

RECR / BECR

Review Electronic Cash Receipts / Browse Electronic Cash Receipts

The **RECR** function allows designated IBIS users to distribute settlement income to the correct IBIS account(s). The RECR function will **display only those settlements which require review & posting into IBIS**. (Use **BECR** to browse other settlements.) Any settlement shown which is NOT reviewed and posted within 7 days will automatically be posted to the default account as an 'autoposted' (auto-neglected) settlement.

1. On the **IBIS Main Menu** screen, in the **NEXT FUNCTION** line, type: **M2FN**, press **ENTER**.

```
01/04/07          INTEGRATED BUSINESS INFORMATION SYSTEM          M1M1
15:26:22.4                                             SVE1

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
-----          -
FORM             Help Selecting HRS Forms      M2PI             Property Inventory
M2AH             IBIS Adhoc Functions          M2PR             Purchasing System
M2AS             EASY Elec. Appr. System       M2VA             Vendor System
M2BC             Budgeting System              BAMB             Budget Planning: BudAuto
M2FN             Financial System             M2IM             Inventory Management
M2FS             Facilities System              CODE             Codeset Maint. System
M2HR             Human Resources System        M2NC             Nat Conn. Applications
M2PA             Payroll System                M2PE             Pay & Effort Functions
M2AP             Accounts Payable

NEXT FUNCTION: M2FN 1          PREV MENU: NONE
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
HELP  MENU  CMPS  END   .   .   .   .   .   .   .   .   .   .   .   .   .   .   .   .   .
```

2. On the **Financial System** screen, in the **NEXT FUNCTION** line, type: **M3EC**, press **ENTER**.

```
01/04/07          INTEGRATED BUSINESS INFORMATION SYSTEM          M2FN
15:10:16.9          FINANCIAL MAINTENANCE SYSTEM          SVE1

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
-----          -
M3AF             Accounts and Funds System      M3CL             Client/Server Functions
M3AS             Agency/Subagency System        M3FM             EASY Forms
M3CT             Contract Info System           M3FR             Financial Online Rept
M3MF             Misc Financial Functions       M3FS             Fin Structure/Post
M3CE             Gifts/Endows and Annuities     M3MT             Struct Maint/Carryover
M3SP             Special Projects System        M3EC             E-Commerce

NEXT FUNCTION: M3EC 2          PREV MENU: M1M1
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
HELP  MENU  CMPS  END   .   .   .   .   .   .   .   .   .   .   .   .   .   .   .   .   .
```


If only one available settlement is found for your selection, it will be shown. If multiple settlements are found, a browse screen is displayed, from which you may select settlement(s).

Example: Resulting browse screen for Admin Area:

```

SELECT TRANSACTIONS & PRESS ENTER, OR PRESS ENTER (OR PF8) FOR NEXT PAGE
01/05/07          INTEGRATED BUSINESS INFORMATION SYSTEM          RECR
14:14:06.4       REVIEW ELECTRONIC CASH RECEIPTS                    SVB1
                                                           Page 1

```

BATCH DATE	MERCHANT NAME	CARD BRAND	DEFAULT ACCT
STATUS	TERMINAL/LOCATION	AMOUNT	C-NUMBER
- 1. 02/02/2005	MID8	DISC	00-001-21 UP 10010
NEW	0000000000-000016	29.35	C000000019
- 2. 02/02/2005	MID8	DISC	00-001-21 UP 10010
NEW	0000000000-000010	29.05	C000000013
- 3. 02/02/2005	MERC7 - AA IS 48	AMEX	00-001-49 UP 10010
NEW	0000000000-000007	29.00	C000000011
- 4. 01/01/2005	MID8	DISC	00-001-21 UP 10010
NEW	0000000000-000016	29.35	C000000009
- 5. 01/01/2005	MID8	DISC	00-001-21 UP 10010
NEW	0000000000-000010	29.05	C000000003
- 6. 01/01/2005	MERC7 - AA IS 48	AMEX	00-001-49 UP 10010
NEW	0000000000-000007	29.00	C000000001
- 7.			

```

NEXT FUNCTION: _____ (MENU,END)
Enter--PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
FWRD HELP MENU CMPS END . . TOP FWRD RTRN . PRNT .

```

The browse screen sort order is:

- Administrative Area, Account, MID #, terminal # (TID), or C-number.
 - Optional batch number, if selected, when browsing by TID.
 - Settlement Date (from recent to oldest).
 - Batch number if browsing by administrative area.
(Note that batch number is part of the sort order only when browsing by TID with optional batch, or when browsing by administrative area.)
- No matter which option you select, the browse will be in **descending order** (i.e., oldest to newest dates, and highest to lowest numbers.)
 - Browse by 'account'** browses based on the DEFAULT account for the terminal as of the time at which the settlements were loaded to IBIS.
 - Browses by account, MID, and C-number** are limited to currently valid accounts. If a card's default account has been closed, browse by **terminal ID** instead.
 - Review & posting via RECR is STRONGLY recommended**, rather than allowing a transaction to post automatically. Auto-posting is also referred to as auto-neglected. This is different from the automatic batch posting used only for certain terminals which do not require RECR.

5. Select the transaction(s) to be settled by placing an **X** on the line provided and press **ENTER**.

```

SELECT TRANSACTIONS & PRESS ENTER, OR PRESS ENTER (OR PF8) FOR NEXT PAGE
01/18/07          INTEGRATED BUSINESS INFORMATION SYSTEM          RECR
10:29:05.9       REVIEW ELECTRONIC CASH RECEIPTS                    SVB1
                                                           Page 1

```

BATCH DATE	MERCHANT NAME	CARD BRAND	DEFAULT ACCT
STATUS	TERMINAL/LOCATION	AMOUNT	C-NUMBER
X 1. 02/02/2005	MID8	DISC	00-001-21 UP 10010
NEW	0000000000-000016	29.35	C000000019
- 2. 02/02/2005	MID8	DISC	00-001-21 UP 10010
NEW	0000000000-000010	29.05	C000000013
- 3. 02/02/2005	MERC7 - AA IS 48	AMEX	00-001-49 UP 10010
NEW	0000000000-000007	29.00	C000000011
- 4. 01/01/2005	MID8	DISC	00-001-21 UP 10010
NEW	0000000000-000016	29.35	C000000009
- 5. 01/01/2005	MID8	DISC	00-001-21 UP 10010
NEW	0000000000-000010	29.05	C000000003
- 6. 01/01/2005	MERC7 - AA IS 48	AMEX	00-001-49 UP 10010
NEW	0000000000-000007	29.00	C000000001
- 7.			

```

NEXT FUNCTION: _____ (MENU,END)
Enter--PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
FWRD HELP MENU CMPS END . . TOP FWRD RTRN . PRNT .

```

- Once a settlement is selected (e.g., by typing an 'x' or other character by it in the browse screen), you will see a screen which allows you to distribute the settlement to the appropriate account(s).

- Up to 16 distributions are allowed.
- If part of the settlement is being posted to another system (e.g., NCCR or ISIS), press PF6 to indicate the amount(s) that will be posted outside IBIS. Note: that entering these amount(s) in the RECR PF6 window will NOT accomplish this non-IBIS posting. You must ensure that these amount(s) are posted correctly in the non-IBIS system according to its own normal procedure(s).
- If there are non-IBIS amounts, they must be entered into the (PF6) non-IBIS partial distribution window prior to IBIS resolution (PF10). The non-IBIS and IBIS totals MUST add up to the total amount of the settlement before resolution can proceed.
- If the entire amount is non-IBIS, use PF6 to fill out the partial distribution window as above, but use PF12 instead of PF10 to process your update.

The Distribution screen:

```

ENTER DATA TO DISTRIBUTE SETTLEMENT AND PRESS PF10 FOR FANS
01/18/07          INTEGRATED BUSINESS INFORMATION SYSTEM          RECR
10:45:14.0       REVIEW ELECTRONIC CASH RECEIPTS                  SVB1

CNumber:C 19      Amt: 29.35      Sales Tax: 0.00
Trans Date: 02/02/2005  FY: 2006 / 2 6 Defer? N      Status: NEW
Merchant Name: MID8      User ID:
Partial Post Amount Outside IBIS (Press PF6 to Distribute): 0.00 7
Description: _____ 8
_____
_____

Ref#/          BUDGET DISTRIBUTION
Encm   Budget   Fund Name   Fund   Obj   Proj   Amount
-----
00 - 001 - 21 UP 9          10010   _____  _____  _____ 29.35
_____
_____
_____
_____
(Press PF8 for more lines) Sub-total:
TOTAL:
NEXT FUNCTION: _____ (MENU, END)
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      .   HELP  MENU  CMPS  END   CLRS  PRTL  .   FWRD  NEXT  FANS  PRNT  PPROC
  
```

6. DEFER?

- The 'DEFER' indicator is used to indicate that this settlement will be deferred to the fiscal year following the year shown on the RECR.
- Normally, this indicator should remain set to 'N'. If you are not sure whether a settlement should be deferred, please check with your Financial Officer.

7. PARTIAL POST

- If part of the settlement is being posted to another system (e.g., NCCR or ISIS), press PF6 to indicate the amount(s) that will be posted outside IBIS. Note: that entering these amount(s) in the RECR PF6 window will NOT accomplish this non-IBIS posting. You must ensure that these amount(s) are posted correctly in the non-IBIS system according to its own normal procedure(s).
- If there are non-IBIS amounts, they must be entered into the (PF6) non-IBIS partial distribution window prior to IBIS resolution (PF10). The non-IBIS and IBIS totals MUST add up to the total amount of the settlement before resolution can proceed.
- If the entire amount is non-IBIS, use PF6 to fill out the partial distribution window as above, but use PF12 instead of PF10 to process your update.

11. Add the dollar amount to the proper Cost Center(s). The Cost Center(s) cumulative amount must equal the AMOUNT at the top. **FREE SPACE** can be changed as desired. Press **ENTER**.

```

Financial Account Numbers (FANS)

Fiscal      ---- Account ---- Object/   Cost      Amount/
Year        Budget      Fund Sub-Obj Center    Activity  Dept Space
2006/2007  00-001-49 UP  10010  0036                31722.72

Detail Des
C000000704

Amount: 31722.72
ACCOUNT: 0000149 UP10010
Cost Center   Amount      Free Space
AND AM       _____ SUPPLIES
AMOTHER      _____ SUPPLIES
EPASING      _____ SUPPLIES
EPS          _____ SUPPLIES
JAMB         21722.72  SUPPLIES fis
JANC         10000.00 SUPPLIES offc
PENN SUB     _____ SUPPLIES

ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12
          .       .       .       .       .       .       .       .       .       .       .       .
          RRES CNCL BACK FWRD RTRN RESV PRNT BRWS

```

Note: If the dollar AMOUNT doesn't equal the amount above, an error message will prompt you to fix it before you can move on.

Press **PF12** to browse the details if desired.
 Press **PF9** to return to the previous screen. FANS resolution is complete.

Press **PF9** returns you to the CASH RECEIPTS BROWSE screen. Select another transaction to process or **end the session with PF4**.

PF KEYS: (PF1-PF4 are standard IBIS Function keys. Other PF key functions may vary).

RECR:

PF1 = HELP	PF5 = CLEAR SCREEN	PF9 = RETURN or NEXT
PF2 = MENU	PF6 = PARTIAL	PF10 = FANS
PF3 = CMPS	PF7 = TOP	PF11 = PRINT
PF4 = END	PF8 = FORWARD	PF12 = PROCESS

FANS:

PF5 = RERESOLVE	PF8 = FORWARD	PF11 = PRINT
PF6 = CANCEL	PF9 = RETURN	PF12 = BROWSE
PF7 = BACK	PF10 = RESOLVE	


```

01/24/07          INTEGRATED BUSINESS INFORMATION SYSTEM          BECR
10:58:44.3       BROWSE ELECTRONIC CASH RECEIPTS                 SVB1

CNumber:C 616      Amt: 100.00      Sales Tax: -6.00      TID: ***000240
Trans Date: 07/03/2006  FY: 2006 / 2007  Defer?: N Status: VIEWED,POSTED
Merchant Name:                               Distr ID: KZL3      DstDate: 09/12/2006
Partial Post Amt Outside IBIS (Press PF6 to view): 0.00      AA: 048
Description: THIS IS FOR TESTING

Ref#/
Encm      Budget      EUDGET DISTRIBUTION      Fund Name      Fund      Obj      Proj      Amount
00 - 001 - 49 UP      10010      0029      100.00
- - - - -
- - - - -
- - - - -
- - - - -

(Press PF8 for more lines) Sub-total:      100.00
TOTAL:      100.00

NEXT FUNCTION: (MENU,END)
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
NEXT HELP MENU CMPS END . PRTL . FWRD RTRN . PRNT .

```

- Press **PF8** to **forward** to the next screen. There are two screens of information per transaction.
- Press **PF9** to **return** to the previous screen.
- Press **ENTER** to **advance** to the **next transaction** that you had selected (if more than one was selected).
- Press **PF6** to see **Partial Post Data**. This window displays the system(s) and amount(s) which the reviewer indicated would be posted outside of IBIS (if any).

```

01/24/00          PLEASE ENTER PARTIAL POST DATA          BECR
11:04:34          This 'window' displays the system(s) and          SVB1
                  amount(s) which the reviewer indicated would be
                  posted outside of IBIS (if any).
CNumber:C          Running Total: 0.00          PACE 1 of 3          : ***000240
Trans Dat          OTHER          BATCH          BATCH DATE          POSTED
Merchant          AMOUNT          SYSTEM          NUMBER          (MM/DD/YYYY)          09/18/2006
Partial P          -----          -----          -----          -----          AA: 048
Descripti          1.          / / /
                  2.          / / /
                  3.          / / /
Ref#/            4.          / / /
Encm            5.          / / /
                  6.          / / /
                  7.          / / /
                  8.          / / /
                  9.          / / /
                  10.         / / /
                  NOTE: Posting to non-IBIS systems is NOT
                  automatic. This window displays only the
                  non-IBIS distributions as typed by the reviewer.
NEXT FUN          F7=BACK, F8=FORWARD, F3 or F12=Return to RECR.
Enter-PF1
NEXT HEL

```

- Press **PF12** to return to the browse screen.

TIP: It is very helpful to observe the:

- **Messages** at the top of the screen.
- **PF KEY functions** at the bottom of the screen as they can change from screen to screen.