



PeopleSoft Transaction Types

November 2011

Learning Objectives

- » For each type of transaction:
 - › Define and explain the use
 - › Provide examples of how to process an entry

Definition of Terms

- » Account: Groups transactions related to common financial statement categories such as assets, liabilities, revenues, and expenses.
- » Business Unit: used to classify transactions by the different active Business Units in which they belong.
- » Feeder System: External databases and/or dedicated systems that control information to be transmitted to the General Ledger.

Definition of Terms

- » ChartField: Alphanumeric fields use to classify financial information for reporting of the University's financial transactions.
- » ChartField String: A combination of ChartFields to classify financial information.
- » MoCode: an abbreviation of a ChartField string - note the Account ChartField is **not** included in a Mocode.

Transaction Types

- » Journal Entry – JE
- » Correcting Entry – CE
- » Internal Service Entry - ISE
- » Payroll Correcting Entry – PCE
- » Transfer Journal Entry – TRE
- » Cash Receipts Report – CRR
- » Account Receivable Report – ARR

UM Web Applications (Web Apps)

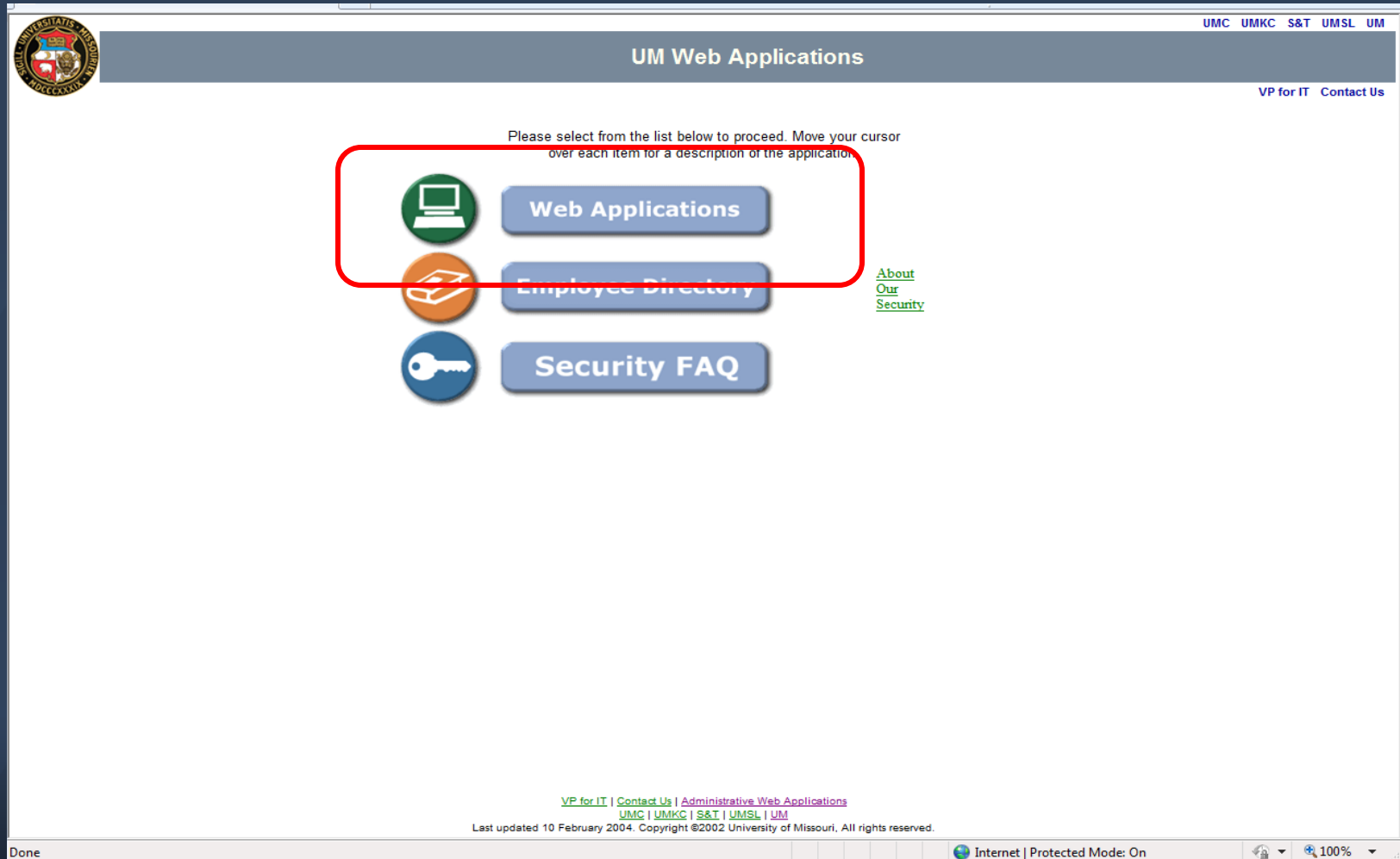
- » Simplifies process of entering transactions
- » A template to:
 - › Reduce the chance for error
 - › Enter transactions easier
- » Contact the Campus Accounting Office for access.

UM Web Applications

» Enter the following URL into the web browser :

<https://webapps.umsystem.edu/>

Web Applications



Journal Entry (JE)

UMC UMKC S&T UMSL UM

UM Web Applications

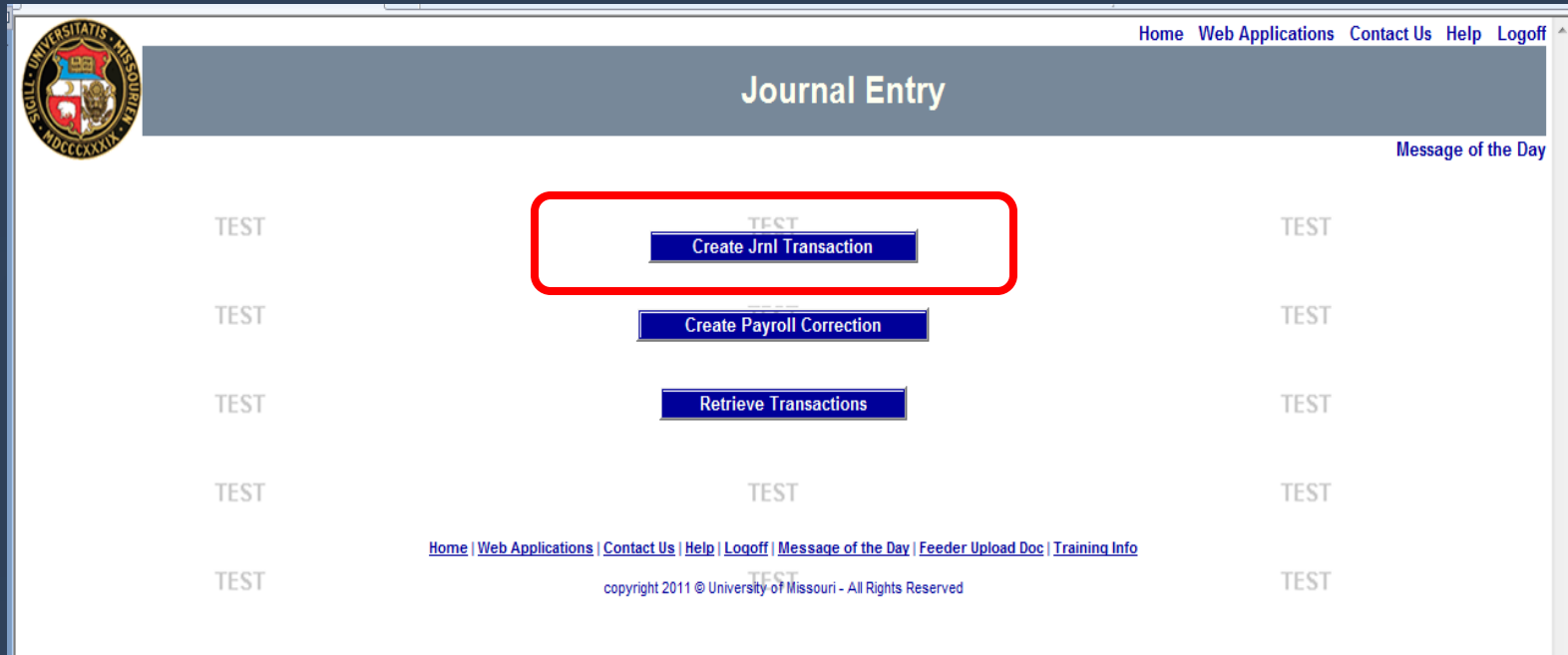
VP for IT Contact Us

Financial, Human Resources, Student & other systems.

- [Employee Directory](#)
- [PaymentNet Reconciliation](#)
- [PS Budget Development Reports](#)
- [PS Finance Production-FSPRD](#)
- [PS HR CAPS Request](#)
- [PS HR Reporting Database](#)
- [PS Journal Entry](#)
- [PS Web Documentation](#)
- [Employee Information](#)
- [PS ARR](#)
- [PS CRR](#)
- [PS Finance Reporting-FSRPT](#)
- [PS HR PAF](#)
- [PS HR Search Options](#)
- [PS Search Options](#)
- [Student Information System](#)
- [myHR](#)
- [PS Authorization](#)
- [PS DocumentDirect Reports](#)
- [PS Financial Reports](#)
- [PS HR PRODUCTION Database](#)
- [PS HR WebTime](#)
- [PS Vendor Request Form](#)
- [Test](#)

VP for IT | [Contact Us](#) | [Administrative Web Applications](#)
UMC | UMKC | S&T | UMSL | UM
Last updated 10 February 2004. Copyright ©2002 University of Missouri. All rights reserved.

Journal Entry (JE)



The screenshot displays the 'Journal Entry' web application interface. At the top left is the University of Missouri seal. The top right navigation bar includes links for 'Home', 'Web Applications', 'Contact Us', 'Help', and 'Logoff'. The main header area is titled 'Journal Entry'. Below this, a 'Message of the Day' link is visible. The central content area features three blue buttons: 'Create Jrnl Transaction' (highlighted with a red rectangle), 'Create Payroll Correction', and 'Retrieve Transactions'. The interface is flanked by vertical columns of 'TEST' labels. At the bottom, a footer contains a series of navigation links and a copyright notice: 'copyright 2011 © University of Missouri - All Rights Reserved'.

Home Web Applications Contact Us Help Logoff ^

Journal Entry

Message of the Day

TEST TEST

TEST TEST

TEST TEST

TEST TEST

TEST TEST

[Home](#) | [Web Applications](#) | [Contact Us](#) | [Help](#) | [Logoff](#) | [Message of the Day](#) | [Feeder Upload Doc](#) | [Training Info](#)

copyright 2011 © University of Missouri - All Rights Reserved

Journal Entry (JE)

- » Only used to record original accounting entries
 - › All entries not automatically generated through a feeder system, such as:
 - › Recording investment income earned
 - › Allocating expenses between departments

Journal Entry (JE)

- » Journal Entry is **NOT** used to:
 - › Record internal revenue
 - › Make transfers between funds
 - › Correct transactions
 - › Record receipt of cash

Journal Entry (JE)

» Journal entry cannot be used to post to:

Account number	Description
1100000 to 111270	Cash accounts at banks
132200	Accounts Receivable
133050	Awards (grants) receivable
190000	Cash
210000	Accounts Payable
211000	Accounts Payable
300000	Net Assets
350000	Beginning Balance
700000 to 708299	Salary and Wage Accounts
708301 to 709999	

Journal Entry (JE)

Fiscal Year: TEST
Journal Id: TEST
Trans Ref Num: TEST
Source: TEST
Header BU: UMSYS
Description: TEST

JOURNAL ENTRY
Type of Transaction:
Journal Status: New
Budget Status:
Create Reversal Next:

Journal Date: 05/18/2011
Preparer: Miller Sr, Dennis K
Transaction Date: TEST
Posted Date: n/a

Ln	MoCode	Account	BU	Fund	Deptid	Pgm	Project	Class	Debit	Credit	Line Description	BP	Ed
1													
2													
3													
4													
5													

TOTAL DEBITS \$0.00 **TOTAL CREDITS** \$0.00
MOVE EXPENSE TO/ MOVE EXPENSE FROM/
MOVE REVENUE FROM MOVE REVENUE TO

Preparer Comments (A minimum of 20 characters is required.)
TEST

Other Comments
TEST

Single-click!

[Home](#) | [Web Applications](#) | [Contact Us](#) | [Help](#) | [Logoff](#) | [Message of the Day](#) | [Feeder Upload Doc](#) | [Training Info](#)
copyright 2011 © University of Missouri - All Rights Reserved

Journal Entry (JE)

TEST

Fiscal Year:

TEST

TEST

Journal Id:

TEST

TEST

Trans Ref Num:

TEST

Source:

TEST

Header BU:

UMSYS

TEST

Description:

TEST

JOURNAL ENTRY

TEST

TEST

Type of Transaction:

Journal Entry

TEST

Journal Status:

New Transaction

TEST

Budget Status:

TEST

Create Reversal Next Month

☐

TEST

Journal Date:

10/11/2011

TEST

Preparer:

Miller Sr,Dennis K

TEST

Transaction Date:

TEST

Posted Date:

n/a

Ln	MoCode	Account	BU	Fund	Deptid	Pgm	Project	Class	Debit	Credit	Line Description	BP	Edit	Bdg	Aprvd
1		150000	COLUM	0825	C4525027	0	00		127041.30		Inventories				
2	C5590	60000	COLUM	0825	C4525027	0	00	0		127014.30					
3															
4															
5															
TOTAL DEBITS									\$127041.30	\$0.00	TOTAL CREDITS				
									MOVE EXPENSE TO/ MOVE REVENUE FROM	MOVE EXPENSE FROM/ MOVE REVENUE TO					

TEST

Preparer Comments (A minimum of 20 characters is required.)

TEST

Other Comments

TEST

More Blank Lines

TEST

Submit

Single-click!

TEST

Blank Payroll Correction

TEST

Blank Jrnl Transaction

TEST

Home | Web Applications | Contact Us | Help | Logoff | Message of the Day | Feeder Upload Doc | Training Info

TEST

copyright 2011 © University of Missouri - All Rights Reserved FSCFTST

Journal Entry (JE)

Fiscal Year: TEST
Journal Id: TEST
Trans Ref Num:
Source:
Header BU: UMSYS
Description:

JOURNAL ENTRY
Type of Transaction: Journal Entry
Journal Status: New Transaction
Budget Status:
Create Reversal Next Month ☐

Journal Date: 10/11/2011
Preparer: Miller Sr,Dennis K
Transaction Date:
Posted Date: n/a

Ln	MoCode	Account	BU	Fund	Deptid	Pgm	Project	Class	Debit	Credit	Line Description	BP	Edit	Bdg	Aprvd
1		150000	COLUM	0825	C4525027	0	00		127041.30		Inventories				
2	C5590	600000	COLUM	0825	C4525027	0	00	0		127014.30	Cost of Goods Sold				
3															
4															

Chartfield Descriptions for Journal ID: - Line 2 - Windows Internet Explorer
https://fscftst.umsystem.edu/je/display_descrs.cfm?journal_id=8&journal_line=2&speedchart_key=C5590&business_unit=COLUM&acco

MoCode	Account	Fund Code	Deptid	Program	Project	Class
C5590	600000	0825	C4525027	0	00	0
RCF-DNA Core Facility	Cost of Goods Sold	Other Service Oper	DNA CORE FACILITY	Unspecified Program	00	Unspecified Class

\$127014.30 TOTAL CREDITS
MOVE EXPENSE FROM/
MOVE REVENUE TO

More Blank Lines
Submit
Blank Payroll Correction
Blank Jrnl Transaction

Home | Web Applications | Contact Us | Help | Logout | Message of the Day | Feeder Upload Doc | Training Info
copyright 2011 © University of Missouri - All Rights Reserved FSCFTST

Journal Entry (JE)

Transaction is invalid. Please correct the errors indicated.
 Description must be at least 10 characters long.
 Journal Entry debits must equal credits.
 Preparer Comments must be at least 20 characters long.

Fiscal Year: 2012
 Journal Id:
 Trans Ref Num:
 Source:
 Header BU: UMSYS
 Description:

JOURNAL ENTRY
 Type of Transaction: Journal Entry
 Journal Status: New Transaction
 Budget Status:
 Create Reversal Next Month ☐

Journal Date: 10/11/2011
 Preparer: Miller Sr, Dennis K
 Transaction Date:
 Posted Date: n/a

Ln	MoCode	TAccount	BU	Fund	Deptid	Pgm	Project	Class	Debit	Credit	Line Description	BP	Edit	Bdg	Aprvd
1		150000	COLUM	0825	C4525027	0	00		127041.30		Inventories				
2	C5590	600000	COLUM	0825	C4525027	0	00	0		127014.30	Cost of Goods Sold				TEST
3															TEST
4															TEST
5															TEST
TOTAL DEBITS									\$127,041.30	\$127,014.30	TOTAL CREDITS				
									MOVE EXPENSE TO/ MOVE REVENUE FROM	MOVE EXPENSE FROM/ MOVE REVENUE TO					

Preparer Comments (A minimum of 20 characters is required.)

Other Comments

More Blank Lines Submit Blank Payroll Correction Blank Jrnl Transaction

Home | Web Applications | Contact Us | Help | Logout | Message of the Day | Feeder Upload Doc | Training Info

copyright 2011 © University of Missouri - All Rights Reserved FSCFTST

Journal Entry (JE)

Transaction is invalid. Please correct the errors indicated.
 Description must be at least 10 characters long.
 Journal Entry debits must equal credits.
 Preparer Comments must be at least 20 characters long.

Fiscal Year: 2012
 Journal Id:
 Trans Ref Num:
 Source:
 Header BU: UMSYS
 Description:

JOURNAL ENTRY
 Type of Transaction: Journal Entry
 Journal Status: New Transaction
 Budget Status:
 Create Reversal Next Month ☐

Journal Date: 10/11/2011
 Preparer: Miller Sr,Dennis K
 Transaction Date:
 Posted Date: n/a

Ln	MoCode	TAccount	BU	Fund	Deptid	Pgm	Project	Class	Debit	Credit	Line Description	BP	Edit	Bdgt	Aprvd
1		150000	COLUM	0825	C4525027	0	00		127041.30		Inventories				
2	C5590	600000	COLUM	0825	C4525027	0	00	0		127014.30	Cost of Goods Sold				
3															
4															
5															
									TOTAL DEBITS	\$127,041.30	\$127,014.30	TOTAL CREDITS			
									MOVE EXPENSE TO/ MOVE REVENUE FROM	MOVE EXPENSE FROM/ MOVE REVENUE TO					

Preparer Comments (A minimum of 20 characters is required.)
 Other Comments

More Blank Lines Submit Blank Payroll Correction Blank Jrnl Transaction

Home | Web Applications | Contact Us | Help | Logoff | Message of the Day | Feeder Upload Doc | Training Info

copyright 2011 © University of Missouri - All Rights Reserved FSCFTST

What does the entry accomplish?
 Why is it being done?
 Who wants it done?
 How were the numbers calculated?

Journal Entry (JE)

Transaction Successfully Created.

Fiscal Year: 2012
 Journal Id: 0007845889
 Trans Ref Num:
 Source: JE
 Header BU: UMSYS
 Description: FY10 Cost of Goods Sold

JOURNAL ENTRY

Type of Transaction: Journal Entry
 Journal Status: Edit Req'd
 Budget Status: Not Chkd
 Create Reversal Next Month ☐

Journal Date: 10-11-2011
 Preparer: Miller Sr,Dennis K
 Transaction Date: 10-11-2011
 Posted Date: n/a

Ln	MoCode	Account	BU	Fund	Deptid	Pgm	Project	Class	Debit	Credit	Line Description	BP	Edit	Bdg	Aprvd
1		150000	COLUM	0825	C4525027	0	00		127041.30		Inventories	0	N		N
2	C5590	600000	COLUM	0825	C4525027	0	00	0		127041.30	Cost of Goods Sold	0	N		
TOTAL DEBITS									\$127,041.30	\$127,041.30	TOTAL CREDITS				
									MOVE EXPENSE TO/ MOVE REVENUE FROM	MOVE EXPENSE FROM/ MOVE REVENUE TO					

Preparer Comments (A minimum of 20 characters is required.)

Book FY10 cost of goods sold per documentation on file in the department and accounting services.

Other Comments

Supporting Docs

Blank Payroll Correction

Blank Jrnl Transaction

[Download to Excel](#) | [Format to Print](#)
[Home](#) | [Web Applications](#) | [Contact Us](#) | [Help](#) | [Logoff](#) | [Message of the Day](#) | [Feeder Upload Doc](#) | [Training Info](#)
copyright 2011 © University of Missouri - All Rights Reserved FSCFTST

Journal Entry (JE)

ATTACH SUPPORTING DOCUMENTATION

Enter the file from your pc that you wish to upload as a Journal Entry Attachment.

Only files with *xls*, *xlsx*, *xlsm*, *doc*, *docx*, *docm*, *html* or *pdf* extensions can be used for attachments. If an attachment with the same extension already exists for this journal, it will be overlaid with this new file.

[Home](#) | [Web Applications](#) | [Contact Us](#) | [Help](#) | [Logoff](#) | [Message of the Day](#) | [Feeder Upload Doc](#) | [Training Info](#)

copyright 2011 © University of Missouri - All Rights Reserved FSCFTST

Journal Entry (JE)

[Click here to return
to listing of
transaction types](#)

Correcting Entry (CE)

- » Used to correct a transaction that posted to the University Financials System.
- » Is not used to correct a payroll transaction.
- » Cannot impact any of the Transfer Accounts:

Type	Transfer in	Transfer Out
Mandatory	390000-390999	860000-861999
Non-Mandatory	391000-393999	861000-863999

Correcting Entry (CE)

UMC UMKC S&T UMSL UM

UM Web Applications

VP for IT Contact Us

Financial, Human Resources, Student & other systems.

- [Employee Directory](#)
- [Employee Information](#)
- [myHR](#)
- [PaymentNet Reconciliation](#)
- [PS ARR](#)
- [PS Authorization](#)
- [PS Budget Development Reports](#)
- [PS CRR](#)
- [PS DocumentDirect Reports](#)
- [PS Finance Production-FSPRD](#)
- [PS Finance Reporting-FSRPT](#)
- [PS Financial Reports](#)
- [PS HR CAPS Request](#)
- [PS HR PAF](#)
- [PS HR PRODUCTION Database](#)
- [PS HR Reporting Database](#)
- [PS HR Search Options](#)
- [PS HR WebTime](#)
- [PS Journal Entry](#)
- [PS Search Options](#)
- [PS Vendor Request Form](#)
- [PS Web Documentation](#)
- [Student Information System](#)
- [Test](#)

VP for IT | Contact Us | Administrative Web Applications
UMC | UMKC | S&T | UMSL | UM
Last updated 10 February 2004. Copyright ©2002 University of Missouri. All rights reserved.

Correcting Entry (CE)



Correcting Entry (CE)

Fiscal Year: TEST

Journal Id: TEST

Trans Ref Num: TEST

Source: TEST

Header BU: UMSYS

Description: TEST

JOURNAL ENTRY

Type of Transaction: Correcting Entry

Journal Status: New

Budget Status: TEST

Create Reversal Next: TEST

Journal Date: 05/18/2011

Preparer: Miller Sr, Dennis K

Transaction Date: TEST

Posted Date: n/a

Ln	MoCode	Account	BU	Fund	Deptid	Pgm	Project	Class	Debit	Credit	Line Description	BP	Ed
1													
2													
3													
4													
5													

TOTAL DEBITS \$0.00 **TOTAL CREDITS** \$0.00

Preparer Comments (A minimum of 20 characters is required.)

Other Comments

More Blank Lines **Submit** **Blank Payroll Correction** **Blank Jml Transaction**

[Home](#) | [Web Applications](#) | [Contact Us](#) | [Help](#) | [Logoff](#) | [Message of the Day](#) | [Feeder Upload Doc](#) | [Training Info](#)

copyright 2011 © University of Missouri - All Rights Reserved

Correcting Entry (CE)

JOURNAL ENTRY

Fiscal Year: TEST
 Journal Id: TEST
 Trans Ref Num: TEST
 Source: TEST
 Header BU: UMSYS
 Description: Correct error of 6/21

Type of Transaction: Correcting Entry
 Journal Status: New Transaction
 Budget Status: Create Reversal Next Month ☐

Journal Date: 09/22/2011
 Preparer: Miller Sr,Dennis K
 Transaction Date:
 Posted Date: n/a

Ln	MoCode	Account	BU	Fund	Deptid	Pgm	Project	Class	Debit	Credit	Line Description	BP	Edit	Bdg	Aprvd
1	A0129	739200	UMSYS	0000	A1503001	0	00	0	1500.00		Computer supplies				
2	A0129	739000	UMSYS	0000	A1503001	0	00	0		1500.00	Computing expense				
3															
4															
5															

TOTAL DEBITS \$1500.00 TOTAL CREDITS \$1500.00

Preparer Comments (A minimum of 20 characters is required.)
 Incorrectly debited computing expense - should have been computer supplies

Other Comments

More Blank Lines Submit Blank Payroll Correction Blank Jnl Transaction

Home | Web Applications | Contact Us | Help | Logoff | Message of the Day | Feeder Upload Doc | Training Info

copyright 2011 © University of Missouri - All Rights Reserved FSCFTST

Correcting Entry (CE)

JOURNAL ENTRY

Fiscal Year: TEST
Journal Id: TEST
Trans Ref Num: TEST
Source: TEST
Header BU: UMSYS
Description: Correct error of 9/21

Type of Transaction: Correcting Entry
Journal Status: New Transaction
Budget Status: TEST
Create Reversal Next Month: ☐

Journal Date: 09/27/2011
Preparer: Miller Sr, Dennis K
Transaction Date: TEST
Posted Date: n/a

Ln	MoCode	Account	BU	Fund	Deptid	Pgm	Project	Class	Debit	Credit	Line Description	BP	Edit	Bdg	Aprvd
1	A0129	73920	UMSYS	0000	A1503001	0	00	0	1500.00						
2	A0129	739000	UMSYS	0000						1500.00	Computing expense				
3															
4															
5															
6															

Preparer Comments (A minimum of 20 characters is required)
Incorrectly debited computing expense - should have been credited

Other Comments

More Blank Lines Submit Single-click!

Account Search - Windows Internet Explorer
https://fscfst.umsystem.edu/journal_search_account_lookup.cfm?searchchr=73920

Accounts
To search for an Account, enter the first few characters of the Account and click the Search button. For example, to search for all Accounts that begin with 12, type 12 in the input box and click the Search button. Only the first 250 will be returned.

73920 Search

Account Description
739200 Computer supplies

Internet | Protected Mode: On

Correcting Entry (CE)

Transaction is invalid. Please correct the errors indicated.
Journal Entry debits must equal credits.
Preparer Comments must be at least 20 characters long.

Fiscal Year: 2012
Journal Id: TEST
Trans Ref Num: TEST
Source: TEST
Header BU: UMSYS
Description: Correct error of 9/21

JOURNAL ENTRY
Type of Transaction: Correcting Entry
Journal Status: New Transaction
Budget Status: TEST
Create Reversal Next Month ☐

Journal Date: 09/27/2011
Preparer: Miller Sr,Dennis K
Transaction Date:
Posted Date: n/a

Ln	MoCode	Account	BU	Fund	Deptid	Pgm	Project	Class	Debit	Credit	Line Description	BP	Edit	Bdg	Aprv
1	A0129	739200	UMSYS	0000	A1503001	0	00	0	1500.00		Computer supplies				
2	A0129	739000	UMSYS	0000	A1503001	0	00	0		1502.00	Computing expense				
3															
4															
5															
TOTAL DEBITS									\$1,500.00	\$1,502.00	TOTAL CREDITS				
									MOVE EXPENSE TO/ MOVE REVENUE FROM	MOVE EXPENSE FROM/ MOVE REVENUE TO					

Preparer Comments (A minimum of 20 characters is required.)
Other Comments

More Blank Lines Submit Blank Payroll Correction Blank Jrnl Transaction

Single-click!

Home | Web Applications | Contact Us | Help | Logout | Message of the Day | Feeder Upload Doc | Training Info
copyright 2011 © University of Missouri - All Rights Reserved FSCFTST

What does the entry accomplish?
Why is it being done?
Who wants the transaction done?
How were the numbers calculated?

Correcting Entry (CE)

Reference Type	Reference Number	Business Unit
1. Journal ID (any source)	007851210	UMSYS
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		

Reference Type

- Journal ID (any source)
- CRR
- PO(ePro) ID
- Purchasing Card
- Voucher ID
- Expense Report
- AR/BI Invoice
- Other (not listed above)

Submit

Correcting Entry (CE)

Transaction Successfully Created.

Fiscal Year: 2012
Journal Id: 0007851549
Trans Ref Num:
Source: CE
Header BU: UMSYS
Description:

JOURNAL ENTRY

Type of Transaction: Correcting Entry
Journal Status: Edit Req'd
Budget Status: Not Chkd

Journal Date: 09-27-2011
Preparer: Miller Sr,Dennis K
Transaction Date: 09-27-2011
Posted Date: n/a

Ln	MoCode	Account	BU	Fund	Deptid	Pgm	Project	Class	Debit	Credit	Line Description	BP	Edit	Bdg	Aprvd
1	A0129	739200	UMSYS	0000	A1503001	0	00	0	1500.00		Computer supplies	0	N	N	
2	A0129	739000	UMSYS	0000	A1503001	0	00	0		1500.00	Computing expense	0	N	N	
TOTAL DEBITS									\$1,500.00	\$1,500.00	TOTAL CREDITS				
MOVE EXPENSE TO/ MOVE REVENUE FROM											MOVE EXPENSE FROM/ MOVE REVENUE TO				

Correcting or Associated Document References
1. [Journal ID 0007851547](#)

Preparer Comments (A minimum of 20 characters is required.)

Other Comments

[More Blank Lines](#)
[Submit](#)
[Refresh](#)
[References](#)
[Delete](#)
[Supporting Docs](#)
[Blank Payroll Correction](#)
[Blank Jrnl Transaction](#)

[Download to Excel](#) | [Format to Print](#)
[Home](#) | [Web Applications](#) | [Contact Us](#) | [Help](#) | [Logoff](#) | [Message of the Day](#) | [Feeder Upload Doc](#) | [Training Info](#)
 copyright 2011 © University of Missouri - All Rights Reserved FSCFTST

Correcting (CE)

TEST TEST

ATTACH SUPPORTING DOCUMENTATION

Enter the file from your pc that you wish to upload as a Journal Entry Attachment.

TEST TEST

TEST TEST

Only files with *xls*, *xlsx*, *xlsm*, *doc*, *docx*, *docm*, *html* or *pdf* extensions can be used for attachments.
If an attachment with the same extension already exists for this journal, it will be overlaid with this new file.

TEST TEST

[Home](#) | [Web Applications](#) | [Contact Us](#) | [Help](#) | [Logoff](#) | [Message of the Day](#) | [Feeder Upload Doc](#) | [Training Info](#)

TEST TEST

copyright 2011 © University of Missouri - All Rights Reserved FSCFTST

TEST TEST

TEST TEST

TEST TEST

TEST TEST

TEST TEST

Correcting Entry (CE)

[Click here to return
to listing of
transaction types](#)

Internal Service Entry (ISE)

- » Used to record transactions between University Departments.
- » The department providing the service prepares the entry.

Internal Service Entry (ISE)

- » The revenue (credit) side of the transaction **must be** between the account ranges:
 - › 403000 - 403800 Extension Educational Fees, or
 - › 430000 - 432499 Non-Taxable Sales, or
 - › 450000 – 452999 Internal Sales

Internal Service Entry (ISE)

- » The expense (debit) side of the transaction **must be** between the account ranges:
 - › 600000 - 605000 Cost of Goods Sold, or
 - › 720001 – 800999 Non-Payroll Expenses

Internal Service Entry (ISE)

UMC UMKC S&T UMSL UM

UM Web Applications

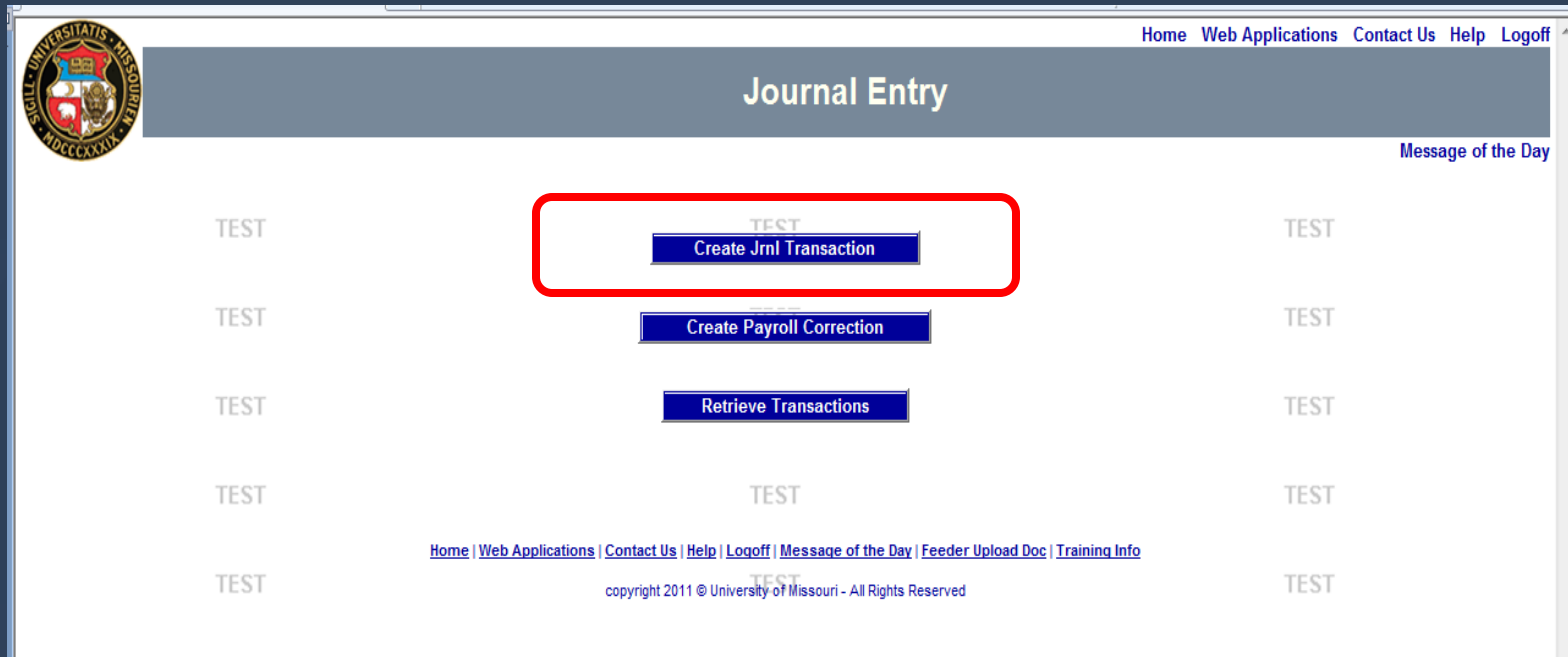
VP for IT Contact Us

Financial, Human Resources, Student & other systems.

- [Employee Directory](#)
- [PaymentNet Reconciliation](#)
- [PS Budget Development Reports](#)
- [PS Finance Production-FSPRD](#)
- [PS HR CAPS Request](#)
- [PS HR Reporting Database](#)
- [PS Journal Entry](#)**
- [PS Web Documentation](#)
- [Employee Information](#)
- [PS ARR](#)
- [PS CRR](#)
- [PS Finance Reporting-FSRPT](#)
- [PS HR PAF](#)
- [PS HR Search Options](#)
- [PS Search Options](#)
- [Student Information System](#)
- [myHR](#)
- [PS Authorization](#)
- [PS DocumentDirect Reports](#)
- [PS Financial Reports](#)
- [PS HR PRODUCTION Database](#)
- [PS HR WebTime](#)
- [PS Vendor Request Form](#)
- [Test](#)

VP for IT | Contact Us | Administrative Web Applications
UMC | UMKC | S&T | UMSL | UM
Last updated 10 February 2004. Copyright ©2002 University of Missouri. All rights reserved.

Internal Service Entry (ISE)



Internal Service Entry (ISE)

Fiscal Year: TEST

Journal Id: TEST

Trans Ref Num: TEST

Source: TEST

Header BU: UMSYS

Description: TEST

JOURNAL ENTRY

Type of Transaction:
Correcting Entry
Journal Entry
Internal Service Entry
Transfer Journal Entry

Journal Status: New

Budget Status: TEST

Create Reversal: Next

Journal Date: 05/18/2011

Preparer: Miller Sr,Dennis K

Transaction Date: TEST

Posted Date: n/a

Ln	MoCode	Account	BU	Fund	Deptid	Pgm	Project	Class	Debit	Credit	Line Description	BP	Ed
1													
2													
3													
4													
5													

TOTAL DEBITS \$0.00 **TOTAL CREDITS** \$0.00

MOVE EXPENSE TO/ MOVE EXPENSE FROM/ MOVE REVENUE FROM/ MOVE REVENUE TO

Preparer Comments (A minimum of 20 characters is required.)

Other Comments

More Blank Lines **Submit** **Blank Payroll Correction** **Blank Jnl Transaction**

[Home](#) | [Web Applications](#) | [Contact Us](#) | [Help](#) | [Logoff](#) | [Message of the Day](#) | [Feeder Upload Doc](#) | [Training Info](#)

copyright 2011 © University of Missouri - All Rights Reserved

Internal Service Entry (ISE)

Fiscal Year: TEST **JOURNAL ENTRY**

Journal Id: TEST **Type of Transaction:** Internal Service Entry

Trans Ref Num: TEST **Journal Status:** New Transaction

Source: TEST **Budget Status:** TEST

Header BU: UMSYS **Create Reversal Next Month:** ☐

Description: TEST

Journal Date: 10/11/2011

Preparer: Miller Sr,Dennis K

Transaction Date: TEST

Posted Date: n/a

Ln	Mol Code	Account	BU	Fund	Deptid	Pgm	Project	Class	Debit	Credit	Line Description	BP	Edit	Bdg	Aprvd
1	C4870	721700	..	COLUM	0200	C0850002	0	00	68.50		Business mtg exp-food cate				
2	C1093	450000	..	COLUM	0000	C1523019	C8000	00		86.50	Internal sales & services				
3			..												
4			..												
5			..												
TOTAL DEBITS									\$68.50		TOTAL CREDITS				
									MOVE EXPENSE TO/ MOVE REVENUE FROM		MOVE EXPENSE FROM/ MOVE REVENUE TO				

Preparer Comments (A minimum of 20 characters is required.)

Other Comments

More Blank Lines **Submit** **Blank Payroll Correction** **Blank Jnl Transaction**

Single-click

[Home](#) | [Web Applications](#) | [Contact Us](#) | [Help](#) | [Logoff](#) | [Message of the Day](#) | [Feeder Upload Doc](#) | [Training Info](#)

copyright 2011 © University of Missouri - All Rights Reserved FSCFTST

Internal Service Entry (ISE)

Fiscal Year:

Journal Id:

Trans Ref Num:

Source:

Header BU:

Description:

Preparer Comments (A minimum of 100 characters is required):

Other Comments:

Journal Date:

Preparer: Miller Sr, Dennis K

Transaction Date:

Posted Date: n/a

Ln	MoCode	Account	Debit	Credit	Line Description
1	C4870	72170	68.50		Business mtg exp-food cate
2	C1093	450000		86.50	Internal sales & services
3					
4					
5					
			\$68.50	\$86.50	TOTAL CREDITS
			MOVE EXPENSE TO/	MOVE EXPENSE FROM/	
			MOVE REVENUE FROM	MOVE REVENUE TO	

More Blank Lines

Submit

Blank Payroll Correction

Blank Jnl Transaction

[Home](#) |
 [Web Applications](#) |
 [Contact Us](#) |
 [Help](#) |
 [Logoff](#) |
 [Message of the Day](#) |
 [Feeder Upload Doc](#) |
 [Training Info](#)

copyright 2011 © University of Missouri - All Rights Reserved FSCFTST

Internal Service Entry (ISE)

Transaction is invalid. Please correct the errors indicated.
 Description must be at least 10 characters long.
 Journal Entry debits must equal credits.
 Preparer Comments must be at least 20 characters long.

Fiscal Year: 2012
 Journal Id:
 Trans Ref Num:
 Source:
 Header BU: UM0000

JOURNAL ENTRY
 Type of Transaction: Internal Service Entry
 Journal Status: New Transaction
 Budget Status:
 Create Reversal Next Month ☐

Journal Date: 10/11/2011
 Preparer: Miller Sr, Dennis K
 Transaction Date:
 Posted Date: n/a

Description:

Ln	MOCode	Account	BO	Fund	Deptid	Pgm	Project	Class	Debit	Credit	Line Description	BP	Edit	Bdgt	Aprvd
1	C4870	721700	COLUM	0200	C0850002	0	00	0	68.50		Business mtg exp-food cate				
2	C1093	450000	COLUM	0000	C1523019	C8000	00	0		86.50	Internal sales & services				
3															
4															
5															
TOTAL DEBITS									\$68.50	\$86.50	TOTAL CREDITS				
MOVE EXPENSE TO/ MOVE REVENUE FROM											MOVE EXPENSE FROM/ MOVE REVENUE TO				

Preparer Comments (A minimum of 20 characters is required.)

Other Comments

More Blank Lines Submit Blank Payroll Correction Blank Jnl Transaction

Home | Web Applications | Contact Us | Help | Logout | Message of the Day | Feeder Upload Doc | Training Info

copyright 2011 © University of Missouri - All Rights Reserved FSCFTST

What does the entry accomplish?
 Why is it being done?
 Who wants the transaction done?
 How were the numbers calculated?

Internal Service Entry (ISE)

Fiscal Year: 2012

Journal Id: 0007845888

Trans Ref Num:

Source: ISE

Header BU: UMSYS

Description: Buck's Icecream

JOURNAL ENTRY

Type of Transaction: Internal Service Entry

Journal Status: Edit Req'd

Budget Status: Not Chk'd

Journal Date: 10-11-2011

Preparer: Miller Sr,Dennis K

Transaction Date: 10-11-2011

Posted Date: n/a

Transaction Successfully Created.

Ln	MoCode	Account	BU	Fund	Deptid	Pgm	Project	Class	Debit	Credit	Line Description	BP	Edit	Bdg	Aprvd
1	C4870	721700	COLUM	0200	C0850002	0	00	0	68.50		Business mtg exp-food cate	0	N	N	
2	C1093	450000	COLUM	0000	C1523019	C8000	00	0		68.50	Internal sales & services	0	N	N	
TOTAL DEBITS									\$68.50	\$68.50	TOTAL CREDITS				
									MOVE EXPENSE TO/ MOVE REVENUE FROM	MOVE EXPENSE FROM/ MOVE REVENUE TO					

Preparer Comments (A minimum of 20 characters is required.)

1-3 gallon Tiger Stripe at \$35.00 and 1-3 gallong vanilla at \$33.50. For department meeting.

Other Comments

More Blank Lines

Single-click!

Submit

Refresh

Delete

Supporting Docs

Blank Payroll Correction

Blank Jrnl Transaction

[Download to Excel](#) | [Format to Print](#)

[Home](#) | [Web Applications](#) | [Contact Us](#) | [Help](#) | [Logoff](#) | [Message of the Day](#) | [Feeder Upload Doc](#) | [Training Info](#)

copyright 2011 © University of Missouri - All Rights Reserved FSCFTST

Internal Service Entry (ISE)

ATTACH SUPPORTING DOCUMENTATION

Enter the file from your pc that you wish to upload as a Journal Entry Attachment.

Only files with *xls*, *xlsx*, *xlsm*, *doc*, *docx*, *docm*, *html* or *pdf* extensions can be used for attachments. If an attachment with the same extension already exists for this journal, it will be overlaid with this new file.

[Home](#) | [Web Applications](#) | [Contact Us](#) | [Help](#) | [Logoff](#) | [Message of the Day](#) | [Feeder Upload Doc](#) | [Training Info](#)

copyright 2011 © University of Missouri - All Rights Reserved FSCFTST

Internal Service Entry (ISE)

[Click here to return
to listing of
transaction types](#)

Payroll Correcting Entry (PCE)

- » Used to make retroactive adjustments to payroll and related benefit expenditures.
- » Cannot make with a JE or CE.
- » For most users, cannot process a PCE more than 2 months from the period the original entry was posted. Older transactions processed by:
 - › Sponsored Programs Office or
 - › Accounting Office

Payroll Correcting Entry (PCE)

- » A PCE can only be made to Salary and Benefit accounts, which are in the ranges of:
 - › 700000-708500 (Salaries)
 - › 710000-717000 (Benefits)

Payroll Correcting Entry (PCE)

UMC UMKC S&T UMSL UM

UM Web Applications

VP for IT Contact Us

Financial, Human Resources, Student & other systems.

- [Employee Directory](#)
- [PaymentNet Reconciliation](#)
- [PS Budget Development Reports](#)
- [PS Finance Production-FSPRD](#)
- [PS HR CAPS Request](#)
- [PS HR Reporting Database](#)
- [PS Journal Entry](#)
- [PS Web Documentation](#)
- [Employee Information](#)
- [PS ARR](#)
- [PS CRR](#)
- [PS Finance Reporting-FSRPT](#)
- [PS HR PAF](#)
- [PS HR Search Options](#)
- [PS Search Options](#)
- [Student Information System](#)
- [myHR](#)
- [PS Authorization](#)
- [PS DocumentDirect Reports](#)
- [PS Financial Reports](#)
- [PS HR PRODUCTION Database](#)
- [PS HR WebTime](#)
- [PS Vendor Request Form](#)
- [Test](#)

VP for IT | Contact Us | Administrative Web Applications
UMC | UMKC | S&T | UMSL | UM
Last updated 10 February 2004. Copyright ©2002 University of Missouri. All rights reserved.

Payroll Correcting Entry (PCE)



Payroll Correcting Entry (PCE)

The PCE entry limits transactions to two months from the end of the accounting period, in which the original payroll posted. The policy may be referenced at [BPM213](#).

PAYROLL CORRECTIONS

Enter a valid Employee Id and a list of Pay End Dates will be returned.

Employee Id: Pay End Dt:

Select *only* the lines you wish to correct and hit the submit button to create a payroll correction for

	MoCode	Account	BU	Fund	Deptid	Pgm	Project	Class	Amount	Empl Rcd	Pay Group	ErnCd	JobCd
<input type="checkbox"/>	A0388	705100	UMSYS	0000	A0701004	0	00	0	5,750.00	0	MON	REX	6109
<input type="checkbox"/>	A0388	705100	UMSYS	0000	A0701004	0	00	0	5,750.00	0	MON	REX	6109

[Home](#) | [Web Applications](#) | [Contact Us](#) | [Help](#) | [Logoff](#) | [Message of the Day](#) | [Feeder Upload Doc](#) | [Training Info](#)

copyright 2011 © University of Missouri - All Rights Reserved

Payroll Correcting Entry (PCE)

TEST JOURNAL ENTRY TEST

Fiscal Year: TEST Journal Date: 05/31/2011

Journal Id: TEST Type of Transaction: Payroll Correction Preparer: Miller Sr, Dennis K

Journal Status: New Transaction Transaction Date: TEST

Budget Status: TEST Posted Date: n/a

Source: TEST

Header BU: UMSYS Empl Name: Miller Sr, Dennis K Pay End Dt: 03/31/2011

Employee ID: 10243370

Ln	MoCode	Account	BU	Fund	Deptid	Pgm	Project	Class	Debit	Credit	Empl Rcd	Ern Cd	Job Cd	BP
1	A0388	705100	UMSYS	0000	A0701004	0	00	0	0.00	5750.00	0	REX	6109	
2
3
4
5
6
TOTAL DEBITS									\$0.00	\$5,750.00	TOTAL CREDITS			
MOVE EXPENSE TO/									MOVE EXPENSE FROM/					
MOVE REVENUE FROM									MOVE REVENUE TO					

Preparer Comments (A minimum of 20 characters is required.)

Other Comments

More Blank Lines Submit Blank Payroll Correction Blank Jnl Transaction

Payroll Correcting Entry (PCE)

Journal Id: TEST Type of Transaction: Payroll Correction Preparer: Miller Sr,Dennis K
Source: TEST Journal Status: New Transaction Transaction Date: TEST
Header BU: UMSYS Budget Status: Posted Date: n/a
Employee ID: 10243370 Empl Name: TEST Pay End Dt: 03/31/2011

Ln	MoCode	Account	BU	Fund	Deptid	Pgm	Project	Class	Debit	Credit	Empl Rcd	Ern Cd	Job Cd	BP
1	A0388	705100	UMSYS	0000	A0701004	0	00	0	0.00	5750.00	0	REX	6109	
2	A2302	705100	UMSYS	0600	A1302017	0	00	LO050	5750.00		0	REX	6109	
3														
4														
5														
6														
TOTAL DEBITS									\$5,750.00	\$5,750.00	TOTAL CREDITS			

Preparer Comments (A minimum of 20 characters is required.)
Comments about why the correction is being made

Other Comments

More Blank Lines Submit Blank Payroll Correction Blank Jrnl Transaction

Home | Web Applications | Contact Us | Help | Logoff | Message of the Day | Feeder Upload Doc | Training Info

copyright 2011 © University of Missouri - All Rights Reserved

Payroll Correcting Entry (PCE)

Transaction is invalid. Please correct the errors indicated.
Empl Rcd must be populated for a Payroll Correction.
Journal Entry debits must equal credits.
Preparer Comments must be at least 20 characters long.

Fiscal Year: 2011
Journal Id:
Source: Header BU: UMSYS
Employee ID: 10243370

JOURNAL ENTRY
Type of Transaction: Payroll Correction
Journal Status: New Transaction
Budget Status:
Empl Name:

Journal Date: 06/21/2011
Preparer: Miller Sr, Dennis K
Transaction Date:
Posted Date: n/a
Pay End Dt: 03/31 /2011

Ln	MoCode	Account	BU	Fund	Deptid	Pgm	Project	Class	Debit	Credit	Empl Rcd	Ern Cd	Job Cd	BP	Edit	Bdg	Aprvd
1	A0388	705100	UMSYS	0000	A0701004	0	00	0	0.00	5750.00	0	REX	6109				
2	A0129	705100	UMSYS	0000	A1503001	0	00	0	5740.00								
3																	
4																	
5																	
6																	

TOTAL DEBITS \$5,740.00 TOTAL CREDITS \$5,750.00
MOVE EXPENSE TO/ MOVE EXPENSE FROM/
MOVE REVENUE FROM MOVE REVENUE TO

Preparer Comments (A minimum of 20 characters is required.)
Other Comments

More Blank Lines Submit Single-click Blank Payroll Correct

Home | Web Applications | Contact Us | Help | Logoff | Message of the Day | Feeder Upload Doc | Training Info

What does the entry accomplish?
Why is it being done?
Who wants the transaction done?
How were the numbers calculated?

Payroll Correcting Entry (PCE)

Transaction Successfully Created.

Fiscal Year: 2011
Journal Id: 0007850895

Source: PCE
Header BU: UMSYS
Employee ID: 10243370

JOURNAL ENTRY
Type of Transaction: Payroll Correction
Journal Status: Edit Req'd
Budget Status: Not Chk'd

Journal Date: 05-31-2011
Preparer: Miller Sr,Dennis K
Transaction Date: 05-31-2011
Posted Date: n/a

Empl Name:

Pay End Dt: 03/31 /2011

Ln	MoCode	Account	BU	Fund	Deptid	Pgm	Project	Class	Debit	Credit	Empl Rcd	Ern Cd	Job Cd	BP
1	A0388	705100	UMSYS	0000	A0701004	0	00	0	0.00	5750.00	0	REX	6109	
2	A2302	705100	UMSYS	0600	A1302017	0	00	LO050	5750.00		0	REX	6109	
3	A0388	710500	UMSYS	0000	A0701004	0	00	0	0.00	1734.15	0		6109	
4	A2302	710500	UMSYS	0600	A1302017	0	00	LO050	1734.15	0.00	0		6109	
TOTAL DEBITS									\$7,484.15	\$7,484.15	TOTAL CREDITS			

MOVE EXPENSE TO/ MOVE EXPENSE FROM/
 MOVE REVENUE FROM MOVE REVENUE TO

Preparer Comments (A minimum of 20 characters is required.)
 Comments about why the correction is being made

Other Comments

Single-click!

[Download to Excel](#)
[Format to Print](#)

Payroll Correcting Entry (PCE)

ATTACH SUPPORTING DOCUMENTATION

Enter the file from your pc that you wish to upload as a Journal Entry Attachment.

Only files with *xls*, *xlsx*, *xlsm*, *doc*, *docx*, *docm*, *html* or *pdf* extensions can be used for attachments.
If an attachment with the same extension already exists for this journal, it will be overlaid with this new file.

[Home](#) | [Web Applications](#) | [Contact Us](#) | [Help](#) | [Logoff](#) | [Message of the Day](#) | [Feeder Upload Doc](#) | [Training Info](#)

copyright 2011 © University of Missouri - All Rights Reserved FSCFTST

TEST	TEST
TEST	TEST
TEST	TEST
TEST	TEST
TEST	TEST
TEST	TEST

Payroll Correcting Entry (PCE)

[Click here to return
to listing of
transaction types](#)

Transfer Journal Entry (TRE)

- » Movement of funds between ChartField Strings
- » Not considered:
 - › expenses to the contributing fund
 - › revenue to the recipient fund

Transfer Journal Entry (TRE)

- » Types of Transfers
 - › Non-Mandatory
 - › Transfers at the University's Discretion
 - › Mandatory – required by:
 - › Law, or
 - › Contractual Obligation

Transfer Journal Entry (TRE)

» Transfer Accounts:

Type	Transfer in	Transfer Out
Mandatory	390000-390999	860000-860999
Non-Mandatory	391000-393999	861000-863999

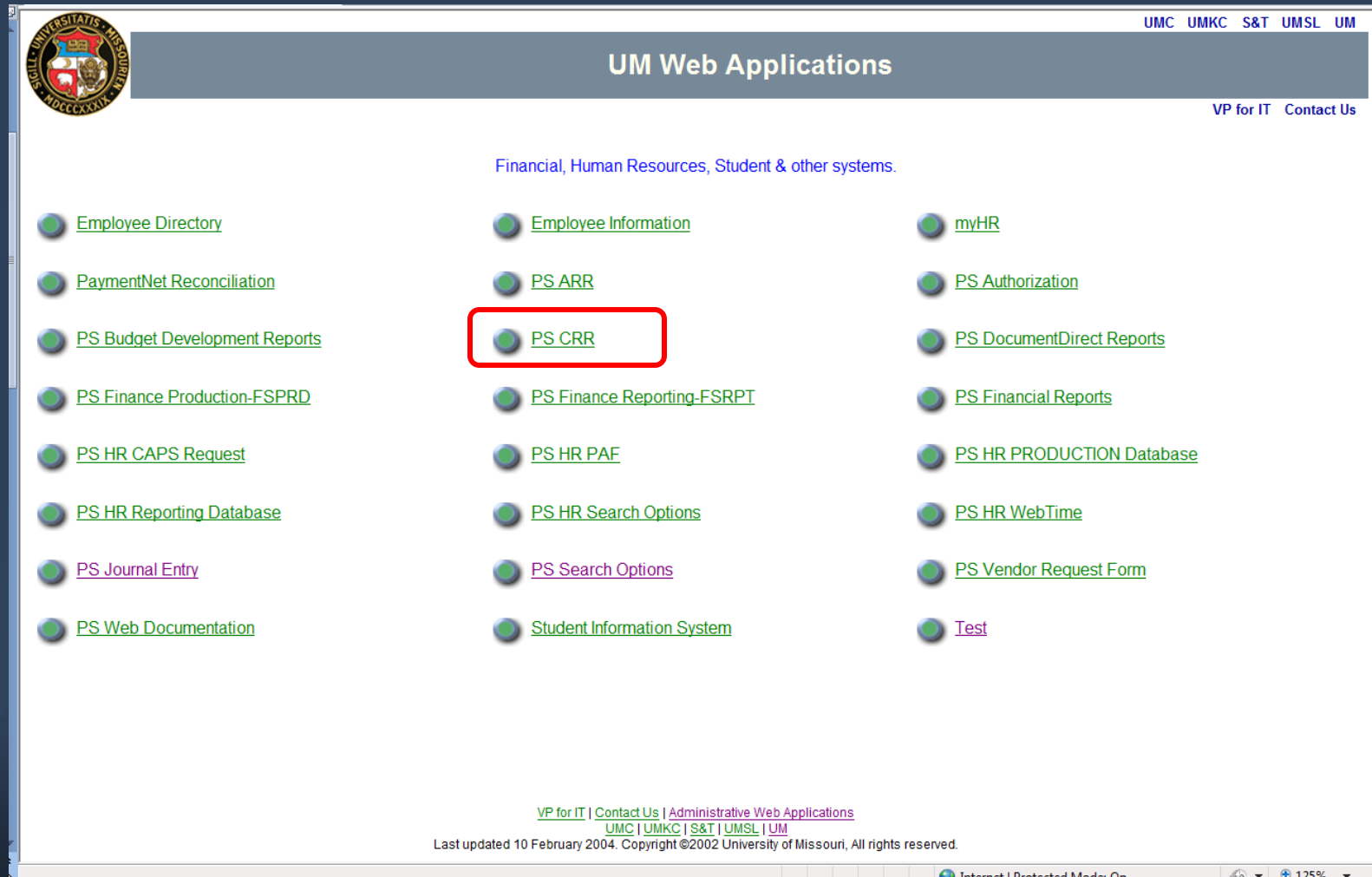
Transfer Journal Entry (TRE)

[Click here to return
to listing of
transaction types](#)

Cash Receipts Report (CRR)

- » Used to deposit cash receipts other than payments on accounts receivable
- » Only accessible if the role has been assigned to the user
- » Per CRM 101, Business Services Office must authorize Cash Receiving Locations

Cash Receipts Report (CRR)



The screenshot displays the 'UM Web Applications' portal. At the top left is the University of Missouri seal. The top right contains navigation links: UMC, UMKC, S&T, UMSL, and UM. Below the header, the text 'Financial, Human Resources, Student & other systems.' is centered. A grid of application links follows, each preceded by a globe icon. The link 'PS CRR' in the second column is highlighted with a red rectangular border. Other links include Employee Directory, PaymentNet Reconciliation, PS Budget Development Reports, PS Finance Production-FSPRD, PS HR CAPS Request, PS HR Reporting Database, PS Journal Entry, PS Web Documentation, Employee Information, PS ARR, PS HR PAF, PS HR Search Options, PS Search Options, Student Information System, myHR, PS Authorization, PS DocumentDirect Reports, PS Financial Reports, PS HR PRODUCTION Database, PS HR WebTime, PS Vendor Request Form, and Test. The footer contains links for VP for IT, Contact Us, and Administrative Web Applications, along with copyright information for 2002 University of Missouri.

UMC UMKC S&T UMSL UM

UM Web Applications

VP for IT Contact Us

Financial, Human Resources, Student & other systems.

- Employee Directory
- PaymentNet Reconciliation
- PS Budget Development Reports
- PS Finance Production-FSPRD
- PS HR CAPS Request
- PS HR Reporting Database
- PS Journal Entry
- PS Web Documentation
- Employee Information
- PS ARR
- PS CRR**
- PS Finance Reporting-FSRPT
- PS HR PAF
- PS HR Search Options
- PS Search Options
- Student Information System
- myHR
- PS Authorization
- PS DocumentDirect Reports
- PS Financial Reports
- PS HR PRODUCTION Database
- PS HR WebTime
- PS Vendor Request Form
- Test

VP for IT | Contact Us | Administrative Web Applications
UMC | UMKC | S&T | UMSL | UM
Last updated 10 February 2004. Copyright ©2002 University of Missouri. All rights reserved.

Cash Receipts Report (CRR)

University OF Missouri

Cash Receipts Report

[Cash Receipts Manual](#)

SELECT the [TYPE OF deposit](#) you wish to prepare.
in most cases you should select Cashier Deposit.

TO Edit a previous submission SELECT the following. You may MODIFY OR DELETE
your submissions until the Cashier's Office has processed your work.
In the case of a Direct Deposit you may modify OR delete your submission
until it has been processed into FRS.

The CRR system has a template feature. A template is a list OF account codes
and memo/explanation OF receipts that can be used as default values each
time you prepare a CRR. The button below allows you to create or edit your personal template.

To view any CRR in the system enter its number and press the button.
USE the Back Button to return to this page.

Cash Receipts Report (CRR)

[About this form](#)

Deposit to Cashier's Office

University of Missouri

Miller Sr, Dennis K
Controller
1000 W Nifong

573/884-6521

June 22, 2011

Transaction Number: 2003100

Receipt Details

Currency						Coins					
\$100	\$50	\$20	\$10	\$5	\$1	\$1	.50	.25	.10	.05	.01
2	1	1									

[Total Check Amount](#) \$500.00 2 [Number of Checks](#)

[Total Currency](#) \$270.00 (calculated)

[Total Coins](#) (calculated)

[Total Receipts](#) \$770.00 (calculated)

Deposit Details

Explanation/Source of Receipts	MoCodes	PS Accounts	Amount
Revenue account	A2302	495000	\$750.00

[Dates](#)

[Cancel](#) [More Blank Lines](#) [Submit](#)

Total Deposit \$750.00

Preparer's Comments (Minimum of 20 characters)

comment about the transaction

Internet | Protected Mode: On

Cash Receipts Report (CRR)

Your Deposit does not balance.

The total income you reported is **\$770.00**.

The total deposit you reported is **\$750.00**.

Please review and edit your work.

Edit

 MIS Web
Applications

 CRR Intro
Screen

 More
Help

 Message
of the Day






 Sign
Off

Cash Receipts Report (CRR)

Your Cash Deposit was successfully processed.

Your total deposit is \$770.00.

When you deliver the money to the Cashier's Office identify the deposit with CRR Number 2003096.

 MIS Web Applications  CRR Intro Screen  More Help  Message of the Day  Sign Off

Cash Receipts Report (CRR)

University OF Missouri

Cash Receipts Report

[Cash Receipts Manual](#)

SELECT the [TYPE OF deposit](#) you wish to prepare.
in most cases you should select Cashier Deposit.

TO Edit a previous submission SELECT the following. You may MODIFY OR DELETE
your submissions until the Cashier's Office has processed your work.
In the case of a Direct Deposit you may modify OR delete your submission
until it has been processed into FRS.

The CRR system has a template feature. A template is a list OF account codes
and memo/explanation OF receipts that can be used as default values each
time you prepare a CRR. The button below allows you to create or edit your personal template.

To view any CRR in the system enter its number and press the button.
USE the Back Button to return to this page.

Cash Receipts Report (CRR)

About this form		Deposit to Cashier's Office	University of Missouri
Miller Sr, Dennis K Controller 1000 W Nifong		573/884-6521	June 22, 2011 Transaction Number: 2003097

Receipt Details											
Currency						Coins					
\$100	\$50	\$20	\$10	\$5	\$1	\$1	.50	.25	.10	.05	.01
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total Check Amount <input type="text"/>	Number of Checks <input type="text"/>
Total Currency <input type="text"/>	(calculated)
Total Coins <input type="text"/>	(calculated)
Total Receipts <input type="text"/>	(calculated)

Deposit Details			
Dates	Explanation/Source of Receipts	MoCodes PS Accounts	Amount
<input type="text"/>	Gift Clearing Account	C4779 480050	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total Deposit	<input type="text"/>
----------------------	----------------------

Preparer's Comments (Minimum of 20 characters)

Cash Receipts Report (CRR)

[About this form](#)

Deposit to Cashier's Office
University of Missouri

Miller Sr, Dennis K
Controller
1000 W Nifong

573/884-6521

June 22, 2011

Transaction Number: 2003098

Receipt Details

Currency						Coins						
\$100	\$50	\$20	\$10	\$5	\$1	\$1	.50	.25	.10	.05	.01	
2	1	1					1	2				

[Total Check Amount](#)

[Number of Checks](#)

Total Currency

(calculated)

Total Coins

(calculated)

Total Receipts

(calculated)

Deposit Details

Dates	Explanation/Source of Receipts	MoCodes	PS Accounts	Amount
	Gift Clearing Account		C4779 480050	\$750.00
	Some revenue Account	A2302	495000	\$21.00

Total Deposit

Preparer's Comments (Minimum of 20 characters)

Cash Receipts Report (CRR)

Your Cash Deposit was successfully processed.

Your total deposit is \$771.00.

When you deliver the money to the Cashier's Office identify the deposit with CRR Number 2003098.

You MUST now click the "Continue with Gift Processing" button below.

You will be allowed to render a Printable CRR at a later step.

MIS Web Applications CRR Intro Screen More Help Message of the Day Sign Off

Cash Receipts Report (CRR)

List of Donors	
Total Gift: \$750.00	
Total Advice: \$.00	
Add a new donor	

Advice of Gift for PS CRR 2003098	
Donor's Name	<input type="text"/>
Donor's Address	<input type="text"/>
Date of Gift	<input type="text"/> (MM/DD/YY)
Preferred MoCode	<input type="text"/> PS Account: <input type="text"/> (Optional)
MoCode/Account Comments	<input type="text"/>
Restrictions and/or Special Instructions	<input type="text"/>
Amount <input type="text"/>	
<input type="button" value="Save"/> <input type="button" value="Delete"/> <input type="button" value="Quit Advice of Gift"/>	

Cash Receipts Report (CRR)

List of Donors	Advice of Gift for PS CRR 2003098
Total Gift: \$750.00	Donor's Name Dennis Miller
Total Advice: \$.00	Donor's Address University Hall
Add a new donor	Date of Gift 06/22/11 (MM/DD/YY) Amount
	Preferred MoCode A2302 PS Account: (Optional)
	MoCode/Account Comments
	Restrictions and/or Special Instructions For General funds
	<div>Save Delete Quit Advice of Gift</div>

Cash Receipts Report (CRR)

List of Donors

Total Gift: \$750.00

[Dennis Miller \\$750.00](#)

Total Advice: \$750.00

[Add a new donor](#)

Advice of Gift for PS CRR 2003098

Donor's Name

Donor's Address

Date of Gift (MM/DD/YY) Amount

Preferred MoCode PS Account: (Optional)

MoCode/Account Comments

Restrictions and/or Special Instructions

Save Delete Quit Advice of Gift

Cash Receipts Report (CRR)

Your total deposit is \$771.00.

Your total for gift accounts is \$750.00.

Your total from Advice of Gift is \$750.00.

When you deliver the money to the Cashier's Office identify the deposit with PS CRR Number 2003098.

Continue

Render Printable PS CRR

Cash Receipts Report (CRR)

University OF Missouri

Cash Receipts Report

[Cash Receipts Manual](#)

SELECT the [TYPE OF deposit](#) you wish to prepare.
in most cases you should select Cashier Deposit.

TO Edit a previous submission SELECT the following. You may MODIFY OR DELETE
your submissions until the Cashier's Office has processed your work.
In the case of a Direct Deposit you may modify OR delete your submission
until it has been processed into FRS.

The CRR system has a template feature. A template is a list OF account codes
and memo/explanation OF receipts that can be used as default values each
time you prepare a CRR. The button below allows you to create or edit your personal template.

To view any CRR in the system enter its number and press the button.
USE the Back Button to return to this page.

Cash Receipts Report (CRR)

[About this form](#)

Direct DepositUniversity of Missouri

Deposit Location: 17 - Controller's
If this is not the correct deposit location, please choose another template with the correct one

Miller Sr,Dennis K
Controller
1000 W Nifong573/884-6521June 22, 2011
Transaction Number: 2003101

Receipt Details

Currency						Coins					
\$100	\$50	\$20	\$10	\$5	\$1	\$1	.50	.25	.10	.05	.01
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total Check Amount

Number of Checks

Total Currency (calculated)

Total Coins (calculated)

Total Receipts (calculated)

Deposit Details

Dates	Explanation/Source of Receipts	MoCodes	PS Accounts	Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total Deposit

Cancel

More Blank Lines

Submit

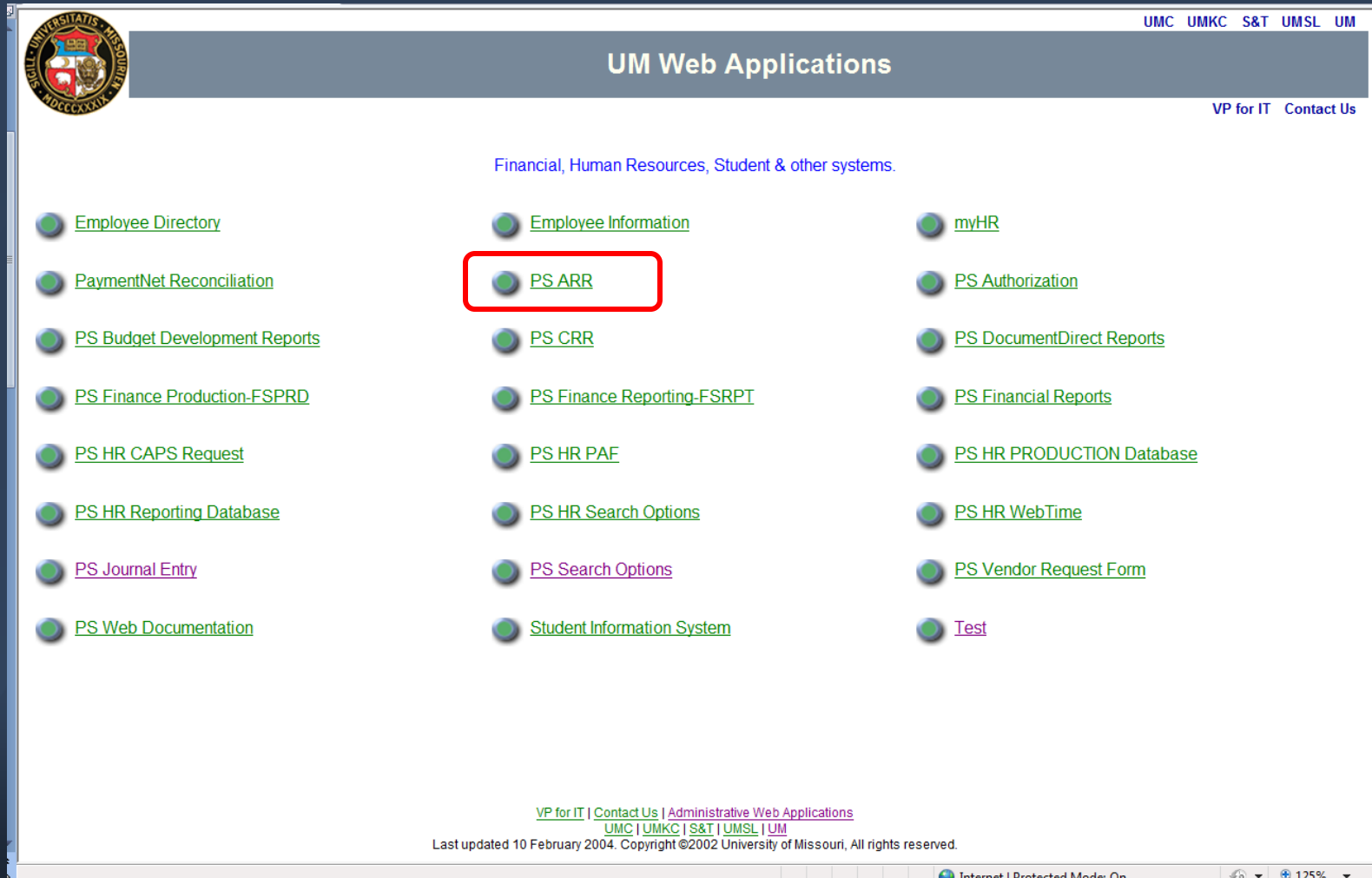
Cash Receipts Report (CRR)

[Click here to return
to listing of
transaction types](#)

Account Receivable Report (ARR)

- » Similar to a CRR in form
- » May not be combined with other types of deposits.
- » May only be used to deposit payments of Miscellaneous Accounts Receivable, such as:
 - › Grants receivables
 - › MOREnet billings

Accounts Receivable Report (ARR)



The screenshot displays the 'UM Web Applications' portal. At the top left is the University of Missouri seal. The top right contains navigation links: UMC, UMKC, S&T, UMSL, and UM. Below the header, a grey bar reads 'UM Web Applications'. To the right of this bar are links for 'VP for IT' and 'Contact Us'. The main content area is titled 'Financial, Human Resources, Student & other systems.' and lists various applications in a three-column grid. The 'PS ARR' link in the middle column is highlighted with a red rectangular box. At the bottom, there is a footer with links for 'VP for IT', 'Contact Us', and 'Administrative Web Applications', followed by a copyright notice for 2002 University of Missouri.

UMC UMKC S&T UMSL UM

UM Web Applications

VP for IT Contact Us

Financial, Human Resources, Student & other systems.

- Employee Directory
- PaymentNet Reconciliation
- PS Budget Development Reports
- PS Finance Production-FSPRD
- PS HR CAPS Request
- PS HR Reporting Database
- PS Journal Entry
- PS Web Documentation
- Employee Information
- PS ARR**
- PS CRR
- PS Finance Reporting-FSRPT
- PS HR PAF
- PS HR Search Options
- PS Search Options
- Student Information System
- myHR
- PS Authorization
- PS DocumentDirect Reports
- PS Financial Reports
- PS HR PRODUCTION Database
- PS HR WebTime
- PS Vendor Request Form
- Test

VP for IT | Contact Us | Administrative Web Applications
UMC | UMKC | S&T | UMSL | UM
Last updated 10 February 2004. Copyright ©2002 University of Missouri, All rights reserved.

Account Receivable Report (ARR)

University OF Missouri





Accounts Receivable Cash Receipts Report

SELECT the [TYPE OF deposit](#) you wish to prepare.
in most cases you should select Cashier Deposit.

TO Edit a previous submission SELECT the following. You may MODIFY OR DELETE
your submissions until the Cashier's Office has processed your work.
In the case of a Direct Deposit you may modify OR delete your submission
until it has been processed into PeopleSoft.

To view any AR CRR in the system enter its number and press the button.
USE the Back Button to return to this page.

To Search for a AR CRR press this button.

 MIS Web Applications  More Help  Message of the Day  Sign Off

Account Receivable Report (ARR)

[About this form](#) Accounts Receivable Deposit to Cashier's Office University of Missouri

Caselman, Deborah Sue 884-0915 August 19, 2011
Controller
1000 W Nifong Transaction Number: 0034806

Source: UME Dep Loc: 1017-Controller's

Receipt Details

Currency							Coins					
\$100	\$50	\$20	\$10	\$5	\$2	\$1	\$1	.50	.25	.10	.05	.01

[Total Check Amount](#) \$10000.00 1 [Number of Checks](#)

Total Currency (calculated)

Total Coins (calculated)

Total Receipts \$10000.00 (calculated)

Deposit Details

Date mm/dd/yyyy	Explanation (Optional)	Customer ID	Invoice #	Amount
8/18/2011	test for training	8899000350	GM00093486	\$10000.00

Total Deposit \$10000.00

Preparer's Comments

Test for training

[Cancel](#) [Cancel and Delete Data](#) [More Blank Lines](#) [Submit](#)

Account Receivable Report (ARR)

Total Deposit \$10000.00

Preparer's Comments

Test for training

Cancel
Cancel and Delete Data
More Blank Lines
Submit

Deposit to Cashier's Office				Status: Waiting Approval 08/19/11				University of Missouri			
Caselman, Deborah Sue				884-0915				August 19, 2011			
Controller								03:02 PM			
1000 W Nifong								Transaction Number: 0034806			

Receipt Details

Currency						Coins					
\$100	\$50	\$20	\$10	\$5	\$1	\$1	.50	.25	.10	.05	.01
Total Check Amount						\$10,000.00 (1 Checks)					
Total Currency											
Total Coins											
Total Receipts						\$10,000.00					

Deposit Details

Date	Explanation/Source of Receipts	Customer ID/Invoice	Amount
08/18/11	test for training	8899000350-GM00093486	\$10,000.00
Total Deposit			\$10,000.00

Preparer's Comments

Test for training

MIS Web Applications
 CRR Intro Screen
 More Help
 Message of the Day
 Sign Off

Accounts Receivable Report (ARR)

[Click here to return
to listing of
transaction types](#)

Additional Information

- › Cash Receipts Manual — additional information on cash handling and cash controls.
- › Other related training available:
 - › Financial Compliance Training Website

<https://doit.missouri.edu/training/enterprise/>