CASH RECEIPTS-How to enter CR Batch number

AFNS BATCH NUMBERS - IF AGENCY KEYS IN CR WITH 999999, 888888, 777777 OR 666666 IN THE BATCH FIELD - SYSTEM WILL <u>NOT</u> PICK UP AND SEND TO CAS.

This can be done by creating a new document from the SUSF screen **or** by going into a new CR document and keying in the batch number when keying in the transaction number.

```
ACTION: S   SCREEN: SUSF USERID: AFNS
FUNCTION: NEW             ORG:

                 D O C U M E N T    S U S P E N S E

S     BATCH             DOCUMENT                              PROCESS
E ---------------- ---------------------         LAST    LAST     DATE
L TYPE AGCY NUMBER TYPE AGCY    NUMBER    STAT  APPRV  DATE    USER  (YYMMDD)
- ---- ---- ------ ---- ---- ------------ ----- ----- ------ -------- --------
  CR   xxx  999999 CR   xxx   #
```

OR

```
FUNCTION: NEW           DOCID: CR   xxx  #
  STATUS:               BATID: CR   xxx  999999  ORG:
H-                      CASH RECEIPT INPUT FORM

   DEPOSIT DATE:              ACCTG PRD:           BUDGET FY:

        ACTION:      BANK ACCOUNT CODE:        CASH ACCOUNT:

        COMMENTS:

                                    DOCUMENT TOTAL:
                         CALCULATED DOCUMENT TOTAL:
```

(Do not press enter until the batch number has been keyed. Once you press enter the system will take you into the batch header where you will need to key the number of documents that will be in the batch and the total amount.)

Another option to prevent the CR from integrating to CAS is to key an OT CR (no batch number). This option should only be used if your agency does <u>not</u> need to keep the CR number the same in AFNS and CAS. To do this you would key a new CR with the transaction number starting with OT (letter O).

Q:\AFNS STAFF INSTRUCTIONS\Cash Receipts or Revenues\CR Instructions - AFNS - CAS & Treasury\How to Enter CR Batch Number.doc

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