



MOTT COMMUNITY COLLEGE

JOB AID



Cash Receipt Reversal

CRRE

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The screenshot shows the 'CRRE-Cash Receipt Reversal' window. At the top, a blue header contains transaction details: Cashier: Mrs. Nancy K. Cook, Receipt: 000391498, Payer: 0350940, B.J. File, Session: 37667, Location: MC, and Date: 07/18/07. Below this is a form with several sections:

- Batch Section:** Includes a 'Batch' field (blue), 'Correct/Reverse/NSF' (red), and 'Reversal Reason' (red) dropdown menus.
- Table Section:** A table with columns: NSF Charge ID/Name, Pay Method, Control Number, AR Type, Transit Number, NSF Chrg, Payment, NSF Term, and Amt. The first three rows are numbered 1, 2, and 3. Row 1 has a blue background, while rows 2 and 3 are greyed out.
- Summary Section:** Includes 'Change Returned' (0.00) and 'Total' (0.00) fields.
- Action Section:** Includes 'Comments' (red), 'Print Receipt' (blue), and 'Original Receipt' (blue) buttons.
- Footer:** A 'Batch LookUp' button.

Numbered callouts (1-15) point to specific elements: 1. Window title bar; 3. Blue header; 4. Batch field; 5. Correct/Reverse/NSF dropdown; 6. Reversal Reason dropdown; 7. Row 1 of the table; 8. Row 2 of the table; 9. Payment field in the table; 10. Total field; 11. Comments button; 13. Print Receipt button; 14. Original Receipt button; 15. Window toolbar.

 Required Field
 Optional Field

All Fields Marked in Red MUST be filled in.

 Field Not Used
 Auto fills

Procedure Information:

Title: Creating a Course
 Mnemonic: CRRE
 File Name: JA_CRRE.ppt
 Application: APPS-ST-AR-CR-CRRE
 Primary Dept: SS-Cashiers
 Effective Date: August 9, 2007
 Revision Date: Rev # 1

Purpose:

Use the Cash Receipt Reversal (CRRE) form to perform the following functions:

- Correct information on a cash receipt that has been posted to AR
- Reverse a cash receipt that has been posted to AR
- Charge a fee for a payment returned due to non-sufficient funds, and reverse the cash receipt at the same time

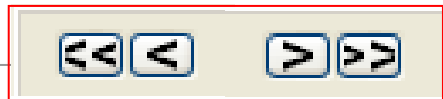
Summary Steps

- | | | |
|---|--|--|
| <ol style="list-style-type: none"> 1. Login to Datatel. Click APP, then Click ST. Type "CRRE", click GO. 2. <u>Cash Receipts Lookup box</u> : Enter the cash receipt number (This can be found by using the ARAI screen) <u>OR</u> use the LOOKUP function (...) and choose the correct receipt 3. <u>Header block</u> will display: Cashier, Receipt Number, Person Id, Name, Session, Location, and Transaction Date. Check information to determine correct record. 4. <u>Batch field</u>: Leave Blank; Datatel will Autofill 5. <u>Correct/Reversal/NSF</u>: Enter the type of reversal from pull down menu 6. <u>Reversal Reason</u>: Enter from pull down menu options | <ol style="list-style-type: none"> 7. <u>Pay Method</u>: Auto fills 8. <u>Control Number</u>: Auto fills 9. <u>Payment</u>: Auto fills 10. <u>Amount</u>: Auto fills 11. <u>Comments</u>: Detail from the pull-down menu. While on detail screen move cursor to the EDIT on the toolbar and choose "date, time, and User I" for the menu list. 12. Finish to return to main CRRE menu 13. <u>Print Receipt</u>: Default (Y)es 14. <u>Original Receipt</u>: Default (Y)es | <ol style="list-style-type: none"> 15. Finish 16. Update Datatel 17. ►► If this is a Correction (Step 5) to an amount already posted to the AR: Datatel will display the CREN screen with the original receipt entries, on which to make the corrections. 18. Finish |
|---|--|--|

Using the Guide

1. Actions are **Bold**.
2. Data to enter is ***"Italic"***.
 - Notes are bulleted.
 - Field Codes
3. Field Names are underlined.
4. Click means use the mouse.
5. Enter means use the keyboard.
6. Press means use the keyboard.

Task Bar



First Record Previous Record Next Record Last Record



Course Levels **1** 100 Beginning L

DROP DOWN LIST – Click **Icon**, Click **item** on the list.

- 100 Beginning Level
- 200 Advanced Level
- CE Continuing Ed
- DEV Developmental



Course Levels **1** 100 Beginning L

SCROLL – Indicates more than one selection is allowed. Click **Arrows** to scroll up or down. This example shows #1 is level 100.



CALENDAR – Click **Icon**. Click **Arrows** to scroll to month and year. Click **Date**. Or type the date **MMDDYY-072106**.



CALCULATOR – Click **Icon**. Click or press calculator **keys**. Click **Enter**. Or just type number into field.



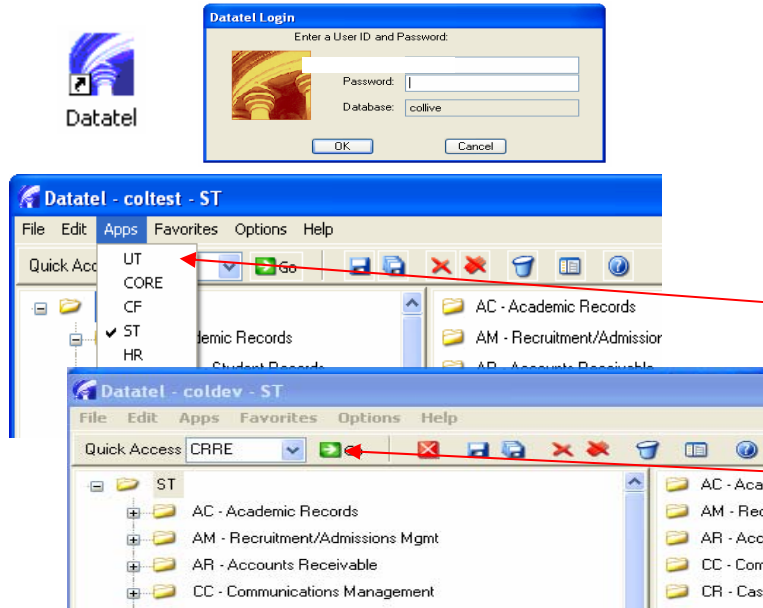
Status

A Active

DETAILS – Click **Icon** to open a new window to display or record more details for the field. When done, click **Save**.

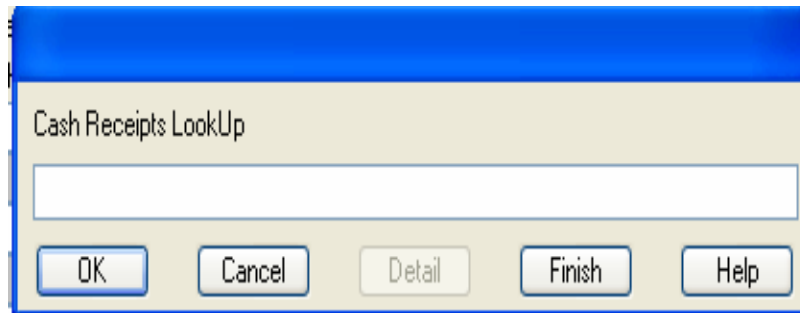
Original Function Keys

Shift >	Process Help	Function Help	Window Insert	Window Page Jump	Window Back	Field Back	Element Back	Cancel	Exit	Refresh	Clear EOL	Screen Back
	Field Help	Detail	Window Jump	Field Jump	Window FWD	Field FWD	Element FWD	Direct Access	Finish	Update	Screen Jump	Screen FWD
	F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12



Step 1: Login to Datatel

1. **Double Click** on the **Datatel Icon**.
2. Enter your “**User ID**” and “**Password**”
 - Database should be [collive]
3. Click **OK**.
4. At the Datatel Menu Bar, Click on **Apps**
5. Click **ST**
6. In the Quick Access area, enter **CRRE**
7. Click **Go**



Step 2: Enter Cash Receipt number using the LOOKUP function (...) or by going to **ARAI**

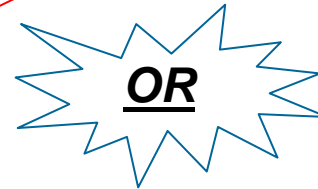
CRRE-Cash Receipt Reversal

using CASH_RCPTS, View: CASH_RCPTS

Seq	Receipt	Payer ID	Payer Name	Date	Amount
<input checked="" type="checkbox"/>	1:	000391498	0350940 E.J. Fife	07/18/07	116.74
<input type="checkbox"/>	2:	000391499	0350945 Sandy Beach	07/18/07	100.00
<input type="checkbox"/>	3:	000391490	0062993 James T. Ray	06/20/07	315.50
<input type="checkbox"/>	4:	000391491	0350940 E.J. Fife	06/20/07	1,183.00
<input type="checkbox"/>	5:	000391492	0350943 B. A. Fife	06/20/07	328.50
<input type="checkbox"/>	6:	000391493	0350940 E.J. Fife	06/20/07	100.00
<input type="checkbox"/>	7:	000391494	0350945 Sandy Beach	06/20/07	512.00
<input type="checkbox"/>	8:	000391495	0350945 Sandy Beach	06/20/07	160.00
<input type="checkbox"/>	9:	000391496	0350945 Sandy Beach	06/20/07	974.75
<input type="checkbox"/>	10:	000391497	0350940 E.J. Fife	06/20/07	190.25
<input type="checkbox"/>	11:	000391489	0182335 Jeremy R. McAbee	05/14/07	3.00
<input type="checkbox"/>	12:	000391477	0299101 Veronica L. Dyer	05/13/07	53.50
<input type="checkbox"/>	13:	000391478	0317908 Bryan A. Solomon	05/13/07	784.80
<input type="checkbox"/>	14:	000391479	0054910 Tammy A. Hall	05/13/07	3.00
<input type="checkbox"/>	15:	000391480	0289677 Keith L. Torok	05/13/07	3.00
<input type="checkbox"/>	16:	000391481	0350767 Michelle G. Mason	05/13/07	588.10

Controller LookUp Resolution Page 1/22738
Seq Number, (F)lag, (S)ort/Select:

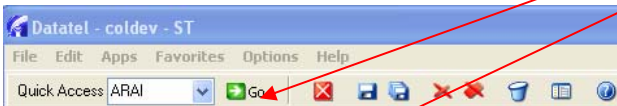
▶ **LOOKUP** Function (...) produces a list of receipts
But it may take awhile. Look at the number of pages
LOOKUP retrieves



▶ **ARAI** asks for the:

- AR Person Id
- Term receipt was entered

Results are only receipts for this person for term entered
Find correct transaction and write it down and continue by putting transaction number in CRRE



AR Accountholder LookUp

FIFE_BARNEYJ

OK Cancel Detail Finish Help

ARAI-AR Account Inquiry

File Jr., Mr. Barney J. ID: 0350940 Home: 810.222.2222 Frien
1234 E. Somewhere St Flint MI 48506
AR Type: Student Receivables - Credit Term: Fall 2007

Date	Type	Trans No	Operator	Location	Amount	Balance
07/18/07	RCPT	000391498	NCOOK	MC	116.74	116.74
07/02/07	INV	001434001	NCOOK		30.00	0.00
06/26/07	INV	001433996	NCOOK		1,443.25	30.00

Term LookUp

2008/2

OK Cancel Detail Finish Help

ARAI-AR Account Inquiry

File Jr., Mr. Barney J. ID: 0350940 Home: 810.222.2222 Frien
1234 E. Somewhere St Flint MI 48506
AR Type: Student Receivables - Credit Term: Fall 2007

Date	Type	Trans No	Operator	Location	Amount	Balance
07/18/07	RCPT	000391498	NCOOK	MC	116.74	116.74
07/02/07	INV	001434001	NCOOK		30.00	0.00
06/26/07	INV	001433996	NCOOK		1,443.25	30.00

The screenshot shows the 'CRRE-Cash Receipt Reversal' window. A blue box highlights the header information: Cashier: Mrs. Nancy K. Cook, Receipt: 000391498, Payer.: 0350940, B.J. Fife, Session: 37667, Location: MC, Date: 07/18/07. Below this, there are fields for Batch, Correct/Reverse/NSF, and Reversal Reason. A table lists NSF Charge ID/Name, AR Type, NSF Chrg, and NSF Term. A 'Batch LookUp' window is open, showing a list of reversal reasons: C Correct Cash Receipt, R Reverse Cash Receipt, N NSF, NSF Non-sufficient funds, AMT Amount Error, CCR Credit Card Revoked, EXC Exceeded Credit Limit, OTH Other, and RET Return Charge Payment. Red arrows point from text instructions to these specific fields.

NSF Charge ID/Name	AR Type	NSF Chrg	NSF Term
Pay Method	Control Number	Transit Number	Payment Amt
1			
CHK	33692		116.74
2			
3			

Change Returned: 0.00
Total: 0.00 116.74

Step 3: Header Block check information

Step 4: Batch Field: **Leave Blank**

Step 5: Correct/Reverse/NSF: **Enter** type of reversal from pull down menu

Step 6: Reversal Reason: **Enter** selection

CRRE-Cash Receipt Reversal

M - Recruitment/Admissions Mgmt Session.: 37667
 Receipt: 000391496 Location: MC
 Payer.: 0350945 Sandy Beach Date....: 06/20/07

Batch:
 Correct/Reverse/NSF: **C Correct Cash Receipt**
 Reversal Reason: **AMT Amount Error**

NSF Charge ID/Name	Pay Method	Control Number	AR Type	Transit Number	NSF Chrg	NSF Term	Payment	Amt
1	CHK	CK1234					974.75	
2								
3								

Change Returned: 0.00 Cash Total: 0.00 974.75

Comments: Print Receipt: Yes Original Receipt:

Step 7: Pay Method : Auto fills

Step 8: Control Number: Auto fills

Step 9: Payment: Auto fills

Step 10: Amount: Auto fills

▶ Steps 7-10 information comes from the entries on the CREN screen from receipt number entered in Step 2.

Edit Favorites Tools Help

- Cut
- Copy
- Paste
- Wide Edit
- Field Delete
- Date/Time/Login Stamp

Comments

CRRE Correction of #1
 Aug 10 2007 11:23am NCOOK

Step 11: Comments: **Detail** from the pull down menu.

Move cursor to the Edit toolbar and **choose** [Date/Time/Login Stamp]

Step 12: Finish 

CRRE-Cash Receipt Reversal

M - Recruitment/Admissions Mgmt Session.: 37667
Receipt: 000391496 Location: MC
Payer.: 0350945 Sandy Beach Date....: 06/20/07

Batch:
Correct/Reverse/NSF: **C Correct Cash Receipt**
Reversal Reason: **AMT Amount Error**

NSF Charge ID/Name	AR Type	NSF Chrg	NSF Term
Pay Method	Control Number	Transit Number	Payment Amt
1			
CHK	CK1234		974.75
2			
3			

Change Returned: 0.00 Cash Total: 0.00 974.75

Comments: Print Receipt: Yes Original Receipt:

Step 13 Print Receipt: Default is Yes

Step 14 Original Receipt: Default Yes

Step 15 Finish 

Step 16 Update

Alert

Update record, Cancel record or Return to editing

CRRE

CRRE-Cash Receipt Reversal | CREN-Cash Receipt Entry

Date: 07/18/07 Cashier: 0000562 Session: 37667 Location: MC

Batch Number	AR Account Holder	AR Type	Term	Pay Plan	Amount
1	Sandy Beach	STDRC ST	2008/2		110.00

Non AR Receipt Code: 1

Deposit Account Holder: 1

Dep Type: [Red Box]

Term: [Red Box]

Convenience Fees: 0.00

Total Payments: 110.00

Distribution: GENCK Payments Received

Pay Method	Control Number	Exp Dt	Confirmation Number	Amount
1	[Red Box]			[Red Box]

Change Returned: 50.00

Cash: 160.00

Total Received: 160.00

Payer ID/Name: 0350345 | Sandy Beach

Print Receipt/No: Yes

Comments: [Red Box]

► Step 17

If Step 5 on CRRE is a Correction, Datatel will take you to the CREN screen to make your adjustments.

- Make corrections in amount field
- Screen will show amount correction
- Finish
- Update
- Datatel will assign a new receipt number
- Retrieve Receipt

Alert

This receipt has been assigned receipt number 000391502

OK