



ADOA – General Accounting Office  
**QUICK REFERENCE GUIDE:**  
**ENTER A CASH RECEIPT**





# ENTER A CASH RECEIPT

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# ENTER A CASH RECEIPT

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## Overview

Cash Receipt (CR) transactions record money collected by the state generally from customers, and, on occasion, for other purposes such as a reimbursement from an employee. A cash receipt can optionally reference several types of Receivable transactions, but does not have to reference a receivable. Generally, money collected is in the form of cash, checks, wire transfer, and direct deposit. The predominately-used transaction code for recording deposits is the CR transaction.

## Cash without Customer

### Collected Earned Revenue without Receivable Reference

Log in to the AZ360 **Home Page**. Create a CR transaction.

1. Click the **Expand** caret next to the **Global Search** field.
2. Select the **Page Code** option.
3. In the **Global Search** field, enter *CR*.
4. In the drop-down menu that generates, select **CR Cash Receipt**. The CR Financial Transaction page will generate.
5. Click **Create**.
6. In the **Transaction Department** field, select the user's department 3-digit code from the pick list.
7. Select **Auto Numbering** check box.
8. Click **Continue**.
9. A new CR transaction will generate and opens to the Header tab. Note that the transaction is in **Draft**, the **Version** number is **1**, the **Function** is **New** and the **Status** is **Held**.

Complete the **Header** tab of the transaction.

1. In the **General Information** section:
  - a. In the **Transaction Description** field, enter the reason for the CR transaction.

**Note: It is recommended to include as much detail as possible in the Transaction Description field in order to ease future transaction research and lookup.**



- b. In the **Transaction Total** field, enter the total amount of the payment.
  - c. In the **Bank Account** field, select **BK01** from the pick list.
2. Click the **Vendor** tab.

Complete the **Vendor** tab of the transaction

1. In the **Tab Level Actions** section, click the “+” icon to add a Vendor line.
  - a. Insert a blank Vendor line. No vendor needs to be selected.
2. In the **Billing Profile** field, select the pick list.
3. On the Search Billing Profile screen that generates, locate the correct billing profile for the person who provided payment by either choosing it from the grid, clicking the **Next** arrows to show more options, or entering a department or unit value to narrow the results.
4. Click on the correct billing profile.
5. Click **Ok**.
6. In the **Line Amount** field, enter the total amount of the payment.
7. In the **Payment Type** field, select the method of payment.
8. Click **Save**.
9. Click the **Accounting** tab.

Complete the **Accounting** tab of the transaction.

1. In the **Tab Level Actions** section, click the “+” icon to add an Accounting line.
2. In the **Line Amount** field, enter the total amount of the payment.
3. In the **Department** field, enter the user’s department 3-digit code.
4. In the **Function** field, enter the user’s department function number.

**Note: Typically, the function infers the fund, unit, and other elements so that these elements would not need to be separately entered.**

1. In the **Fund** field, enter the user’s department fund number.
2. In the **Appr Unit** field, enter the user’s department appropriation unit number.



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3. In the **Unit** field, enter the user's department unit number.
4. In the **Revenue** field, enter the user's department revenue number.
5. Click the **Expand** caret on the blue Accounting line.
6. In the **General Information** section:
  - a. In the **Currency** field, enter the total amount paid in dollar bills.
  - b. In the **Coin** field, enter the total the total amount paid in coins.
7. In the **COA** section:
  - a. In the **Task** field, enter the user's department task number.
  - b. In the **Dept Revenue** field, enter the department revenue number for the user's department.

**Note: The Dept Revenue and Tasks fields are controlled by the FDREQ table and are optional dependent on how the agency has configured the settings. See the required COA disclaimer in the "Chart of Accounts Elements" section of this manual for more details.**

Check the CR transaction for errors and submit it.

1. Click **Validate** to check for errors. If any errors exist, fix the errors and click **Validate** again. If the validation is successful, the following message is displayed: **Transaction validated successfully.**
2. Click the **Posting** section.
3. Click the **Expand** caret on the blue Posting line to see the details of the credit and debit postings for the receipt.
4. Review and verify the postings correspond to the values entered on the Accounting line.
5. Click **Submit** to submit the transaction for approval. If submission is successful, the following message is displayed: **Transaction submitted successfully - Pending Approval.**
6. Click **Close**.
7. Click **Home** icon to return to the home page.



## Check without Customer

When processing a check, the primary difference relates to the payment information.

On the **Vendor** tab's **Payment Information** section:

- In the **Payment Type** field, select *Check*.

On the **Vendor** tab's **Check/EFT** section:

- **Check/EFT Number** – If multiple checks are included in deposit, this can be left blank.
- **Check Date** – Date of check being deposited. If multiple checks are included in deposit, this can be left blank.

## Wire Transfer without Customer

When processing a wire transfer, the primary difference relates to the payment type.

On the **Vendor** tab's **Payment Information** section:

- In the **Payment Type** field, select *Wire Transfer*.

On the **Vendor** tab's **Wire Transfer** section:

- In the **Wire Transfer Number** field, enter the wire ID.
- In the **Wire Transfer Date** field, select the date the money was received at the bank.

**Note:** *The wire ID will be required for deposits of wires. This number will be included on the wire statements sent to the agencies by the Arizona State Treasurer's Office.*

Prior to submitting the transaction, attach the wire statement.

1. Select **Attachments** on the **Header** tab.
2. Either drag and drop in an attachment or click **Browse** to add an attachment.
3. Click **Upload**.
4. When all attachments are uploaded, click **Close**.



## Direct Deposit without Customer

When processing a direct deposit, the primary difference relates to the payment type and required document attachments.

On the **Vendor** tab's **Payment Information** section:

- In the **Payment Type** field, select *Direct Deposit*.

On the **Vendor** tab's **Payment Information** section:

- In the **Payment Date** field, enter the deposit validation date, using separate lines if needed for multiple direct deposits.

## Supporting Documentation

- For one CR to one bank transaction, the agency can email the required information in the body of an email to the Treasurer's Office Agency Deposits Team ([agencydeposit@aztreasury.gov](mailto:agencydeposit@aztreasury.gov)).
  - Required information is:
    - Agency
    - Transaction ID
    - AZ360 and Bank Deposit Amount
    - Approximate Bank Deposit Date
- For multiple CRs to multiple bank transactions, one CR to multiple bank transactions or multiple CRs to one bank transaction, the agency is required to complete and submit ASTO Deposit Form spreadsheet.
  - The ASTO Deposit Form spreadsheet can be found at on the following website <https://www.aztreasury.gov/forms> under the Agency Deposits section. Excel lines can be adjusted (deleted or added) on the spreadsheet, as needed.
  - Verify the CR total and bank transaction total are equal and email the spreadsheet to [agencydeposit@aztreasury.gov](mailto:agencydeposit@aztreasury.gov).



## Research Cash Receipts

The Cash Receipt transactions update several inquiry tables. One that will be most commonly used is the Cash Balance Detail. The steps to find the status of the cash receipt are shown below.

Log in to the AZ360 **Home Page**. Navigate to the CUSTA table.

1. Click the **Expand** caret next to the **Global Search** field.
2. Select the **Page Code** option.
3. In the **Global Search** field, enter *CBALDQ*.
4. In the drop-down menu that generates, select **CBALDQ Cash Balance Detail**. The CBALDQ page opens.
5. In the **Fund** field, enter the fund number being researched.
6. Click **Apply**.
7. View the cash balances. To view additional fields, click the **Expand** caret on the blue grid line.

For tracking the workflow status of a deposit made with the Arizona State Treasurer's Office, reference the **Locate a Transaction** quick reference guide.