

**STATE OF MISSISSIPPI  
DEPARTMENT OF FINANCE AND ADMINISTRATION**

TOPIC     RECEIPTS	SUB-SECTION    13.20.10
SECTION     INPUT	ISSUANCE DATE April 30, 2010
SUB-SECTION    CASH RECEIPTS	REVISED - 2018

**CASH RECEIPTS**

A cash receipt document (CR) is used to deposit all receipts into the State Treasury. All CRs are submitted to BFC for approval and processing. The CR must be used for submission of monies for deposit into a fund.

Agencies should only submit checks or money orders to BFC for the State Treasury deposit. Agencies should have an authorized bank account for cash collected to deposit into the State Treasury in accordance with the procedures. If cash is included with the agency's deposit to the State Treasury, a receipt will be issued by BFC.

There are six types of cash receipts documents:

- DZ – Customer payment
- XR - Refund of expenditure
- YC - Cash receipt without a customer
- YF - Grant receipt without a customer
- YG - Grant receipt with a customer
- ZK - Transaction Not Recorded on Other documents, requires DFA- OFM approval

For instructions on entering CRs into MAGIC, please see the following links.

DZ – Customer Payment  
[http://uperform.magic.ms.gov/ucontent/d1b193a45c934d398a39a80305ff41ed\\_en-US/wi/pdf/index.pdf](http://uperform.magic.ms.gov/ucontent/d1b193a45c934d398a39a80305ff41ed_en-US/wi/pdf/index.pdf)

XR- Refund of Expenditure  
[http://uperform.magic.ms.gov/ucontent/47181464d20f4cab8dc08fc0c57586df\\_en-US/index.pdf](http://uperform.magic.ms.gov/ucontent/47181464d20f4cab8dc08fc0c57586df_en-US/index.pdf)

YF – Grant Receipt without a customer  
[http://uperform.magic.ms.gov/ucontent/a0f502e978994da384fecfd9885ee566\\_en-US/index.pdf](http://uperform.magic.ms.gov/ucontent/a0f502e978994da384fecfd9885ee566_en-US/index.pdf)

YC – Cash Receipt without a customer  
[http://uperform.magic.ms.gov/ucontent/232c0820aafc4c7d808fa87e944dc260\\_en-US/index.pdf](http://uperform.magic.ms.gov/ucontent/232c0820aafc4c7d808fa87e944dc260_en-US/index.pdf)

YG – Grant Receipt with a customer  
[http://uperform.magic.ms.gov/ucontent/017c72eff725490fa444e3b175fdd051\\_en-US/index.pdf](http://uperform.magic.ms.gov/ucontent/017c72eff725490fa444e3b175fdd051_en-US/index.pdf)

The CR should be saved as complete with all agency level approvals in MAGIC. A copy of the MAGIC document must be submitted along with the revenue to be deposited to BFC in a sealed envelope. The person making the deposit should inform BFC if the envelope contains any cash. BFC will provide a receipt for cash. Funds received by BFC are credited to the treasury fund number in nightly processing.

All deposits are credited to the agency during the nightly cycle of MAGIC. The agency must use T-code FBL3N to create a CR report. This report indicates the deposits that have been received and processed. Any problems or errors should be noted and reported to the Cash Receipts section of BFC.