

RECEIPTS BY ACCOUNT

Purpose

To provide a list of all receipts processed for the period specified on the report. Receipts are sorted by transaction number within revenue source code within the organization.

Use

As a tool to confirm that all receipts are accurate and were deposited to the correct funding string. The receipt information assists managers in identifying cash received which may be used to pay obligations and plan for cash flow.

Advice

Manager must ensure that the information on the report includes valid receipts. Incorrect receipts must be corrected.

Any questions regarding the detail of a receipt should be directed to the accounting staff making deposits or issuing invoices. Sometimes other agencies make payments to the incorrect fund. Those agencies should be contacted and requested to correct their payment to ensure that a proper audit trail exists. Agencies should generally not process these corrections for those agencies making the inappropriate payments.

Report Column/Field	Description
FUND	The fund associated with this revenue budget
APPROPRIATION	The appropriation unit associated with this revenue budget
ORG	The organization associated with this budget
Rev Bud Org	The revenue budget organization associated with the receipt
Trans Org	The transaction organization associated with the receipt
REV SRC	The revenue source code used to identify the type of receipt. Example 2572 is MAD Management Services. Descriptions of Revenue Source Codes can be found at http://www.finance.state.mn.us/agencyapps/maps/opsman/policies/01section/0101-07r.pdf
ACT	Activity code – an optional code that can be used if expenditures need to be tracked and/or reported by some means other than by funding source, object code or other available optional fields.
SUB-ORG	Sub Org is an optional break down of information within an organization.
SUB REV	An optional code to break down the revenue source code
JOB	An optional and identify receipts by jobs
RPTG CTG	Reporting category code – used for federal grant expenditures when reporting must be done by federal fiscal year
TRANS NBR	A system assigned number. CR is a Cash Receipt, PV is a payment voucher
ACCEPT DATE	Date the document was processed.
CUSTOMER AGENCY	Identifies the agency initiating a payment voucher transaction
LINE DESCRIPTION	Information describing the receipt such as invoice number
REV AMT	Amount of the transaction