

eMARS 410

Cash Receipt Processing



Customer Resource Center

eMARS Training

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<http://finance.ky.gov/internal/emars/>



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eMARS Cash Receipt Processing

1 – Orientation

The Cash Receipts process records money received by the Commonwealth. Money can be received in the form of check, cash or electronic funds transfer (EFT).

A receipt transaction represents one of five business events:

- Customer pays bill – a customer is billed for services provided by the Commonwealth by processing a Receivable (RE) document. A CR referencing the RE document is processed to recognize the cash collection of the previously recognized revenue. The corresponding receivable is therefore closed, if the full amount is received.
- Vendor returns refund – a CR document can be processed to recognize a reduction of expense/expenditure. This may occur when the Commonwealth has submitted overpayment for goods or services to a vendor.
- Customer pays for cash sale – a CR document can be processed to recognize receipt of revenue without reference to a receivable transaction. For example, a CR document can be processed to recognize cash received directly from any source.
- Customer pays for goods and services not yet performed – a CR document can be processed to recognize a deferred revenue liability. This may occur when the Commonwealth has received cash in advance of earning the revenue.
- Repayment of Loan, investment principal or other asset.

Cash Receipt processing allows you to enter accounting events that record all monies collected, including collections against outstanding receivables, customer accounts, and cash collections with no document or customer account reference. It supports cash collection for all customer types, miscellaneous customers, and summary receivables.

The Receipt process is initiated by the agencies that receive money, and final approval is done by the Treasury who deposits the money into the bank. From the time agencies receive the money and process a CR document until the CR is in Final status, the cash is not available to the user agencies for disbursement. Once a cash receipt transaction is recorded and approved by the agencies, funds are routed to Treasury for deposit.

After a CR document is submitted, the user completes a CR Transmittal form which accompanies the money to the Treasury. For a Cash Receipt, a Transmittal form is required. For an EFT, a Transmittal form is not required. The Treasury accepts the money and performs the necessary steps for deposit to the appropriate accounts.

Online inquiries provide the ability to track which receivables have been paid by the customer and which are still outstanding. The eMARS security setup ensures that agencies only see their own transactions online.

This manual shows you how to process a Cash Receipt (CR) document for cash and vendor returned payments and for an EFT Receipt to record money received by the Commonwealth.

Prerequisites

You should complete the following courses before continuing:

- eMARS 101 Introduction to eMARS
- eMARS 110 Chart of Accounts

Learning Objectives

At the conclusion of this session, you will be able to:

- Process Cash Receipts
- Create a Template for the CR document
- Process an EFT receipt
- Process payment against a Receivable (RE) document
- Approve a CR document from a Worklist

Changes and Improvements

The current business processes have not significantly changed with the implementation of eMARS 3.10.

- The addition of the CACR document.
 - The Cost Accounting Cash Receipt (CACR) document allows you to record cost accounting related cash receipts. The CACR document allows you to capture the funding source information, because this type of cash received is typically posted against a particular funding source.
 - The CACR document has the same structure as the CR document with the addition of input fields for the Funding Profile, Funding Priority and Funding Line in the Detailed Accounting section.
 - The CACR document acts much like a JVC in that it is intended not to split.

2 – Processing Cash Received

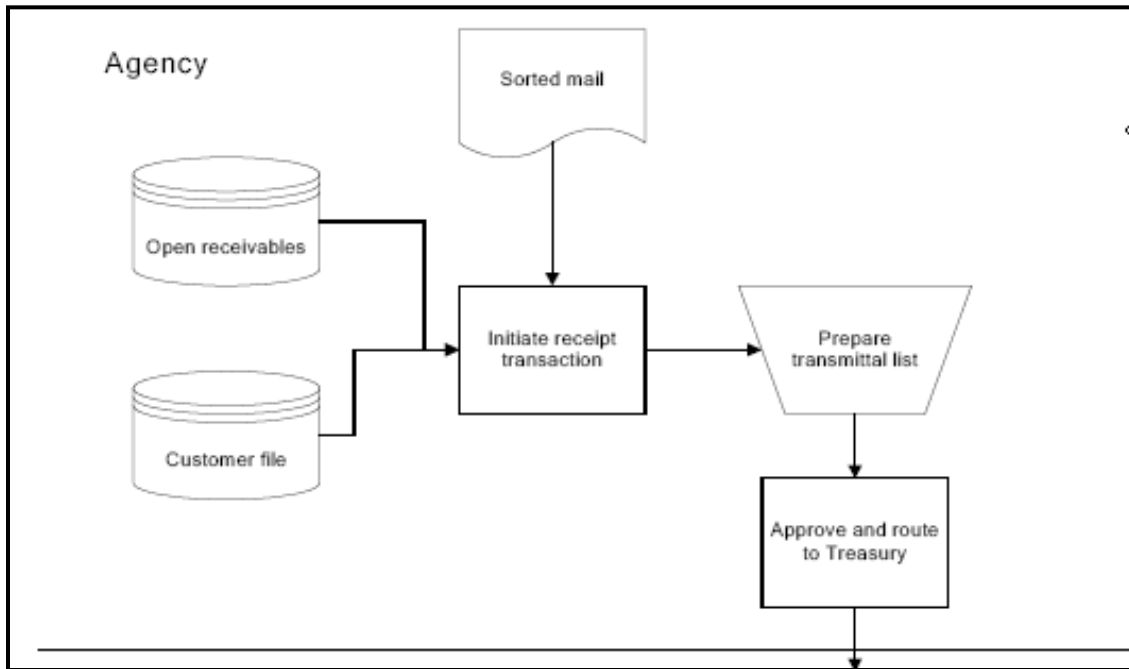
The CR document is used to record all money collected from a variety of sources as well as money collected against outstanding vendor/customer receivable balances.

The Cash Receipt Process can:

- Reference a receivable line
- Reference a receivable without a line reference
- Reference a customer account
- Reference a disbursement document for vendor refunds (i.e., automated disbursement check, manual warrant)
- Record a straight cash collection to increase revenue
- Record a prepayment against a customer account
- Record a security deposit against a customer account
- Record a Non-Sufficient Funds check, check not legible (Treasury use only)

Agencies will be notified that a CR document has been created to return funds when payments fail due to the bank account being closed, ACH Debit not allowed on the account. Etc.

Cash Receipt Process Flow



[Entering Cash Receipts into eMARS](#)

Cash receipts can reference a receivable line, a receivable or a customer account, regardless of the customer type. Revenue from multiple sources can be recorded on one CR document. The most common use of a CR document is to record the collection of earned revenue.

The CR document has three major sections which are accessible from the secondary navigation panel. There are multiple subsections under each section.

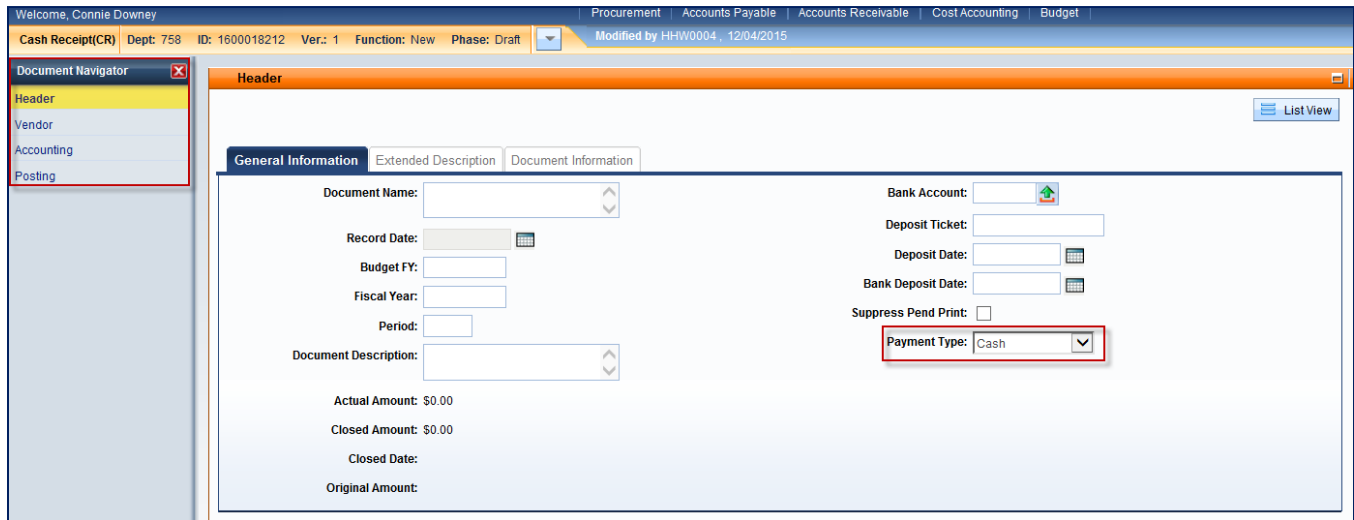
Header

The Header contains information common to all lines, such as date of record, budget fiscal year, accounting period, bank account code, payment type, and document total.

Under most conditions, you leave the BFY blank. If left blank, the BFY, FY, and Period fields will default to the current fiscal year and accounting period. The only time these fields may need to be coded on a document is during the “Two Book” period in early July when there are two fiscal years open. In order to code a document to the old fiscal year during this time, the user must code the old fiscal year in the Fiscal Year field and code “13” in the Period field. If these fields are left blank in July, they will default to the new fiscal year and Period 1.

When selecting Payment Type, all receipts are entered as Cash except for EFT. If the Payment Type is set to Cash, the Deposit Ticket field and Deposit Date on the CR document will be populated after Treasury has approved and created the deposit ticket. If the payment type is EFT, the agency will enter the deposit ticket number and deposit date. The deposit ticket number for EFT receipts will be the same as the Document ID.

Cash Receipt Document Header



Welcome, Connie Downey | Procurement | Accounts Payable | Accounts Receivable | Cost Accounting | Budget

Cash Receipt(CR) Dept: 758 ID: 1600018212 Ver: 1 Function: New Phase: Draft Modified by HHW0004, 12/04/2015

Document Navigator

- Header
- Vendor
- Accounting
- Posting

Header [List View]

General Information | Extended Description | Document Information

Document Name: []
 Record Date: []
 Budget FY: []
 Fiscal Year: []
 Period: []
 Document Description: []

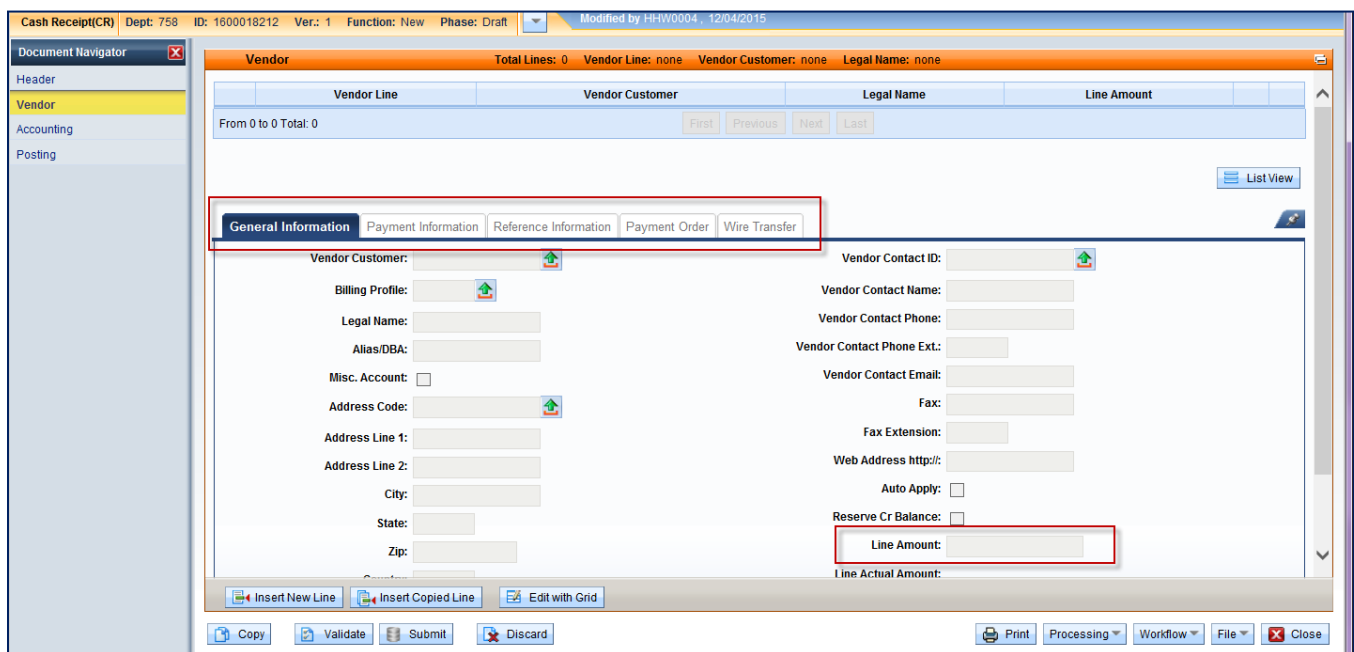
Bank Account: []
 Deposit Ticket: []
 Deposit Date: []
 Bank Deposit Date: []
 Suppress Pend Print:
 Payment Type: Cash []

Actual Amount: \$0.00
 Closed Amount: \$0.00
 Closed Date: []
 Original Amount: []

Vendor

From the Vendor section you enter information for the source of the revenue. Fields in the Vendor section include vendor/customer code and billing profile. Cash entries and EFT do not require an entry of Vendor information as multiple entries may be made on one CR. However, you must click Insert New Line on the Vendor section and enter the total amount of the revenue transactions in the Line Amount field.

Vendor Section



Cash Receipt(CR) Dept: 758 ID: 1600018212 Ver: 1 Function: New Phase: Draft Modified by HHW0004, 12/04/2015

Document Navigator

- Header
- Vendor
- Accounting
- Posting

Vendor Total Lines: 0 Vendor Line: none Vendor Customer: none Legal Name: none [List View]

From 0 to 0 Total: 0 [First] [Previous] [Next] [Last]

General Information | Payment Information | Reference Information | Payment Order | Wire Transfer

Vendor Customer: []
 Billing Profile: []
 Legal Name: []
 Alias/DBA: []
 Misc. Account:
 Address Code: []
 Address Line 1: []
 Address Line 2: []
 City: []
 State: []
 Zip: []

Vendor Contact ID: []
 Vendor Contact Name: []
 Vendor Contact Phone: []
 Vendor Contact Phone Ext.: []
 Vendor Contact Email: []
 Fax: []
 Fax Extension: []
 Web Address http://: []
 Auto Apply:
 Reserve Cr Balance:
 Line Amount: []
 Line Actual Amount: []

[Insert New Line] [Insert Copied Line] [Edit with Grid]

[Copy] [Validate] [Submit] [Discard] [Print] [Processing] [Workflow] [File] [Close]

Payment Information subsection

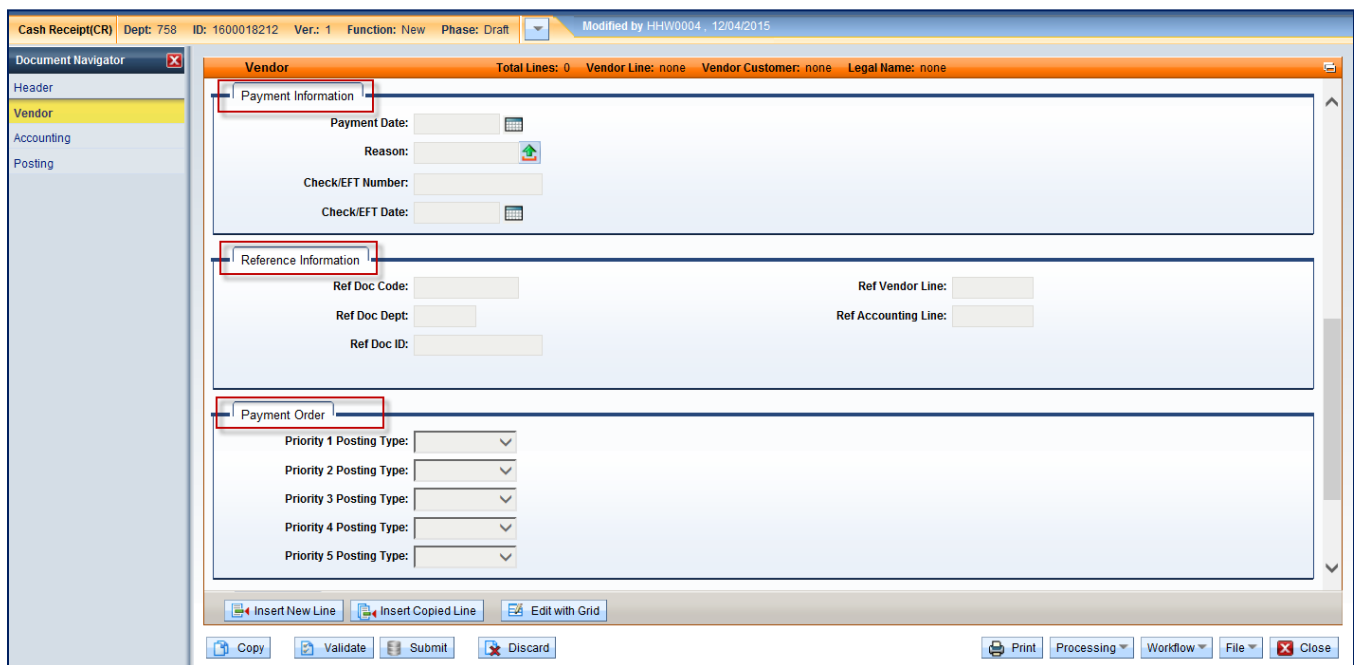
From the Payment Information subsection of the Vendor section, additional payment information is entered if a single Check or EFT is recorded. Checks are entered as cash, so a check number is not required; however, on EFT receipts, an EFT number (or name) is required by the system in the Payment Information subsection. Any number or name can be entered up to 21 characters.

Reference Information subsection

In the Reference Information subsection, information about the reference document for this customer and reference accounting line can be entered. These are optional fields.

Payment Order subsection

The Commonwealth will not use this subsection.

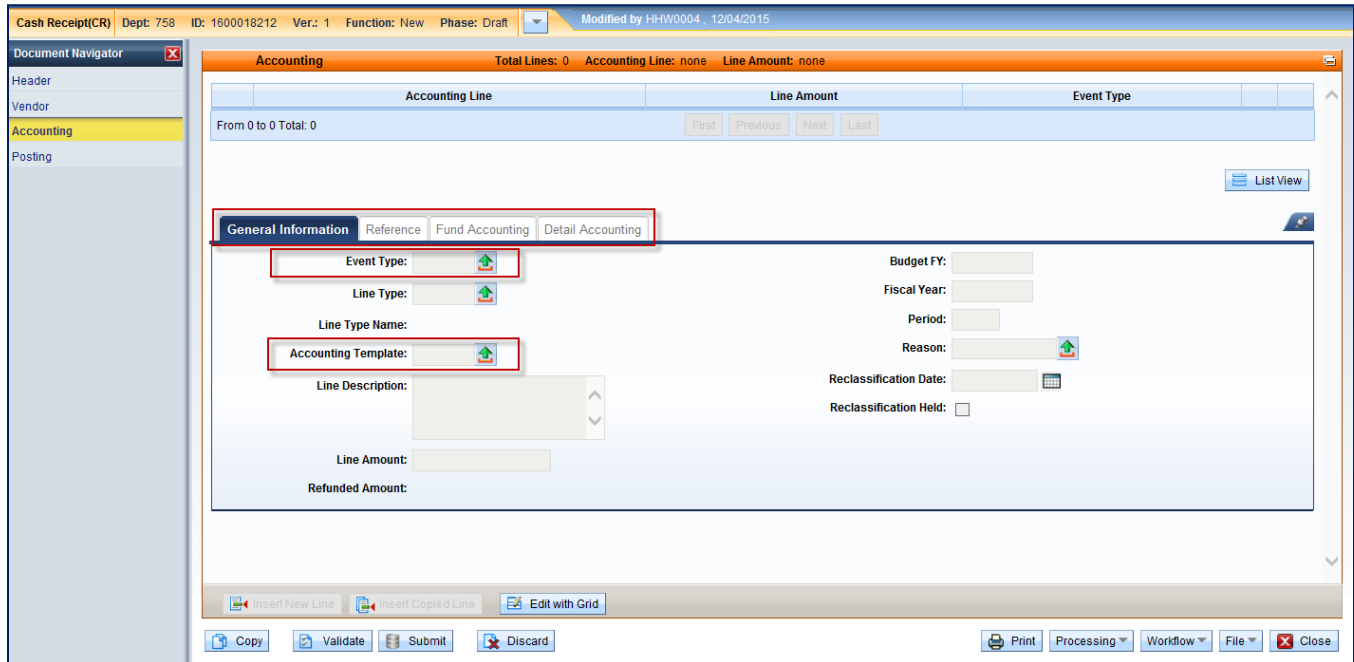


The screenshot displays the 'Cash Receipt(CR)' interface. At the top, it shows 'Dept: 758 ID: 1600018212 Ver.: 1 Function: New Phase: Draft' and 'Modified by: HHW0004, 12/04/2015'. The left sidebar contains 'Document Navigator' with 'Vendor' selected. The main area is titled 'Vendor' and shows 'Total Lines: 0 Vendor Line: none Vendor Customer: none Legal Name: none'. Three subsections are visible, each with a red box around its title: 'Payment Information' (with fields for Payment Date, Reason, Check/EFT Number, and Check/EFT Date), 'Reference Information' (with fields for Ref Doc Code, Ref Vendor Line, Ref Doc Dept, Ref Accounting Line, and Ref Doc ID), and 'Payment Order' (with five dropdown menus for Priority 1 through 5 Posting Type). At the bottom, there are buttons for 'Insert New Line', 'Insert Copied Line', 'Edit with Grid', 'Copy', 'Validate', 'Submit', 'Discard', 'Print', 'Processing', 'Workflow', 'File', and 'Close'.

Accounting

The Accounting section contains event type and account distribution information for the payment entered.

Accounting Section



The screenshot displays the Accounting Section interface. At the top, a header bar shows document details: "Cash Receipt(CR)", "Dept: 758", "ID: 1600018212", "Ver.: 1", "Function: New", "Phase: Draft", and "Modified by HHW0004, 12/04/2015". A "Document Navigator" on the left lists "Header", "Vendor", "Accounting" (selected), and "Posting". The main area is titled "Accounting" and shows "Total Lines: 0", "Accounting Line: none", and "Line Amount: none". Below this is a table with columns "Accounting Line", "Line Amount", and "Event Type", with a status "From 0 to 0 Total: 0" and navigation buttons "First", "Previous", "Next", "Last", and a "List View" button. A "General Information" tab is active, containing fields for "Event Type", "Line Type", "Line Type Name", "Accounting Template", "Line Description", "Line Amount", and "Refunded Amount". On the right side of the form, there are fields for "Budget FY", "Fiscal Year", "Period", "Reason", "Reclassification Date", and "Reclassification Held". At the bottom, there are buttons for "Copy", "Validate", "Submit", "Discard", "Print", "Processing", "Workflow", "File", and "Close".

Event Types and Requirements

Event Types are used on the accounting line and signify what posting codes will be used, while also bringing in specific rules for data entry concerning referenced transactions, customer codes, vendor codes, and all defined chart of account elements in the system.

You can either enter the event type or it defaults for a document code where a default event type is defined. The default Event Type for a CR document is **AR02** (Collect Earned Revenue). You can select an event type and name combination from a pick list for a particular document code. The system will never default an event type over one entered by a user. If the data entered is not correct for the event type, you will receive an error message.

Event Types used with the CR document

Choose

[Browse](#) [Clear](#)

Event Type : Event Type Name :

	Event Type	Event Type Name
Select	AR02	Collect Earned Revenue
Select	AR32	Collect Vendor Refund
Select	AR51	Collect to Asset Account
Select	AR53	Collect to Liability Account
Select	XXPI	Program income
Cancel	First Previous Next Last	

Accounting Templates

The use of accounting templates will simplify the entry of accounting information. An Accounting template is selected from the Pick List in the Accounting General Information subsection. The template will automatically populate the appropriate accounting element fields.

Document Referencing

Document referencing is selected from the Reference subsection of the Accounting section. You enter specific document information, vendor line or accounting line to reference the application of cash received.

- It important to note that if an RE document is created to record billed earned revenue, the CR document must include the RE document in the reference section. If the reference information is excluded, the billed earned revenue will not be liquidated, and the RE document would have to be modified.

Fund and Detail Accounting

Entries in the Fund Accounting and Detail Accounting subsections record the fund, department, Unit, Revenue source and other accounting elements for the Accounting Line entry. The use of accounting templates simplifies the entry of accounting information in the Fund and Detail Accounting subsections.

- The CACR document also allows the user to manually code the Funding Profile, Funding Priority and Funding Line in the Detailed Accounting section.

Cash Receipt(CR) Dept: 758 ID: 1600018212 Ver.: 1 Function: New Phase: Draft Modified by HHW0004, 12/04/2015

Document Navigator: Header, Vendor, Accounting, Posting

Accounting Total Lines: 1 Accounting Line: 0 Line Amount:

Reference

Ref Doc Code: Ref Vendor Line: Ref Doc Dept: Ref Accounting Line: Ref Doc ID: Ref Type:

Fund Accounting

Fund: BSA: Revenue: Department: Object: Sub Revenue: Unit: Dept Object: Dept Revenue: Sub Object: Appr Unit:

Detail Accounting

Function: Activity: Reporting: Sub Function: Sub Activity: Sub Reporting: Major Program: Location: Task: Program: Sub Location: Sub Task: Program Period: Task Order:

Save, Undo, Insert New Line, Insert Copied Line, Edit with Grid, Copy, Validate, Submit, Discard, Print, Processing, Workflow, File, Close

Posting

When the document has been validated, you can view the accounting lines to see how the transaction will post to the Accounting Journal. Select Posting from the Secondary Navigation panel while you are in the document to view the results.

While the document is in Draft or Pending Approval, the journal posting will indicate **Not Ready**.

Cash Receipt(CR) Dept: 758 ID: 1600018212 Ver.: 1 Function: New Phase: Draft Modified by HHW0004, 12/04/2015

Document Navigator: Header, Vendor, Accounting, Posting

Posting Total Lines: 1 Posting Line: 1

Line	Function	Debit Posting Credit Posting	Debit Posting Name Credit Posting Name	Debit Amount	Credit Amount
1	Standard	A001 R003	Cash External CER	\$1,000.00	\$1,000.00

List View

General Information Fund Accounting Detail Accounting

Run Time/Date: 12/04/2015 Budget FY: 2016
 Record Date: 12/04/2015 Fiscal Year: 2016
 Journal Posting: Not Ready Period: 6
 Budget Posting: Not Ready Post Pair ID: A
 Bank Account: GA Line Amount: (\$1,000.00)
 BSA Type Indicator: Posting Amount: (\$1,000.00)
 OBSA Type Indicator: Asset Closed Amount: \$0.00
 Debt ID:

Once the document is approved and Final, the posting will change to Posted.

Cash Receipt(CR) Dept: 758 ID: 1600018212 Ver.: 1 Function: New Phase: Final Modified by HHW0004 12/04/2015

Header

Vendor Total Lines: 1 Vendor Line: 1 Vendor Customer: Legal Name:

Accounting Total Lines: 1 Accounting Line: 1 Line Amount: \$1,000.00

Posting Total Lines: 1 Posting Line: 1

Line	Function	Debit Posting Credit Posting	Debit Posting Name Credit Posting Name	Debit Amount	Credit Amount
1	Standard	A001 R003	Cash External CER	\$1,000.00	\$1,000.00

List View

General Information Fund Accounting Detail Accounting

Run Time/Date: 12/04/2015 Budget FY: 2016

Record Date: 12/04/2015 Fiscal Year: 2016

Journal Posting: Posted Period: 6

Budget Posting: Posted Post Pair ID: A

Bank Account: GA Line Amount: (\$1,000.00)

BSA Type Indicator: Posting Amount: (\$1,000.00)

OBSA Type Indicator: Asset Closed Amount: \$0.00

Debit ID:

Workflow and the Approval Process

Workflow routes certain documents through approval stages based on system parameters. When a user submits a document, eMARS will automatically validate the document. If no errors are encountered at that time, then the document will successfully submit into workflow, ready for the first approval level. If no errors are encountered upon the last approval of the document, the document is approved and posted to “Final”. However, if errors are encountered upon final approval, eMARS will automatically remove ALL approvals from the document and place the document back in “Draft” phase pending the submitter’s corrections. The corrected document will have to be submitted again and all approvals applied.

Workflow routes the CR document through approval stages by assigning it to Worklists for the appropriate approvals. A Worklist contains a listing of all documents assigned to you or to your team requiring approval. Documents successfully submitted will enter workflow for approval.

You will open your Worklist by navigating to the Secondary Navigation Panel on the left. Expand the Message Center. Select the Worklist. You will see you have a Personal Worklist with your name. Click on the Drop Down arrow to see the other Worklist(s) to which you have access. Click on the Worklist. Find the documents requiring approval and open them. After reviewing the document, click either approve or reject them so they are submitted to Treasury. When rejecting documents from the Worklist, always choose **REJECT ALL**. This will allow the user to access/open the document from the Document Catalog to make corrections, revalidate and re-submit it for approval.

Please see Page 43, Exercise 6, for instructions on How to Approve the document.

Procurement | Accounts Payable | Accounts Receivable | Cost Accounting

Track Work in Progress - CR - 758 - 1600018211 - 1

Date Submitted : 12/4/2015 Submitter : Connie Downey

Approval Rule ID	Seq No	Approval Level	Assignment Date	Initial Assignee Name	Approval Status	Approval User Name
✓ 3993	1	1	2015-12-04	758_APPR	Pending	
3993	7	7		Treasury - ACH/EFT Approval	Pending	

[View Log](#) [View Visual](#)

Deposit Process

The Cash Receipt process is not complete until the Treasury has deposited the money in the bank. Once you have completed the CR and submitted it, complete a CR Transmittal Form to accompany the money to the Treasury. The Treasury accepts the cash/check and signs a copy of the CR Transmittal Form. The Treasury requires that the transmittal form include the following information before they can properly process a cash deposit:

- Department Name/Number
- Date/Time of Transmittal
- Cash Receipt Number
- Total \$ Amount of CR
- Total \$ Cash

The CR Transmittal Form can be found on the eMARS website located at <http://finance.ky.gov/internal/emars>

Click on the sub-title eMARS Forms. A list of forms will display.

3 – Session Summary

We have discussed the Cash Receipt (CR) document and its use in the business processing of revenue in the Commonwealth. Cash, checks or EFT funds are processed using the CR document. Accounting templates are used to simplify the entry of accounting data on the Cash Receipt document.

Once approved, the CR records the money and allocates it to the proper fund accounting strip. The final step in the receipt process is after the agency completes the CR transaction for Treasury to deposit the funds in the bank.

Exercises

Exercise 1 – Create a Standalone Cash Receipt (CR) document

Exercise 2 – Create a Template for a new CR document

Exercise 3 – Process a CR document with multiple revenue sources

Exercise 4 – Create a CR document using Copy Forward from a RE document

Exercise 5 – Process EFT Receipt

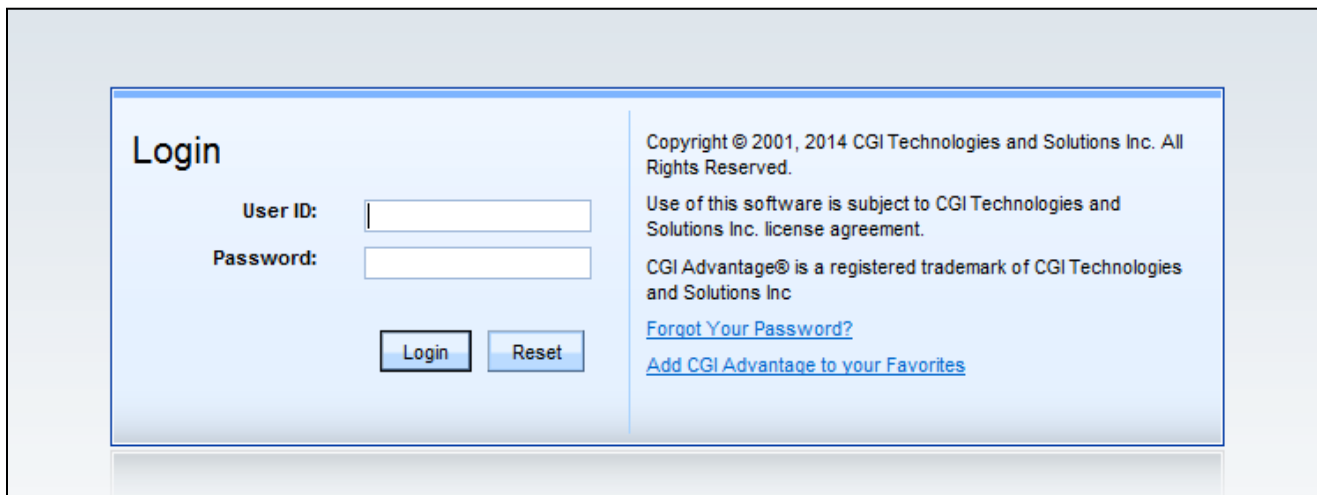
Exercise 6 – Approve a CR document from your Worklist

Exercises – Logging In to eMARS

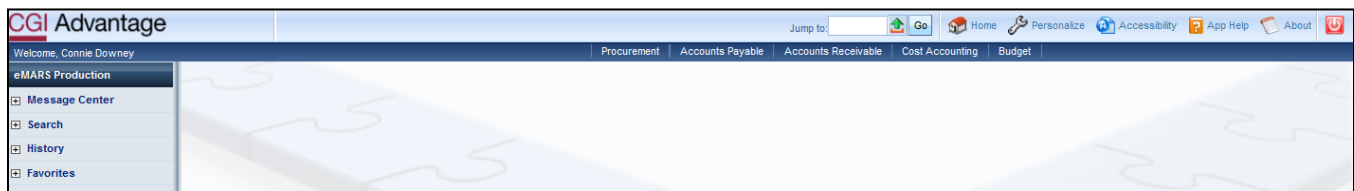
You will enter your Employee (User) ID to log into eMARS.

From the Login page, enter the following information:

Required Fields	Values
User Name	Enter your eMARS ID NOTE: User Names are case sensitive.
Password	Enter your Password and click Login . NOTE: Passwords are case sensitive.



The Home Page appears.



Exercise 1 – Create a Standalone Cash Receipt

Scenario

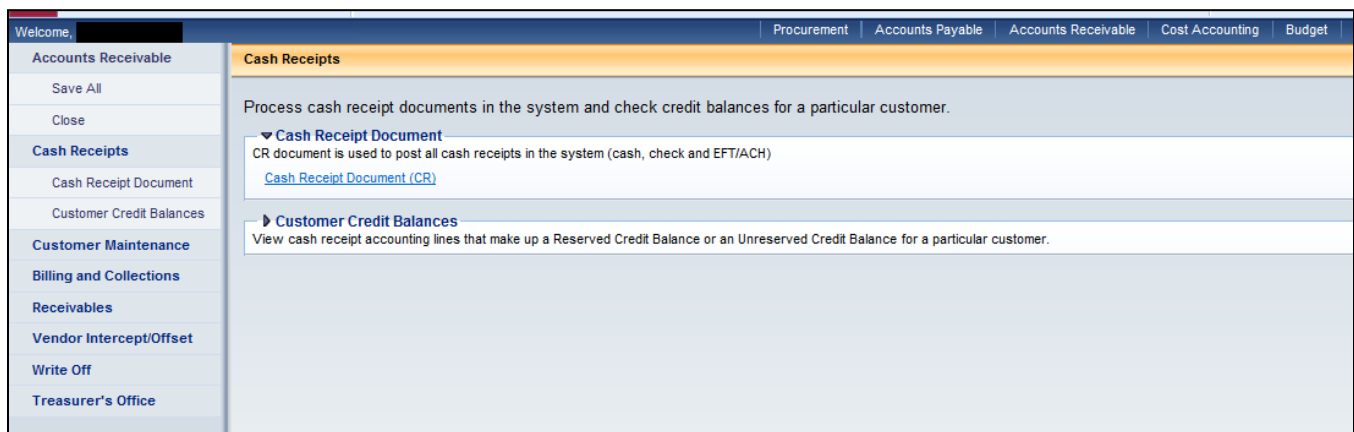
Funds have been received and need to be entered into the system using a Cash Receipt (CR) document.

Task Overview

You are logged in to eMARS using your ID and password. You will create a CR document to record money received.

Procedures

1. Open the **Accounts Receivable** Workspace from the Primary Navigation Panel.
2. Select **Cash Receipt Document (CR)** from the Cash Receipt Document section.



3. The **Document Catalog** opens to the CR Document list. Click **Create** to open a new page. Enter the following information.

Required Fields	Values
Code	CR
Dept	Type in your Dept Number
Unit	Enter the Unit for your Agency
Auto Numbering	Check auto Numbering. This will system-generate a Document ID

[Procurement](#) | [Accounts Payable](#) | [Accounts Receivable](#) | [Cost Accounting](#) | [Budget](#)

Document Catalog

[Search](#)

▼ **Document Identifier**

Code : Unit :

Dept. : ID :

▼ **Other Options**

Auto Numbering :

Create Template :

[Create](#)

[Menu](#)

4. Click **Create**. The new CR document opens to the General Information section.
5. Enter the following information:

Required Fields	Values
Document Name	Optional
Document Description	Recommended
Bank Account	Choose GA from the pick list (Other Bank Acct Codes may be applicable to an Agency's needs)
Payment Type	Cash



6. Click the **Vendor** section from the Secondary Navigation panel. The page opens to the General Information section. Click **Insert New Line**.
7. Enter **\$2000** in the **Line Amount** field.


Vendor Total Lines: 1 Vendor Line: 0 Vendor Customer: Legal Name:

Vendor Line	Vendor Customer	Legal Name	Line Amount
0			

From 1 to 1 Total: 1 [First] [Previous] [Next] [Last]

General Information | Payment Information | Reference Information | Payment Order | Wire Transfer


Vendor Customer:  Vendor Contact ID: 

Billing Profile:  Vendor Contact Name:

Legal Name: Vendor Contact Phone:

Alias/DBA: Vendor Contact Phone Ext.:

Misc. Account: Vendor Contact Email:

Address Code:  Fax:

Address Line 1: Fax Extension:

Address Line 2: Web Address http://:

City: Auto Apply:

State: Reserve Cr Balance:

Zip: **Line Amount:**

Country: Line Actual Amount:

[Save] [Undo] [Insert New Line] [Insert Copied Line] [Edit with Grid]

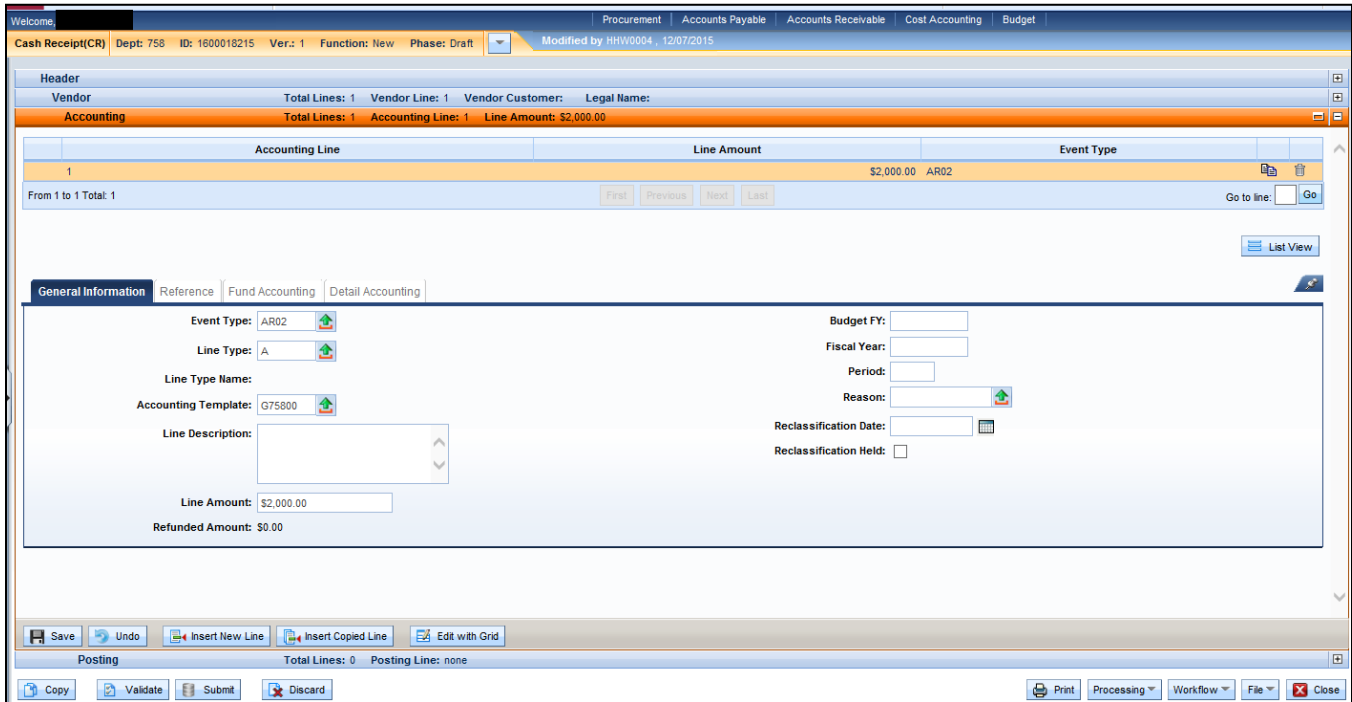
Accounting Total Lines: 0 Accounting Line: none Line Amount: none

Posting Total Lines: 0 Posting Line: none

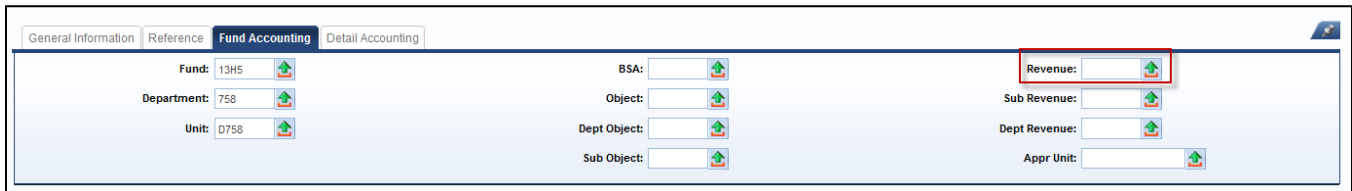
- Click the **Accounting** section from the Secondary Navigation panel. The page opens to the Accounting Details General Information section.
- Click **Insert New Line**. A new page opens to Accounting Details General Information section.
- Enter the following information in General Information:

Required Fields	Values
Event Type	AR02
Line Amount	\$2000
Accounting Template	Enter your Accounting Template or the Accounting information for your department.

Cash Receipts – Accounting Section

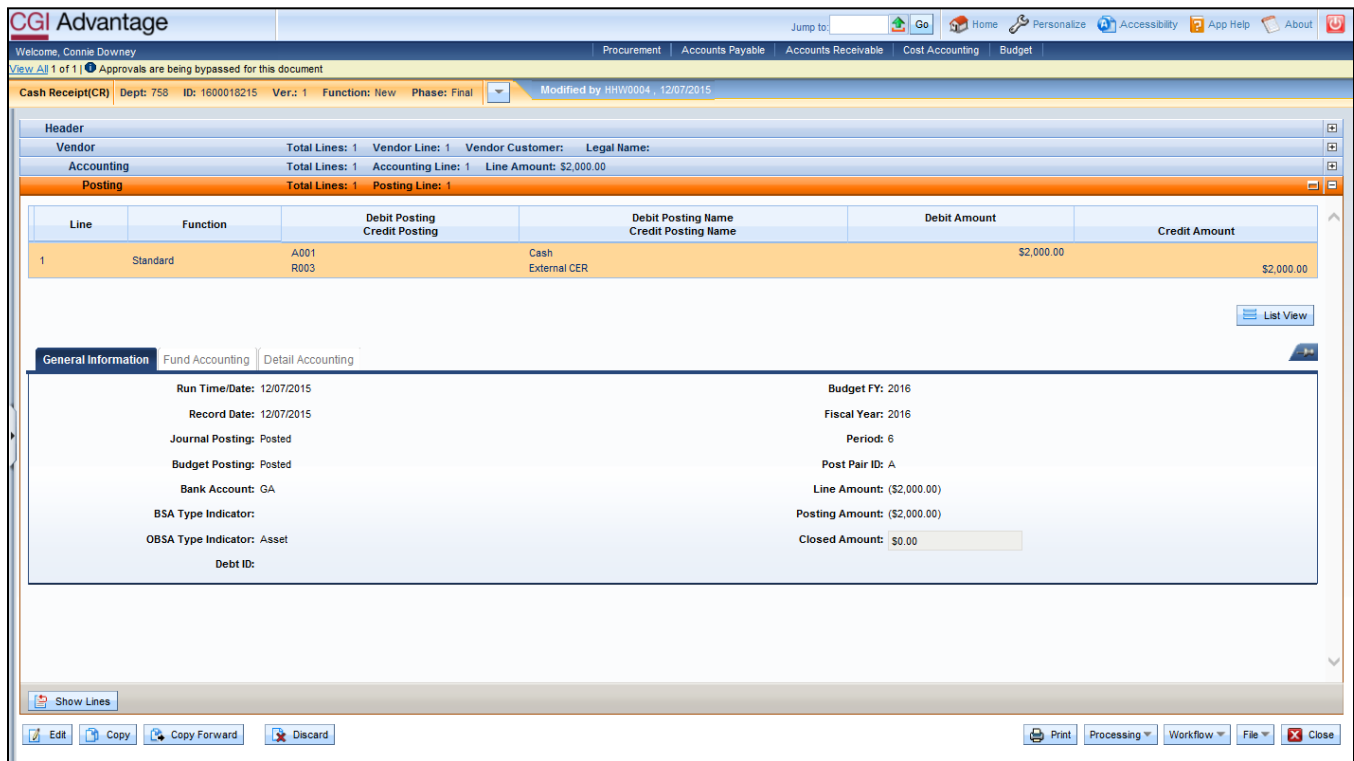


11. Open **Fund Accounting**. Enter the **Revenue** code for your Department/Agency.



12. Click **Save**. Click **Validate**. Check for errors and correct them. Click **Validate** again.

Note: The Fund Accounting section is populated with elements from the accounting template.



CGI Advantage | Welcome, Connie Downey | Procurement | Accounts Payable | Accounts Receivable | Cost Accounting | Budget

Cash Receipt(CR) | Dept: 758 | ID: 1600018215 | Ver.: 1 | Function: New | Phase: Final | Modified by: HHW0004, 12/07/2015

Header

Vendor: Total Lines: 1 | Vendor Line: 1 | Vendor Customer: | Legal Name: |
 Accounting: Total Lines: 1 | Accounting Line: 1 | Line Amount: \$2,000.00 |
 Posting: Total Lines: 1 | Posting Line: 1 |

Line	Function	Debit Posting Credit Posting	Debit Posting Name Credit Posting Name	Debit Amount	Credit Amount
1	Standard	A001 R003	Cash External CER	\$2,000.00	\$2,000.00

[List View](#)

General Information | Fund Accounting | Detail Accounting

Run Time/Date: 12/07/2015	Budget FY: 2016
Record Date: 12/07/2015	Fiscal Year: 2016
Journal Posting: Posted	Period: 6
Budget Posting: Posted	Post Pair ID: A
Bank Account: GA	Line Amount: (\$2,000.00)
BSA Type Indicator:	Posting Amount: (\$2,000.00)
OBSA Type Indicator: Asset	Closed Amount: \$0.00
Debt ID:	

[Show Lines](#)

[Edit](#) [Copy](#) [Copy Forward](#) [Discard](#) [Print](#) [Processing](#) [Workflow](#) [File](#) [Close](#)

13. Open **Posting** from the Secondary Navigation panel to view the debits and credits posted for this CR.
14. Click **Submit** after all the errors have been corrected and the posting lines have been reviewed.
15. A message is returned **Document submitted successfully**. The document changes to a Final document. (In Production, the document is submitted to Workflow for approval).
16. Click **Close** to exit the document.
17. Click the **Home** Action Button to clear the screen and return to the Home Page.

Exercise 2 – Create a Template for a new CR document.

Scenario

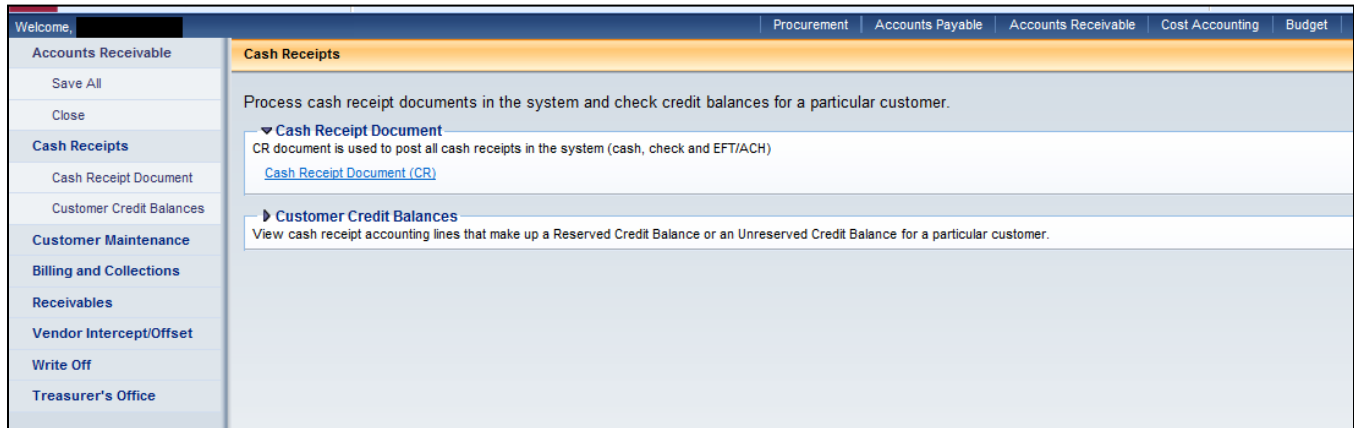
On a daily basis you use the CR document to record funds for the same department, event type, fund, and revenue source. You want to set up a template to use for processing revenue using a Cash Receipt (CR) document.

Task Overview

You will find a CR you created on the Document Catalog and create a template for future use.

Procedures

1. Open the **Accounts Receivable** Workspace from the Primary Navigation Panel.
2. Select **Cash Receipt Document (CR)** from the Cash Receipt Document section.




3. The Document Catalog populates with the CR documents list. Enter the following information.


Required Fields	Values
Code	CR
Dept	Enter Your Dept Number
Unit	Enter Your Unit
ID	Enter the document ID from a previously approved CR.

4. Click **Browse**. Select the document you previously created by checking the box next to the document ID. (**Do not open the document**).

Document Catalog

[Create](#) 

▼ **Document Identifier**

Code :  Unit :

Dept : ID :

▼ **User Information**

Create User ID : Create Date :

▶ **Document State**

[Browse](#) [Clear](#)

[Open](#) [Validate](#) [Submit](#) [Copy](#)

	Code	Dept.	Unit	ID	Comments	Version	Function	Phase	Status	Date	User ID	Amount	Active
<input type="checkbox"/>	CR	758	D758	1000020181	No	1	New	Final	Submitted	1/13/10	HHW0004	\$900.00	Yes
<input type="checkbox"/>	CR	758	D758	1600018208	No	1	New	Pending	Submitted	12/4/15	HHW0004	\$100.00	Yes
<input type="checkbox"/>	CR	758	D758	1600018209	No	1	New	Pending	Submitted	12/4/15	HHW0004	\$3,525.00	Yes
<input type="checkbox"/>	CR	758	D758	1600018211	No	1	New	Pending	Submitted	12/4/15	HHW0004	\$1,500.00	Yes
<input type="checkbox"/>	CR	758	D758	1600018212	No	1	New	Final	Submitted	12/4/15	HHW0004	\$1,000.00	Yes
<input checked="" type="checkbox"/>	CR	758	D758	1600018215	No	1	New	Final	Submitted	12/7/15	HHW0004	\$2,000.00	Yes
<input type="checkbox"/>	CR	758	D758	CRTEMPLATE	No	1	New	Template	Held	12/4/15	HHW0004	\$0.00	Yes

First Prev Next Last

5. Select **Copy**. A new CR document opens to the Copy Document page.
6. Enter the following information:

Required Fields	Values
Document Dept. Code	Enter the Dept code
Document Unit Code	Enter the Unit
Document ID	Name Your Template EX: CR Template 758

7. Click **Create Template**.

Copy Document

Source Document

Document Code : CR

Document Department Code : 758

Document Unit Code : D758

Document ID : 1600018215

Target Document

Document Code : CR

Document Department Code : 758

Document Unit Code : D758

Document ID : C R TEMPLATE 758

Auto Numbering :

Create Template :

[Copy Document](#) [Cancel](#)

8. Click **Copy Document**. A new Draft document opens to the Header.
9. Open the **Vendor** section. Blank out the dollar amounts on the Vendor section.
10. Open the **Accounting** section and blank out the dollar amount.
11. Click **Save**. This creates a blank form to use as a template for future documents. The template is stored in the Document Catalog as **CR Template** for future use.

Cash Receipt(CR) Dept: 758 ID: C R TEMPLATE 758 Ver.: 1 Function: New Phase: Template Modified by HHW0004, 12/07/2015

Header

General Information Extended Description Document Information

<p>Document Name: <input type="text"/></p> <p>Record Date: <input type="text"/> <input type="calendar"/></p> <p>Budget FY: <input type="text"/></p> <p>Fiscal Year: <input type="text"/></p> <p>Period: <input type="text"/></p> <p>Document Description: <input type="text"/></p> <p>Actual Amount: \$0.00</p> <p>Closed Amount: \$0.00</p> <p>Closed Date: <input type="text"/></p> <p>Original Amount: \$2,000.00</p>	<p>Bank Account: GA <input type="button" value="↑"/></p> <p>Deposit Ticket: <input type="text"/></p> <p>Deposit Date: <input type="text"/> <input type="calendar"/></p> <p>Bank Deposit Date: <input type="text"/> <input type="calendar"/></p> <p>Suppress Pend Print: <input type="checkbox"/></p> <p>Payment Type: Cash <input type="button" value="v"/></p>
--	---

12. Click **Close** to exit the document.

Exercise 3 – Process a CR document for multiple revenue sources.

Scenario

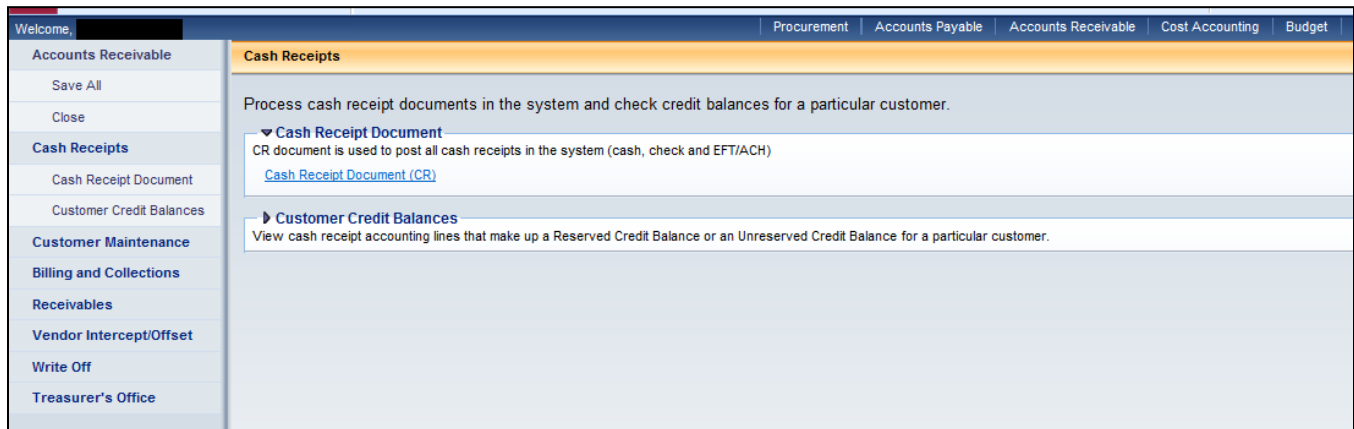
Funds have been received from multiple revenue sources and must be entered into the system using the CR document.

Task Overview

You are already signed on to the system. Open the Document Catalog and select the CR template you created in the previous exercise.

Procedures

1. Open the **Accounts Receivable** Workspace from the Primary Navigation Panel.
2. Select **Cash Receipt Document (CR)** from the Cash Receipt Document section.



3. The **Document Catalog** opens to the CR documents list. Enter the following information:

Required Fields	Values
Code	CR
ID	EX: CR Template 758

4. Click **Browse**. Select the template you created in the last exercise by checking the box next to the document ID. (**Do not open the document**)
5. Select **Copy**. A new CR document opens to the Copy Document page. Enter the following information:

Required Fields	Values
Document Dept. Code	Enter the Dept Number
Document Unit Code	Enter the Unit
Document ID	Select Auto Numbering

- Click **Copy Document**. A new Draft document opens to the Header.
- Open the **Vendor** section from the Secondary Navigation Panel. Enter **\$3000** in the **Line Amount** field for your total Cash Receipt amount.






The screenshot shows the Vendor form interface. At the top, there's a header with 'Vendor' and 'Total Lines: 1 Vendor Line: 1 Vendor Customer: Legal Name:'. Below this is a table with columns for Vendor Line, Vendor Customer, Legal Name, and Line Amount. The first row shows '1' in the Vendor Line column. Below the table are navigation buttons: 'From 1 to 1 Total: 1', 'First', 'Previous', 'Next', 'Last'. The main form area has tabs for 'General Information', 'Payment Information', 'Reference Information', 'Payment Order', and 'Wire Transfer'. The 'General Information' tab is active, showing various input fields for Vendor Customer, Billing Profile, Legal Name, Alias/DBA, Misc. Account, Address Code, Address Line 1, Address Line 2, City, State, Zip, Country, Vendor Contact ID, Vendor Contact Name, Vendor Contact Phone, Vendor Contact Phone Ext., Vendor Contact Email, Fax, Fax Extension, Web Address http://, Auto Apply, Reserve Cr Balance (checked), and Line Amount (3000.00). The Line Actual Amount is shown as \$0.00.

- Click the **Accounting** section from the Secondary Navigation panel. The page opens to the General Information section. The Accounting Template will infer from the CR Template that was copied, or enter a different funding string.
- Enter **\$1000.00** in the **Line Amount** field.
- On the Fund Accounting tab, enter the Revenue Code **R404**.


Cash Receipt(CR) Dept: 758 ID: 1600018217 Ver.: 1 Function: New Phase: Draft Modified by HHW0004 , 12/07/2015

Header	
Vendor	Total Lines: 1 Vendor Line: 1 Vendor Customer: Legal Name:
Accounting	Total Lines: 1 Accounting Line: 1 Line Amount: \$1,000.00
Accounting Line	Line Amount
1	\$1,000.00 AR02
From 1 to 1 Total: 1	
<div style="display: flex; justify-content: space-between;"> First Previous Next Last </div>	

General Information | Reference | Fund Accounting | Detail Accounting

Event Type: AR02 	Budget FY: <input type="text"/>
Line Type: A 	Fiscal Year: <input type="text"/>
Line Type Name: PRINCIPAL	Period: <input type="text"/>
Accounting Template: FINCRC 	Reason: <input type="text"/> 
Line Description: <input style="width: 150px; height: 40px;" type="text"/>	Reclassification Date: <input type="text"/> 
Line Amount: \$1,000.00	Reclassification Held: <input type="checkbox"/>
Refunded Amount: \$0.00	

11. Click **Save**. Return to the top of the page. Accounting Line 1 is created for \$1000.

12. Click the Copy Icon 

13. Click **Insert Copied Line**. A second line is created.

14. Open the **Accounting** section and change the Line Amount to **\$300**.

15. Open **Fund Accounting**. Enter **R403** in the **Revenue** field.

16. Click **Save**. Accounting Line 2 is created for \$300.

Accounting		Total Lines: 2	Accounting Line: 2	Line Amount: \$300.00
Accounting Line		Line Amount		
1		\$1,000.00	AR02	
2		\$300.00	AR02	
From 1 to 2 Total: 2		<input type="button" value="First"/> <input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Last"/>		

General Information | Reference | Fund Accounting | Detail Accounting

Event Type:

Line Type:

Line Type Name:

Accounting Template:

Line Description:

Line Amount:

Refunded Amount: \$0.00

Budget FY:

Fiscal Year:

Period:

Reason:

Reclassification Date:

Reclassification Held:

- Click **Insert Copied Line**. A third line is created.
- Open the **Accounting** section. Enter **\$1700.00** in the **Line Amount** field.
- Open **Fund Accounting**. Enter **R401** in the **Revenue** field. Click **Save**.
- Open the **Vendor** section and confirm the **Line Amount** and the **Line Actual Amount** are equal.

View Alt of 1 | Document validated successfully

Cash Receipt(CR) Dept: 758 ID: 1600018217 Ver.: 1 Function: New Phase: Draft Modified by: HHW0004, 12/07/2015

Header		Total Lines: 1	Vendor Line: 1	Vendor Customer:	Legal Name:
Vendor		Line Amount			
1		\$3,000.00			
From 1 to 1 Total: 1		<input type="button" value="First"/> <input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Last"/>			

Go to line:

- Click **Validate**. Correct any errors and Validate again.
- Open **Posting** from the Secondary Navigation panel to review the transactions posted from the CR document. You entered three Accounting Lines so you can click each Accounting Line for the details posted on that transaction.
- Click **Submit**. The document changes to a new Final document. (In Production, the document is submitted to Workflow for approval).

Posting						
Line	Function	Debit Posting Credit Posting	Debit Posting Name Credit Posting Name	Debit Amount	Credit Amount	
1	Standard	A001 R003	Cash External CER	\$1,000.00	\$1,000.00	

[List View](#)

General Information | Fund Accounting | Detail Accounting

Run Time/Date: 12/07/2015	Budget FY: 2016
Record Date: 12/07/2015	Fiscal Year: 2016
Journal Posting: Posted	Period: 6
Budget Posting: Posted	Post Pair ID: A
Bank Account: GA	Line Amount: (\$1,000.00)
BSA Type Indicator:	Posting Amount: (\$1,000.00)
OBSA Type Indicator: Asset	Closed Amount: \$0.00
Debit ID:	

24. Click **Close** to exit the document.

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Exercise 4 – Create a CR document using Copy Forward from an RE

Scenario

An RE document has been created that invoiced a customer and funds have been received against the receivable. You need to record the funds in eMARS.

Task Overview

Open the Document Catalog. Search for the RE document to create a new CR document by using the Copy Forward feature. The RE reference information will be inferred on the CR when you use Copy Forward.

Procedures

1. Open the **Accounts Receivable** Workspace.
2. Select the **Receivables** link and click on **Receivable Document (RE)**.
3. The **Document Catalog** opens to the RE document list. Enter the following information:

Required Fields	Values
Code	RE
Dept	Enter your Dept Number
Unit	Enter the Unit
ID	Enter the RE Document ID

4. Click **Browse**.
5. Select the document from the list and click **Open**. The RE document opens to the Header.
6. Select **Copy Forward** from the toolbar at the bottom of the page. The Copy Forward page opens.
7. Enter the same Codes for **Doc Dept** and **Doc Unit** as the RE Document.
8. Select **Auto Numbering**. CR should be checked in the **Target Doc Type**.
9. Click **OK**. A new CR Document opens to the Header page

Copy Forward

From Document

Category : AR Doc Dept : 555

Type : RE Doc Unit : UNIT

Code : RE ID : 1600000446

Select Entire Document : Version : 1

To Document

Doc. Department Code : 555 Document Id :

Unit Code : UNIT Auto Numbering :

	Target Doc Type	Target Doc Code	Description
✓	CR	CR	Collect Receivable

First Prev Next Last

10. Open the **Bank Account** Pick List and select **GA (or the correct Bank Account Code for your Agency needs)**. Since the amount of the CR is the same as the RE, then no other information is needed to complete the CR document.
11. Click **Validate**. Correct any errors and Validate again.
12. Open **Posting** from the Secondary Navigation Panel and view the accounting transactions for this RE. The Debits and Credits are posted.
13. Click **Submit**. The document is submitted to Workflow for approval.

Cash Receipt(CR) Dept: 555 ID: 1600018218 Ver.: 1 Function: New Phase: Final Modified by HHW0004 , 12/07/2015

Header

General Information | Extended Description | Document Information

Document Name: [Dropdown]
 Record Date: 12/07/2015
 Budget FY: 2016
 Fiscal Year: 2016
 Period: 6
 Document Description: 555 LESLIE COUNTY CLERK'S OFFICE - ATTN: JAMES LEWIS
 Actual Amount: \$1,685.00
 Closed Amount: \$0.00
 Closed Date:
 Original Amount: \$1,685.00

Bank Account: GA
 Deposit Ticket:
 Deposit Date:
 Bank Deposit Date:
 Suppress Pend Print:
 Payment Type: Cash

Cash Receipt(CR) Dept: 555 ID: 1600018218 Ver.: 1 Function: New Phase: Final Modified by HHW0004 , 12/07/2015

Header

Vendor Total Lines: 1 Vendor Line: 1 Vendor Customer: ZZMISCCUST Legal Name: LESLIE COUNTY CLERK'S OFFICE
 Accounting Total Lines: 1 Accounting Line: 1 Line Amount: \$1,685.00
 Posting Total Lines: 2 Posting Line: 1

Line	Function	Debit Posting Credit Posting	Debit Posting Name Credit Posting Name	Debit Amount	Credit Amount
1	Standard	A001 R003	Cash External CER	\$1,685.00	\$1,685.00
2	Liquidation	R002 R001	External BER Billed E Rec	\$1,685.00	\$1,685.00

From 1 to 2 Total: 2

14. Click **Close** to exit the CR document. You are returned to the RE document.
15. Click **Close** to exit the RE document. You are returned to the Document Catalog.
16. Click **Browse** to refresh the Document Catalog list. Select the RE document you just closed. Notice the Amount Closed on the Header of the RE document.

Receivable(RE) Dept: 555 ID: 1600000446 Ver.: 1 Function: New Phase: Final Modified by XJP0030 , 11/06/2015

Header

General Information | Additional Amounts | Additional Dates | Extended Description | Document Information

Document Name: [Dropdown]
 Record Date: 11/06/2015
 Budget FY: 2016
 Fiscal Year: 2016
 Period: 5
 Document Description: 555 LESLIE COUNTY CLERK'S OFFICE - ATTN: JAMES LEWIS
 Actual Amount: \$1,685.00
 Closed Amount: \$1,685.00
 Closed Date: 12/07/2015

Reclassification Date:
 Reclassification Held:
 Document Dispute Status: Not Applicable

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Exercise 5 – Process Electronic Funds Transfer (EFT) Receipt

Scenario

Funds have been received electronically from Customers and need to be entered into the system using a Cash Receipt (CR) document.

Task Overview

You are already logged in to eMARS. You will create a CR document to process an EFT.

Procedures

1. Open the **Accounts Receivable** Workspace from the Primary Navigation panel. Select **Cash Receipt Document (CR)** from the Cash Receipt Document section. The Document Catalog opens.
2. Click **Create** to open a new page. Enter the following information.

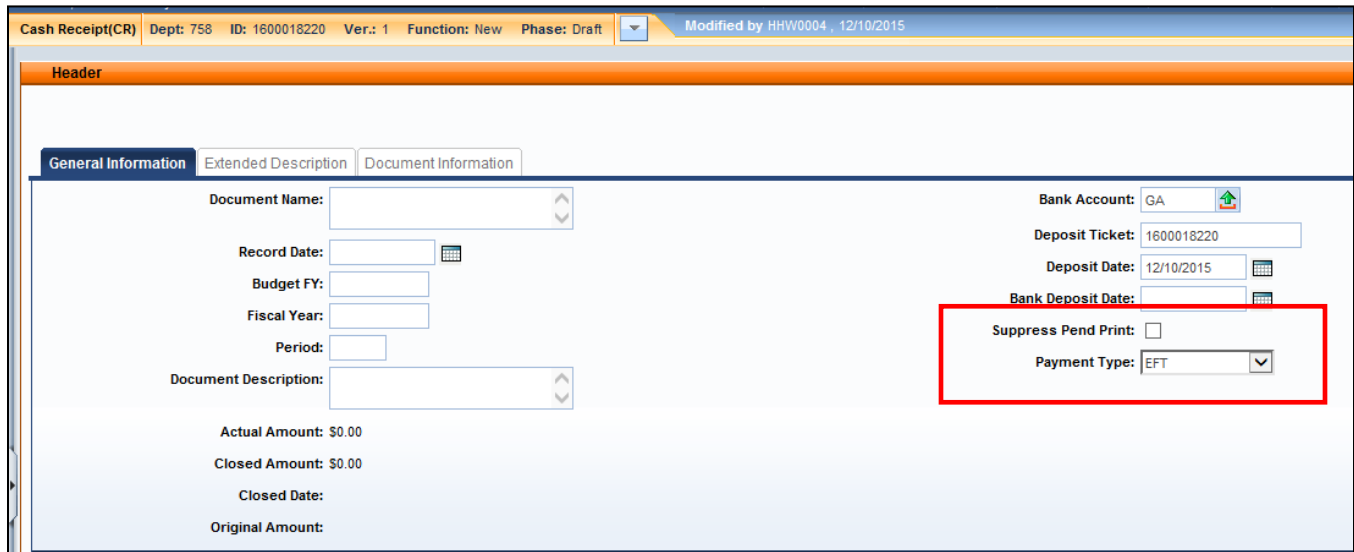
Required Fields	Values
Code	CR
Dept	Enter the Dept Number
Unit	Enter the Unit
Other Options	Select Auto Numbering

The screenshot shows the 'Document Catalog' interface in the 'Accounts Receivable' workspace. It features a search bar and a 'Document Identifier' section with the following fields: Code (CR), Unit (D758), Dept (758), and ID (empty). Below this is an 'Other Options' section with 'Auto Numbering' checked and 'Create Template' unchecked.

3. Click **Create**. The new CR document opens to the General Information section.

4. Enter the following information:

Required Fields	Values
Bank Account	Select GA (or other appropriate Bank Account Code) from the pick list
Deposit Ticket	Required – Copy the CR Document ID into the field
Deposit Date	Required – Enter Current Date
Payment Type	EFT



Cash Receipt(CR) Dept: 758 ID: 1600018220 Ver.: 1 Function: New Phase: Draft Modified by HHW0004 , 12/10/2015

Header

General Information Extended Description Document Information

Document Name: [Dropdown]

Record Date: [Date Picker]

Budget FY: [Text]

Fiscal Year: [Text]

Period: [Text]

Document Description: [Dropdown]

Actual Amount: \$0.00

Closed Amount: \$0.00

Closed Date:

Original Amount:

Bank Account: GA [Dropdown]

Deposit Ticket: 1600018220 [Text]

Deposit Date: 12/10/2015 [Date Picker]

Bank Deposit Date: [Date Picker]

Suppress Pend Print:

Payment Type: EFT [Dropdown]

- Click the Vendor section from the Secondary Navigation panel. The page opens to the General Information section.
- Click **Insert New Line**. Enter **\$1500** in the **Line Amount** field.

Cash Receipt(CR) Dept: 758 ID: 1600018220 Ver.: 1 Function: New Phase: Draft Modified by HHW0004 , 12/10/2015

Header
Vendor Total Lines: 1 Vendor Line: 0 Vendor Customer: Legal Name:

From 1 to 1 Total: 1

General Information | Payment Information | Reference Information | Payment Order | Wire Transfer

Vendor Customer:

Billing Profile:

Legal Name:

Alias/DBA:

Misc. Account:

Address Code:

Address Line 1:

Address Line 2:

City:

State:

Zip:

Country:

County:

Vendor Contact ID:

Vendor Contact Name:

Vendor Contact Phone:

Vendor Contact Phone Ext.:

Vendor Contact Email:

Fax:

Fax Extension:

Web Address http://:

Auto Apply:

Reserve Cr Balance:

Line Amount: 1500.00

Line Actual Amount:

AR Dept:

AR Unit:

7. Open the **Payment Information** subsection. Enter an EFT Number. EX: **999999**.

Cash Receipt(CR) Dept: 758 ID: 1600018220 Ver.: 1 Function: New Phase: Draft Modified by HHW0004 , 12/10/2015

Header
Vendor Total Lines: 1 Vendor Line: 1 Vendor Customer: Legal Name:

Vendor Line	Vendor Customer
1	

From 1 to 1 Total: 1

General Information | **Payment Information** | Reference Information | Payment Order | Wire Transfer

Payment Date: 12/10/2015

Reason:

Check/EFT Number: 999999

Check/EFT Date:

8. Click the **Accounting** section from the Secondary Navigation panel. The page opens to the General Information section.

Cash Receipt(CR) Dept: 758 ID: 1600018220 Ver.: 1 Function: New Phase: Draft Modified by HHW0004, 12/10/2015

Header

Vendor Total Lines: 1 Vendor Line: 1 Vendor Customer: Legal Name:

Accounting Total Lines: 1 Accounting Line: 1 Line Amount: \$1,500.00

Accounting Line	Line Amount
1	\$1,500.00 AR02

From 1 to 1 Total: 1

General Information Reference Fund Accounting Detail Accounting

Event Type: AR02 Budget FY:

Line Type: A Fiscal Year:

Line Type Name: Period:

Accounting Template: FINCRC Reason:

Line Description:

Reclassification Date:

Reclassification Held:

Line Amount: \$1,500.00

Refunded Amount: \$0.00

9. Click **Insert New Line**. A new page opens to Accounting Details General Information section.

10. Enter the following information in General Information:

Required Fields	Values
Event Type	AR02
Accounting Template	Enter the Accounting Template or the Funding (Dept, Unit, etc)
Line Amount	\$1500

11. Open the **Fund Accounting** section and enter the **Revenue Code**.

Cash Receipt(CR) Dept: 758 ID: 1600018220 Ver.: 1 Function: New Phase: Draft Modified by HHW0004, 12/10/2015

Header

Vendor Total Lines: 1 Vendor Line: 1 Vendor Customer: Legal Name:

Accounting Total Lines: 1 Accounting Line: 1 Line Amount: \$1,500.00

Accounting Line	Line Amount	Event Type
1	\$1,500.00	AR02

From 1 to 1 Total: 1

General Information Reference **Fund Accounting** Detail Accounting

Fund: BSA: Revenue: R401

Department: Object: Sub Revenue:

Unit: Dept Object: Dept Revenue:

Sub Object: Appr Unit:

12. Click **Save**. Click **Validate**. Correct any errors and validate again.

13. Open **Posting** from the Secondary Navigation Panel and view the accounting transactions for this RE. The Debits and Credits are posted.

14. Click **Submit**. A message is returned *Document submitted successfully*

NOTE: In production, this document will be submitted to Workflow for approvals. Click on Workflow, Track Work in Progress to see how/where the CR will route for approval.

Track Work in Progress - CR - 758 - 1600018220 - 1

Date Submitted : 12/10/2015 Submitter : Connie Downey

	Approval Rule ID	Seq No	Approval Level	Assignment Date	Initial Assignee Name	Approval Status	Approval User Name
✓	3993	1	1	2015-12-10	758_APPR	Pending	
	3993	7	7		Treasury - ACH/EFT Approval	Pending	

[View Log](#) [View Visual](#)

15. Click **Close** to exit the document.

Exercise 6 – Approve a CR document from your Worklist

Scenario

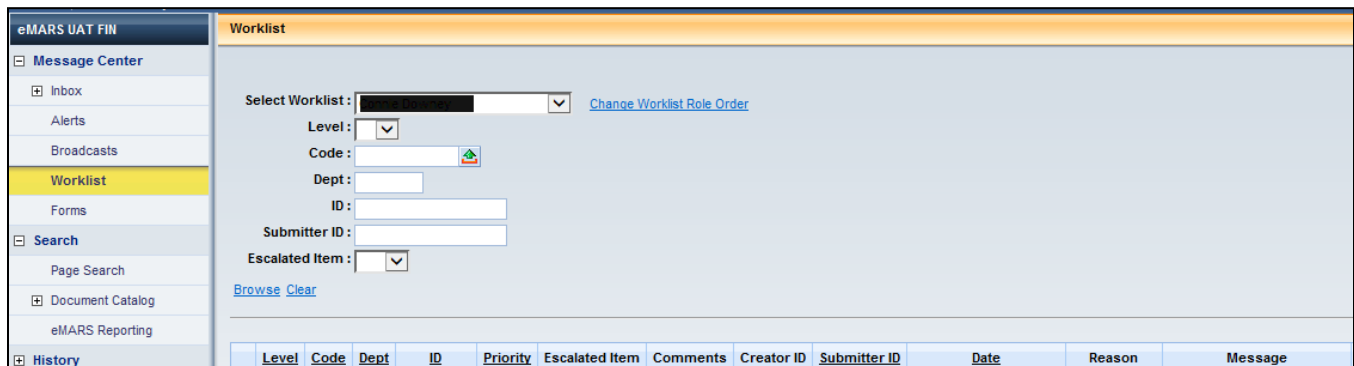
A CR document has been submitted and is in Workflow for approval. CR documents will require Agency as well as Treasury approval.

Task Overview

You are already logged in to eMARS. You will open your Worklist, find the CR documents requiring approval and either APPROVE or select REJECT ALL. When the CR is successfully submitted to Pending status, it will be submitted to Treasury.

Procedures

1. From the Secondary Navigation panel open **Message Center**. Select **Worklist**. The Worklist page displays.




Level	Code	Dept	ID	Priority	Escalated Item	Comments	Creator ID	Submitter ID	Date	Reason	Message
-------	------	------	----	----------	----------------	----------	------------	--------------	------	--------	---------

2. Open the Group Worklist from the **Select Worklists** field. The page populates with a list of documents ready for your review. You will only see documents you have the authority to approve.
3. Check the box to select the Document to be approved.
4. Select **Take Task** from the action bar below the list. This places the document in your personal Worklist.
5. Open the document from your personal Worklist. Review the document requiring approval.
6. Select **Approve** from the Action Bar at the bottom of the page. The document is approved and returned to Workflow for final processing.

When more approvals are required, the document will return to workflow for the next approval. If the final approval has applied, the CR status will change to Final for processing. A message is returned that the document is approved.

[Log Out of eMARS](#)

To **Logout**, click the red button  in the top right corner. This closes the eMARS application and ends your session.

You will find the CR Transmittal form and instructions from Treasury at the website below. The Treasury Department will return deposits that do not follow these guidelines. If you have questions regarding the CR Transmittal form or the Instructions, please call Treasury at 502-564-4722.

<http://finance.ky.gov/services/forms/Pages/default.aspx>

Examples on the Next 2 Pages

Checklist For Processing Cash Receipts (CR) Through Treasury

Updated June 2011

The following processes are now required when submitting Cash Receipt (CR) documents to the State Treasurer for deposit. The new procedures are necessary to conform to strict processing limitations of the Commonwealth's depository bank, JPMorganChase.

New Requirements

1. There must be **separate CR documents made for CASH, Foreign Checks and U. S. Bank Checks**
2. All items drawn on foreign banks, including Canadian items, even though payable in U.S. dollars, **must be submitted on separate CR documents**. They cannot be mixed with U.S. checks.
3. All deposits of cash (currency and coins) must be made on a separate CR document.
4. All checks or money orders submitted for deposit must be in the same direction (not upside down or backward).
5. **MICR line of checks cannot contain any damage** if so these checks cannot be processed.
6. Cash receipts can contain no more than 900 items. An item count will be required on each transmittal sheet.
7. The dollar amount must be written on all money orders.
8. **Agency numbers** and CR numbers must be written or stamped legibly on each check in either **blue or black ink**.

Continuing Requirements

1. Have all CRs approved to the Treasury worklist **before** delivering to Treasury Deposit Room.
2. There should be a calculator tape with cash. Per new requirement, cash must be on separate CR.
3. Send only checks, cash, foreign checks, transmittal sheets, and calculator tapes. Backup materials remain in the agency.
4. On eMARS CR document, make certain that the Deposit Ticket and Deposit Date fields are left blank. Suppress Pend Print **should not** be marked and the payment type should always be "Cash."
5. Deposit all receipts in **bank account GA** (beginning July 5, 2011) except for Retirements and Unemployment.
6. CRs should be limited to approximately 900 items. Each CR in eMARS can have up to 99 different accounting lines, so multiple CRs are not necessary. Please consolidate when possible.
7. With large deposits, checks should be separated into groups of a maximum of 50 with a calculator tape on each group. Please keep the checks in the same order that they are found on the tape.
8. Large deposits should have a re-cap tape that adds the first two groups then sub-totals and sub-total after each group thereafter until all groups are added. They will then end with a grand total. (The groups of checks must be kept in the same order that they are on the re-cap tape.)
9. Do not use staples on the checks. Do not staple checks to the transmittal sheet. If checks already have staples, please remove them.
10. The transmittal sheet should be wrapped around the deposit items with the Agency Number, CR Number, and amount showing. Please make certain there is a contact name and phone number in case there is a problem. The Department Number on the transmittal sheet should be the same as that on the CR entered in eMARS.
11. Remove all stubs from checks and money orders.
12. Any deposits delivered after 2:30 may not be processed until the next business day.
13. From March 15 through April 30 and at the end of the Fiscal Year, CR approval may lag somewhat.

The Treasury Department will return deposits that do not follow these guidelines.

If you have any questions, please contact the Treasury Department Deposit Room at 502-564-4722.



KENTUCKY STATE TREASURY CASH RECEIPT TRANSMITTAL FORM

Dept. Name: _____

Date of Transmittal: ___/___/___

The following Cash Receipts are hereby transmitted to the Kentucky State Treasurer:

Dept. Number _____ **Cash Receipt Number** _____
(Please fill in **ONE (1)** of the following)

Cash Total _____

Foreign/Canadian Total _____

Domestic check total _____

Check Count _____
(Cannot be over 900)

Contact Person: _____

Phone Number: _____ - _____ Ext. _____

E-Mail Address: _____

Received by Treasury: ___/___/___

Checks should be wrapped in the transmittal sheet so we can see Dept. #, CR #, & CR Total.

This Transmittal Form must accompany all deposits sent to the State Treasury. The form will remain with the Treasurer. Departments desiring a receipted copy for their records should send a second copy to be returned by their messengers. Receipted copies will not be mailed.

The Transmittal sheet is for Treasury records only; please do not alter it in any way.