



A Division of Harris Computer Systems

CASH RECEIPTING: MOSES INTERFACE

The TRIO Cash Receipting program has the ability to automatically load in transactions from the Maine Inland Fisheries and Wildlife's online registration system (MOSES). Once configured, this provides the ability to easily save receipts for transactions done through MOSES.

MOSES Set Up

The MOSES program has the capability of saving receipt transactions to a local computer at the town office. TRIO Cash Receipting then takes this file and reads the information into the program, creating a receipt for any transactions saved into the file. The ability of MOSES to generate this file is controlled by a setting within the MOSES system. To turn this feature on:

1. Start the MOSES application and log into the system with a user with administrative privileges
2. Select *Administration > Record Transaction on PC*
3. Enable this setting and save

From this point forward, any transactions done through MOSES will prompt the teller to save that transaction to their computer as a file.

NOTE: The TRIO Cash Receipting program will not be able to interface with MOSES if this file is not saved to the computer. If the prompt to download this file is not coming up, and the above steps were followed to activate this feature, please contact IF&W and/or your IT person to make sure that your computer(s) meets the specifications for MOSES and that your internet security settings are set to work with MOSES, as IF&W recommends.

Cash Receipting Set Up

To set up Cash Receipting to load transactions from MOSES, the program first needs to have the various IF&W transaction types associated with Cash Receipt Types. To associate these transactions:

1. From the Cash Receipting main menu, select *Type Setup > File > MOSES Setup*.
2. This screen will list all of the various transactions that can be done in MOSES. There is also a column titled *CR Type*. In this field, for each MOSES transaction, select the appropriate Cash Receipting Receipt Type to associate with the transaction.
 - If a Receipt Type needs to be set up for a transaction, this can be done through *Type Setup* itself. Refer to the **Cash Receipting: Type Setup** tip sheet for more information on setting up receipt types.
 - Receipt Types can be used multiple times – it is not necessary to have a separate type for each MOSES transaction. For example, if there is just a single receipt type set up for all Residential Hunting Licenses, that type could be associated with all of the MOSES transactions that fall under that category. This allows for a wide variety of detail, depending on user preferences.

MOSES ID	MOSES Description	CR Type
1472	Boat Registration Transfer	8
1478	Expanded Archery Antlerless Deer	10
1479	Expanded Archery Antlered Deer	10
1480	Boat Up to 10 Hsp. Registration	8
1481	Boat 11-50 Hsp. Registration	8
1483	Boat PWC Registration	8
1487	Boat Duplicate Stickers	8
1488	Boat Duplicate Registration	8
1508	Nonresident ATV Duplicate Stickers	8
1509	Nonresident ATV Duplicate Registrator	8
1511	Resident Snowmobile Duplicate Registr	8
1513	Resident Snowmobile Duplicate Sticker	8

Cash Receipting: MOSES Interface *CONTINUED*

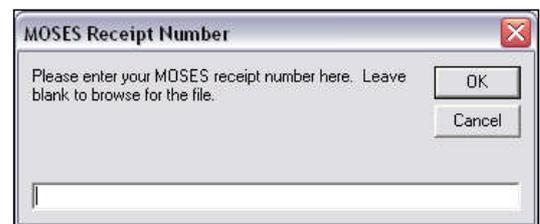
- All Receipt Types selected for use on this screen **MUST** have their Categories in the same order as on Receipt Type 190 (the default type for MOSES). The file that is created always has the categories in the same order (Excise Tax, State Fee, Agent Fee, and Sales Tax), and that is how the Cash Receipting program will read in the information. For example, Agent Fees will always be brought into Cash Receipting as Category 3 – if a Receipt Type is set up with Agent Fees as Category 1, totals will be brought into the incorrect Categories and monies will be sent to the incorrect Budgetary Accounts.
 - Any MOSES Transaction Types that do not have a Cash Receipting Type associated will be lumped under Receipt Type 190 if a file with that ID is processed. Type 190 should be set up with the default Budgetary accounts to affect in the case that this happens.
 - This typically only occurs in cases where new MOSES Transaction IDs are added by Inland Fisheries and Wildlife and have not been set up in Cash Receipting yet. TRIO will make updates available for Cash Receipting and the MOSES Interface whenever codes are added.
3. Once all types are set up, press **F12** to save the changes.

Cat	Screen Title	Report Title
1	Excise Tax	Excise
2	State Fee	State
3	Agent Fee	Agent
4	Sales Tax	Sales
5		
6		

Processing MOSES Receipts

Once the system has been set up, MOSES transactions can be processed using Cash Receipting Type 190 using the following steps:

1. Process the transaction completely in the MOSES system. If the *Record Transaction on PC* setting was set up as described in the *MOSES Set Up* section of these directions, MOSES should display a file download prompt for the receipt. Select to *Save* the file.
2. The internet browser will now load a File Save window with the receipt file listed. MOSES automatically names the receipt file as *<ReceiptNumber>.txt* where the *<ReceiptNumber>* is the actual receipt transaction number from MOSES. Use the File Save window to save this file to a known, secure location on the computer or network. TRIO highly recommends saving this file to the TRIO Data Directory (typically U:\TRIOData).
3. Once the file is saved, bring up TRIO Cash Receipting and proceed to the *Receipt Input* window, if not there already. Select Receipt Type 190 for the transaction.
4. Click into the *Name* field and the program will display a window asking for the MOSES receipt number to process. Enter the Receipt Number and click *OK*. The receipt file can also be browsed for by leaving this field blank and clicking *OK*. The program will display an Open File window showing the files in the TRIO data directory. Navigate and find the file, click it to highlight it, and click *Open* to continue.
 - Once a MOSES receipt file is processed through Cash Receipting, the program will archive this receipt into a MOSESArchive folder within the TRIO data directory. This prevents the data directory itself from being cluttered with receipt files, but also makes sure that receipts can be accessed again if necessary.
5. The system will now automatically load the information from the file, link it up to the associated MOSES receipt type, and automatically continue to the Receipt Summary screen. If another transaction needs to be processed, press **F7** to return to the Receipt Input screen. Otherwise, complete the transaction as would normally be done.



At this point the MOSES transaction has been processed and will show on the next Daily Audit Report. Additional transactions may be processed as necessary.