



## Move Cash Receipts

Use these instructions to:

- Move and adjust cash receipts on an award invoice, move a cash receipt that is not currently posted to an award invoice.
- Process a carry forward.
- Correct a posting error.

**Note:** Cash receipts cannot be moved once an award has been closed.

### Prerequisites

- You must have one of the following responsibilities to move and adjust cash receipts:
  - ORG CR-Specialist
  - ORG Central Office CR-Specialist
  - ORG CR Transfer
- The cash receipt must be in the business application.
- You must know the cash receipt number.
- If you are processing a carry forward of funds, you must know the invoice number of the award that the cash receipt is being moved to.

### To move and adjust cash receipts:

1. Navigate to **Receipts > Receipts** to open the **Receipts** form.

2. Click **View > Find**.
3. Enter the **Receipt Number** on the **Find Receipts** form.

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

**Note:** When **multiple receipts** share the same receipt number the **Receipts Summary Screen** will display, **scroll** to find the cash receipt and click in the **Receipt Number** field to select it. Click **Open** to open the **Receipts** form.

5. Click **Apply** to open the **Applications** form.

Customer Name: Saint Josephs Hospital Health Cent  
 Customer Number: 1961  
 Location: 3544  
 Receipt Amount: USD 54,074.75

Unapplied: 0.00  
 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	Purchase Order	Appl	Disc	GL	Allo	Cros	Re
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1840537	54,074.75	0.00	1961	80987	31-C	0.00	31-C	54,0		

6. Uncheck the **Apply** check box.

7. Click **File > Save** to save your changes.

Customer Name: Saint Josephs Hospital Health Cent  
 Customer Number: 1961  
 Location: 3544  
 Receipt Amount: USD 54,074.75

Unapplied: 54,074.75  
 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	Purchase Order	Appl	Disc	GL	Allo	Cros	Re
<input type="checkbox"/>	<input type="checkbox"/>				1961							

8. Click the **"X"** at the top right-hand corner of the Applications form to close out of this screen.

9. Click the **Apply** button to re-open the Applications form.

**Note:** Perform this step only if the Cash is being applied to a **new customer**,

- o Enter the new customer number or select from the list of values in the Customer Number column before entering the invoice number.

Customer Name: Saint Josephs Hospital Health Cent  
 Customer Number: 1961  
 Location: 3544  
 Receipt Amount: USD 54,074.75

Unapplied: 54,074.75  
 On Account: 0.00  
 Cash Claims: 0.00  
 Prepayments: 0.00  
 Exchange Gain/Loss: 0.00

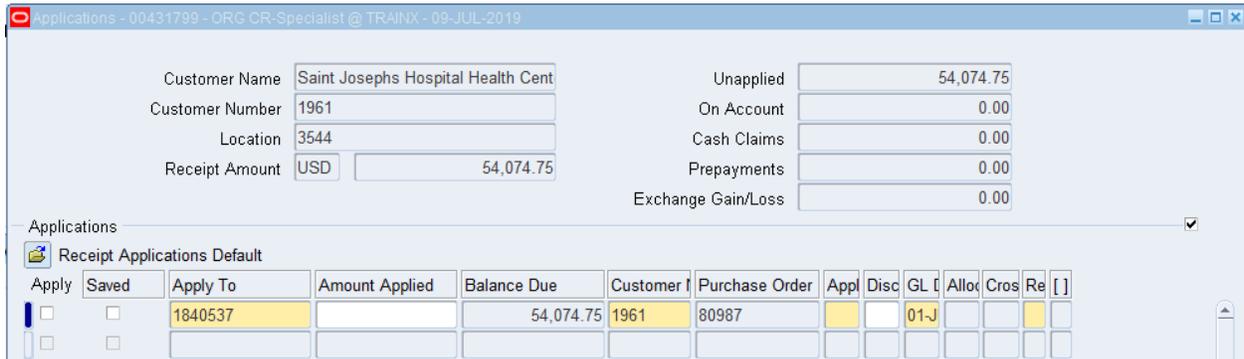
Apply	Saved	Apply To	Amount Applied	Balance Due	Customer	Purchase Order	Appl	Disc	GL	Allo	Cros	Re
<input type="checkbox"/>	<input type="checkbox"/>				1961							

Customers

Find: 1961%

Number	Name	Account Description	Ta
1961	Saint Josephs Hospital Health Center		
19610	NRG Oncology Foundation Inc		
19611	NextCorps		
19612	Save The Children Federation Inc		
19616	World Monuments Fund		
19617	Center for Problem Oriented Policing		
19618	Duquesne University		

10. Enter the invoice number the **Apply To** field or select from the list of values.



Customer Name	Saint Josephs Hospital Health Cent	Unapplied	54,074.75
Customer Number	1961	On Account	0.00
Location	3544	Cash Claims	0.00
Receipt Amount	USD 54,074.75	Prepayments	0.00
		Exchange Gain/Loss	0.00

Apply	Saved	Apply To	Amount Applied	Balance Due	Customer	Purchase Order	Appl	Disc	GL	Alloc	Cros	Re
<input type="checkbox"/>	<input type="checkbox"/>	1840537		54,074.75	1961	80987			01-J			
<input type="checkbox"/>	<input type="checkbox"/>											

11. Press **Tab**.

**Note:** The **Amount Applied** field will automatically populate with the balance due on the invoice up to the amount of the cash receipt, and the **Apply** box will automatically be checked.

12. Review the **Amount Applied** field for the amount of the receipt to apply to the invoice.

13. Perform one of the following:

- If the cash receipt has a remaining unapplied balance and you need to apply it to another invoice or place it on account, click in the next field and enter or select the invoice number or leave unapplied, review/edit the **Amount Applied** field, repeat as necessary,

**or**

- If you have completed all cash receipt application,

14. Select **File > Save** to save your changes.

15. Click **File, Close Form**.