

Financial Reporting - Bank Reconciliations Cash Receipts and Cash Disbursements Journals

Frequently Asked Questions (FAQ's)



Question:

What are some tips for preparing a Cash Receipt (transaction code 030) or Cash Disbursement (transaction code 040) journal and how is this process different than preparing a transaction code 060 Journal Entry?

Answer:

Cash Receipts and Cash Disbursements journal blanks are found in the Controller's Office [Forms](#) page. For Cash Receipts, use the transaction code 030 form. For Cash Disbursements, the transaction code is 040 and there is a separate form to be used.

Unlike Journal Entries with a transaction code 060, cash journals are one sided as the other side of the entry is Cash. The 3 for Receipts or 4 for Disbursements are to be included as the 4th digit of the Batch Reference ID #.

Do not e-mail, fax or scan your completed forms to the Controller's Office, but rather send us the original. Make sure to submit the completed Batch Control Form along with your Cash Journal. If you are not sure about the Bank # to use or have further questions on how to complete the forms, please call the Bank Reconciliation team in Financial Reporting at 284-5198.