Cash Received Report (CRR) Entry

Quick Reference Guide

(For the new CRR available April 2, 2012)

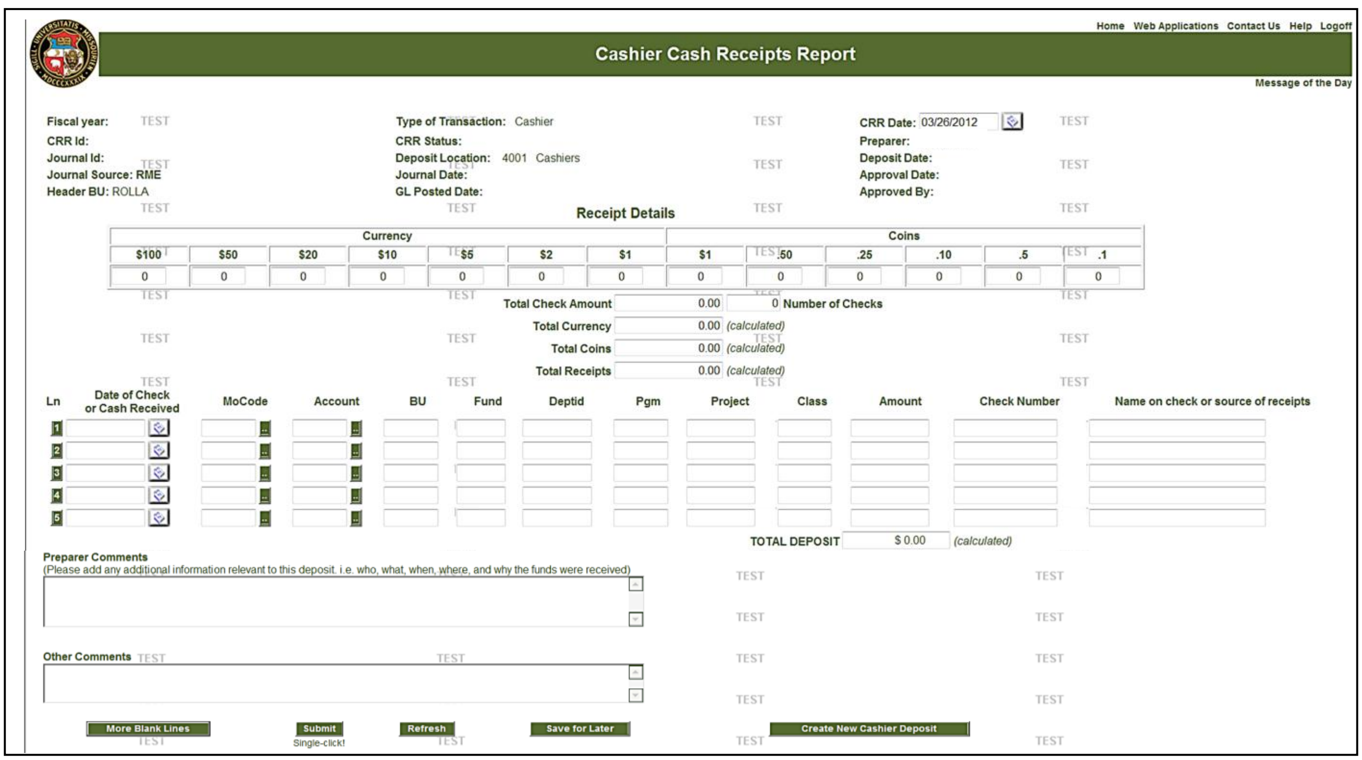
Navigation

1) Open Internet Explorer and access UM Web Applications: https://webapps.umsystem.edu/
2) Click the Web Applications button and log in using your UserID and password.
3) Click PS CRR/ARR link on the menu page. This will take you to the Cash Received Reports home page.

Procedure

1) On the **Cash Receipts Report** home page, click the **CRR Cashier Deposit** button. 

2) **CRR Date** defaults to the current date. Enter or select another date, if applicable.
3) Cash deposit: **Coins and Currency**: enter the number of coins, number of bills by denomination in these fields.
4) Check deposit: **Number of Checks** & **Total Check Amount**: Enter the total amount of the checks and total number checks in these fields.
5) Enter deposit line details: Use separate lines as needed, to distribute the deposit across multiple unique chartfield string combinations (MoCode & Account):
   - **Date of Check or Cash Received:** Enter or select the date.
   - Enter chartfield values for the deposit by either using the **MoCode** & **Account** - OR - by manually entering the entire chartfield string (**Account, BU, Fund, Deptid, Prgm, Project, Class**)
   - **Amount**: Enter the amount deposited into each chartfield string on the appropriate line.
   - **Check Number:** Enter the check number, if applicable.
   - **Name on check or source of receipts:** Enter appropriate information.
6) **Preparer Comments:** Enter additional information relevant to the deposit.
7) A **CRR number** will be issued once the CRR has been saved and/or submitted successfully:
   - ***Save for Later***: If you are not ready to submit the deposit and want to finish later.
   - ***Submit***: When the deposit information is complete.



8) Supporting documents can be attached to the CRR once it has been either saved for later or submitted:
   Click the Supporting Docs button to browse for documents in your files, locate the document(s) and double click on those you want to attach.