**Creating Cash Batches (in Versa):**

Start in \*Versa Home Screen / **VR Home** Tab\*

1. Keep the **Domain** set to **1200 – AHCA**
2. Select the **Cash** tab
3. Select the **New** Button (at the bottom of the screen/beneath the **Maintain Cash Batch Header** options)

\***Maintain Cash Batch Header\***

1. Select Client
2. Use the Calculator to add up the total $ amount of all checks (legal lines) within the **Cash Batch**  and enter into the **Control $** field
3. Enter the **Date Received** into the corresponding field (this date is found on the Date Received line of the tracking sheet)
4. Enter the number of checks in the **Cash Batch** into the **# Expected** field
5. Select **Save**
6. Select **Open**
7. Select the **Receipts** button (on the right side of the details)
8. This should take you to the **Batch Receipts/Maintain Cash Receipts** page (VR Home > Maintain Cash Batches > Maintain Cash Receipts)

**\*Maintain Cash Receipts\***

1. Select the **Add** button (on the right side of the page)
2. At this point, you should find yourself on the **Receipt Details** page/tab; this is the area in which you enter all of the details that pertain to each individual check/application and allocate any fees to fulfill the requests made by the application with which the check arrived

**\*Receipt Details\***

1. The following **Fields** must be filled out:
2. In the **Receipt** section:
3. **Dept/Board**
4. **Postmark**
5. **Received $**
6. **DLN**
7. **Remittance**
8. **Disposition**
9. In the **Party** section:
10. **License Type**
11. **File Number**
12. **Allocated**

**\*note:** at this point, the **Entity, Organization, Etc.** sections *should* self-populate

1. In the **Allocation** section:
2. Select the **Add Allocation** button
3. Choose **Application** in the **Type** drop-down box
4. Enter the **Application Number** (found on the **Separator Page** or in the **Info-Box** in the upper right corner of the first page of the application forms) into the **Number** section (\***note**: the allocated amount from the **Party** section should self-populate at this point)
5. Select the **Insert** button

The receipt for this individual check is now complete (ensure that the information is correct and matches what is presented within the check and its corresponding application); select the **Save Receipt** button and move on to the next **Receipt Details** page (Versa should automatically move on to the next receipt form, ready to be filled in).

**NOTES:**

When the name (of the entity/remitter) on the check differs from the name on the application, follow these steps (jump back to step **1** > **b** > **i -** in the **Party** section):

- In the **Organization/Individual** section, enter the name on the check

- Select the **Binoculars** icon

- Locate the Name that best matches the name on the check (full company name, any address information) and select the **Target** icon

- Select the **Save Party** button

- At the top of the page, select the **Receipt Parties** tab and then select the **Add Parties** button

- Jump back into the procedure at step **1** > **b** > **ii**

**\*Create a Cash Listing Report**

<http://hq3sqlsip01/Reports/Pages/Report.aspx?ItemPath=%2fLicenseEase+Reports%2fCashListing>

Enter Cash Batch # and FY

Click on Export Icon: Save as a PDF, Open and print

**\*Create a Separator Page**

<http://hq3sqlsip01/Reports/Pages/Report.aspx?ItemPath=%2fLicenseEase+Reports%2fCSMU+Separator+Sheet>

Enter Client Code

LTRTYP: Cash

DMSID: Cash Documents /Cash Documents

KEYVAL: Cash Batch#

KEYVAL2: Enter FY

Click on Export Icon: Save as a PDF, Open and print