one** of the following:
    o If you need to review comments entered on the receipt, click the **flex field [..]** to open the **Receipt Information** form.
        o **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.
        o Click **Close** (the X in the upper right-hand corner of form) to return to the **Receipts** form.

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

- o 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.

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

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.