

# INDIANA UNIVERSITY



## FINANCIAL INFORMATION SYSTEM

Financial Documents

Cash Receipt Document

Financial Management Services

December 2004

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## **FIS Training Materials**

If you have a disability or need assistance with these training materials, arrangements can be made to accommodate most needs. Please contact Kristin Brand at 856-4574, or via e-mail at [kbrand@indiana.edu](mailto:kbrand@indiana.edu).

# The Cash Receipt Document

## I. Introduction to Depositing Checks, Cash, Credit Card Receipts, and Advanced Deposits

The Cash Receipt document is used to record cash, checks, and credit card deposits made to Indiana University's bank accounts. It is necessary to send a printed copy of the Cash Receipt document along with the deposit to the Bursar's Office. (Printing procedures are outlined on page 19 of this document.)

### Processing Overview

The procedures for processing Cash Receipt documents are slightly different than for other financial documents in the Transaction Processing system. The following steps are taken:

#### Document Initiator

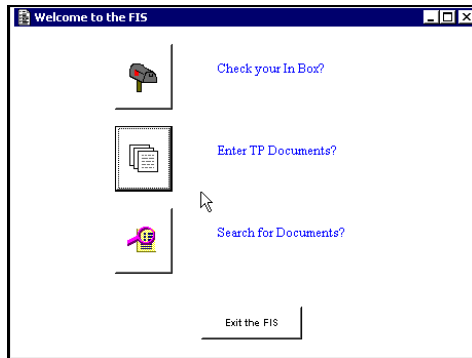
1. Completes the electronic Cash Receipt document in the Transaction Processing (TP) system and clicks on the *OK* button to begin the routing process. The electronic Cash Receipt document is automatically routed to the campus Bursar workgroup. At this point the status of the document is "Q."
2. Prints a copy of the cash receipt document
3. Sends a paper copy of the document to the Bursar's office, along with the accompanying media (cash, checks, coins, etc.)

#### Bursar

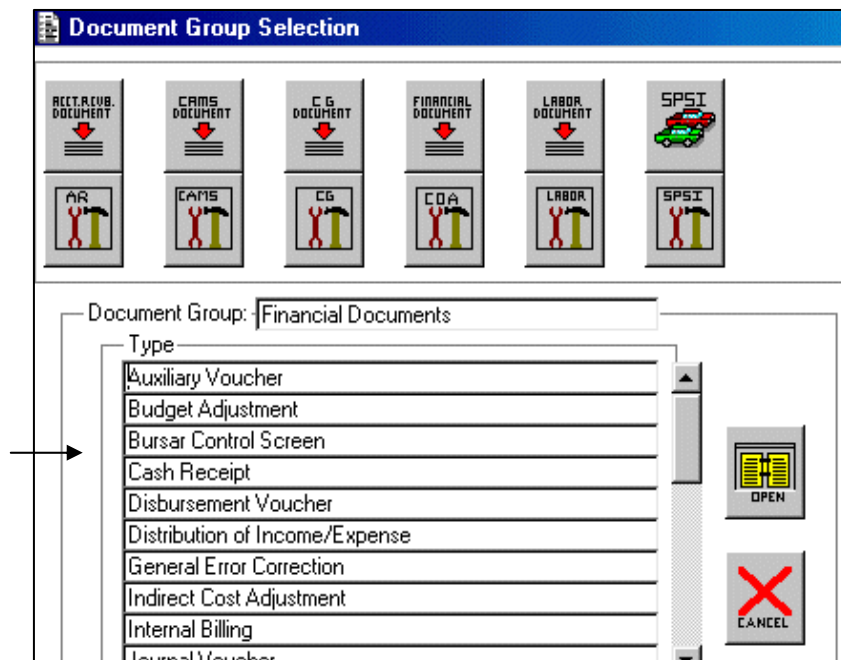
1. Reconciles the amount received for deposit with the cash receipt media breakdown and the electronic cash receipt document
2. Verifies the cash receipt document by confirming the amount of the media. When the document is approved the status changes to "V".
3. When the daily Bursar Control Screen (BCS) is approved the "V" in the status field of the Cash Receipt document changes to an "A." The number of the deposit document is entered automatically into the org doc# field of the Cash Receipt document.

## II. Where to Find the Cash Receipt Document

The first step in creating a Cash Receipt document is to open a new document on which you will enter the appropriate data to initiate your transaction.



From the **Welcome to the FIS** screen, click on the *Enter TP Documents* button to bring up the **Document Group Selection** screen. Since the Cash Receipt document belongs to the **Financial Documents** group, you may need to select the *Financial Documents* button to display the appropriate document group (see below).



Open a new document by double clicking on the line that reads “Cash Receipt,” or place your cursor on the line and click on the *Open* button.

You will be presented with a blank Cash Receipt document, at which point you may begin entering data.

### III. The Cash Receipt Document Screen

The Cash Receipt document has three sections: **1. System Information** zone, **2. Accounting** zone, and **3. Reconciliation** zone.

The screenshot shows a window titled "Cash Receipt" with three main sections:

- 1. System Information:** Contains fields for Document# (01-Y33779203), Status (?), Initiator (PJTAYLOR), Created (02/07/2003), Amount (0.00), Description, Departmental-Information (Org Doc #, Campus: BL), Deposit date, and Explanation. It includes OK and CANCEL buttons.
- 2. Accounting:** A table with columns for COA, Account, Object, Description, Invoice, and Amount. It includes "Insert Line" and "Delete Line" buttons and a "Total: 0.00" field.
- 3. Reconciliation:** Fields for Checks, Currency, Coins, Crdt Crd, Adv Dep, Change Out, and Revlv Fund Out. It includes a "Total Deposit Amount: 0.00" field.

On the right side of the window, there is a vertical toolbar with icons for OK, CANCEL, ROUTE, NOTES, CASHIER, Sub Acct, and TAX.

## 1. System Information Zone

This close-up shows the System Information zone with the following data:

Cash Receipt		Departmental-Information	
Document#:	01-KX4235203	Status:	?
Initiator:	PJTAYLOR	Org Doc #:	
Created:	03/20/2003	Campus:	BL
Amount:	780.00	Deposit date:	
Description:	Printing	Explanation:	

System information ensures that each transaction is unique and can be tracked throughout the initiation/approval process. The following system generated data appears in *System Information* fields.

### Left side of System Information Zone: Cash Receipt

Document #	System assigned Transaction Processing document number
Status	The status of the document in the routing/approval process. The status is “?” at initiation. It is an “I” if it is saved to the initiator’s inbox before routing. When the initiator approves the document then it goes to “Q” status. When the Bursar Office approves it by verifying the amounts it goes to “V.” At the end of the day when the Bursar Control Screen (BCS) document is approved the status becomes “A.”
Initiator	User ID of the person creating the document
Created	Date the Cash Receipt document is being created
Amount	Total amount of the deposit based on the amounts entered in the amount fields of the document
Description	A brief description of the transaction, which will appear on standard reports unless a description is entered in the description field on the transaction line(s). Required field if a description is not provided on the transaction line. The user must enter a description of what transaction is for. May contain up to 40 characters.

**Right side of System Information Zone: Departmental Information**

Org Doc#	When the deposit is approved by the Bursar Office the <i>Deposit Document</i> number is automatically entered.
Campus	Physical campus location of the initiator’s organization
Deposit date	Date the associated media was deposited in the bank. <i>Note:</i> This field is NOT used by the document initiator, except when an advance deposit or credit card Cash Receipt is created.
Explanation	An optional field used by departments to record further detail about the transaction. Information must be entered by the user. Also, this information will not appear on standard reports.

## 2. Accounting Zone

Information in the *Accounting* zone is entered the same, regardless of the source of income.

Accounting						
COA	Account	Object	Description	Invoice	Amount	
1	BA 6044900	1420	Bus fares		780.00	
			AUXENT PARK PARKING OPERATION	CASH FARES		N
Total:					780.00	

Insert Line      Delete Line

The following information should be entered into the *Accounting* fields. Be sure to tab out of the fields in this section so the system can properly update the screen.

- Account**      The account number to which the deposit will be posted. An account number search may be initiated by clicking on the down arrow beside the *Account* field.
- Object**      The object code to which the deposit will be posted. An object code search may be initiated by clicking on the down arrow beside the *Object* field.  
*Note:* If doing a refund, you should use the same number as the original expense
- Description**      A description of the transaction line which will appear on the monthly operating statement. If a description is not entered, the data in the *Description* field from the *System Information* zone above will be automatically reproduced in this field and printed on the monthly operating statement.
- Invoice**      This field is not used. Please leave it blank.
- Amount**      The amount to be deposited to a specific account and object code.  
*Note:* Negative amounts may be used. When depositing refund checks, use an expense object code. The amount must be a negative number.
- Total**      The total amount of the deposit. This amount is system generated, and is derived from the amounts entered on each transaction line. It is the total of all lines.
- Insert Line Button**      Click on this button to add an additional transaction line. You may add as many lines as you need.
- Delete Line Button**      Place the cursor on the line you wish to delete, and click on this button to delete it from the document.
- Subaccounting Information**      With your cursor on the appropriate accounting line, click on the subaccounting button in the right tool bar, and enter necessary subaccounting information.

When recording a deposit of checks and cash, use the *Reconciliation* zone:

Reconciliation

Checks: [ ] ↓ Change Out: [ ] ↓

Currency: [ ] ↓ Revlv Fund Out: [ ] ↓

Coins: [ ] ↓

Crdt Crd: [ ] ↓

Adv Dep: [ ] ↓

Total Deposit Amount: [ ]

**Checks** The *Checks* field is used to record the total amount of checks included in the deposit. The total may be entered directly into the field, or more detail may be provided by clicking on the down arrow beside the *Checks* field.

Click on the down arrow beside the *Checks* field to bring up the following Check Detail screen. It is a good practice to add details for auditing purposes later on.

The Check Detail screen provides fields where the user may enter check numbers, check dates, descriptions (e.g., the name of the person or company from which the check was received), and check amounts.

Check Detail

Check Number	Date	Description	Amount
12345	05/01/2003	John Smith	150.00
23456	05/02/2003	Sally Baker	150.00
34567	05/05/2003	Pat Frantz	150.00
45678	05/05/2003	David Dial	150.00
56789	05/07/2003	Jo Blow	150.00

Insert Line Delete Line

OK Cancel

After entering the data on this screen, click on the *OK* button to carry the check total back to the *Checks* field on the document.

Reconciliation

Checks: [ 750.00 ] ↓ Change Out: [ ] ↓

Currency: [ ] ↓ Revlv Fund Out: [ ] ↓

Coins: [ ] ↓

Crdt Crd: [ ] ↓

Adv Dep: [ ] ↓

Total Deposit Amount: [ ]

**Currency** The *Currency* field is used to record the total amount of currency included in the deposit. More detail must be provided by clicking on the down arrow beside the

*Currency* field.

Click on the down arrow beside the *Currency* field to bring up the following Currency Detail screen.

The Currency Detail screen provides fields where the user must enter the total amount of currency received for each denomination. The example above shows that the currency deposit for this transaction was \$200 worth of \$20 bills; \$50 worth of \$10 bills; \$35 worth of \$5 bills; \$15 worth of \$1 bills.

Currency Detail	
\$ 100.00:	
\$ 50.00:	
\$ 20.00:	200.00
\$ 10.00:	50.00
\$ 5.00:	35.00
\$ 2.00:	
\$ 1.00:	15.00
Other:	
Total:	300.00

OK Cancel

After entering the data on this screen, click on the *OK* button to carry the currency total back to the *Currency* field on the document.

Reconciliation	
Checks:	750.00 ↓
Currency:	300.00 ↓
Coins:	↓
Crdt Crd:	↓
Adv Dep:	↓
Total Deposit Amount:	

Change Out: ↓  
Revlv Fund Out: ↓

**Coin**

The *Coins* field is used to record the total amount of coins included in the deposit. More detail must be provided by clicking on the down arrow beside the *Coins* field.

Click on the down arrow beside the *Coins* field to bring up the following Coin Detail screen.

The Coin Detail screen provides fields where the user must enter the total amount of currency received for each denomination. The example above shows that the currency deposit for this transaction was \$4.25 worth of quarters; \$1.20 worth of dimes; \$.25 worth of nickels; \$.25 worth of pennies.

The Coin Detail dialog box contains the following data:

\$ 1.00	
\$ .50	
\$ .25	4.25
\$ .10	1.20
\$ .05	0.25
\$ .01	0.25
Other:	
<b>Total:</b>	<b>5.95</b>

Buttons: OK, Cancel

After entering the data on this screen, click on the *OK* button to carry the currency total back to the *Coins* field on the document.

The Reconciliation screen displays the following data:

Checks:	750.00	Change Out:	
Currency:	300.00	Revlv Fund Out:	
Coins:	5.95		
Crdt Crd:			
Adv Dep:			
<b>Total Deposit Amount:</b>			<b>1055.95</b>

The completed Cash Receipt document would appear as follows:

**Cash Receipt**

Cash Receipt  
 Document#: 01-026101903 Status: 0  
 Initiator: PJTAYLOR  
 Created: 04/25/2005  
 Amount: 1,055.95  
 Description: Campus bus fares

Departmental Information  
 Org Doc #: |  
 Campus: BL  
 Deposit date:  
 Explanation:

Accounting

COA	Account	Object	Description	Invoice	Amount
1	BA 6040900	1420	Bus fares	-	1,055.95
			AUDENT PARK PARKING OPERATION	CASH FARES	N

Total: 1,055.95

Reconciliation

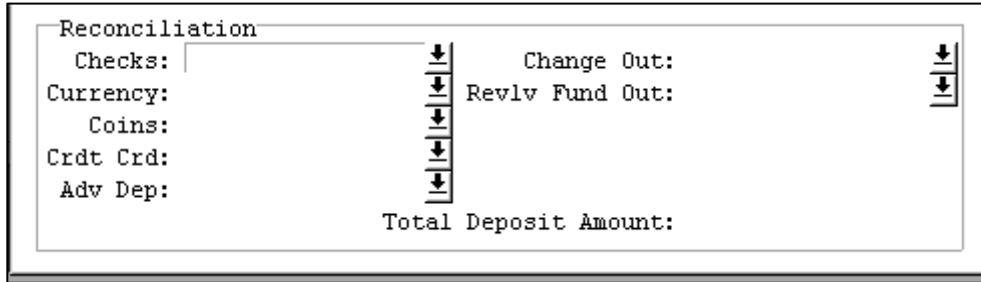
Checks:	750.00	Change Out:	
Currency:	300.00	Revlv Funds Out:	
Coins:	5.95		
Crdt Crd:			
Adv Dep:			
Total Deposit Amount:			1,055.95

### 3b. Reconciliation Zone: Credit Card Receipts

This reconciliation field is not used by most departments. Departments who receive credit card payments processed through an outside vendor should contact FMS Customer Service (fmshelp@indiana.edu) for information before completing a Cash Receipt document involving credit card payments.

### 3c. Reconciliation Zone: Advance Deposits

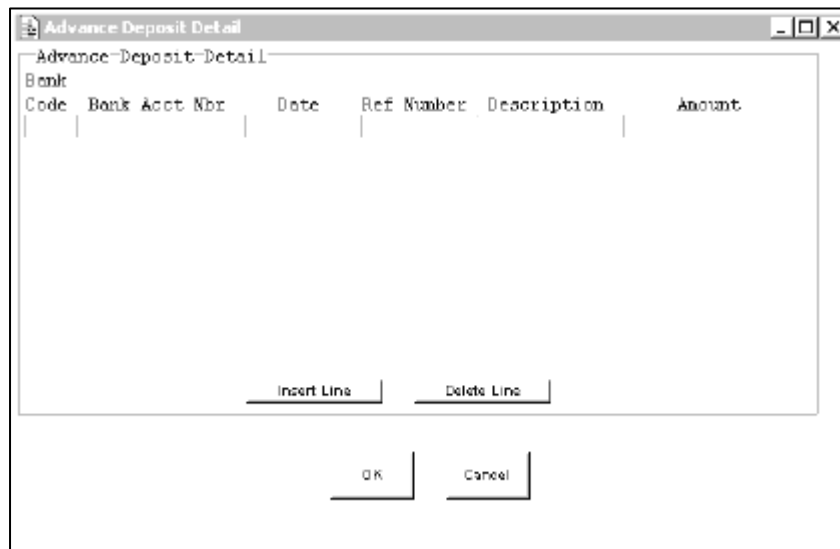
Some university departments take their deposits straight to the bank rather than sending them to their Bursar Office for deposit. These are referred to as advance deposits and must be recorded in the university financial system via the Cash Receipt document. The document is filled out exactly the same as for deposits of cash or currency, or credit card receipts, with the exception of the *Reconciliation* zone. *Note:* A Cash Receipt document for advance deposits will automatically approve and does not route. Therefore, advance deposits cannot be combined with other deposits on the same Cash Receipt document.



The screenshot shows a rectangular box titled "Reconciliation". Inside the box, there are several fields with down arrows to their right: "Checks:", "Currency:", "Coins:", "Crdt Crd:", and "Adv Dep:". To the right of these fields are "Change Out:" and "Revlv Fund Out:", each with a down arrow. At the bottom of the box is the label "Total Deposit Amount:".

To fill in the *Reconciliation* zone for an advance deposit you must click on the down arrow beside the Advance Deposit (*Adv Dep*) field. It is not possible to enter data directly into the *Adv Dep* field on the face of the document.

Click on the down arrow beside the *Adv Dep* field to bring up the Advance Deposit Detail screen.

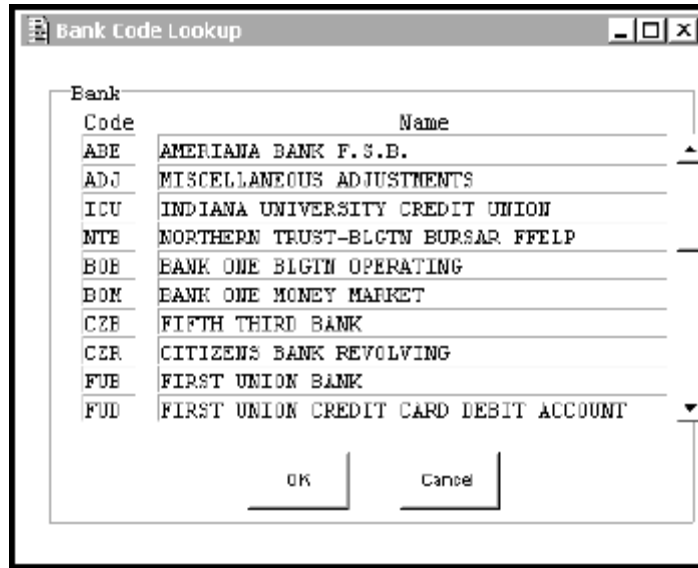


The screenshot shows a window titled "Advance Deposit Detail". Inside the window, there is a table with the following columns: "Bank Code", "Bank Acct Nbr", "Date", "Ref Number", "Description", and "Amount". Below the table are two buttons: "Insert Line" and "Delete Line". At the bottom of the window are two buttons: "OK" and "Cancel".

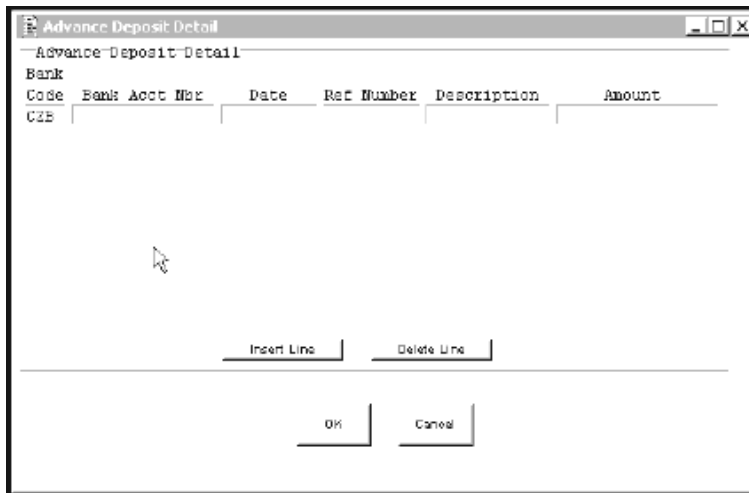
The following information is entered into the *Advance Deposit Detail* fields:

**Bank Code**        The bank code is a three digit alpha code that identifies the bank in which the funds were deposited.

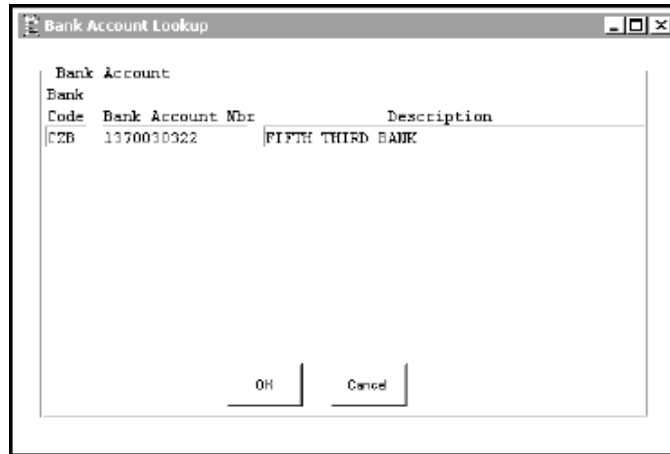
To display a list of valid bank codes, double-click on the *Bank Code* field. The appropriate bank code can be selected from the *Bank Code Lookup* window shown on the following page. Use the scroll bar to the right of the screen for additional bank code choices.



Double-click on the appropriate code, or select it and click on the *Okay* button to return the code to your document. If the bank code is not in this list, contact IU Treasury Operations for further instructions, or FMS Customer Service.



Bank Acct Nbr     The *Bank Account Number* field is used to record the bank account number (up to 15 numeric characters) to which the funds were deposited.



A screenshot of a 'Bank Account Lookup' dialog box. It features a table with the following data:

Code	Bank Account Nbr	Description
C2B	1370030322	FIFTH THIRD BANK

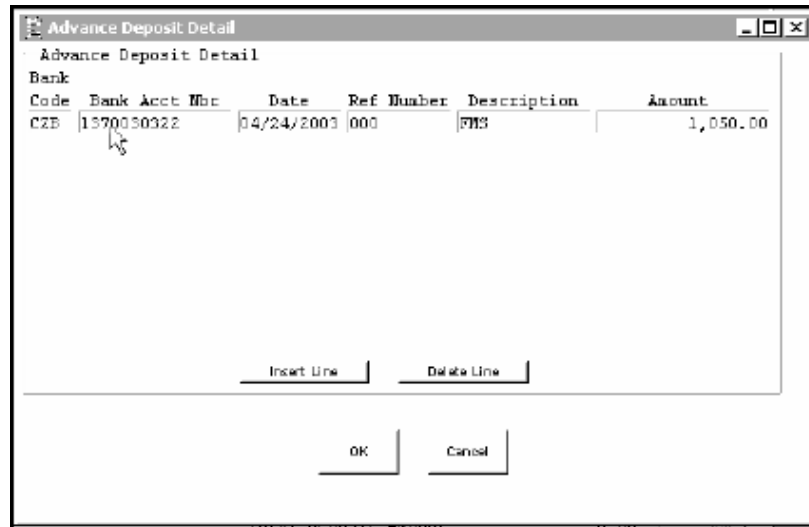
At the bottom of the dialog box are two buttons: 'OK' and 'Cancel'.

Date                The actual date of the deposit should be entered into the *Date* field.

Ref Number        This is a number assigned by the bank to the transaction. The department copies the number from the deposit slip into the *Reference Number* field. (Required)

Description        A brief description of the transaction should be recorded in the *Description* field. This is for departmental use only, and does not appear on financial reports.

Amount            The total amount of the deposit must be entered into the *Amount* field.



A screenshot of an 'Advance Deposit Detail' dialog box. It features a table with the following data:

Code	Bank Acct Nbr	Date	Ref Number	Description	Amount
C2B	1370030322	04/24/2003	000	FMS	1,050.00

At the bottom of the dialog box are two buttons: 'Insert Line' and 'Delete Line'. Below these are two more buttons: 'OK' and 'Cancel'.

Click on the *OK* button to save these values to your document.

This is how the *Reconciliation* zone for the finished Advanced Deposit should appear.

Reconciliation	
Checks:	Change Out:
Currency:	Revlv Fund Out:
Coins:	
Crdt Crd:	
Adv Dep:	1,050.00
Total Deposit Amount: 1,050.00	

#### 4. Recording Refunds

Recording refunds to the university via the Cash Receipts document allows you to return the funds to the account and object code from which it was originally paid. Data is entered into the appropriate fields in the same fashion as for other receipts with the following three exceptions:

- 1) Account      Enter the account number from which the funds were originally paid.
- 2) Object        Enter the expense object code from which the funds were originally paid.
- 3) Amount        Enter the amount as a negative (e.g., -500.00).

Because an expense object code is being used with a negative amount, the system will credit the expense object code.

Here is an example of such a transaction:

*Note:* If you are depositing funds that were originally expended on a capital asset object code, (7XXX), please contact FMS Customer Service before initiating the Cash Receipt document. Capital Asset object codes require special handling.

Cash Receipt		Departmental Information	
Document#:	01-FC4235503	Status:	?
Initiator:	PJTAYLOR	Org Doc #:	
Created:	03/20/2003	Campus:	BL
Amount:	695.00	Deposit date:	
Description:	Deposit fund	Explanation:	
Accounting			
COA	Account	Object Description	Invoice
1	UA 1912610	6100 Refund	
	GENFMD FMOP FMS ADMINISTRATION	OTST TRVL	N
Total:			695.00
Reconciliation			
Checks:	695.00	Change Out:	
Currency:		Revlv Fund Out:	
Coins:			
Crdt Crd:			
Adv Dep:			
Total Deposit Amount:		695.00	

## 5. The Transaction Processing “Action” Buttons

Several buttons appear to the right of the screen in most TP documents. Each button performs a specific "action" or function that can also be accomplished through the use of the menu bar. However, the buttons provide a shortcut for the user. While many of these buttons appear on most documents, some documents have buttons that are unique to them.



### **OK Button**

The *OK* button saves the document and begins the routing process. The Cash Receipt document routes to the campus Bursar Office, except for the Advance Deposit Cash Receipt which is automatically approved.



### **CANCEL Button**

This button allows you to exit from the document. If you have made any entries on the document you will see a pop-up screen with the following message: "Document has been modified. Would you like to save your changes?" Clicking on *Yes* will save the document to your in-box with a status of "I" ("In process"). If you click *No* you will return to the *Document Group Selection* screen and the document will be lost.

**Note:** The "Save" function on the menu bar (File > Save) allows you to "freeze" a document at any stage while you are creating it, without losing any data already entered. For example, if you are called away from your desk or have to leave the FIS while initiating a document, you may want to save it at that point and come back to it later. Alternatively, you may simply want to set aside a document to be completed later. The document will be stored in your *In Box* with an "Approval Def." status. It will maintain its original document number and the status will be "I" until you complete and route it.



### **ROUTE Button**

When you are initiating a Cash Receipt document, there will be no entries in the Routing log. Once the document has been saved to the initiator's in-box, or approved, the Routing log can be seen by opening the Cash Receipt document and clicking on the "Route" button.

At the *Document Routing Log* you can check to see:

- Who has been notified that a document is awaiting their action
- When they were notified
- Who actually took some sort of action
- When they took action
- The status (what kind of action has been taken, if any)
- If the person who took action was part of a workgroup



### **NOTES Button**

The *Notes* button allows you to attach a note to a document. Anyone who views the document may also view the note attached to it. (See "*Attaching a Note to a Document*" in the *FIS document Introduction to Transaction Processing*.)



### **SUBACCOUNTING Button**

This button allows you to assign a sub-account number, a sub-object code, a project code, and/or an additional reference number to an accounting line.



### **TAX Button**

This button takes you to a tax screen that is only available when the cursor is on an accounting line with specific account and object code information. See section VII for use of this screen. This button is used to report sales taxes for certain transactions.



### **CASHIER Button**

This button brings up the cashiering document. This document is used by the Bursar to verify the cash amounts entered on the CR by the initiator. This button is available only for the campus Bursar workgroup.

## IV. Routing the Cash Receipt Document

Cash Receipt documents do not route like the other transaction processing documents. Most Cash Receipt documents route directly to the campus Bursar office.

Click on the *OK* button to begin the routing. For most types of Cash Receipt documents, a dialog box pops up and asks you if you would like to print your Cash Receipt document before routing it. Click **Yes** because you will need to send a paper copy of the document to the Bursar's office, along with the accompanying media (cash, checks, coins, etc.). The electronic Cash Receipt document is then automatically routed to the campus Bursar workgroup. At this point the status of the document is "Q."

Cash Receipt documents which do not route to the bursar's office, and for which you will not receive the printing dialog box are

- 1) Credit card transactions
- 2) Advanced deposits.

The Bursar Office does not receive media relating to these kinds of cash receipts, and the transactions automatically approve.

### 1. Key to Routing Status

**II** = document has been ad hoc routed by the initiator to another approver prior to Bursar approval.

**Q** = document has routed to campus Bursar office

**V** = document validated and approved by Bursar office

**A** = After Bursar Control Screen (BCS) approval and the nightly batch cycle, status changes to approved document.

**Document Routing Log:** Lists the person(s) to whom the document was routed. Clicking on the "Route" button takes you to the log.



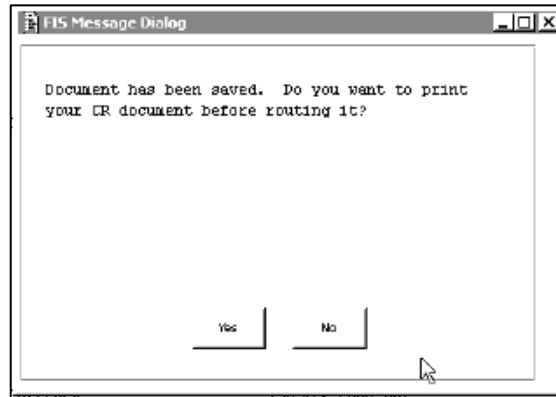
### 2. Ad Hoc Routing

Ad Hoc Routing only works on Cash Receipt documents at the first level (i.e., the document's initiator). If a Fiscal Officer wishes to see and approve the document before it is approved, Ad Hoc routing should be turned on by the document initiator before the document is routed.

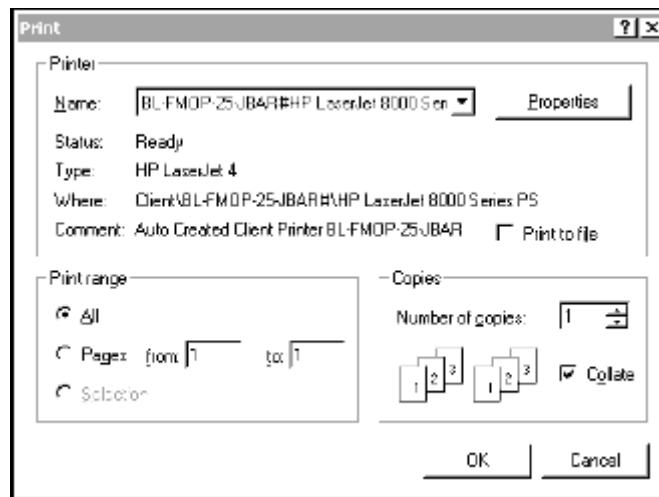
## V. Printing Paper Copies

### 1. Printing a Document Before Routing

When you have finished creating your Cash Receipt document and click the *OK* button to route it, the following dialog box will appear on your screen.



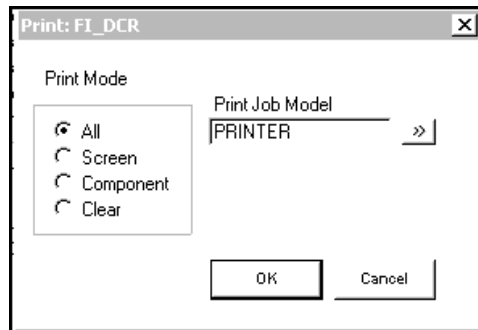
Click on the *Yes* button to bring up the following window.



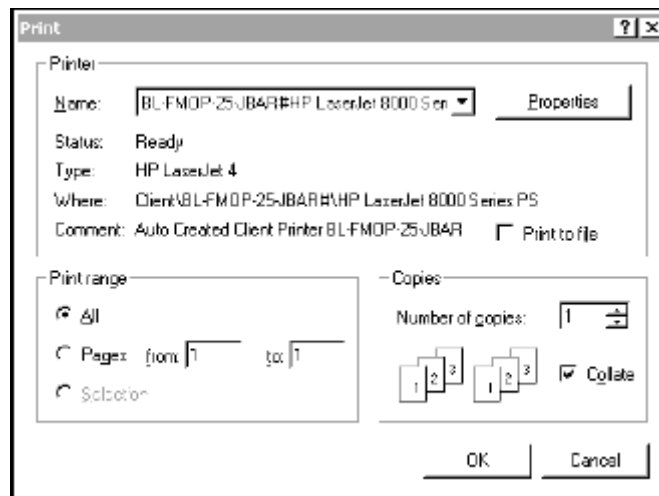
The settings on this window should not be changed unless you wish to print more than one copy of your Cash Receipt document. In this case, you should change the *Copies* setting to reflect the number of copies you wish to print. Click on the *OK* button to finish the printing process. Your document will be printed on your default printer.

## 2. Printing a Document That Has Already Been Routed

Even if a document has already been routed by you or some other user, it is still possible to print a paper copy of the transaction. The document must first be retrieved using the FIS search procedures outlined in Section VI. Once the document is displayed on your screen, select *Print* from the *File* option on the menu bar to display the following window.



In order to print all of the information contained on the face of the document (i.e., total description and explanation), leave the print mode settings as they appear above, and click on the *OK* button. The following window will then be displayed.

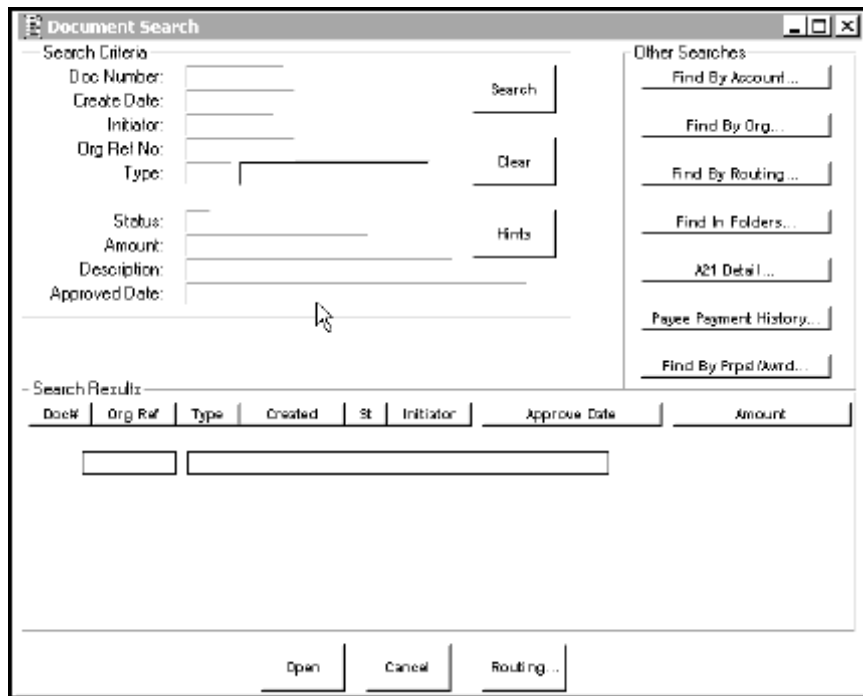


Once again, the settings on this window should not be changed unless you wish to print more than one copy of your Cash Receipt document. In this case you should change the *Copies* setting to reflect the number of copies you wish to print. Click on the *OK* button to finish the printing process. Your document will be printed on your default printer.

## VI. Searching for an Existing Cash Receipt Document

Steps for searching for an existing Cash Receipt document in the Transaction Processing system are outlined below.

From the *Welcome* screen, click on the *Search for Documents* button (or choose *Document Search* from the *Inquiries* menu bar options). The following *Document Search* window will be displayed on your screen.



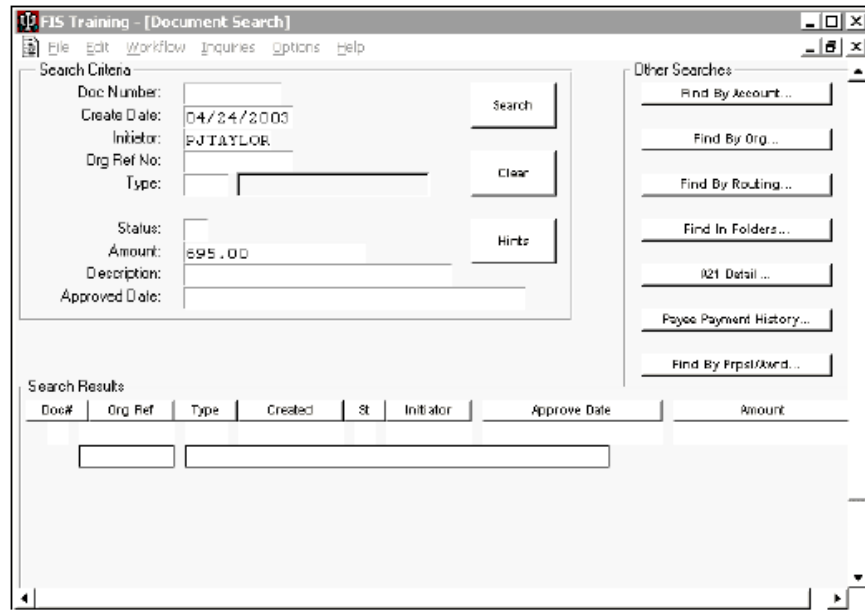
The screenshot shows a window titled "Document Search" with a search criteria section on the left and other search options on the right. The search criteria section includes fields for Doc Number, Create Date, Initiator, Org Ref No, Type, Status, Amount, Description, and Approved Date. There are buttons for Search, Clear, and Hints. The other search options section includes buttons for Find By Account..., Find By Org..., Find By Routing..., Find In Folders..., A21 Detail..., Payee Payment History..., and Find By Prpsl (word...).

Doc#	Org Ref	Type	Created	St	Initiator	Approve Date	Amount

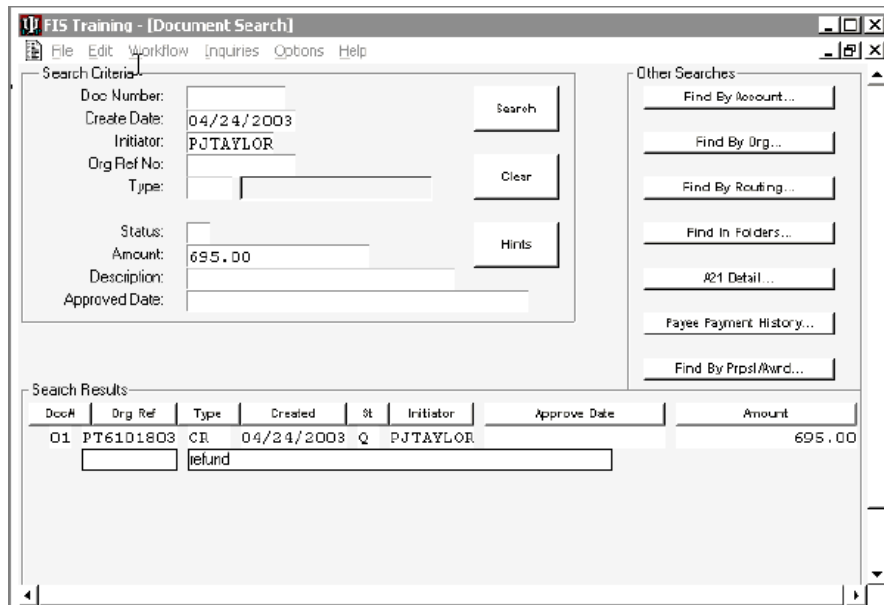
Buttons: Open, Cancel, Routing...

In the *Search Criteria* section of the *Document Search* screen, enter as much information as you know about the document you wish to find. In the example below, the user is searching for a

Cash Receipt document created on April 24, 2003, by the user PJTAYLOR, in the amount of \$695.00.



Once the data has been entered into the *Search Criteria* section, click on the *Search* button to display the search results in the *Search Results* section of the screen.



Open the document by double-clicking on the document number, or placing your cursor on the appropriate *Search Results* line and click the *Open* button.

**Cash Receipt**  
 Document#: 01-PT6101803    Status: Q  
 Initiator: PJTAYLOR  
 Created: 04/24/2003  
 Amount: 695.00  
 Description: refund

**Departmental Information**  
 Org Doc #:  
 Campus: BL  
 Deposit date:  
 Explanation:

COA	Account	Object	Description	Invoice	Amount
1	UA 1912610	6100	refund	-	-695.00
	GENFND	FMOP	FMS ADMINISTRATION	OTST TRVL	N

Total: 695.00

**Reconciliation**  
 Checks: 695.00    Change Out:  
 Currency:    Revlv Fund Out:  
 Coins:  
 Crdt Crd:  
 Adv Dep:  
 Total Deposit Amount: 695.00

## VII: Reporting Tax Information

A tax information screen is a part of the Cash Receipt. Each month, the university is required to report and remit sales tax collected to the State of Indiana. Annually IU is required to report gross sales, taxable sales, the amount of sales tax remitted, and the county for which the sale occurred. The tax information screen allows users to enter the required information in the correct format and it can be captured easily for reporting purposes.

When your organization has sales that collect the Indiana state sales tax, you will use the Cash Receipt to deposit the tax collected. If you use account number 96-127-79, object code 9015, the tax information screen will pop up. The tax screen is only available when the cursor is on an accounting line. The following information must be entered:

- Account number that had the sales
- Gross Sales
- Taxable Sales
- Month and four-digit year for which the sales tax was collected

If the account and object code combination is entered on more than one line of the Cash Receipt document, you must enter this new information for each line with that combination.

For assistance with reporting tax information, e-mail [taxpayer@exchange.ucs.indiana.edu](mailto:taxpayer@exchange.ucs.indiana.edu)

## **VIII. Correcting a Cash Receipt**

If a Cash Receipt has been initiated and approved, but was incorrect, the following process should be used to correct the transaction.

If an incorrect account or object code was used, the General Error Correction (GEC) document should be initiated to make corrections. Instructions for use of the GEC may be found at [http://www.fms.indiana.edu/fis/html\\_docs/gec/gec.asp](http://www.fms.indiana.edu/fis/html_docs/gec/gec.asp).

If an amount was entered incorrectly, a negative Cash Receipt document must be initiated. Use the same account number and object code as on the original Cash Receipt, but put in a negative amount.

*Note:* Use the Advanced Deposit field in the Reconciliation Zone to enter the amount. Because this Cash Receipt is correcting an error, and no media will be sent to the campus Bursar office, this Cash receipt needs to automatically approve and NOT route to the campus Bursar. Entering the amount into the Advance Deposit field will accomplish this automatic approval.

3. If an error was made on the Tax screen, do not process another Cash receipt. Send e-mail to the FMS Tax

Area at [taxpayer@exchange.ucs.indiana.edu](mailto:taxpayer@exchange.ucs.indiana.edu)

## **IX. Cash Receipt Document Restrictions**

Cannot use 92-xxx-xx accounts (those with subfund of PFRR-Renewal and Replacement).

Cannot use Salary object codes (2XXX and 3XXX). Note: All reimbursement checks for salary and wages should be sent to FMS Payroll, Poplars 526, Bloomington campus.

Cannot use transfer object codes 1699 and 5199.

Capital asset object codes need special handling; contact FMS Customer Service before using 7XXX object code on a Cash Receipt Document.