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<b>CASH RECEIPT FORM (RCPT) INSTRUCTIONS .....</b>	<b>1</b>

# STARS USER MANUAL

## CASH RECEIPT FORM (RCPT) INSTRUCTIONS

The following is an explanation of the data entry fields on the RCPT form. There are five separate boxes/entries on the RCPT form with the same data entry fields. Each transaction code determines the fields that you will have to enter.

<u>Data Entry Field</u>	<u>Description</u>
AGENCY NAME	Enter your agency name. The name of the agency making the deposit or adjustment.
AGENCY CODE	Enter your three-digit agency code. The agency code of the agency making the deposit or adjustment.
CONTACT NAME	Enter your name in this field so whoever works with the form knows whom to contact for questions.
PHONE #	Enter your phone number so whoever works with the form knows how to contact you on questions.
DATE	Enter the current date.
CURRENT DOCUMENT NO.	Enter an eight-character current document number (for all of the separate entries). <b>NOTE:</b> We recommend you use all eight characters.
SFX	Enter a two-digit suffix. This usually increments by one.
TC	Enter the three-digit cash receipt transaction code.
R	If the transaction code should be a reversal, enter "R" in the RVS field.
INDEX	Enter a four-digit Index if you are Index-driven. Your Index usually looks up a PCA and fund, which are also required elements.

<b>Data Entry Field</b>	<b>Description</b>
2ND AGY	The three-digit Second Agency is required on transactions where an agency is sending another agency cash. This allows the system to know the other state agency that is involved in the transaction. STARS can use this SEC AGENCY code to automatically transfer monies between agencies.
PCA	Enter a five-digit PCA if you are PCA-driven. Your PCA usually looks up an Index and fund, which are also required elements.
SUBSID	Enter the seven-digit subsidiary that allows you to track amounts separately by a unique subsidiary number, normally for suspense accounts. This will usually be an agency code number followed by four zeroes (e.g., 2300000).
REV-SOBJ/DT	Enter a four-digit revenue subobject (you can also use a two-digit detail). The revenue subobject determines how you want the revenue classified on the system. See <a href="#">Expenditure and Revenue Subobject Short List</a> .
AMOUNT	Enter the amount of the transaction for this revenue subobject or subsidiary.
INVOICE DESCRIPTION	The thirty-character invoice description is used so that your agency can easily identify the receipt. It also shows on daily receipt reports.
FUND/DT	Enter the four-digit fund number (you can also use a two-digit detail). If you enter an Index or PCA, STARS usually looks up the fund and/or detail. If not, enter the fund and/or detail.
G=GRANT/PH P=PROJ/PH	If you want to post to a grant and/or project and if your Index or PCA does not look up these codes, you will have to enter them. If needed, enter the six-character grant and two-digit phase. Also, if you need a project, you must enter the six-character project and two-digit phase.
REF-DOC/SFX	Enter the eight-character document number and two-digit suffix from the document number on the Document File to which you wish to post the payment. Do not use the reference document number and suffix unless the transaction requires it. Instead, put any reference information in the invoice number or description field.

<b>Data Entry Field</b>	<b>Description</b>
BFY	STARS normally updates this field with the current budget fiscal year. If both fiscal years are open and you want the adjustment for the earlier fiscal year, enter that BFY.
GAAP	Enter the one-character GAAP indicator, if needed. See more information regarding the GAAP indicators under the GAAP Closing Package Information at <a href="http://www.sco.idaho.gov">http://www.sco.idaho.gov</a>
PCN	Enter the four-digit EIS position control number if you are making a deposit with a TC 10P. This is the only receipt transaction code that allows a PCN number.
EXP-SOBJ/DT	Enter a four-digit expenditure subobject (you can also use a two-digit detail). The expenditure subobject should be the subobject used on the original payment. It will increase your appropriation. See <a href="#">Expenditure Subobject Long List</a> .
BU	Enter the four-character budget unit. If you enter an Index or PCA, STARS usually looks up the budget unit. If not, enter the budget unit.
PROP#	Enter the ten-character property number if the subobject requires it. This will post to the Fixed Asset System.
CMP#	Enter the two-digit component number if the subobject requires it. This will post to the Fixed Asset System.
INVOICE-NO	The fourteen-character Invoice Number is additional information to further identify the cash receipt. Be sure to include enough information so that your agency can easily identify the receipt. It also shows on daily receipt reports.
VENDOR-NO/SFX	Enter the nine-character vendor number and two-digit suffix. Most cash receipts do not require a vendor number. If one does, use the vendor number of the vendor that sent you the refund. If the receipt is for a third-party reimbursement, use your agency vendor number instead. Do not use the original vendor since we do not want to post a reversal for 1099MISC tax purposes.

<b>Data Entry Field</b>	<b>Description</b>
F/O	The one-character Fund Override allows the transaction to process even if there is not enough cash or appropriation available. Only the State Controller's Office can enter this field on unusual transactions. You will see a fund override on all TC 326 (payroll) transactions. This allows payroll to post although your agency does not have sufficient cash or appropriation.
LOC / FAC / TASK	Enter a six-character Location, four-character Facility, and/or four-character Task. The Index and PCA can look up these codes if set up to do so. Each agency defines these fields as needed to group transactions together. They are for agency reference only. There are no reports by these fields. You may want to use a format such as L=xxx for Location, etc.