There are three types of Cash Receipt documents: one crediting revenue to accounts (most common), one that is reducing expenses (payments refunding or reimbursing accounts), or a combination of the two, such as bank charges or interest payments. All C1s are created the same as noted in the steps below, but note the EXCEPTIONS below to create the C1s for the different scenarios.

1. Revenue and Sub Revenue Codes are required for each Agency/Org (aka Account #) and are obtained from Advantage before the C1 is created. The most common Revenue Codes used in Cash Receipts are as follows:

5310 01 – Federal agencies

5320 01 – State agencies

5330 01 – Local agencies

5340 01 – Private agencies or Universities

5340 05 – ASU Foundation Wires

5530 15 – Program Income-registrations

5530 06 – Program Income-services

2. To Create the C1 Document

2.1. Action – L

2.2. Screen – type C1 and use the space bar to clear the next two digits, Press Enter

2.3. Function – type New (if it automatically populate), Press Tab

2.4. DOCID – C1, type your 3 digit code (i.e. 070), type SPN#, and Press Enter. (the # is automatically replaced with the next document #). Continue as follows:

2.5. DEPOSIT DATE – enter today’s date in this format: MM DD YY

2.6. ACCT PRD – Leave Blank

2.7. BUDGET FY – Leave Blank

2.8. ACTION – E (always)

2.9. BANK CODE – 01 (always)

2.10. CASH ACCOUNT – Leave Blank

2.11. COMMENTS – Type the Account # and Invoice # being credited (i.e. TNS0006\*01. NOTE: If payment is for multiple invoices on the same account, just enter the Account #. If payment is for multiple Accounts, Enter VARIOUS.

2.12. Document Total - Enter amount of Wire or Check

2.13. Press Enter to advance to the body of the C1. Each entry in the body of the C1 has three lines:

2.13.1. 1st Line: Agency/Org (always), Rev/Sub Rev (if deposit is designated as revenue), and FUNC (always).

2.13.2. 2nd Line: Only used if payment is a reduction to expense. Enter OBJ/SUBOBJ code being credited and enter EXPRECEIPT in the Vendor/Provider field (always).

2.13.3. 3rd Line: The dollar amount of deposit and a description of the payment. The format described below must be followed to maintain consistency and efficiency for researching payments.

2.14. Tab to AGCY and enter the first 3 digits of the Account #

2.15. Tab to REV SRC and enter the correct type of revenue (i.e. 5340)

2.16. Tab to SUB REV and enter 01 (or the correct sub revenue code)

2.17. Tab to FUNC and enter either CHCK for checks, WIRE, or CASH (depending on the type of payment that was received)

2.18. Tab to AMOUNT and enter the amount on the check or wire

2.19. Tab to DESCRIPTION and always enter the following format unless instructed otherwise:

2.19.1. INV01 (using the invoice # being paid), or NOINV

2.19.2. The Sponsor Name (Agency name on the check or wire)

2.19.3. The check # for checks or WIRE for wire payments

2.19.4. Example: INV01 UNV of AZ CK#123456

2.20. Press F7 – Verify the message at the bottom of the screen indicates “Ready for Approval”

2.21. Save a PDF copy of C1 to ACCTG>CASHMGT-CMT>CMT CURRENT>DEPOSITS>CHECKS>FY>MONTH>DAY>C1’S

## EXCEPTIONS:

1. Expense Receipts: These are payments either reimbursing or refunding an account. The C1 is created the same except after entering the FUNC (#2.16 above) Tab to OBJ / SUBOBJ and type in the expense code supplied by the Department (i.e. 7390 99).

Vendor/Provider field – enter EXPRECEIPT (always)

DESCRIPTION – enter RF (for a refund) RB (for a reimbursement), Ck Name, Ck #

2. Program Income: Is revenue generated on a sponsored account. The REV Code is 5530 but the REV SUBREV can be different depending on the type of Program Income:

5530 15 – Registration

5530 06 – Services

5530 01 – Sales (all Sales are taxable)

5530 02 – Sales to Schools (these are not taxable)

The DESCRIPTION is completed as: PROG INC, CK NAME, CK#

3. Bank Fees: (Part 1) In the event a bank fee is deducted from an invoiced payment, the fee will be reflected on the C1 as an expense. For example; if we have an invoiced amount of $1,000 for EBT4650 and we receive a wire for $980, the C1 will look like this:

3.1. The total of the C1 document will be the amount received, $980.00

3.2. EBT4650 534001 $1000.00 DESC: INV01, SPONSOR NAME, WIRE

3.3. TNS0003 731099 $20.00 D (in INC/DCR) DESC: EBT4650-01, bank chg

3.4. Update the CMT AR database with the $1000.00 received on the invoice.

4. Federal Interest: Deposit the invoice amount as stated above and:

4.1. Enter the interest amount on a separate line using the Agency/Org ET51005

4.2. Revenue Code - 6215 00

4.3. FUNC – WIRE

4.4. Description Inv #, Sponsor, Interest

5. Holding Account: TNS0006 is a temporary holding agency/org for sponsored money.

REV CODE depends on the Sponsor or Name on the Deposit (i.e. 5310, 5320, etc.)