

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:
 - o ORG CR-Specialist
 - ORG Central Office CR-Specialist
 - o 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.

			Balances Unidentified	
		09-JUL-2019	Applied	
	GL Date		On Account	
OSD Caradad	Maturity Date	09-JUL-2019	Unapplied	
Standard	Functional Amount	L	Cash Claims	
		[_]	Prepayments	
	Earned Discounts Unearned Discounts		Customer Bank Name Account	
	Dank Unarges		Remittance Bank	
			Name	
			Branch	
			Account	
		Comments		
	USD Standard	Receipt Date GL Date Maturity Date Functional Amount Earned Discounts Bank Charges	Receipt Date 09-JUL-2019 CL Date 09-JUL-2019 Standard O9-JUL-2019 Functional Amount []	Balances Unidentified GL Date O9-JUL-2019 GL Date On Account Standard Functional Amount I I Earned Discounts I Bank Charges Castomer Bank Bank Charges Remittance Bank Bank Charges Comments

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

Receipt Numbers	00431799	-			
Receipt Dates		-			
GL Dates		-	Remittance		
Postmark Dates		-	Bank		
Maturity Dates		-	Branch		
Document Numbers		-	Account		
Amounts		-	Batch		
Currency			Method		
State		Ŧ	Customer		
Receipt Batch				Vama	
Payment Method			Nh	vanie	
Status		*		sation	
Туре		*	Taxpa	vor ID	
Activity			Collector	Vama	
Bills Receivable	· · · · · · · · · · · · · · · · · · ·		Collector	vame	
At Risk	-				

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

in More letail letantify By Trans Number Number 1961 Location 3644 Taxpayer ID Reference Postmark Date	eceipt Receipt Metho Receipt Numbe Receipt Amoun Receipt Typ Stat	d Check -Key Bank r 00431799 USD 54,074.75 e Cleared	Receipt Date GL Date Maturity Date Functional Amount	31-OCT-2018 31-OCT-2018 31-OCT-2018 54,074.75 [80]	Balances Unidentified On Account Unapplied Cash Claims Prepayments	0.00 54,074.75 0.00 0.00 0.00 0.00
Reference Comments Request ID 26846258D	an More Detail Identify By Trans Number Customer Number Location Taxpayer ID	Saint Josephs Hospital Hea 1961 3544	Earned Discounts Unearned Discounts Bank Charges	0.00	Customer Bank Name Account Remittance Bank Name Branch Account	Key Bank, N.A. Key Bank Albany NY 0010970107
	Reference Postmark Date			Comments	Request ID 26846258D	

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.

plicatio	ons - 004	431799 - ORG CR-S	pecialist	@ TRAINX - 09	IUL-2019											
		Customer Name	Saint .	Josephs Hospita	l Health Cent			Unapplied					0.00			
		Customer Number	1961	1961			On Account 0.0						0.00			
	/	Location	3544					Cash Claims 🗍					0.00			
		Receipt Amount	USD	USD 54,074.75			Prepayments 0						0.00			
_/							Exchan	ge Gain/Loss					0.00			
olicatio	ons															~
Fece	ipt Appl	lications Default														
y s	aved	Apply To	Am	ount Applied	Balance Due		Customer I	Purchase Order	Appl	Disc	GL [Allo	Cros	Re	[]	
	•	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.

Applications - 00431799 - ORG CR-S								_ 🗆 ×
Customer Name	Saint Josephs Hospit	al Health Cent		Unapplied	54,074.75			
Customer Number	1961			On Account				
Location	3544		C	Cash Claims 🗌		0.00		
Receipt Amount	USD	54,074.75	P	'repayments		0.00		
			Exchang	e Gain/Loss		0.00		
Applications								✓
Receipt Applications Default								
Apply Saved Apply To	Amount Applied	Balance Due	Customer I	Purchase Order	Appl Disc	GL [Alloc Cros	Re []	
			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,

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

<mark>O</mark> Applica	ations - 0043	31799 - ORG CR-Sj	pecialist @) TRAINX - 09-	JUL-2019					
		Customer Name	Saint Jos	sephs Hospit	al Health Cent		Unannlied	54 074 75		
	0	`ustomer Number	1961				On Account	0.00		
	Loostion 3544				Cash Claims	0.00				
		Boogint Amount USD		54 074 75		Prenavmente	0.00			
		Necelpt Amount			04,014.10	Evolu	ngo Goin/Loos	0.00		
Annlic	ations					LXCIA	inge Gam/Loss	0.00		~
Re Re	ceipt Appli	cations Default								_
Apply	Saved	Apply To	Amou	Amount Applied Balance Due			r I Purchase Orde	r Appl Disc GL [Allor Cros Re []		
No -				Customers					×	
No -										
X _D				Find 1961	%					
No -				Number		Name		Account Description	Та	
H_				1961		Saint Josephs Ho	spital Health Cente	er		
Nn -				19610		NRG Oncology Fo	undation Inc			
Hn I				19611		NextCorps Save The Childre	a Federation Inc			
Kn				19616		World Monument	Fund			
K				19617		Center for Proble	n Oriented Policing			
N -				19618		Duquesne Univer	sity			

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

O Applic	ations - 0043	1799 - ORG CR-Sp	ecialist @ TRAINX - 09-J	IUL-2019										-	. 🗆 🗙
		Customer Name	Saint Josephs Hospita	I Health Cent		Unapplied			54	,074	.75				
	Ci	ustomer Number	1961]		On Account	unt 0.0								
		Location	3544			Cash Claims	ash Claims 0.0								
		Receipt Amount	USD	54,074.75	Prepayments				0).00					
					Exchan	ge Gain/Loss				0	00				
- Applic	ations													~	
🛛 💋 Re	eceipt Applic	ations Default													
Apply	Saved	Apply To	Amount Applied	Balance Due	Customer I	Purchase Order	Appl [Disc G		lloc (Cros	Re []			
		1840537		54,074.75	1961	80987		0	1-J						

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

- o If you have completed all cash receipt application,
- 14. Select File > Save to save your changes.
- 15. Click File, Close Form.