

## Post Daily Cash

Use the instructions below to post daily cash receipts to a valid customer, invoice, or distribution set, for Central Office Treasury and decentralized campus users.

## Prerequisites

- You must have the ORG CR-Specialist or ORG Central Office CR-Specialist responsibility to post daily cash (reconcile).
- Receipts batch must be previously created by running the concurrent process RF KTT Cash Receipt Create.
- A valid customer or customer relationship must exist in the Customer file.
- An award must be established in Oracle.
- An Accounts Receivable invoice must be available on the award to post cash.

## To Post Daily Cash:

1. Navigate to Receipts > Batches to go to the Receipt Batches window.

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C Recenpt Batches	(The F	Research Foundation	for SUNY)				_	. 🗆 🛛
Batch Type	Manu	ial-Regular	-		Batch Source			
Batch Number					Currency	USD		
Batch [	Date	15-JUL-2019		I	Receipt Class			
GL	Date	30-JUN-2019		Pay	ment Method			
Deposit [	Date	15-JUL-2019			Bank Name			
Comm	ents			Bank Ac	count Number			
<b>T</b> + 1								
Totals	_	Count	Amount			Count	Amo	ount
Cont	rol 📙				Applied			
- Actu	ial 🗌		]		Unapplied			
+ Revers	ed				On Account			
Differen	ce				Cash Claims			
					Prepayments			
					Unidentified			
				1	vliscellaneous			
					Returned			
Transmission -				_				
Name				Status	New	Pa	rtially Purged	_1
Lockbox				Operating Unit	The Research	Foundation	for SUNY [	
Batch							Receipts	

2. Using dates or batch names, query Oracle using the **flashlight icon** to find the current receipt batch. Click **Find**.

Find Batches - ORG CR-Specialist	t @ TRAINX - 15-JUL-2019	
Main More		
Batch Source		
Batch Numbers	dhhs w/o 22-jun-04 - dhhs w/o 22-jun-04 -	
Batch Dates	_	
GL Dates		
Deposit Dates		
	,	
	<u>C</u> lear <u>N</u> ew Find	

3. Once in the batch, click **Receipts** to go to the **Receipts Summary window**.

Receipt	t Batches (The F	Research Foundatio	n for SUNY)				
Bato	h Type 🛛 Man	ual-Regular	•	Batch Source	Miscellaneous		
Batch Number dhhs w/o 22-jun-04				Currency	USD		
	Batch Date	22-JUN-2004		Receipt Class Miscellaneous Receipts			
	GL Date	22-JUN-2004		Payment Method	Manual Adjust	ment	
	Deposit Date	22-JUN-2004		Bank Name Key Bank, N.A.			
	Comments			Bank Account Number	0010970107	]	
- Totals	_	Count	Amount		Count	Amount	
	Control	1	268,018.00	Applied	1	268,018.00	
-	Actual	1	268,018.00	Unapplied	0	0.00	
+	Reversed	0	0.00	On Account	0	0.00	
	Difference	0	0.00	Cash Claims	0	0.00	
				Prepayments	0	0.00	
				Unidentified	0	0.00	
				Miscellaneous	0	0.00	
				Returned	0	2.00	
Transm	nission						
	Name			Status Closed	🗆 Partial	ly Purge	
	Lockbox			Operating Unit The Research	Foundation for	SUNY [[]'	
	Batch				R	eceipts)	

Rec	ceipts Summary (The Re	esearch Founda	ation for SUNY : U	JSD) ·	- nsf w/o 22-jun-(	04					
2											•
	State	Receipt Num	nber Type		Receipt Date	Curren	Receipt Amount		Unapplied Amount	Unidentified Amount	Custorr
	Applied	Applied nsf w/o Si		-	22-JUN-2004	USD	85,194.00		0.00	0.00	Nationa
Rec	eipts Summary (The Re	esearch Founda	ation for SUNY : L	JSD) -	- nsf w/o 22-jun-(	)4	· · · ·				
_											~
	Customer Name	P	ostmark Date	De	posit Date	GLD	ate	Receipt Method Remittance Ban		Account	
	National Science Fou	Indation		22	-JUN-2004	22-JU	N-2004	Manu	ial Adjustment	0010970107	
Rec	eipts Summary (The Re	esearch Founda	tion for SUNY : U	JSD) -	nsfw/o 22-jun-0	)4					
											•
2											
	Deposit Date	GL Date	Rece	eipt M	lethod		Remittance Bank	Accou	unt Status	Bank Charges	[]
	22-JUN-2004 Manual Adjustment 0010970107 Cleared					0.00 00 🛋					
1	1										
Confirm1 Reverse1 Search and Apply Apply New Open Open											

Review/update the receipt fields. (use the horizontal scroll bar to view the fields.)

- **Type** All receipts default to standard. Change receipt type if necessary.
  - Miscellaneous to post cash directly to the General Ledger. (Note: only Central Office can process Misc. receipts. The form requires an "Activity" be entered when applying the receipt.)
    - ° Standard Invoice related, to post cash receipts to a customer or invoice.
- **Amount** It can be changed to accommodate the splitting of receipts but is a required field in the form.
- Customer Name Choose the sponsor of the award to which you are posting the cash receipt from the Customer List of Values (LOV) and click save. This is not required for the Misc. type of receipts. Suspense Customer should only be left if the sponsor is not known.
- Award Number (Flex field) Enter the award number to which the cash will be applied.
- Loc Enter the 3-digit campus location to which the cash will be applied if known. If a valid award number is chosen this field will auto populate with the corresponding campus location.
- **Invoice Number** (flex field) Enter the invoice from the receipt backup if known. This is a free form field for informational purposes only at this time.
- TechTrx Ref# (flex field) Enter the campus reference number for royalty if known. Report Center Dashboards incorporate information in this field for Royalty reporting.
- **Comments** (flex field) Enter additional details about receipts. This field is very helpful to Pl's and administrative staff when viewing receipt details in the Report Center.
- Apply To Choose the customer invoice number from the LOV or manually enter the invoice number. The LOV displays all the invoices that have been loaded into

Accounts Receivable for the Customer Name assigned to the receipt. From the list, select the award number and invoice to which you want to apply the cash receipt.

- **Apply Date** Click the Apply Date and the current date will populate the field.
- **Amount Applied** The amount of the cash receipt or the invoice amount will populate the field automatically or user can change if necessary.
- 4. Click **Apply** to go to the **Applications window**.

O Applica	itions - nsf v	w/o - ORG CR-Speci	alist @ TRAINX - 15-JUL-20	19				_ 🗆 ×
		Customer Name	National Science Foundat	ion		Unapplied	0.00	
Customer Number 3232						On Account	0.00	
Location 1571					Cash Claims 0.00			
Receipt Amount USD 85,194.00			85,194.00	1	Prepayments [	0.00		
					Exchan	je Gain/Loss [	0.00	
— Applica	tions							✓
🧉 Re	ceipt Appli	cations Default						
Apply	Saved	Apply To	Amount Applied Ba	alance Due	Customer I	Purchase Orde	er Appl Disc GL [ Alloc Cros R	le []
	~	369971	351.12		0.00 3232	011778	22-J 0.00 30-J 351.	

- 5. Select **File > Save**. Saving this window automatically selects the check boxes under both Apply and Saved for this entry line.
- 6. Attach all **backups** to receipt including but not limited to:
  - ° Scanned copy of check
  - ° Supporting documentation received with check
  - ° Email correspondence with campus and or sponsor
  - In the case of electronic receipts backup from KTT ACH detail or scan from daily activity statement
- 7. Click **Close** (the X in the upper right-hand corner of form) to return to the Receipts Summary window.