

The Receipt Process

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Receipt Process Overview

The receipt process is the process of posting monies received by the district to the USAS system.

The account types associated with receipt processing include revenue and cash accounts. The revenue accounts are the accounts entered during the receipt process but their associated cash accounts are updated as well.

The programs available for receipt processing include:

- USASWEB Receipts and Refunds Programs
- ARF - Accounts Receivable Facility

USASWEB Receipts Overview

USASWEB/Receipts allows the user to process receipts, reduction of expenditures or reversing entries. They are posted directly to the USAS system

USASWEB Receipt programs guidelines:

- The transaction number must be unique for any receipt-type transactions For example, you cannot have a receipt number 1234 and then a refund of receipt number 1234.
- Maximum of 9,999 items per transaction number
- The previously entered account number entered in any transaction is used as the default for each additional item entry.

The following receipt flags are set in the USASDAT/USACON program:

- **Highest Receipt # on File:** The highest transaction number on file is displayed in the USASDAT/USACON program. This number will be incremented and used as the default for each new transaction number in USASWEB. Users with OECN_USAS_GM privileges are allowed to modify this field.
- **Always create AUDFRM report:** If this field is set to "Y", the Auditor's Form 617 will always be generated. RCFORM uses the AUDFRM file.

USASWEB Receipt Programs

- **USASWEB/Receipts** program posts a receipt (payment) and/or a reduction of expenditure (undo an expenditure) directly to USAS. There is also an option to reverse a receipt or reduction of expenditure.
- **USASWEB/Refunds** may be used to "undo" a receipt that was posted incorrectly or refund all or part of a receipt. If the refund warrants payment to a vendor, the user may select to create a check that may be sent to the vendor. The printed check must be created using CHKSEQ -option 2. There is also an option to reverse a refund (may only be used with refunds that do not have an associated check).
- **Other options** Both Receipt and Refund programs have the options to modify specific fields and clone existing receipts/reduction of expenditures/refunds. You may also print multiple batches of receipts/refunds/reduction of expenditures on a laser printer. Please note you need Adobe Reader to view/print batches.

ARF Overview

The ARF program provides a complete billing-payment system with an option to post payments to USAS. With ARF, you can determine amounts owed at any given time. Users can process both receipts and reduction of expenditures in ARF.

Advantages of using ARF include:

- Posting a receipt and reduction of expenditure on the same transaction
- Using billing templates for daily/weekly/monthly receipts.
- Viewing transaction history using the BARQ option in EIEIO.
- Ability to post several payments to one vendor at the same time.
- ARF corrections are also corrected on USAS.
- Generating various ARF reports using the ARRPT program.

Practical uses of ARF include:

- Uniform School Supplies
- Book Store
- Adult Education Billings
- County Services
- Cafeteria Receipts
- Booster Organizations
- School Fund Raisers
- Field Trips
- Rental of School Facilities

ARF processing options

- **Billing:** creates an invoice for a customer/vendor
- **Payment:** records a payment on one or more billings (does NOT post the payment to USAS)
- **Billing-Payment:** creates an invoice and records the payment simultaneously.
- **Payment-Receipt:** records the payment and posts the payment to USAS simultaneously.
- **Billing-Payment-Receipt:** creates an invoice, records the payment, and posts the payment to USAS simultaneously.

Receipt Process Table

The following table illustrates how the receipt and cash accounts are affected during receipt processing.

Example: The district received \$100 from band candy sales.

Budget Account: 03 300 1624 9441 000000 002

	Before RECEIPT	After RECEIPT
Initial Revenue Estimates	9000.00	9000.00
YTD Actual Receipts	966.30	1066.30 *(inc)*
FYTD Actual Receipts	6262.30	6362.30 *(inc)*
MTD Actual Receipts	90.00	190.00 *(inc)*
FYTD Additions	0.00	0.00
MTD Additions	0.00	0.00
FYTD Deductions	0.00	0.00
MTD Deductions	0.00	0.00
FYTD Balance Receivable	2737.70	2637.70 *(dec)*
FYTD Receivables	9000.00	9000.00
Next FY Proposed Amount	0.00	0.00

Cash Account: 00 300 9441

	Before RECEIPT	After RECEIPT
July 1 Cash Balance	2121.44	2121.44
Current Encumbrances	0.00	0.00
Current Payables	0.00	0.00
YTD Receipts	1034.47	1134.47 *(inc)*
FYTD Receipts	9141.74	9241.74 *(inc)*
MTD Receipts	90.00	190.00 *(inc)*
YTD Expended	3534.12	3534.12
FYTD Expended	9944.41	9944.41
MTD Expended	0.00	0.00
Current Fund Balance	1318.77	1418.77 *(inc)*
Unencumbered Cash	1318.77	1418.77 *(inc)*
Current Available Cash	1318.77	1418.77 *(inc)*

* (dec) = decreases amount (inc) = increases amount

The program RCFORM may be used to regenerate the AUD617 form for existing receipts created in USASWEB or ARF.