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.

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

Receipt History is available for review.

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