



Review Cash on Award - Process Help

Use these instructions to review cash receipts that were posted to an award.

Prerequisites

- You must have one of the following responsibilities to review cash receipts that have been posted to an award:
 - ORG AR-Billing Specialist
 - ORG CR-Specialist
 - ORG Central Office CR-Specialist
 - ORG CR-Transfer
 - ORG AR-Inquiry
- An award has been established in Oracle.
- The award number is known for the award whose cash receipt activities you need to review.

To review the cash on an award:

1. Navigate to **Collections > Account Details** to go to the **Find Account Details** window.

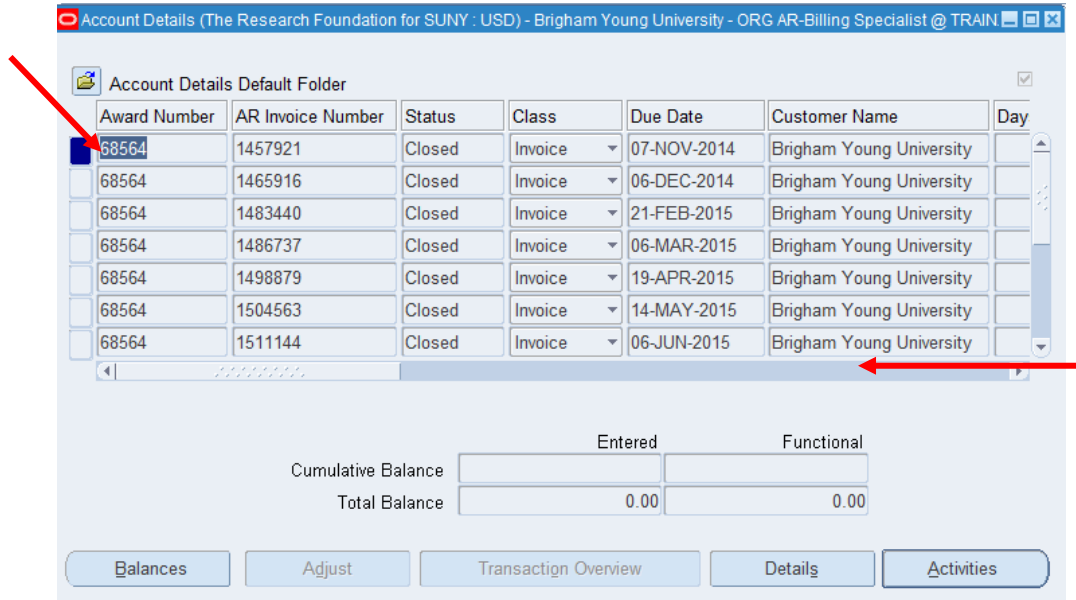
The screenshot shows the 'Find Account Details' window with the following fields: Award Number (68564), AR Invoice Number, Source, Due Date, Days Late, Currency, Sales Order, Sequence, Class, Status (Open/Closed), Bill To Customer (Name, Location, Number), and Amounts (Original, Balance Due). A red arrow points to the 'Open' option in the Status dropdown menu.

The screenshot shows the 'Find Account Details' window with the following fields: Award Number, AR Invoice Number, Source, Due Date, Days Late, Currency, Sales Order, Sequence, Class, Status (Open/Closed), Bill To Customer (Name: Brigham Young University, Location, Number), and Amounts (Original, Balance Due). The Status dropdown menu is set to 'Open'.

2. Enter the **Award** number whose cash activities you would like to review. A list of values is available. **All other fields are available for search.**

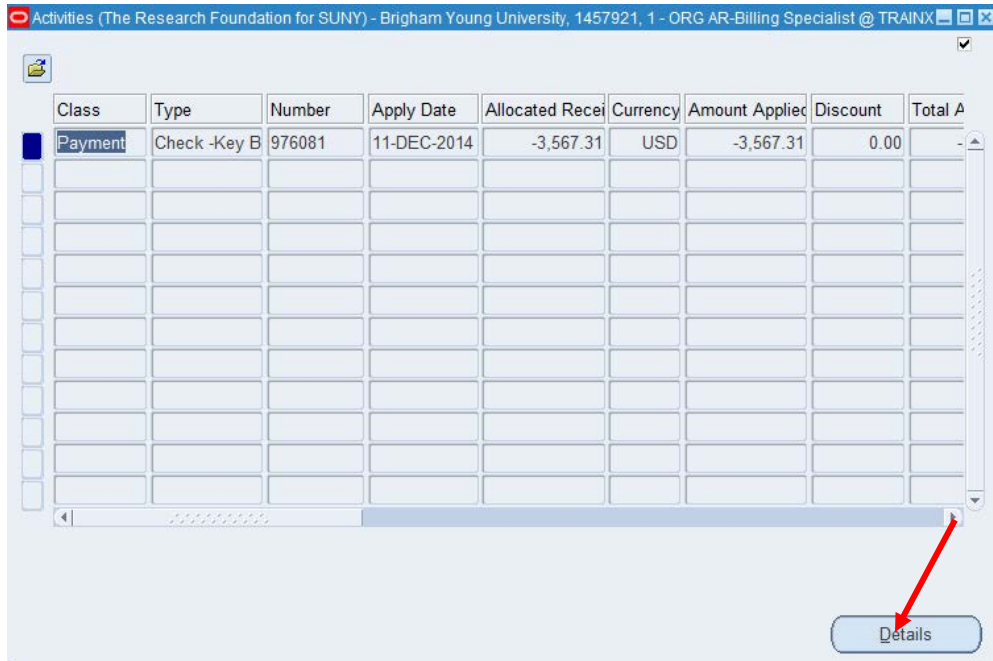
Note: To view all open and closed invoices, you will need to remove the default value of **Open** from the field. To do this, click the down arrow and then select the blank space from the drop-down menu.

3. Click **Find** to go to the **Account Details** window.



You will need to use the horizontal scroll bar to view all the fields.

4. Click in the receipt or invoice number line to go to the **Activities** window. If there is only one invoice number, clicking the Activities button takes you to the Activities window.



- Click **Details** to review the information on the cash receipt posted to this award for the selected invoice.

Receipts (The Research Foundation for SUNY - USD) - 650 11-DEC-14 Reg - ORG AR-Billing Specialist @ TRAINX - 02-JUL-2019

Receipt

Receipt Method: Check-Key Bank
 Receipt Number: 976081
 Receipt Amount: USD 3,705.73
 Receipt Type: Standard
 State: Cleared

Receipt Date: 11-DEC-2014
 GL Date: 11-DEC-2014
 Maturity Date: 11-DEC-2014
 Functional Amount: 3,705.73

Balances

Unidentified	0.00
Applied	3,705.73
On Account	0.00
Unapplied	0.00
Cash Claims	0.00
Prepayments	0.00

Main More

Detail

Identify By
 Trans Number

Customer
 Name: Brigham Young University
 Number: 21876
 Location: 83301
 Taxpayer ID

Earned Discounts: 0.00
 Unearned Discounts: 0.00
 Bank Charges: 0.00

Customer Bank
 Name
 Account

Remittance Bank
 Name: Key Bank, N.A.
 Branch: Key Bank Albany NY
 Account: 0010970107

Reference
 Postmark Date

Comments: Request ID 20358134D

Confirm... 1 Receipt History Search and Apply Apply

Receipt History is available for review.

Receipt History (The Research Foundation for SUNY - USD) - 650 11-DEC-14 Reg: 976081 - ORG AR-Billing Specialist @ TRAINX - 02-JUL-2019

Application Notes

Status History

Status	Date	GL Date	Amount	Rate	Functional Amount
Remitted	11-DEC-2014	11-DEC-2014	3,705.73		3,705.73
Cleared	11-DEC-2014	11-DEC-2014	3,705.73		3,705.73

Statement Number: 141212
 Line Number: 24

Statement Date: 12-DEC-2014
 Anticipated Value Date:
 Actual Value Date: 12-DEC-2014

- Click the **X** to close all open windows to return to the Collections: Account Details menu.