CR Instructions for Agencies That Integrate from AFNS to CAS

Entering a NEW Cash Receipt

The example below indicates a CRQ transaction being keyed from within a payment voucher. If an agency has completed keying their payment voucher and now needs to key a Cash Receipt, the initial steps below can be followed without having to start at the SUSF screen. If you are more comfortable entering a new document from the AFNS SUSF screen, feel free to do so.

Enter "new" in FUNCTION from the last document entered.

ENTER: TRAN "CRQ" or "CR" or "C1"

AGENCY "AGC" [key your agency code]

ID NUMBER "XAGC0000001" or use automatic numbering

[PRESS ENTER]

FUNCTION: NEW DOCID: CRQ AGC XAGC0000001 BATID: STATUS: 000-000 OF 000 ORG: QUICK CASH RECEIPT INPUT FORM H-ACCT PRD: BFY: ACTION: CASH ACCT: COMMENTS: DEPOSIT DATE: BANK CODE: DOCUMENT TOTAL: CALCULATED DOCUMENT TOTAL: LN ----REFERENCE-----REV SUB NO CD NUMBER LN FUND AGCY ORG/SUB ACTV SRC/REV APPR UNIT FUNC __ __ _____ OBJ/SUB-OBJ JOB NUMBER REPT CAT BS ACCT VEND/PROVIDER ----- ----- ------ ------AMOUNT I/D P/F DESCRIPTION _____ 01-02The Quick Cash Receipt Input Screen (CRQ) is used to enter data and process transactions recording revenue received [see example below].

This is a typical data input screen in that it contains <u>three</u> main sections:

- 1.) The **Function Line** shows system information, document and batch ID's, and is used for taking an action on the transaction.
- 2.) The *Header Section* is used for entering information pertaining to all the accounting lines in the transaction.
- 3.) The *Line Section* is used to record each individual accounting line of the transaction

Cash Receipt Edit Performed - Document Scheduled

Process this transaction by using **"ed" (edit)** in the FUNCTION field and press ENTER.

Once the edit is performed and no errors are found, the status will indicate 'SCHED' for scheduled for off-line processing.

		N: ed ATUS:			DOCID: BATID:	~			ORG:		000-	000 OF	000
H-					QUICK C.					A CELT ON .	-		
	DE.	POSIT D			ACC					ACTION:	E		
		BANK C	CODE:	01	CASH	ACC1:						100	
								-		r total:			
						CALO	CULATEI	DO DO	CUMEN	r total:		100	.00
	T NT												
				RENCE				T		REV SUB	1000		DIDIO
	NO	CD	NUN	ABER	LN FUN	D AGCY	ORG/St	JR 7	ACTV	SRC/REV	APPR	UNTT	FUNC
		OBJ/SU	JB-OBJ	J JOB I	NUMBER	REPT CA	г вз <i>1</i>	ACCT	VENI	D/PROVID	ER		
		AMOUNI	г	I/:	D P/F DE	SCRIPTI	DN						
01-	01				123	4 123				0510			
			100.	.00									
02-													

Cash Receipt for Refund Against Disbursement

If your agency has a 'refund against disbursement' and needs to enter the cash receipt, enter the accounting information from the original payment voucher on the first line of the cash receipt (CRQ) document.

Enter the vendor code for the vendor refunding the money so that if the vendor has 1099 or W2 information it will be adjusted for the overpayment.

FUNCTION: ed	DOCID: CRQ AG	C XAGC000002	
STATUS: SCHED	BATID:	ORG:	001-001 OF 001
Н-	QUICK CASH RECEIPT	INPUT FORM	
DEPOSIT DATE:	ACCT PRD:	BFY: ACTION:	E
BANK CODE: 01	CASH ACCT:	COMMENTS:	
		DOCUMENT TOTAL:	25.00
	CALCULA	ATED DOCUMENT TOTAL:	25.00
LNREFERENCE		REV SUB	
NO CD NUMBER	LN FUND AGCY ORC	J/SUB ACTV SRC/REV	APPR UNIT FUNC
OBJ/SUB-OBJ JOB 1	NUMBER REPT CAT E	S ACCT VEND/PROVID	 ER
AMOUNT I/2	D P/F DESCRIPTION		
01- 01	1234 123 123	34	
0500 05		12345678900	C
25.00			
A*HP00-NO ERRORS DETEC	TED		

Process this transaction by using **"ed" (edit)** in the FUNCTION field and press ENTER.

The message at the bottom indicates that the CR document has been scheduled for off-line processing. The nightly cycle programs will pick up the CR and update the tables in AFNS. If you would like for your CR transaction to update the AFNS tables immediately, 'run' the document by placing an 'R' in the function field and press ENTER. Once the document 'accepts' it will update the OCRH and OCRL tables in AFNS.

FUNCTION: R	DOCID: CRQ	AGC XAGC000	0002			
STATUS: SCHED	BATID:		ORG:	001-001 OF 001		
Н-	QUICK CASH RECEI	PT INPUT FORM	1			
DEPOSIT DATE:	ACCT PRD:	BFY:	ACTION: E			
BANK CODE: 01	CASH ACCT:	C	COMMENTS:			
		DOCUMEN	IT TOTAL:	25.00		
	CALCU	JLATED DOCUMEN	IT TOTAL:	25.00		
LNREFERENCE NO CD NUMBER OBJ/SUB-OBJ JOB	LN FUND AGCY C			PR UNIT FUNC		
AMOUNT I/	D P/F DESCRIPTION	1				
01- 01 0500 05 25.00	1234 123 1		2345678900			
A*HP00-NO ERRORS DETEC	TED					

Cash Receipt Accepted

If no integration problems (XWLK/BRWK errors) occur the CR transaction will integrate to CAS during the NCYC process.

An email will be sent to the agency's designated employees that will include the CR form and CR transmittal sheet for all CR transactions that integrated to CAS.

If a CR transaction had problems integrating to CAS, the agency's designated employee(s) will receive an email with the **CRIN** error report attached, which lists all CR transactions that had problems integrating.

<u>Note</u>: The same steps will need to be followed regardless if your agency is entering a CR, CRQ, or C1 transaction.

Modifying an existing CR & CR <u>needs</u> to integrate to CAS An agency entered incorrect coding information on a CR and needs to modify the existing CR transaction that processed (CR is on the OCRH/L table in AFNS and CAS) and needs to have the modification integrate to CAS. For this scenario, please see the following instructions:

Enter a modifying Cash Receipt transaction (CRQ, CR, C1) in AFNS using the original Cash Receipt number. Key an 'M' in the ACTION field. Then key the original line number with the incorrect coding with a 'D' in the I/D field to reduce the line. Key a new line with the correct coding with an 'I' in the I/D field.

DOCID: CRQ AGC XAGC0000001 FUNCTION: STATUS: ACCPT BATID: ORG: H- QUICK CASH RECEIPT INPUT FORM DEPOSIT DATE: ACCT PRD: BFY: BANK CODE: 01 CASH ACCT: CO DOCUMENT 001-001 OF 001 H-ACTION: M COMMENTS: 0.00 DOCUMENT TOTAL: CALCULATED DOCUMENT TOTAL: 0.00 LN ----REFERENCE-----REV SUB NO CD NUMBER LN FUND AGCY ORG/SUB ACTV SRC/REV APPR UNIT FUNC __ __ _____ OBJ/SUB-OBJ JOB NUMBER REPT CAT BS ACCT VEND/PROVIDER ----- ----- ------ ------AMOUNT I/D P/F DESCRIPTION _____ **01-**01 1234 123 0510 100.00 D 02-A--*HP00-NO ERRORS DETECTED

If no integration problems (XWLK/BRWK errors) occur the CR transaction will integrate to CAS during the NCYC process.

An email will be sent to the agency's designated employees that will include the CR form and CR transmittal sheet for all CR transactions that integrated to CAS.

If a CR transaction had problems integrating to CAS, the agency's designated employee(s) will receive an email with the **CRIN** error report attached, which lists all CR transactions that had problems integrating.

<u>Note</u>: The same steps will need to be followed regardless if your agency is entering a CR, CRQ, or C1 transaction.

MODIFYING an existing CASH RECEIPTS in AFNS ONLY & CR modification does not need to integrate to CAS

An agency entered incorrect coding information on a CR in AFNS and the Comptroller's Office changed the coding information in CAS only. The agency needs to modify an existing CR transaction that processed (CR is on the OCRH/L table) in AFNS and the modification <u>does</u> <u>not</u> need to integrate to CAS. For this scenario, please see the following instructions:

Batch numbers can be used if a CR was entered incorrectly into AFNS but was corrected in CAS before it was accepted. The CR will be keyed like a normal modification (decreasing the incorrect line and keying a new line with the correct information).

Batch numbers can also be used to enter original cash receipt documents into AFNS that <u>do</u> <u>not</u> need to integrate to CAS. The only difference is that the cash receipt (modification or original) will need to be placed in one of the batches listed below.

AFNS BATCH NUMBERS - IF AGENCY KEYS IN CR WITH 999999, 888888, 777777 <u>OR</u> 6666666 IN THE 'BATCH NUMBER' FIELD ON THE AFNS SUSF TABLE - THE SYSTEM WILL NOT SEND THE CR TRANSACTION TO CAS.

See the following example:

ACTION: S SCREEN: SUSF USERID: AFNS FUNCTION: NEW ORG: DOCUMENT SUSPENSE S BATCH DOCUMENT PROCESS LAST LAST DATE L TYPE AGCY NUMBER TYPE AGCY NUMBER STAT APPRV DATE USER (YYMMDD) CR AGC 999999 CR AGC XAGCO00002

<u>Note</u>: The same steps will need to be followed regardless if your agency is entering a CR, CRQ, or C1 transaction.

Entering Cash receipts in AFNS only - OTCR Option

An OT cash receipt entered into AFNS will <u>NOT</u> integrate to CAS. Agencies that have cash receipts integrating to CAS will enter OTCR's into AFNS when it is not necessary for the data to update CAS.

Example of the OTCR scenario:

When tag/tax revenue is recorded in CAS only by Comptroller's Office and it is the agencies responsibility to record the data into AFNS. Agency would need to key an OTCR in AFNS to record the revenue accordingly to keep AFNS and CAS in sync.

UNCTION:	DOCID: CRQ AGC	OTXAGC00003				
STATUS: ACCPT	BATID:	ORG: 001-	002 OF 002			
-	QUICK CASH RECEIPT	INPUT FORM				
DEPOSIT DATE:	ACCT PRD:	BFY: ACTION: E				
BANK CODE: 0	1 CASH ACCT:	COMMENTS:				
		DOCUMENT TOTAL: 5				
	CALCUI	LATED DOCUMENT TOTAL:	50.00			
LNREFERE	NCE	REV SUB				
	ER LN FUND AGCY OF		PR UNIT FUNC			
OBJ/SUB-OBJ	JOB NUMBER REPT CAT	BS ACCT VEND/PROVIDER				
AMOUNT	I/D P/F DESCRIPTION					
01- 01	1234 123	0510				
50.	1 00					
*HP00-NO ERRORS D	FTECTED					

NOTE: A Cash Receipt form will <u>not</u> be emailed to print as it will not integrate to CAS.

If you have any questions, please contact the AFNS Hotline at (334) 242-2686 or via email at Hotline.AFNS@finance.alabama.gov.