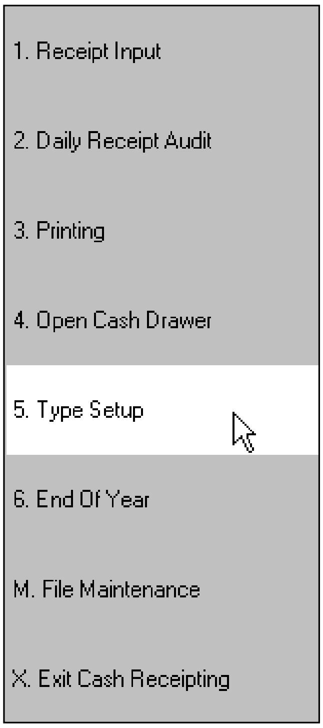
A Division of Harris Computer Systems

CASH RECEIPTING: RECEIPT TYPE SETUP

This menu option allows for the creation of new receipt types, as well as the editing of existing types. All codes in the ranges of 90-99, 190, 800-804, 890-891, and 893-896 are preset by TRIO and cannot be used for new receipts, although some of the settings of those receipt types can be edited.



To set up a receipt type:

1. Select a code number from the drop down list
2. Enter in a description for the receipt and all other pertinent information.
   - Field descriptions for this screen are displayed on the next page.
3. Save the type by selecting **F11**. The **F12** key will also save the type but will bring up the next receipt type so that another type can be setup.

Before starting this procedure, a listing of Receipt Types and the breakdown of Title & Accounts for each receipt type would be helpful. For instance, with Motor Vehicle Registrations, fees are broken down for Excise, State Reg Fee, Agent Fee, Sales Tax, and Title Fees. Other items to track for MV Registrations would be Plate #, Month Sticker #, Year Sticker #, and MVR3 form #. Additionally, each Category needs a Budgetary account number set up. This can be done by entering the account # as M Excise Tax for a Manual Account or R/E/G ######, with the # representing Budgetary accounts. Entering an account number as M I will cause that receipt type to prompt for a Budgetary account number during the actual receipt input process.

The numbers listed correspond to the numbers on the screen below:

1. **Show Detail** – Selecting this box will cause all transaction detail to print on the receipt, (CAT fields).
2. **BMV** – Check this box to let the system know the current receipt type is a motor vehicle type receipt. This will lock the Default Titles in as the default motor vehicle ones.
3. **Code** – This is the number that the receipt type is associated with. This number will be entered when processing a receipt.
4. **EFT Check** – Check this box to signify that an electronic fund transfer will occur with this type of receipt. This will create a separate entry in Check Reconciliation in Budgetary to prevent an EFT from getting lumped in with a regular cash deposit. The EFT transaction(s) will also be reported separately on the daily audit reports.
5. **Print Receipt** – Check this box to print receipts for this type.
6. **Copies** – Select the number of copies that should print of this receipt type each time a transaction is processed.
7. **Default Titles Section** – This section allows specific information to be requested during a transaction. Check the Req box beside the title to make that field mandatory when processing this type of transaction.
8. **Account Field** – The money paid towards each category will go towards the associated account entered here.

Cash Receipting: Receipt Type Setup *CONTINUED*

> **Helpful Tip**
> Maneuver through the receipt types by using the **F7** key to move backward and the **F8** key to move forward.

9. **Year Field** – If a General Ledger account is entered in the Account field and this box is selected, the last two digits of the account number will change according to the year a tax payment is applied to. If TRIO's Tax Collection application is not being used, this option will not work.
10. **Percent column** – Selecting this box will change the amount entered under Default $ column to represent a percentage rather than a dollar amount.
11. **Default $ column** – Enter a default amount for a category. For instance, if $9.00 is always charged for a dog license, that amount can be entered under this column and will automatically be entered when processing this receipt type.
12. **Alternate Cash Account** – If the receipt type should affect a different cash account than the standard cash account, enter it here.
13. **Report Title Column** – The description entered will print on all reports and receipts.
14. **Screen Title column** – The description entered will show on the screen during the receipt input.
15. **Account title** – If using TRIO's Budgetary application, the system will display what title is associated with the account entered.
16. **CAT column** – Up to 6 categories can be listed on a receipt type.