General Accounting

Receipts Identification Form (RIF)

User Guide

Table of Contents

This manual is for training purposes only and may not be up to date.
Review current Yale University policy and procedures at: http://business.yale.edu/ppdev

Learning Objectives

After completing this course you will be able to:

- Explain the RIF process

- Recognize the components of the Receipt Identification Form

- Log on to the RIF application

- Enter receipts

- Review receipts

- Generate receipts history

- Perform preferred account maintenance

- Print reports

- Exit RIF
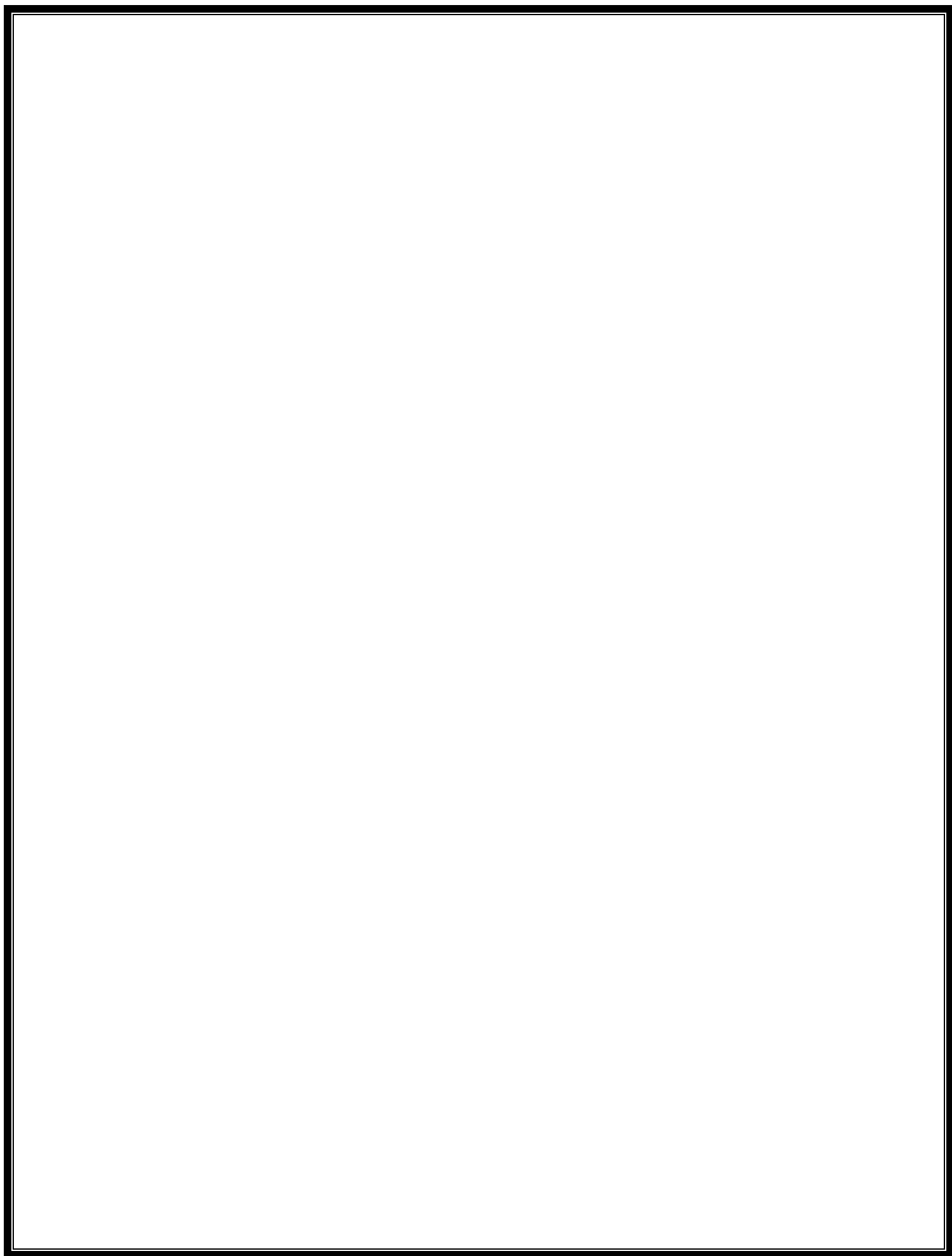
Overview of the Oracle Toolbar

Icon	Name	Description
	New Record	Insert a new record
	Find	Display find dialog (different than query enter and query run)
	Show Navigator	Returns to the Navigator window
	Save	Commits or saves your database transaction (hot key **F10**)
	Next Step	Updates the Process workflow in the Navigator by advancing to the next step in the process. It also saves any pending changes in the active form
	Switch Responsibility	Displays menu of core applications to switch responsibilities
	Print	Prints out the current screen
	Close Form	Closes the form that is currently open
	Cut	Cut the current selection to the clipboard
	Copy	Copies the current selection to the clipboard
	Paste	Pastes from the clipboard into the current field
	Clear Record	Clears all data pertaining to the current record in the window
	Delete	Deletes the current record from the form
	Edit Field	Opens the Editor window for the current field
	Zoom	Links to the Schedule Lines form in the Labor Distribution Module. This shortcut is not used in the RIF application.
	Translations	Opens the Translations window
	Attachments	Opens the Attachments window
	Window Help	Displays general help for the current application, but not Yale specific help. For help with Yale specific issues contact: Yale Technical Help: 432-9000 Help Desk

Oracle Keyboard Shortcuts

The below shortcuts do not work in every Oracle form; experiment to see which are most helpful for the tasks you perform*:*

Function	Shortcut
Actions LOV (List of values)	Shift+Ctrl+F8
Block Menu	Ctrl+B
Clear Block	F7
Clear Field	F5
Clear Form	F8
Clear Record	-
Commit	Ctrl+S
Count Query	F12
Delete Record	Ctrl+Up
Display Error	Shift+Ctrl+E
Down	Down
Duplicate Item /Field	Shift+F5
Duplicate Record	Shift+F6
Edit	Ctrl+E
Enter Query	F11
Execute Query	Ctrl+F11
Exit	F4
Function 0	Shift+Ctrl+F10
Function 1	Shift+Ctrl+F1
Function 2	Shift+Ctrl+F2
Function 3	Shift+Ctrl+F3

Function	Shortcut
Function 4	Shift+Ctrl+F4
Function 7	Shift+Ctrl+F7
Help	Ctrl+H
Insert Record	Ctrl+Down
List of Values	Ctrl+L
List Tab Pages	F2
Next Block	Shift+PageDown
Next Field	Tab
Next Primary Key	Shift+F7
Next Record	Down
Next Set of Records	Shift+F8
Previous Block	Ctrl+PageUp
Previous Field	Shift+Tab
Previous Record	Up
Print	Ctrl+P
Prompt/Value LOV (List of values)	Shift+Ctrl+F9
Return	Return
Scroll Down	PageDown
Scroll Up	PageUp
Show Keys	Ctrl+K
Up	Up
Update Record	Ctrl+U

Shortcuts that are useful in RIF and most Oracle applications is:

Ctrl + L	**Display List of Values**
F11	**Enter Query**
Ctrl + F11	**Execute Query**

PTAEO String

A "PTAEO" is the numbering system used to track and record financial transactions at Yale. The Yale University Chart of Accounts (COA) contains five segments: project, task, award, expenditure type, and organization. The order in which these segments fall creates the acronym PTAEO.

Structure of the PTAEO

P	Project	7 Numbers
T	Task	2 - 8 Alpha and/or numeric characters (any combination)
A	Award	6 Alpha & Numeric (both)
E	Expenditure Type	6 Numbers
O	Organization	6 Numbers

What is a PTAEO??

P	Project	This is the specific purpose for which money is spent (or earned) i.e.: An endowed chair, a conference fund, a general appropriations fund
T	Task	Components of Projects i.e.: various aspects of a conference
A	Award	This is why the funds were given by the donor (Source) i.e.: The Goff family (source) gave funds to endow 2 professors chairs (2 Awards)
E	Expenditure Type	The type of expense, income, asset or liability ie: meals, office supplies, salaries, gifts
O	Organization	The responsible entity in the university who has ownership of project
S	Source	This is the organization, individual or university source that donates/allocates funds to the university and from which Awards are designated. This is NOT a part of the PTAEO, but is an element of the overall accounting structure.

PTAEO Appearance

Sections are written on one line with periods dividing each segment.

1234567.00.0001AA.821000.123456

P   T   A   E   O

Introduction to the RIF Application

This training manual describes the use of the **Receipt Identification Form (RIF)** to receive and deposit money at Yale University. This application is used to record receipts of cash, checks, money orders, traveler's checks, and drafts. RIF collects information about the deposit and sends the completed form to the University's Cashier.

This on-line application will allow you to:

- Enter all deposit-related information on one form.

- Request on-line report viewing and processing of all user-created RIFs.

- Increase efficiency and accuracy of receipt identification process.

- View history of documentation recorded from initial data entry through final transfer to General Ledger.

- Print transaction information report.

RIF Application Roles and Responsibilities

There are three roles in the RIF application, each with varying levels of responsibility. The roles are **User, Cashier,** and **Treasury Manager.** The responsibilities for each role are:

Role	Responsibilities
User	- Creates RIFs, the University's "electronic deposit slips." - Transmits funds to the Cashier quickly and efficiently. - Generates reports based on their RIF application activity.
Cashier	- Reviews and approve each line on the RIFs sent to them by Users - Deposits the funds into the bank - Transfers the funds to the General Ledger. - Processes foreign currency transactions - Tracks all bank transactions, i.e., records the date items are sent to and returned from the bank for collection.
Treasury Manager	- Maintains the integrity of the RIF system - Maintains the application's calendar - Defines and sets up all Transaction Types with the default clearing accounts.

Launching the Oracle Application

Follow these steps to launch the Oracle application and log on to the **Receipts Identification Form**.

1. Click the **Start** button.

2. Select **Yale Admin Menu** to open the YAMS (Yale Administrative Menu System) window. YAMS must be installed on your PC by an ITS Support person. If you do not see the YAMS icon on your desktop or in your START menu contact your DSP or your IT support person.
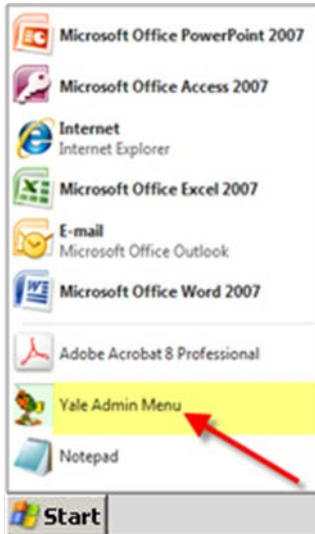
3. Single-click **Financial, Procurement & HR Applications**.
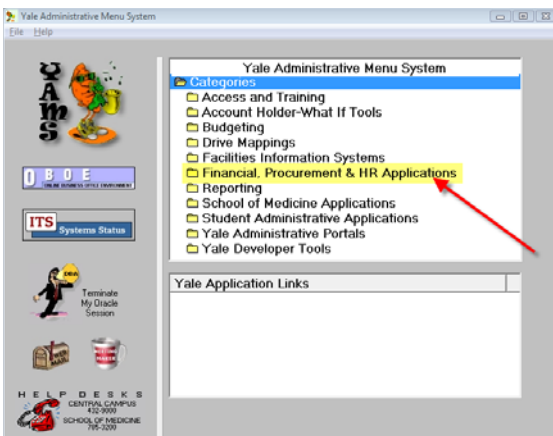
4. In the bottom section of the YAMS window double-click **Financials, Procurement and Human Resources** (as pictured below).
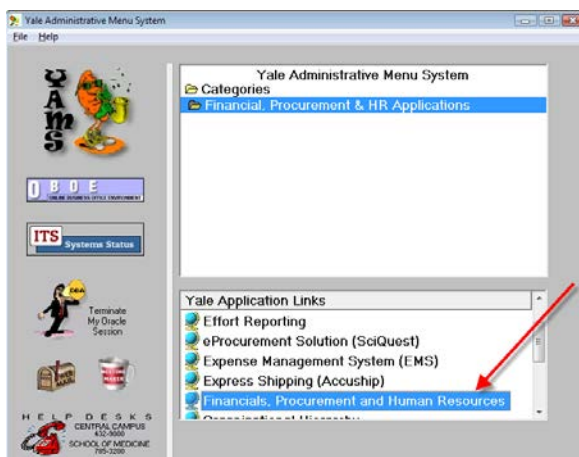
5. A University Authorized User Agreement message box appears.
Click **OK**.
Understand that clicking OK is the equivalent of signing a legal document stating that you accept and agree to abide by all Yale University policies.

NOTE: Realize that all information in Oracle is confidential.

6. The **CAS** (Central Authentication Service) dialog box opens.

Enter you NetID and Password to identify yourself as a Yale authorized user. Only users who have been approved and granted access will be able to log in. Each authorized user is granted various levels of responsibility for entering, viewing and modifying data depending on their job responsibllities.

7. Click the **Login** button.

The **Oracle Navigator** window opens and displays your responsibilities.
(It's likely the list on your monitor will vary from the image below.)

Single-click the responsibility: **YUGL RIF User**.
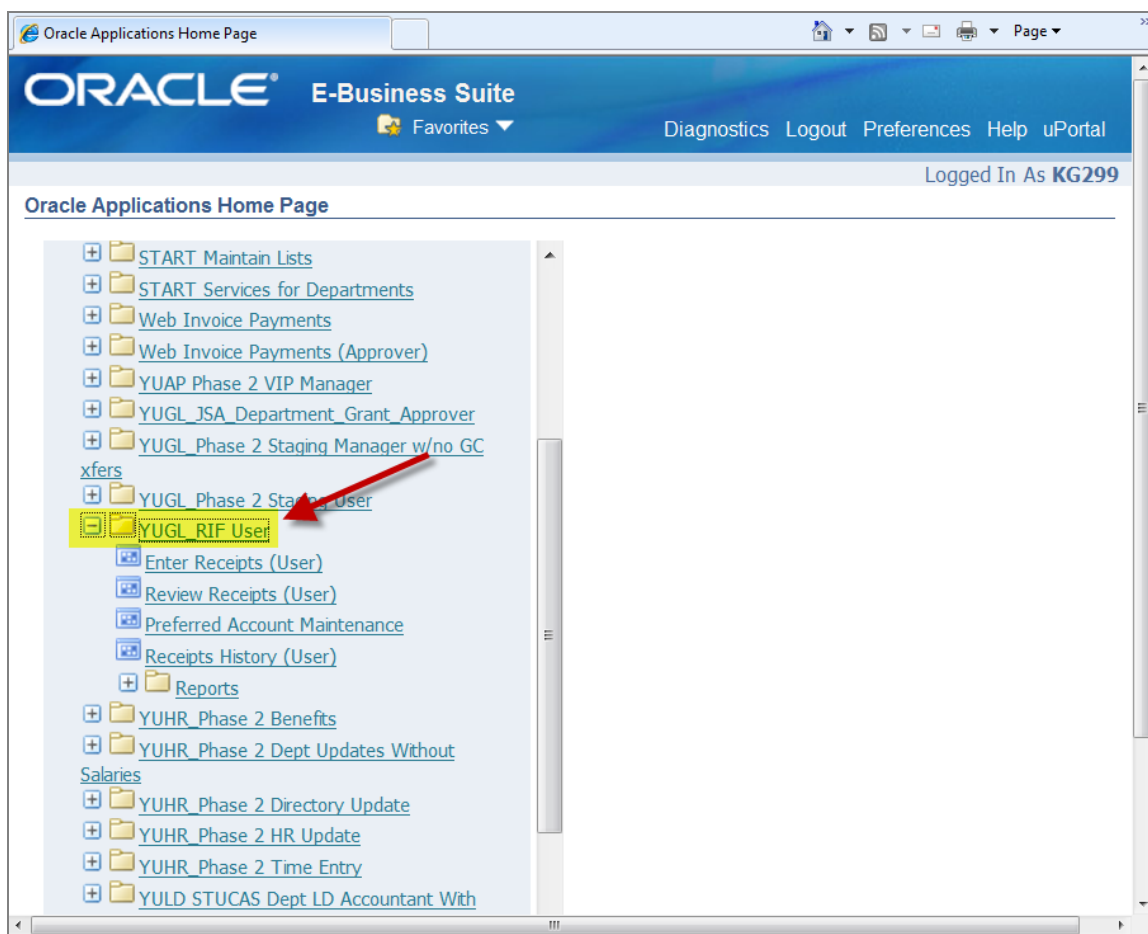
8. Several options appear underneath

Enter Receipts (User)	Used to enter deposits.
Review Receipts (User)	Used to reprint a RIF Tracking Slip.
Preferred Account Maintenance	Used to delete PTAEOS no longer in use.
Receipts History (User)	Used to see historical information (past entries).
Reports	Used to run reports.

Enter Receipts Form

This Navigator window is the RIF main menu. You can use the links in either this navigator window or the navigator window shown in the previous section to get to the forms you need.

The **Enter Receipts** form is used to enter all cash and check receipts. To open the form from the **Navigator** window, highlight the selection **Enter Receipts (User)** and either double click on it or select the **Open** button.
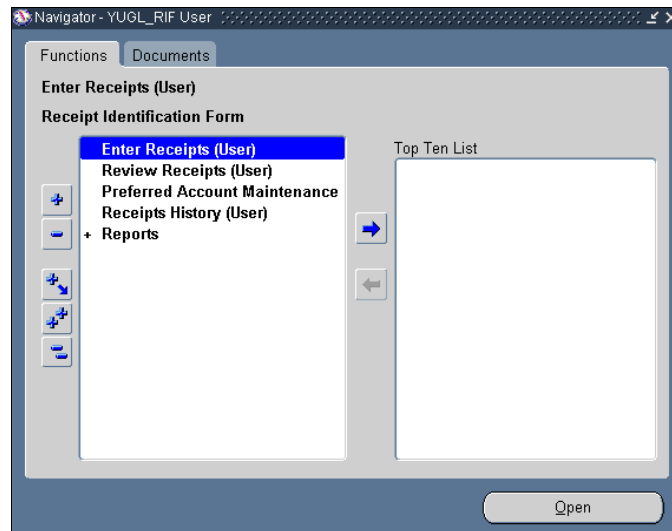
The **Enter Receipts** form will open:

Field Descriptions

The color of the data field has the following significance:
- Yellow field: required data
- White field: standard data entry
- Gray field: display only field
- Green field: query in progress

Form Field Descriptions:

| Field Name	Field Description
Currency	Displays the selected currency type. The default is **USD** (US Dollars). Use the **List of Values** button or **Ctrl+L** to change to **Foreign*** currency. **Note : When entering Foreign Currency: The system defaults the dollar amount to zero. Treasury Services sends the check for collection but the exact deposit amount is determined by the exchange rate when the transaction is processed. Your account will be credited with the exchange value when the exact amount has been determined. Only one foreign currency transaction can be entered on a RIF form.*

Field Name	Field Description
RIF Number	This field will populate when you submit a completed **Receipt Identification Form** to Treasury Services by selecting the **Send RIF** button.
Department	This field auto-populates with the employee's department name as entered on the employee's Human Resources (HR) record.
Preparer	This field auto-populates with the employee's name as entered on the employee's Human Resources (HR) record.
Phone	This field auto-populates with the employee's phone number as entered on the employee's Human Resources (HR) record.
Date	This field auto-populates with the current date.
Line	Provides an identifier for each entry on the **Enter Receipts** form. Enter this value beginning with the number 1 and increasing in sequence to a maximum value of 16.
Payer Name	The **Payer Name** field can hold up to 50 characters. For individuals, you enter the payer's last name, first name, and middle initial. For corporations, foundations or other organizations, you enter the name as it appears on the check. If collecting receipts from multiple individuals for the same purpose, you may enter "Various" as the **Payer Name**.
Description	The **Description** field fully describes the deposited item and the reason for its receipt. This field enables the Cashier to understand, confirm and approve the selected charging instructions. This field can have up to 240 characters. Please note that certain transaction types require specific information. See the sections about each transaction type, pages 12-14.
Transaction Type	The **Transaction Type** field displays one of eight transaction types used for all deposited items. You select a transaction type from a predefined list of values.
Credit Account	The account number for the transaction is entered in this field. For five transaction types (**University Suspense, Medical School Suspense, Gifts, AP Vendor Clearing, Payroll Clearing**), this field is automatically populated with the correct account number for this transaction type. For the other three transaction types (**Miscellaneous Revenue, Unapplied AR** and **Reimbursements**) you will enter the correct account number here. This number is the credit side ("revenue" or "income") of the transaction. The debit side of the transaction is automatically created by the application.
Gift Account	If you selected the Transaction Type **Gifts,** you may choose to complete the optional account number field to indicate where the gift funds should be credited after processed by the Contribution Processing department. I If you previously entered more than one account number in this field on previous RIFs, you may choose from a **Frequently Used Account Numbers** list of values that will appear. If only one such entry exists, the application will select it and place it in the **Gift Account** field. This entry may be changed if it is not the correct account number.

Field Name	Field Description
PTAEO	This field is used to enter the PTAEO when the selected Transaction Type is **AP Vendor Clearing** and **Payroll Clearing**. Therefore, it is not used by the majority of end users on campus.
Check	Enter the amount, including decimal point **only** if the item includes cents; the system inserts the dollar sign and comma. If there is no check amount, tab to the next field, **Cash,** and leave this field blank.
Cash	Enter the amount, including the decimal place **only** if the item includes cents; the system inserts the dollar sign and comma. If there is no cash amount, tab to the next field, leaving the **Cash** field blank.
Forward Doc	For five of the eight **Transaction Types**, a window appears with a dialogue box that instructs you to forward supporting documentation to a specified address. This field populates with a **Y** for Yes when you click the 'OK' button.
RIF Status	Will show **Incomplete** until RIF is sent.
Sent for collection	Will show date foreign currency is deposited in bank for currency conversion. This field is used by the cashiers only.
Returned from collection	Will show date foreign currency is converted. This field is used by the cashiers only.
Total	These two fields show individual totals for check and cash amounts.
Grand Total	Shows total amount of deposit on this RIF.

Transaction Types

There are eight transaction types available in the RIF application. Five are available for end-user entry, and three are reserved for Central Office use. Some transaction types auto-fill with the correct PTAEO; others require PTAEO entry in a particular field.

1. AP Vendor Clearing *(may not be used at the dept level)*
2. Gifts
3. Medical School Suspense
4. Miscellaneous Revenue
5. Payroll Clearning *(may not be used at the dept level)*
6. Reimbursements
7. Unapplied AR *(may not be used at the dept level)*
8. University Suspense
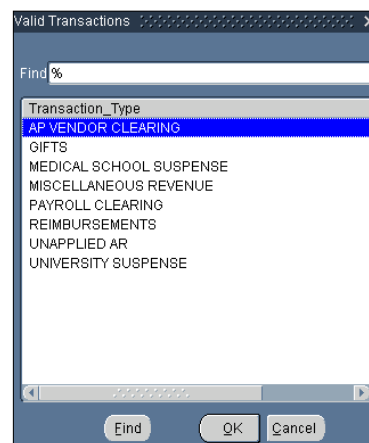
1. A/P Vendor Clearing

Used to deposit a refund from a vendor.

Do not enter transaction onto RIF form. Accounts Payable must enter all A/P Vendor Clearing transactions. To complete this transaction:

1. Prepare a memo to Accounts Payable that includes:
- An explanation of the repayment
- The PTAEO where the credit should be applied
- The name, phone number and e-mail address of the department contact person for this transaction.

2. Attach the following:
- Repayment check
- A copy of vendor credit notice, original purchase order or invoice, or other supporting documentation.

3. Hand-deliver to Accounts Payable: contact A/P for location: 203-432-5394 or aphelpdesk@yale.edu
- The Accounts Payable Department will send an e-mail confirming the transaction to the department contact person, stating that Accounts Payable has received the information and is processing the transaction.

2. Gifts

Used to deposit all gifts to the University. The **Credit Account** field will populate with the Gift holding account number. Enter the department's gift PTAEO in the **Gift Account field.** If this number is not known because it requires a new gift account, the **Gift** field may be left blank, and "Pending New Source" should be entered as the first information in the **Description** field.

Additional instructions include:

Central Campus: Documentation should be sent the same day the RIF is created to Contributions Processing, or it may be placed in a separate envelope and left at Treasury Services to be forwarded to Contributions Processing.

Documentation should include:

- Photocopy of the check
- Copy of tracking slip
- Any Donor documentation and envelope
- Copy of Thank You letter, if processed on same day as RIF

If donor check is split with any type of miscellaneous revenue, such as membership, tickets, dinners, etc., please include any documentation that would indicate the split.

YSM: Gift deposits must be accompanied by 2 packets of backup documentation. Each packet must contain a copy of the RIF tracking slip, a copy of the check with entire PTAEO printed on check face, a copy of the donor letter, if available, and a copy of the acknowledgement letter on University letterhead. Each packet must be placed an interdepartmental envelope correctly addressed to:

1.   Contribution Processing, 157 Church Street, and

3. Medical School Suspense

Used at Yale School of Medicine to deposit funds when the correct transaction type cannot be determined. The PTAEO will auto fill in the **Credit Account** field. When depositing checks into the Medical School Suspense Account, please include copies of all accompanying correspondence in addition to the RIF tracking slip:
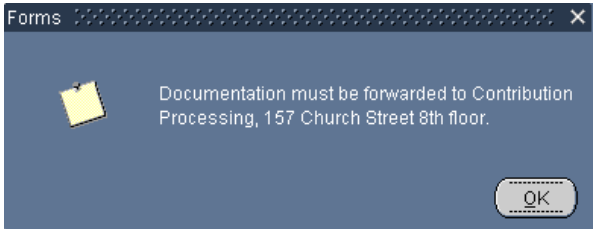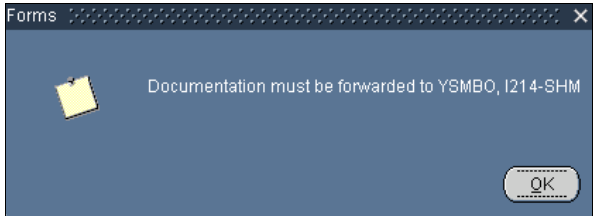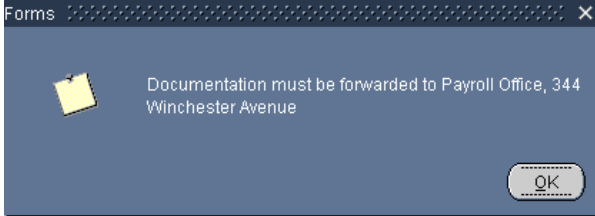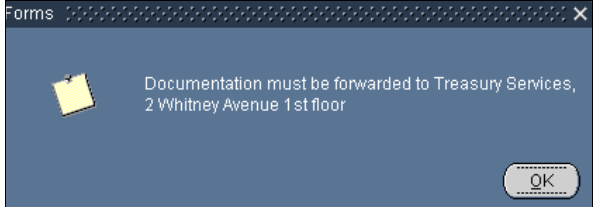
- Copy of the Enter Receipt screen
- Copy of the check

This backup must be sent to the Cashier's Office (I-100 SHM) with the check. If more information should be forwarded to the cashiers, e-mail: debra.sabo@yale.edu

4. Miscellaneous Revenue

Used to record revenue from most sources, such as application fees, sales of tickets, professional fees, etc. Enter the department's PTAEO in the **Credit Account** field.

5. Payroll Clearing

Do not enter transaction onto RIF form. Payroll must enter all Payroll Clearing transactions. To complete this transaction:

1. Contact the Employee Service Center at 203-432-5552 to determine the exact amount the employee should return to the University.
2. Complete the Payroll Payment Adjustment Form
   http://policy.yale.edu/topics/payroll
3. Hand-deliver the **Payroll Payment Adjustment Form** and the original Yale paycheck and/or personal check to Payroll Office, 344 Winchester Avenue .
4. Upon receipt of the above information, a confirmation email will be sent to the contact person indicated on the Payroll Payment Adjustment Form. This will notify the department that Payroll has received the information and is processing the transaction.

6. Reimbursements

Used to record repayment of amounts of money for reimbursements from other institutions, personal shipping charges etc. Enter PTAEO originally charged in **Credit Account** field.

7. Unapplied AR

Departments that have a direct Accounts Receivable feed use this transaction type. *The majority of users on campus will not use this transaction type.*

Do not enter transaction onto RIF form. To complete this transaction:

Central Campus: Any sponsored (grants and contracts) funds received by the departments should be sent to **Grants and Contracts Financial Administration (GCFA)**. Contact GCFA at 432-3060 with any questions.

YSM: All grant and contract funds should be delivered to YSM Treasury Operations, I214 SHM. Please include copies of all documentation pertaining to check.

8. University Suspense
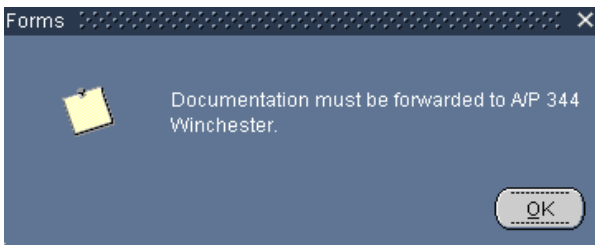
Used to deposit funds when the correct transaction type cannot be determined. The PTAEO will auto fill in the **Credit Account** field. If more information should be forwarded to the cashiers, e-mail: agnes.siniscalchi@yale.edu

Forward Documentation

For three of the eight transaction types, **Miscellaneous Revenue, Reimbursements** and **Unapplied AR,** no documentation is needed. The last field on the RIF form is **Forward Doc** and is populated with an **N** for "no."

The cursor moves to this field after the amount of cash is entered. For the other five transaction types, a window opens with a reminder of where to forward documentation.

Forward Doc Window	User Action
Forms ❌ Documentation must be forwarded to A/P 344 Winchester. OK	**A/P Vendor Clearing**: Departmental users should not be using this transaction type, so this message should only appear for processors in the Accounts Payables department.
Forms ❌ Documentation must be forwarded to Contribution Processing, 157 Church Street 8th floor. OK	**Gifts**: Documentation for gifts is discussed on page 16.
Forms ❌ Documentation must be forwarded to YSMBO, I214-SHM OK	**Medical School Suspense**: When depositing checks into the Medical School Suspense Account, please include check stubs and copies of all accompanying correspondence, along with a copy of the RIF tracking slip, a copy of the Enter Receipt screen, and a copy of the check. This backup must be sent to the Cashier's Office (I-214 SHM) with the check.
Forms ❌ Documentation must be forwarded to Payroll Office, 344 Winchester Avenue OK	**Payroll Clearing:** Only the Payroll office enters this transaction type.
Forms ❌ Documentation must be forwarded to Treasury Services, 2 Whitney Avenue 1st floor OK	**University Suspense:** Email any documentation that cannot fit into the **Description** field on the RIF line to: agnes.siniscalchi@yale.edu

Send the RIF and Print a Tracking Slip

To complete the transaction, you must send the RIF to the cashier electronically.

1. Double check that the total cash and checks on the RIF equal the total cash and checks you will be depositing.

2. Click the **Send RIF** button; the **Tracking Slip** window appears. The system saved the transaction and assigned a number to the RIF when the **Send** button was used. This number appears in the upper right hand corner of the Tracking Slip. The Tracking Slip includes your sender information and the totals for checks and for cash.

3. Notice the reminder at the bottom to deliver a printed **Tracking Slip** to the cashier and to send documentation to the various departments, as indicated during data entry.

4. Use the **Print** button to print the Tracking Slip.

5. Use the **Close** button to close the Tracking Slip and return to the Enter Receipts form.

6. Write any notations (i.e., unusual aspects of transaction, if any), on the Tracking Slip.

7. If you wish to have a copy of the stamped RIF for your records, make 2 copies of the Tracking slip with any hand-written notations and deliver to Treasury Services. They will stamp one copy "Received" and give it back to you.

Saving and Retrieving an Incomplete RIF

You can save an incomplete RIF and finish the transaction at a later date. You can save the transaction without sending it to the cashier, by selecting the **Save** button 💾 or the **F10** key.

To retrieve the transaction:

1. Open **Enter Receipts.**
2. From the **View** menu, select **Query by Example** and **Enter**
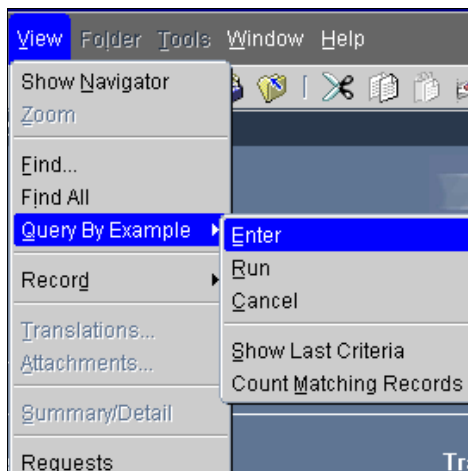
3. Place the cursor in the **RIF Number** field and type the number of the incomplete RIF. Select **Query by Example** and **Run** from the **View** menu, or press the **F8** key. The incomplete RIF will be retrieved.

Please note that this works only with an incomplete RIF. Completed (sent) transactions may be viewed using either **Review Receipts** or **Receipts History**.

Review Receipts: Find a RIF and Re-Print a Tracking Form

This form enables you to:

- Find and review any or all RIFs created by you

- Check the status of a RIF

- Re-print a tracking slip for a previously sent RIF

To access the Review Receipts function:

1. Select **Review Receipts (user)** from the Navigator window.
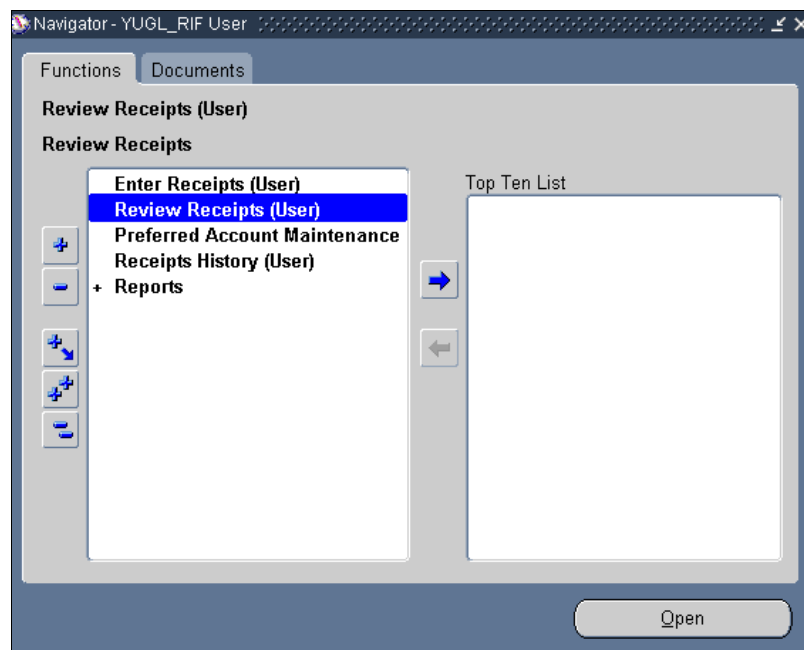
2. The **Find RIFs** window will open.

This manual is for training purposes only and may not be up to date.
Review current Yale University policy and procedures at: http://business.yale.edu/ppdev

3. There are several ways to find RIFs:

Initiating Event	End Result Upon Selecting The Find Button
Leave *From* and *To* fields blank	The **Review Receipts** form displays all RIFs created by you.
Enter a range of numbers in the *From* and *To* fields	The **Review Receipts** form displays the selected range of RIFs created by you.
Enter a single number in the *From* field	The **Review Receipts** form displays a range of RIFs with the selected value as the lowest value.
Enter the same number in both *From* and *To* fields	View a single RIF created by you.

Once you have initiated a search using the **Find RIF Numbers** fields, the **Review Receipts** form will display as shown below.

Column	Field Description
RIF No	This column displays the numbers that the system assigns when a RIF is **Sent.** Within the selected search criteria, the first RIF displayed is the most recently sent RIF, and the last RIF on the list is the oldest.
Status	There are five levels of **Status** in the RIF application – **Incomplete, Sent, Approved, Deposited,** and **Transferred to GL.** The **Review Receipts** form displays the current status of a given RIF. ▪ **Incomplete** appears when you save and close a RIF before entering all required information. ▪ **Sent** appears when you send and print the Tracking Slip of a completed RIF. ▪ **Approved**: the Cashier has received, reviewed and approved the RIF. ▪ **Deposited:** the Cashier has sent the cash and checks to the bank. ▪ **Transferred to GL:** the Cashier has transferred the data to the General Ledger.
Currency	There are two types of currency - **USD** is United States Dollars and **FOREIGN** is currency from another country. All foreign currency RIFs will have a value of $0.00 until the foreign currency is sent to and returned from collection.
Total RIF Amount	This is the grand total of all checks and cash on each RIF.
Sent Date	This is the date a RIF was sent to the Cashier.
Deposit Date	This is the date that funds detailed in a particular RIF were deposited in the bank.
Sent to/Return from Collect Date	These columns represent when Foreign Currency was sent out and returned with the appropriate value after conversion to US dollars.
Deposit Reference	This is a reference number for identifying in which deposit a RIF was included.
Print Track Slip	This button is designed to print additional tracking slips for a specific record. This tracking slip can be used for additional documentation.
RIF Details	Selecting this button displays the selected RIF with all its details, in **read-only** format.

The following window is displayed when you select the **RIF Details** button. All of the data entered on the selected RIF appear as entered.

Selecting the **Receipt** button in the lower right hand corner displays the **Review Receipts** window again.

Note: Users will only be able to view and access RIFs they have created. Receipts will display at their current status level, ranging from **Incomplete** to **Transferred to GL.**

Preferred Account Maintenance Form

The **Preferred Account Maintenance** function displays the **Frequently Used Account Numbers (PTAEOs).** Outdated or incorrect PTAEOS can be deleted here.

To access the **Preferred Account Maintenance** function, select **Preferred Account Maintenance** in the Navigator window and click **Open** or double-click the function title.

Each time you enter a new PTAEO in a RIF form it's added to this list

When RIFs are entered and a transaction type is selected, previously used PTAEOS will either auto-populate in the account filed or appear in the drop down list for easy.

Use the Preferred Account Maintenance function to remove outdated or incorrect PTAEOs and prevent them from auto-populating in the field or appearing on the drop down list.

If there is an account number that has previously been used for a transaction type, e.g., the Gift Account field, the application displays it. You select the account by tabbing through the field, or delete the PTAEO and enter a correct PTAEO for the transaction. The next time you select this Transaction Type,

the system generates a **Frequently Used Account Numbers** list of values from which you may choose the appropriate number.

You can edit or delete numbers from this list as projects end and their account numbers become inactive. *It is important to note that as users are transferred or promoted out of their department; the Frequently Used Account Numbers remain linked to their net IDs even though they no longer have meaning for users in their new assignments.* The **Preferred Account Maintenance** function makes it possible for users to delete these numbers from their accounts. Only numbers that are appropriate for your needs should remain as **Frequently Used Account Numbers.**

To delete an account number from the Preferred Account Maintenance list:

1. Select the account to be deleted.

2. Click once on the **Delete Record** button.

3. After deleting the record(s), use the **Save** button on the toolbar.

Receipts History Form: Find a RIF and Check Status of a RIF

This function permits you to view the history of every RIF created by you. It will display each change to the RIF as a separate line, for better tracking purposes.

To access the **Receipts History** function, perform the following:

Select **Receipts History** in the Navigator window by clicking on the **Open** button or double-clicking on the selected item.
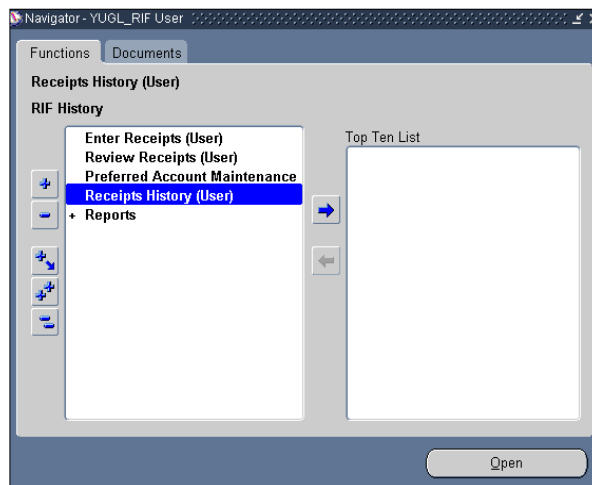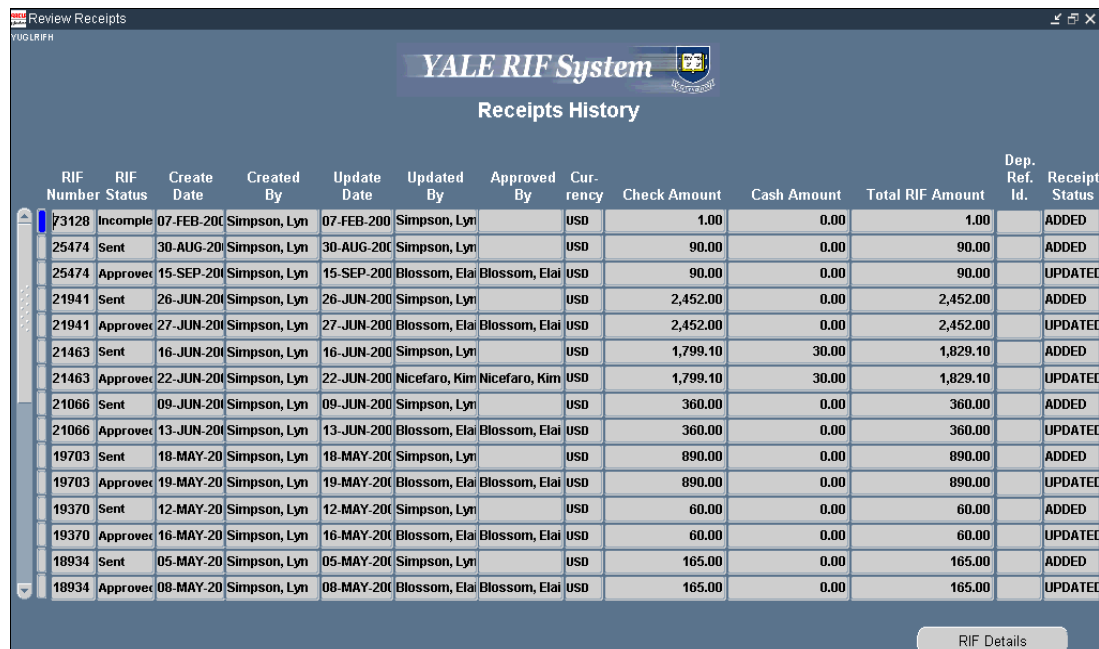
The **Find RIF Numbers** window will open:

Initiating Event	End Result Upon Selecting The [Find] Button
Enter no numbers in the **From** and **To** fields	The **Receipts History** form displays all RIFs created by you.
Enter a range of numbers in the **From** and **To** fields	The **Receipts History** form displays the selected range of RIFs created by you.
Enter a single number in the **From** field	The **Receipts History** form displays a range of RIFs with the selected value as the lowest value.
Enter the same number in both **From** and **To** fields	You views a single selected RIF created by you.

The **Receipts History** window below resulted from entering a range of RIF numbers and shows the three RIF **Status** levels available for you to view – **Incomplete, Sent, and Approved.**

Click on the **RIF Details** button in the lower right corner of the window permits you to view the details of a specific RIF.

Clicking on the **Receipt** button will return you to the **Receipts History** window.

Receipt History Report

The **Receipt History Report** shows all information entered onto the RIF. To print this report, you must submit a request using the **Submit Requests** form.

On the **Navigator** window, open **Reports** and **Run**.

The **Submit a New Request** window will open. Leave the default, **Single Request**, selected and click **OK**.
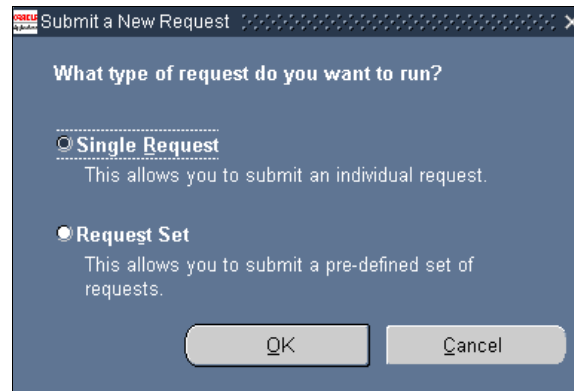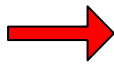

The **Submit Request** window will open.
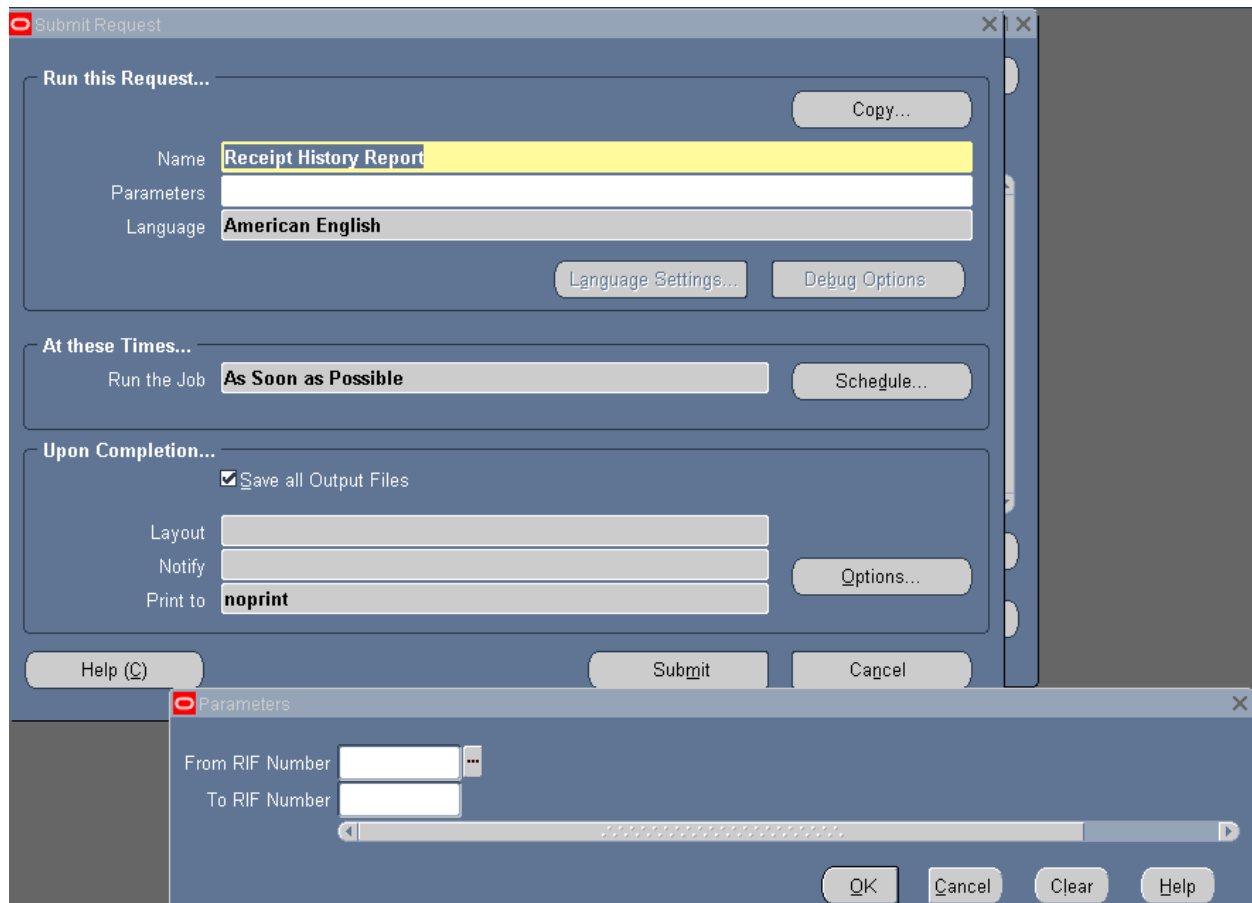
Field/Button	Description
Copy	Copies last set of parameters entered.
Name	Use List of Values button [...] at end of field to open list of available reports. The only report available in RIF is the Receipt History Report. Once selected, you will be prompted to enter a *From* and *To* RIF Number.
Parameters	Opens proper **Parameters** window for type of report. For Detail, Detail Attribute and Error reports, a single batch may be selected. For Detail and Error Reports for Multiple Batches, the window allows selection of parameters for reports to be run. See below for screenshots and directions on using these windows.
Language	Auto-fills with American English.
At These Times… Run the Job	Auto-fills with **As Soon as Possible.**
Schedule	Do not use.
Upon Completion Save All Output Files	Default is checked. Do not change.
Notify	Do not use.
Print to	Default is **no print**. Do not change.
Options	Do not use in RIF application.
Help	Oracle Help screen – not customized for Yale.
Submit	When parameters are selected, click this button to process request.
Cancel	Cancels request and closes **Submit Requests** window.

View Requests

Once the report request has been submitted, the **Requests** window will open. This window shows the last 10 requests you has made with the most recent on top. Occasionally this list is cleared by a central process; this has no effect on the new reports generated.

The report will generally go through three **Phases**: Pending, Running and Completed. To refresh the screen and see the current status of the report, select the **Refresh Data** button or use the F8 function key.

View Output

Once the report has completed, you can view it by clicking the **View Output** button.

The report will open in Adobe Acrobat.

Receipt History Report

YALE RIF System

RIF No: 233559	Create Date: 20-JUL-10	Created By: Scasino, Kathleen V.	Total Check Amount:			0.00	Status:	ADDED
Currency: USD	Update Date: 20-JUL-10	Updated By: Scasino, Kathleen V.	Total Cash Amount:			110.00		

	Payer Name	Transaction Type	Credit Account		Check Amount	Cash Amount	Create Date	Update Date	Status
Line	Description	Preferred Gift Account		PTAEO Account			Created By	Updated By	
1	Museum Shop Sales (cash receipts from 7/19/2010)	MISCELLANEOUS REVENUE	0033089-00-25835A-209001-887121-02 ----			110.00	20-JUL-10 Scasino, Kathleen V.	20-JUL-10 Scasino, Kathleen V.	ADDED

RIF No: 233561	Create Date: 20-JUL-10	Created By: Scasino, Kathleen V.	Total Check Amount:			10,000.00	Status:	ADDED
Currency: USD	Update Date: 20-JUL-10	Updated By: Scasino, Kathleen V.	Total Cash Amount:			0.00		

	Payer Name	Transaction Type	Credit Account		Check Amount	Cash Amount	Create Date	Update Date	Status
Line	Description	Preferred Gift Account		PTAEO Account			Created By	Updated By	
1	Honda of America (Gift to Environmental Health and Safety)	GIFTS 0010013-00-55245A-820600-621001-02	1011509-00-54999A-451102-541005-02 ----		10,000.00		20-JUL-10 Scasino, Kathleen V.	20-JUL-10 Scasino, Kathleen V.	ADDED

RIF No: 233562	Create Date: 20-JUL-10	Created By: Scasino, Kathleen V.	Total Check Amount:			0.00	Status:	ADDED
Currency: FOREIGN	Update Date: 20-JUL-10	Updated By: Scasino, Kathleen V.	Total Cash Amount:			0.00		

	Payer Name	Transaction Type	Credit Account		Check Amount	Cash Amount	Create Date	Update Date	Status
Line	Description	Preferred Gift Account		PTAEO Account			Created By	Updated By	
1	Bolivian Council Endowment	GIFTS 0010013-00-55245A-820600-621001-02	1011509-00-54999A-451102-541005-02 ----		0.00	0.00	20-JUL-10 Scasino, Kathleen V.	20-JUL-10 Scasino, Kathleen V.	ADDED