Cash Receipt Preparer

The Cash Receipt e-doc has **three e-docs** instead of one deposit form for revenue recording:

- Cash Receipt
- Credit Card Receipt (used only by a few MSU merchants)
- Advance Deposit (used by a few MSU Merchants)

**You will use the CASH Receipt document for your daily deposits**
Overview

• E-docs will route electronically to the Cashier's Office.

• Cash Receipts are among the few e-docs that can bypass Fiscal Officer approval.

• Organizational units will deliver funds with e-doc cover sheet to the Cashier's Office for deposit.

• Cashier’s office will retrieve the e-doc within the system, reconcile funds received and approve the e-doc.

• All approved e-docs will process nightly.
What if it’s wrong?

The Cashier’s Office will notify the initiator of any discrepancy. At this point you will request the deposit be returned.

The Cash Receipt e-doc will be disapproved by the Cashier’s Office.

When the deposit is returned confirm where the error was made and complete a new Cash Receipt. Make sure your cash drawer is in balance and the Centricity Business batches for the deposit date balance to new Cash Receipt. A copy of the new Cash Receipt must be placed in the hard copy batch.

The MSU HealthTeam courier service will pick up the deposit and return it to the clinic. It may take a couple days for you to receive the deposit.
How To Find The Cash Receipt

• Enter the following website address (add this site to your favorites)
  fin.ebsp.msu.edu/kfs-prd/portal.do

• Enter your NetID and Password
The Cash Receipt e-doc is located in the Transactions area of the Main Menu screen. Click on Cash Receipt to complete form for deposit.
The Cash Receipt e-doc has five primary sections:

1. Document Overview
2. Cash Reconciliation
3. Currency and Coin Detail
4. Check Detail
5. Accounting Lines
The first tab is the **Document Overview** tab.

**Enter:** Today’s Date and Clinic Name  
Example: 5/20/2011 Sports Medicine

**Enter:** Batch number(s) and Credit Card Amount.  
Example: Batch 12345 – $45.00 CC  
Batch 12346 - $10.00 CC  
Batch 12347- $0.00 CC

The **Description** field is used to define the "What" of the transaction. Enter the date of the deposit and the clinic name. Example: “1/20/11 – Sports Medicine”.

The next field is the **Explanation** field. The Explanation field is used to define the “Why” of the transaction. Enter the credit card amount(s) for each batch in this field if credit card transactions were processed as part of your cashiering for the day.
The second tab is the **Cash Reconciliation** tab.

This tab is used to record the total amount of funds received in the form of cash and checks.

Select the **Individual Checks/Batches** option:

Select the **Total Only** option from **Total Check Amount** drop down field.
(Choosing this option will eliminate the need to complete the **Check Detail** tab.)

Enter: **Total Check Amount**  
Example: $40.00
The third tab is the **Currency and Coin** tab.

Enter dollar count and coin count
*three (3) twenty dollar note
*one (1) ten dollar note
*one (1) five dollar note
No coins entered as the total deposit was $115.00 and included credit card amounts

When all cash and checks are entered, go back to second tab and click on recalculate. The form will calculate the total amounts based on the values entered.
The fifth tab is the **Accounting Line** tab.  
(The fourth tab is not utilized.)

Enter the following in the Accounting Line tab:

- **Chart Field**: Select the chart code **MS** from the drop down list.  
- **Account Number, Sub-Account, Object and Sub-Object Fields**: Complete as indicated above.  
- **Amount Field**: Enter the dollar amount for the accounting line in the **Amount field**.

Every time you enter a line click the “add” button to file the line. You will be offered additional lines for additional batches. When all batches have been entered click “add” again. You will be offered another blank line. Continue to next step. **Not clicking “add” after last entry is the most common error when the cash receipt is out of balance.**
Next Step: Click on Submit

Submit will execute the transaction and trigger the appropriate business rules related to the transaction (route for approval, update the General Ledger).

Additional four options (Routing Commands) with explanations:

Save will save the e-doc in its current state for later modification and/or submission.

Close will close the e-doc after prompting to Save or Discard changes.

Cancel will close the e-doc after prompting to Save of Discard changes.

Copy will make a duplicate of the saved/submitted e-doc (useful if most of the data entered is the same day-to-day and only the amounts change.)
After the document is submitted, the next step is to print the Cash Receipt Cover Sheet. This prompt will appear when the document has been successfully submitted.
A printable version of the Cash Receipt e-doc will open.

Send this Cover Sheet with the cash and checks to the Cashier’s Office and place a copy in the hard copy batch.

<table>
<thead>
<tr>
<th>Document #</th>
<th>337028</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initiator</td>
<td>desloov1</td>
</tr>
<tr>
<td>Created</td>
<td>2010-09-28 19:23:38.0</td>
</tr>
<tr>
<td>Amount</td>
<td>5000.00</td>
</tr>
<tr>
<td>Description</td>
<td>Counter Sales 9/28</td>
</tr>
<tr>
<td>Org Doc #</td>
<td>EL</td>
</tr>
<tr>
<td>Campus</td>
<td>EL</td>
</tr>
<tr>
<td>Deposit date</td>
<td></td>
</tr>
<tr>
<td>Explanation</td>
<td>Depositing Revenue collect over the counter from 9/28</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Checks</th>
<th>0.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change Out</td>
<td></td>
</tr>
<tr>
<td>Reconcile</td>
<td></td>
</tr>
</tbody>
</table>
Completed Cash Receipt

If only credit card payments received no Cash Receipt preparation is required. Send e-mail to HT Accounting Indicating amount of credit card collection.

If deposit is out of balance enter note “attached file – variance report” Then press add.

<table>
<thead>
<tr>
<th>Document Overview</th>
<th>Date and Clinic Name</th>
<th>Batch and Credit Card amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash Receipt</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Financial Document Detail</td>
<td>Total Amount: 115.00</td>
<td></td>
</tr>
<tr>
<td>Cash Reconciliation</td>
<td>Total Check Amount: 40.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total Currency Amount: 75.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total Coin Amount: 0.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cash Reconciliation Total: 115.00</td>
<td></td>
</tr>
<tr>
<td>Currency and Coin Detail</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hundred Dollar Count: 0</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td>Fifty Dollar Count: 0</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td>Twenty Dollar Count: 3</td>
<td>$60.00</td>
</tr>
<tr>
<td></td>
<td>Ten Dollar Count: 1</td>
<td>$10.00</td>
</tr>
<tr>
<td></td>
<td>Five Dollar Count: 0</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td>Two Dollar Count: 0</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td>One Dollar Count: 0</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td>Other Dollar Amount: 0</td>
<td>$0.00</td>
</tr>
<tr>
<td>Accounting Lines</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Line Description</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Chart = MS</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Account Number XT023035</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sub-Account = Clinic Sub Acct #</td>
<td>4000</td>
</tr>
<tr>
<td></td>
<td>Sub-Object = 431000</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Amount = dollar amount for the accounting line</td>
<td>115.00</td>
</tr>
</tbody>
</table>

https://fin.ebsp.msu.edu/kfs-prd/portal.do?channelTitle=Cash%20Receipt&channelUrl=fin... 4/18/2011
The **Route Log** tab replaces the header information to retrieve details about the transaction initiator.
Variance Report to be Attached to Electronic Cash Receipt When Out of Balance

MSU HEALTHTEAM CLINICS CASHIER PAYMENTS VARIANCE REPORT

This form is used to document any discrepancies in clinic cashier payment reconciliation. It is also used as justification for deleted transactions.

NAME OF CLINIC

BATCH #

DATE OF BATCH DEPOSIT

AMOUNT OF VARIANCE (Difference between collected amount and amount collected)

( ) OVER Collected more than amount in batch

( ) UNDER Collected less than amount in batch

REASON FOR DISCREPANCY (Required)

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DELETED TRANSACTION(S)

MRN# INVOICE# REASON (REQUIRED)

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Head Cashier Signature

Date