



## Cash Receipt Report (CRR)

UNIVERSITY OF MISSOURI-COLUMBIA

The Office of Cashiers has administrative responsibility for all cash collections on campus. It has the responsibility and authority to act as advisor for all cash handling activities of the campus, receive and deposit funds from campus departments, and verify that deposits are handled and prepared in accordance with University of Missouri (MU) policy and procedures.

Many departments across campus accept funds designated for MU. These monies must be processed to Office of Cashiers for deposit. This document, for campus departments not specifically authorized by Administrative Services as cash receiving locations, outlines how to use of a Cash Receipt Report (CRR) in MIS Web Applications to make a deposit with Office of Cashiers.

### There are Four Steps to Completing a Deposit with Office of Cashiers

- Step 1. Prepare Cash Receipts
- Step 2. Complete CRR
- Step 3. Complete CRR package
- Step 4. Deliver CRR package to Office of Cashiers

### IMPORTANT!

Most MU deposits are made with a CRR. The exceptions are:

- Deposits that are sent directly to the bank, by departments that are authorized. Normally, these deposits are picked up by Brinks.
- Deposits which cannot be reported electronically through a CRR. They are reported to the Campus Accounting Office and recorded as a PeopleSoft Journal Entry (JE).

All cash receipts – coins, currency, checks, money orders and other payment forms – must be processed the same day they are received. If daily depositing is not possible, contact Office of Cashiers, 882-6855, for handling instructions.

The CRR should arrive at Office of Cashiers the day it is generated; however, it may be delivered no later than the next business day. If a CRR will not arrive at the Office of Cashiers within this timeframe, Office of Cashiers must be notified.

If the CRR is not received at Office of Cashiers within three business days, Office of Cashiers will contact the department regarding the CRR.


**Note:** CRRs should be at the Cashiers office by 3:30 pm since deposit balancing and completion of the daily university deposit begins at this time.

<b>Step 1 Prepare Cash Receipts</b>	<p>Preparation of the cash receipts prior to completing the CRR is necessary.</p> <ul style="list-style-type: none"> <li>✓ <u>Checks</u> must be endorsed with a readable For Deposit Only stamp that identifies MU and the originating department. Departments are responsible for acquiring their own stamps.</li> <li>✓ <u>Checks</u> must be faced, sorted by type and fixed together. <u>Do not staple checks together</u>. Include an adding machine tape of all checks, even if there is only one check.</li> <li>✓ <u>Currency</u> must be counted, faced, sorted by denomination and fixed together, i.e. paper clipped or enveloped. It is not necessary to have an adding machine tape of currency.</li> <li>✓ <u>Coins</u> must be counted and fixed together. It is not necessary to have an adding machine tape of coins, but large quantities of coins must be wrapped. Coin wraps are available from Office of Cashiers.</li> </ul>
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<b>Step 2 Complete CRR</b>	<p>Navigate to UM Web Applications - <a href="https://webapps.umsystem.edu/">https://webapps.umsystem.edu/</a></p> <ul style="list-style-type: none"> <li>– Click <b>Web Applications</b>.</li> <li>– Enter <b>Username</b> and <b>Password</b>.</li> <li>– Click <b>Login</b>.</li> </ul>
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<b>Step 2 Complete CRR</b>	<p><u>The UM Web Applications screen pops up.</u></p> <ul style="list-style-type: none"> <li>– Click <b>PS CRR</b>.</li> </ul>
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UM Web Applications

Please select from the list below to proceed. Move your cursor over each item for a description of the application.

<a href="#">Employee Directory</a>	<a href="#">Employee Information</a>	<a href="#">HOPE-Lifetime Learning</a>
<a href="#">myHR</a>	<a href="#">PaymentNet Reconciliation</a>	<a href="#">PS Authorization</a>
<a href="#">PS Budget Development Reports</a>	<a href="#">PS CRR</a>	<a href="#">PS DocumentDirect Reports</a>
<a href="#">PS Finance Production-FSPRD</a>	<a href="#">PS Finance Reporting-FSRPT</a>	<a href="#">PS Financial Reports</a>
<a href="#">PS HR CAPS Request</a>	<a href="#">PS HR PAF</a>	<a href="#">PS HR PRODUCTION Database</a>
<a href="#">PS HR Reporting Database</a>	<a href="#">PS HR Search Options</a>	<a href="#">PS HR WebTime</a>
<a href="#">PS Journal Entry</a>	<a href="#">PS Search Options</a>	<a href="#">PS Vendor Request Form</a>
<a href="#">PS Web Documentation</a>	<a href="#">Student Information System</a>	<a href="#">Test</a>

<p><b>Step 2</b> <b>Cash Receipts Report</b></p>	<p><u>The Cash Receipts Report screen pops up.</u></p> <p>The most common CRR is a Cashier Deposit. Departments that send their deposits to Office of Cashiers should prepare a <u>Cashier Deposit</u>.</p> <ul style="list-style-type: none"> <li>– Click <b>Cashier Deposit</b>.</li> </ul> <p>Departments which have a deposit involving gift money should prepare a <u>Cashier Deposit with Gift Money</u>.</p> <ul style="list-style-type: none"> <li>– Click <b>Cashier Deposit with Gift Money</b>. This form designates the money goes to a <u>Gift Clearing Account</u> and gives the MoCode/PS Account as <u>C4779/480050</u>.</li> </ul> <p>Foreign funds are included on a separate CRR. Office of Cashiers will work with the bank to convert the funds to U.S. dollars. Office of Cashiers will then create a CRR reflecting the conversion rate and notify the department.</p> <ul style="list-style-type: none"> <li>– Click <b>Cashier Deposit</b>.</li> </ul>
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**University OF Missouri**

**Cash Receipts Report**

[Cash Receipts Manual](#)

SELECT the **TYPE OF deposit** you wish to prepare.  
in most cases you should select Cashier Deposit.

TO Edit a previous submission SELECT the following. You may **MODIFY OR DELETE** your submissions until the Cashier's Office has processed your work.  
In the case of a Direct Deposit you may modify OR delete your submission until it has been processed into FRS.

The CRR system has a template feature. A template is a list OF account codes and memo/explanation OF receipts that can be used as default values each time you prepare a CRR. The button below allows you to create or edit your personal template.

To view any CRR in the system enter its number and press the button.  
USE the Back Button to return to this page.

To Search for a CRR press this button.

### Note

- Click **Edit Prior Submissions** to modify or delete the submission prior to the Office of Cashiers processing the CRR.
- Click **Edit/Create Personal Template** to create a template that can be re-used for deposits.
- To view a created CRR, enter the CRR number and click **View a CRR**.
- Click **Search CRRs** to search for a submitted CRR.

### Step 2 CRR

The top of the form auto fills with the date, the name of person logged in, and his department, location and phone number. A transaction number is also created.

**Step 2  
CRR Receipt Details****Under Receipt Details:**

- Enter currency totals. Enter the number of currency under each denomination, not the total amount.
- Enter coins totals. Enter the number of coins under each denomination, not the total amount.
- Enter the total check amount (from the adding machine total) and the number of checks.

As the **Receipt Details** are completed, **Total Receipts** is calculated automatically.

**Note:** It is highly recommended to put all of the deposit on one CRR, with a maximum of 40 checks per CRR. This helps reduce errors and time needed in creating and processing the CRR.

**Step 2  
CRR Deposit Details****Under Deposit Details:**

Use a separate line for each unique MoCode/PS Account combination in your deposit.

- Enter date of the deposit.
- Under explanation/source of receipts, enter deposit details – something meaningful to the department.
- Under MoCodes/PS Accounts, enter the appropriate numbers contained in the deposit.
- Under Amount, enter the dollar amount for that MoCode/PS Account combination.

Nine additional MoCodes/PS Accounts can be added by clicking on **More Blank Lines**.

**Note:** As the **Deposit Details** are completed, **Total Deposit** is calculated automatically.



# Cash Receipt Report (CRR)

UNIVERSITY OF MISSOURI-COLUMBIA

<b>About this form</b>		<b>Deposit to Cashier's Office</b>				<b>University of Missouri</b>					
Truman Tiger Animal Science 15 Willard Hall		573 882 1234				March 01, 2011					
						<b>Transaction Number: 2943758</b>					
<b>Receipt Details</b>											
<u>Currency</u>					<u>Coins</u>						
\$100	\$50	\$20	\$10	\$5	\$1	\$1	.50	.25	.10	.05	.01
	2	46	51	1	3			12	1		3
<b>Total Check Amount</b>		\$941.04		24		<b>Number of Checks</b>					
<b>Total Currency</b>		\$1538.00				(calculated)					
<b>Total Coins</b>		\$3.13				(calculated)					
<b>Total Receipts</b>		\$2482.17				(calculated)					
<b>Deposit Details</b>											
<u>Dates</u>	<u>Explanation/Source of Receipts</u>					<u>MoCodes PS Accounts</u>		<u>Amount</u>			
02/24/11	Misc Meat Market sales					C1111	420700	\$1541.13			
02/21/11	Allen Ericson ck#366					C1111	431500	\$579.00			
02/16/11	Central Hog Market ck#3988					DCL54	431100	\$362.04			
						<b>Total Deposit</b>		\$2482.17			
<input type="button" value="Cancel"/>		<input type="button" value="More Blank Lines"/>				<input type="button" value="Submit"/>					
<b>Preparer's Comments (Minimum of 20 characters)</b>											
Misc meat market sales, sale of 70 pigs from SRC, milk check period ending 1/31/11											

## Step 2 Submit CRR

When all information has been added, verify Total Receipts = Total Deposits = Actual Money.

- Click **Submit** button.
- If no errors pop up, click **Continue** to complete the transaction.
- Print CRR – portrait not landscape.



## Cash Receipt Report (CRR)

UNIVERSITY OF MISSOURI-COLUMBIA

<b>Deposit to Cashier's Office</b>		<b>Status:</b> Posted to PS 02/25/11		<b>University of Missouri</b>							
Truman Tiger                      8821234				February 24, 2011							
15 Willard Hall				2:31 PM							
<b>Transaction Number: 111111</b>											
<b>Receipt Details</b>											
Currency			Coins								
\$100	\$50	\$20	\$10	\$5	\$1	\$1	.50	.25	.10	.05	.01
	2	46	51	1	3			12	1		3
<b>Total Check Amount</b> \$941.04 (24 checks) <b>Total Currency</b> \$1,538.00 <b>Total Coins</b> \$3.13 <b>Total Receipts</b> \$2,482.17											
<b>Deposit Details</b>											
<b>Date</b>	<b>Explanation/Source of Receipts</b>	<b>MoCode/PS Account</b>		<b>Amount</b>							
02/24/11	Misc Meat Market sales	C1111-42070		\$1541.13							
02/21/11	Allen Ericson ck#366	C1111-431500		\$579.00							
02/16/11	Central Hog Market ck#3988	DCL54-431100		\$362.04							
<b>Total Deposit</b>				<b>\$2,482.17</b>							
<b>Preparer's Comments</b>											
Misc meat market sales, sale of 70 pigs from SRC, milk check period ending 1/31/11											

### Step 3 Complete CRR Package

The CRR package includes:

1. One copy of CRR – or – two copies if department wants a date-stamped CRR receipt for its records. **Note:** Stamping the department's copy of the CRR does not guarantee the accuracy of the contents. It merely acknowledges the CRR was received.
2. Adding machine tape of checks, even if there is only one check.
3. Checks, fixed together; currency, fixed together; coins, fixed together.

Above items must be fixed together in a package by some means.

**Note:** Cashier only needs the CRR front page, not any subsequent pages. Do not include copies of checks. All of these extra items are discarded in the recycle bin!

### Step 4 Deliver CRR Package to Office of Cashiers

**Note:** CRRs should be at the Cashiers office by 3:30 pm since deposit balancing and completion of the daily university deposit begins at this time.

All funds being transported to the Office of Cashiers must be hand carried, regardless of the amount. It is not authorized to send CRRs through the mail, including campus mail. If you do, Office of Cashiers will not send a stamped receipt back.

Access to UMC Cash Handling Procedures can be found at [Business Policy and Procedure Manual: Cash Receipts](#).

Call the Cashier representative at Office of Cashiers, 882-6855, with any questions on completing the CRR or creating the CRR package.