



Cash Receipts (CRRT) Quick Reference Guide

Introduction

The CRRT document is used to process returned items. OST will charge the department \$20.00 for an NSF fee by processing a JV document using object code 8210. No STACAP will be processed for the NSF fee. The Payment Type on CRRT documents will default to Adjustment and should not be changed by users.

State of Maine Policy

The CRRT document must be created from the original cash receipt document, via the copy forward feature, that needs to be adjusted in order to link both documents. Cash receipt documents can be adjusted more than once, but keep in mind that each adjustment needs to be created from the original cash receipt document. Each returned item must be processed individually. It is not acceptable to batch returned items on one cash receipt (CRRT).

The default event type of ARM3 requires a revenue source to be coded. The event type will need to be changed if the adjustment is for something other than a revenue. Refer to the event type list, which can be found in the beginning of the Cash Receipt training manual.

For more information on this topic, please refer to the 502 Cash Receipts training book on the OSC website.

Creating a CRRT document

1. Login to Advantage (step not shown).
2. Search for the original CR document that you need to adjust. Click on **Document Catalog** from the secondary navigation panel (step not shown).
3. Enter document code in the **Code** field (CR or CREF), or select it from the picklist.
4. In the Document Identifier subsection input the appropriate department for the **Dept.**
5. In the **ID** field enter the original CR document that needs to be adjusted.
6. Click Browse.

The screenshot shows the 'Document Catalog' form. It includes a 'Create' button and a 'Document Identifier' section. The 'Code' field contains 'CR' (callout 3). The 'Dept.' field contains '08C' (callout 4). The 'ID' field contains '12012532480' (callout 5). Below the 'Document Identifier' section are 'User Information' and 'Document State' sections. A 'Browse' button is located at the bottom left (callout 6).



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7. Open the CR Document by clicking the **ID** field (step not shown).
8. Click **Copy Forward** from the toolbar at the bottom of the document.
9. The Copy Forward page opens.

Cash Receipt(CR) Dept: 08C ID: 12012532480 Ver.: 1 Function: New Phase: Final

Header

General Information Extended Description Document Information

Document Name: AFSCME Council #93
Overpayment-wrong vendor

Record Date: 01/26/2012

Budget FY: 2012

Fiscal Year: 2012

Period: 7

Document Description: AFSCME Council #93
Overpayment-wrong vendor

Actual Amount: \$28,985.73

Vendor	No. of Lines: 1	Vendor Line: 1	Vendor Custom
Accounting	No. of Lines: 1	Accounting Line: 1	Line Amount
Posting	No. of Lines: 1	Posting Line: 1	

8

Edit Copy Copy Forward Discard

10. In the **To Document** section, enter the following information.
 - Doc Dept Code
 - Document ID – Hint: you can copy the ID from the ID field in the From Document section by selecting CTRL C and then CTRL V to paste it into the To Document ID. Add an “A” to signify the first adjustment created for this CR document.
 - Select CRRT in the Target Doc Code column
11. Select **OK**.

Copy Forward

From Document

Category: AR Doc Dept: 08C

Type: CR Doc Unit:

Code: CR ID: 12012532480

Select Entire Document: Version: 1

To Document

Doc. Department Code: 08C Document Id: 12012532480A

Unit Code: Auto Numbering:

Target Doc Type	Target Doc Code	Description
CR	CRAJ	Debit/Credit Adjustment
<input checked="" type="checkbox"/>	CRRT	Returned Item Adjustment

First Prev Next Last

11 OK Cancel



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- 12. A new Draft CRRT document opens to the General Information section. Enter the **Transaction Date**.
- 13. Click the **Vendor** accordion bar.

Cash Receipt(CRRT) Dept: 08C ID: 12012532480A Ver.: 1 Function: New Phase: Draft Modified by khalil 01/02/2013

Header

General Information Extended Description Document Information

Document Name: AFSCME Council #93 Overpayment-wrong vendor Bank Account: 0327
 Record Date: Budget FY: Fiscal Year: Transaction ID: 0803040000
 Period: Transaction Date: 01/02/2013
 Document Description: AFSCME Council #93 Overpayment-wrong vendor Bank Deposit Date: Suppress Pend Print: Payment Type: Adjustment
 Actual Amount: \$0.00 Suppress Pend Print

Save Undo **13**

Vendor No. of Lines: 1 Vendor Line: 1 Vendor Customer: VC0000145320 Legal Name: AFSCME COUNCIL #93
 Accounting No. of Lines: 1 Accounting Line: 1 Line Amount: \$0.00
 Posting No. of Lines: 0 Posting Line: none

Copy Validate Submit Discard

- 14. Enter the adjusted amount (i.e. – 20) in the **Line Amount** field.
- 15. Click the **Accounting** accordion bar.

Cash Receipt(CRRT) Dept: 08C ID: 12012532480A Ver.: 1 Function: New Phase: Draft Modified by khalil 01/02/2013

Header

Vendor No. of Lines: 1 Vendor Line: 1 Vendor Customer: VC0000145320 Legal Name: AFSCME COUNCIL #93

General Information Payment Information Reference Information Payment Order

Vendor Customer: VC0000145320 Vendor Contact ID:
 Billing Profile: Vendor Contact Name:
 Legal Name: AFSCME COUNCIL #93 Vendor Contact Phone: 207-285-7416
 Alias/DBA: ME MEMBERSHIP BE Vendor Contact Phone Ext.:
 Misc. Account: Vendor Contact Email:
 Address Code: Address Code: Fax:
 Address Line 1: Fax Extension:
 Address Line 2: Web Address http://
 City: Auto Apply:
 State: Reserve Cr Balance:
 Zip: Line Amount: -20
 Country: Line Actual Amount: \$0.00
 County: AR Dept: 08C
 County: AR Unit: ALL

Save Undo Insert New Line Insert Copied Line Edit with Grid **15**

Accounting No. of Lines: 1 Accounting Line: 1 Line Amount: \$0.00
 Posting No. of Lines: 0 Posting Line: none



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16. Enter the adjusted amount (i.e. – 20) in the **Line Amount** field of the accounting line that needs to be adjusted. If there are multiple accounting lines, delete the remaining lines so that you are only changing the line that needs to be adjusted.
17. Click the **Reference** tab.

Cash Receipt(CRRT) Dept: 08C ID: 12012532480A Ver.: 1 Function: New Phase: Draft Modified by khall , 01/02/2013

Header
Vendor No. of Lines: 1 Vendor Line: 1 Vendor Customer: VC0000145320 Legal Name: AFSCME CO

Accounting No. of Lines: 1 Accounting Line: 1 Line Amount: \$0.00

Accounting Line	Line Amount
1	

From 1 to 1 Total: 1

General Information Reference Fund Accounting Detail Accounting

Event Type: ARM6
Line Type: A
Line Type Name: PRINCIPAL
Accounting Template:
Line Description: AFSCME Council #93 Overpayment-wrong vendor code
Line Amount: -20.00
Refunded Amount: \$0.00

Save Undo Insert New Line Insert Copied Line Edit with Grid

Posting No. of Lines: 0 Posting Line: none

Copy Validate Submit Discard

18. Verify that the fields are populated with the information from the CR document being adjusted. With a reference type of Memo.
19. Click **Validate**. Correct any errors.
20. Click **Submit**. This document requires Agency approval.

Cash Receipt(CRRT) Dept: 08C ID: 12012532480A Ver.: 1 Function: New Phase: Draft Modified by khall , 01/03/2013

Header
Vendor No. of Lines: 1 Vendor Line: 1 Vendor Customer: VC0000145320 Legal Name: AFSCME COUNCIL #93

Accounting No. of Lines: 1 Accounting Line: 1 Line Amount: (\$20.00)

Accounting Line	Line Amount
1	(\$20.00) ARM6

From 1 to 1 Total: 1

General Information Reference Fund Accounting Detail Accounting

Ref Doc Code: CR Ref Vendor Line: 1
Ref Doc Dept: 08C Ref Accounting Line: 1
Ref Doc ID: 12012532480 Ref Type: Memo

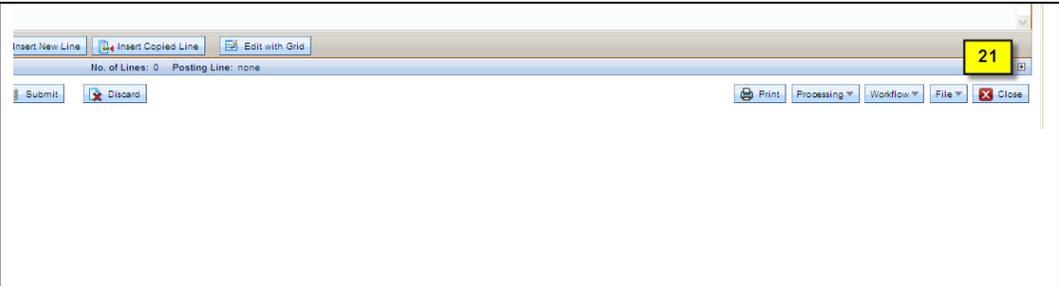
Save Undo Validate Submit Discard

Posting No. of Lines: 0 Posting Line: none



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21. Once the document has been submitted, click **Close** to exit the document. You are returned to the CR document. Click **Close** to exit the CR document.



Verification Tables

1. Some Agencies update the Bank Transaction Table (BNKTR) with the CRRT information. This is not required. Steps on how to do this can be found in the Cash Receipts Training Manual.
2. The Deposit Detail (DPRF) page allows you to view more detailed information for a particular deposit listed on the Deposit Reconciliation page. It provides check information at the Cash Receipt vendor line level.
3. The Cash Receipt Search (CRSRCH) is the main table where users can find all cash receipt activity, including adjustments and bank transfers. The CR Search displays documents that match the criteria entered in the fields seen below. The CR Search has the following features:
 - Some search fields allow multiple values to be searched on. For example, users can search on documents with a bank account code (i.e. 0327 or 0351) by entering the 2 values separated by commas in the **Bank Account** field.
 - Some search fields allow wild cards to be used when searching for documents. For example, users can search on documents where the Transaction ID starts with 280103 by using the asterisk and entering 280103* in the **Transaction ID** field.
 - Some fields such as the **Actual Amount** field allow the greater or less than wild cards. For example, users can search on documents where the actual amount is greater than \$100,000.00 by entering >100000.00 in the **Actual Amount** field.
 - All documents can be opened from the CR Search by clicking on the underlined ID number that appears in the **Document Identifier** column.
 - The CR Search allows you to search for documents based on the document phase.