

# Report of Cash Receipts (ROCR)

The Report of Cash Receipts (**ROCR**) form is divided into the following main sections:

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## Overview

The Report of Cash Receipts is now an electronic form within EASY. This document is designed to show you how to use the form, assuming that you have the proper security authorizations and approval path(s) in place.

The electronic ROCR must be created by the preparer to report all deposits made directly to a designated depository bank. Credit card transactions shall also be reported as a deposit. (Except for checks received from American Express. These checks should be handled similarly to any other checks received.)

There shall be only one deposit reported per ROCR. It is not permissible to make a week's worth of deposits to a bank, then report the group of deposits on one ROCR. See [Policy FN01](#) for the requirements for making deposits. Each time revenues are deposited, the individual deposit transaction must be reported on an ROCR in a timely manner.

In cases where no overage/shortage exists, or the overage/shortage is less than \$20, only one

approver is required. University Policy *does require* the ROCR to be approved by the Budget Administrator or Budget Executive if the cash overage or shortage is \$20 or more. See [Policy FN01](#) and [Policy FN07](#) for minimum required approvers and cash handling procedures.

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## General Information

1. After the ROCR form has completed the approval process, it will automatically go to Central Accounting for final processing that evening. The departmental budgets (credits to the accounts) and the general ledger (debits to the bank accounts) will be updated. The electronic ROCR will expedite the posting to Central Accounting.

**> Note:**

The ROCR form will not be processed through Central Accounting on Saturday and Sunday evenings.

2. The ROCR form is "bridged" to the Central Accounting system each evening. If a "kick-out" occurred, the Accounting Operations personnel will fix the error by submitting a paper card and the electronic form will not be updated. If you realize a mistake was made, please do not Journal Voucher anything until you receive the central monthly accounting budget report. If a department should continue to send a form in error, Accounting Operations personnel will notify the department regarding the errors to prevent future occurrences.
3. The deposit of revenues are to be initially reported on an ROCR form. Journal Vouchers are to be used only to make corrections and redistributions.
4. Deferred income (credit to ledger 07060) on the electronic ROCR form shall be handled as follows:
  - o On Page 1 of 4 on the electronic form, enter the CURRENT fiscal year (i.e., 1999/2000). Do not enter the next fiscal year code (i.e., 2000/2001).
  - o Change the deferred income indicator to 'Y' (yes).
  - o On page 2 of 4, enter the amount(s) of the deferred income and the budget(s), fund(s) and object code(s) to be credited in the next fiscal year (**not 07060**). At the start of the new fiscal year (preliminary closing), the accounts specified on page 2 will be credited and the deferred income account (07060) will be debited automatically.

**> Note:**

You may not split a deposit between the current fiscal year and the next fiscal year.

5. The preparer of the electronic form must record the IBIS form number of the ROCR on the original bank-validated deposit slip or credit card settlement report. The deposit slip or credit card report shall be forwarded to the Financial Officer or person designated by the Financial Officer. The deposit slip and settlement report shall be retained by the Financial Officer or designated approver for a period of two fiscal years (current plus previous year). Please do **NOT** send the slips and reports to the Auditing Department.
6. An ROCR form can be added and used as a template for daily processing, if desired. The amount fields on the form must balance before the form is added. Enter a \$1.00 in the amount fields for the template form. When the actual form is added using the template form, the amount fields and other fields unique to each deposit can be changed.
7. If you are using a template, and you have split budget lines on the Accounts Credited screen, you will need to erase the budget lines you are not using prior to submitting the form. Forms with empty budget lines that were not erased are posted with 0.00 dollar amounts. This will cause your Central Accounting Budget Report to display with blank line items.

In the example below, only budget 01-001-01 has money associated with it. To eliminate blank line items from your Central Accounting Budget Report, delete budget lines 00-002-02 and 00-003-03 from your template form before submitting the form.

ACCOUNTS CREDITED		REPORT OF CASH RECEIPTS					PAGE 2 OF 4	
Post Code	Dept Ref#	Budget No	Fund Name	Fund	Obj	Proj	Amount	
_____	_____	01 - 001 - 01_	UP	-	19710	-	845.00	
_____	_____	00 - 002 - 02_	UP	_____	19710	_____	_____	
_____	_____	00 - 003 - 04_	UP	_____	19710	_____	_____	
_____	_____	- - - - -	UP	_____	_____	_____	_____	

Wipe out all budget lines that are not being used.

8. PF3 is no longer available to exit the form. PF3 can be used on page 2 to view invoice data (Only if Research Accounting has recorded an invoice for the account line).

To exit the ROCR, type 'FIN' in form action and **press PF12**.

9. On the Amounts Credited screen, an object code must be entered when crediting income budgets with funds 10030, 10050 and 10070. Because the object code is required on the

electronic ROCR form, default values have been provided below.

Fund	Object Code
10030	020
10050	030
10070	040

**> Note:**

The above information is the default; there are other object codes within the 020-029 range that are permissible for fund 10030, other object codes within the 030-039 range that are permissible for 10050 and other object codes within the 040-049 range for fund 10070. Refer to the General Forms Usage Guide, [Appendix 9](#), within GURU for a complete listing of income object codes.

10. On the Accounts Credited screen, budgets are not permitted for funds numbered below 10000. Those numbers below 10000 are called "ledgers." Examples of ledgers are 02150 (CE Registration) and 06800 (Gifts). When entering a **ledger**, please keep the location of UP on the entering line. **DO NOT** change the location to reflect your campus location.
11. On the Accounts Credited screen, a location code must **always** be entered along with the budget.
12. Any ROCR that is **ADDED** but not **SUBMITTED** and is later scrapped by the preparer should be **CANCELED** to prevent inadvertent submission and processing.
13. Submitters of ROCRs who experience computer problems while handling an ROCR form should not assume that the form has been lost. Rather, they must use the BFMB (Browse Forms by Budget) function to ascertain whether the form exists before attempting to submit a replacement ROCR.
14. Approvers must consistently verify every bank-validated deposit slip against every ROCR. The submitter must record the IBIS document number (created once the electronic form has been **ADDED**) on the bank deposit slip. The approver must record the date he/she approves the ROCR on the deposit slip to prevent using the same slip to approve another ROCR.

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## How to Pull Up a Blank Form

07/17/00  
15:16:09.6

INTEGRATED INFORMATION BUSINESS SYSTEM  
E A S Y

M4CA  
JWD1

Any of the functions included in this system can be invoked by entering the corresponding function code on the command line next to 'NEXT FUNCTION:'. The following functions are available:

FUNCTION	DESCRIPTION	FUNCTION	DESCRIPTION
SRFC	Special Request for Check	IRS9	Req. for Pay. Rep to IRS
ROCR	Report of Cash Receipts		(New IRS9 forms may not be created after 11/1/98. Use the SRFC form instead.)

NEXT FUNCTION: **ROCR** **1** PREV MENU: M3FM  
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---  
HELP MENU CMPS END . . . KEYS PRINT . |

Enter CCOM at the Simplified Log-on screen to go into the production environment. When prompted, enter your UserID and password.

Select IBIS Admin Menus at the Com-pass screen.

1. At the **NEXT FUNCTION** line, type **ROCR** and **Press Enter**. A blank ROCR form will appear, ready to be completed.

**> Note:**

To locate the ROCR form within the IBIS menus, follow the steps below:

- At the **M1M1** (IBIS Main Menu) menu, enter **M2AS** (EASY Electronic Approval System) at the **Next Function** line and press **Enter**.
- At the **M2AS** menu, enter **M3FM** (EASY forms) at the **Next Function** line and press **Enter**.
- At the **M3FM** menu, enter **M4CA** (Cash) at the **Next Function** line and press **Enter**.

- At the **M4CA** menu, enter **ROCR** (Report of Cash Receipts) at the **Next Function** line to pull up a blank ROCR form.

## Completing the ROCR Form

### Pages 1 through 4

#### Page 1

**PLEASE PRESS 'PF12' TO PROCESS FORM**

Report of Cash Receipts PAGE 1 OF 4

FORM ACTION **1** ADD DOCUMENT NUMBER: UNIT: CONFIDENTIAL: N **2**  
 Status:

**DEPOSIT TO:**  
 X - Bank Date of Deposit **3** 07 / 10 / 2000 - Office of the Bursar  
 FOR REVENUE COLLECTED: **4** 07 / 01 / 2000 THROUGH 07 / 08 / 2000  
 FISCAL YEAR TO CREDIT DEPOSIT **5** 1999 / 2000 DEFERRED INCOME: N **6**

**SUBMITTED BY**  
 Dept Name: OAS **7**  
 Dept Address: 26 SHIELDS BUILDING\_ Phone: 814 863 - 3634  
 Budget to be used for approval routing: 01 - 042 - 44\_ UP **8**

**DEPOSIT INFORMATION**  
 BANK GENERAL LEDGER NUMBER: 0011 **9** BANK NAME:  
 X Cash/Check Deposit:  
 Amount of Cash: \_\_\_\_\_ 250.00  
 Amount of Checks: \_\_\_\_\_ 700.00 Number of Checks: \_\_\_\_2  
 X Credit Card Deposit: Credit Card Name: VMDC **11**  
 Amount of Credit Card: \_\_\_\_\_  
 - Wire/EFT Deposit:  
 Amount of Wire/EFT Deposit: \_\_\_\_\_

**Total Amount of Deposit:**  
 Merchant Number: \_\_\_\_\_ Terminal Number: \_\_\_\_\_

1. At **Form Action** enter **ADD**.
2. At **Confidential**, the "N" can be changed to a "Y".
3. At **Date of Deposit**, enter the date of deposit (the actual date of deposit to the bank).

**> Note:**

ROCR approvers should verify the amount of the deposit *as well as the deposit date*. The date on the deposit slip should be the date on the ROCR — not the date that the ROCR form was submitted.

4. At **For Revenue Collected**, enter the date ranges for the time period the revenue was collected.

**> Note:**

The *maximum limit* of this time period is *one week*.

5. At **Fiscal Year to Credit Deposit**, enter the current fiscal year (i.e., 1999/2000).

**> Note:**

Do not enter the next fiscal year code (i.e., 2000/2001).

6. At **Deferred Income**, change the "N" to a "Y" if you want to defer the deposit to the next year's budget.
7. Within the **SUBMITTED BY** area, enter the appropriate **Department Name, Address, and Phone Number**.
8. At **Budget to be Used for Approval Routing**, enter the appropriate budget in expanded format.

**Example:**

12345 would become 01-023-45. Special project budgets (6-digit budgets) are not accepted.

9. At **Enter the Bank General Ledger Number**, enter the bank number for which the deposit was made. Press **PF1** on this field for Help.

**> Note:**

The Bank Name will be derived from the Bank General Ledger Number.

10.

Choose one of the following:

**Cash/Check Deposit, Credit Card Deposit or Wire/Electronic Funds Transfer (EFT) Deposit.**

○

**Cash/Check Deposit:**

- Enter the **Amount of Cash** (no negatives).
- Enter the **Amount of Checks** (no negatives).
- Enter the **Number of Checks**.

○

**Credit Card Deposit:**

- Enter the **Dollar Amount of Credit Card Transactions**.

- Enter the **Transaction Sequence Numbers** (beginning and ending numbers *or* time and date). This is optional and is not needed by the Financial Reporting Office.
- Enter the **Merchant Number**. The Merchant Number will be edited against a table. Contact the Financial Reporting Office if you have a new Merchant Number.
- Enter the **Terminal Number** if using EPS electronic credit card terminals.

○

**Wire/EFT Deposit.**

- Enter the **Dollar Amount of the Wire/EFT** deposit.

11. Enter the **Credit Card Name**. Press PF1 for credit card list.

**Press PF8 to continue to Page 2 of the ROCR form.**

**> Note:**

The *major* fields on Page 1 are Bank, Date of Deposit, Approval Budget, Amount of Checks, Amount of Cash and Amount of Credit Cards and Amount of Wire/EFT. If any of these fields are changed when the form is in the approval path, the form will automatically resubmit to the first approver.

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## Completing the ROCR Form

### *Page 2*





10. Enter an 'X' at **Cash Over**, when the cash over amount is greater than zero. Enter the corresponding Cash Over Amount.

**-- or --**

11. Enter an 'X' at **Cash Short**, when the cash short amount is greater than zero. Enter the corresponding Cash Short Amount.

**Press PF8 to continue to Page 3 of the ROCR form.**

**> Notes:**

- If the amount is to be credited in the next fiscal year, do **not** enter ledger 07060. Enter the budget(s), fund(s) and object code(s) where the deposit should be credited **next** year. At the start of the new fiscal year (preliminary closing), the accounts specified on page 2 will be credited and the deferred income account (07060) will be debited automatically.
- The *required* fields are Budget Number and Fund Number (or Ledger Number) and Amount. Accepted combinations are the Budget, Fund Number, and Amount, **OR** Fund Ledger Number and Amount. If the Fund Number is greater higher than 10000, then the Fund Number, Object Code, and Amount are required.
- The *major* fields are Budget Number, Fund Number, Object Code, Amount, Project, and Cash Over/Cash Short Amount. If any of these fields are changed when the form is in the approval path, the form will automatically resubmit to the first approver.
- The Total field will be system-calculated and must balance with the Total Deposit on Page 1.

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## Completing the ROCR Form

### *Page 3*



are requested in the detail lines. Information pertinent only to the local area for which insufficient room exists on the ROCR should be reported via locally-developed alternatives.

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## Completing the ROCR Form

### Page 4

Report of Cash Receipts PAGE 4 OF 4

Note Pad Area:

1

LAST ACTION:  
LAST ACTION NAME:  
NEXT FUNCTION: \_\_\_\_\_

NEXT APPROVER: \_\_\_\_\_  
(MENU,END)

1. You can record additional information in the **Note Pad**.

**Press PF12 to ADD the form.**

**Enter SUB at Form Action and press PF12 to submit the form through the approval path.**