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Step 1: Menu Choices

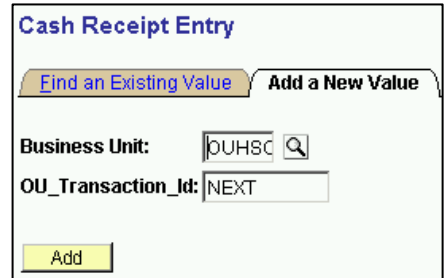
- ✓ OUHSC MAIN MENU
 - ✓ Cash Receipts
 - ✓ Cash Receipt Entry



Step 2: Add a New Value

Business Unit = OUHSC

OU_Transaction_Id = leave defaulted to NEXT so that the system will give you the next available number when you save the entry. **Click Add.**



Step 3: Complete Deposit Record Information

Enter the amount(s) of cash, check, coin, credit card, or EFT deposit. The total is calculated automatically once you have tabbed into the chartfield spread information.

The following fields are required: Fund, Account, Org, Program, SubClass, and Amount. The Proj/Grant field is used only when a Project or Grant is assigned as a value in the chartfield spread. The Description field automatically populates to the name associated with the Account used. The Reference field is optional.

***** PROGRAM CODES 00011, 00016, and 00027 ARE NOT AVAILABLE FOR CASH RECEIPTS ENTRIES *****

Deposits for credit cards, EFTs, and foreign checks must be made separately from cash deposits. This is the SAME procedure currently in use.

- Begin the deposit by entering the chartfield spread for the DEBIT, or cash, side of the deposit.

Cash for multiple funds may be entered on the same deposit.

- Next, the CREDIT, or revenue, side of the deposit must be completed. Credits are indicated using a minus (-) sign.

Multiple revenues may also be entered on the same deposit.

Notice the populated fields. This is an example of how a deposit appears.

Business Unit: OUHSC	Transaction ID: 0000130841	Status: <input type="text" value="A"/>
*Depositing Org: ADM304	Transaction Date: 06/16/2003	<input type="text" value=""/>
Cash Amt: <input type="text" value="100.00"/>	Check Amt: <input type="text" value="150.00"/>	Total Deposit: 250.00
Credit Card Amt: <input type="text" value=""/>	Total EFT: <input type="text" value=""/>	Total Adj: <input type="text" value=""/>
<input type="checkbox"/> Final Approval <input type="checkbox"/> MX <input type="checkbox"/> OC		

*Fund	*Account	*Org	*Program	*SubClass	Proj/Grant	*Amount:
SUAUX	111701	ADM304	00061	00000	SU387000	250.00
Descr		Reference:				
701 CASH		IDs				

*Fund	*Account	*Org	*Program	*SubClass	Proj/Grant	*Amount:
SUAUX	480100	ADM304	00061	00000	SU387000	-250.00
Descr		Reference:				
BLDG ACCESS/ID CARDS		IDs				

Use the Add/Delete buttons to Add or Delete Rows. 

Take careful note that when lines are added, the chartfield spread information, with the exception of the Account and the Amount, are automatically copied from the line above into the newly added line.

→ Click View All to view all lines of the deposit, or only one line will appear at a time.

Step 4: Save the Entry and record the Transaction ID.



Step 5: Balance the Deposit

Be sure to verify that the Debit Amount and Credit Amount match.

250.00 DB	-250.00 CR
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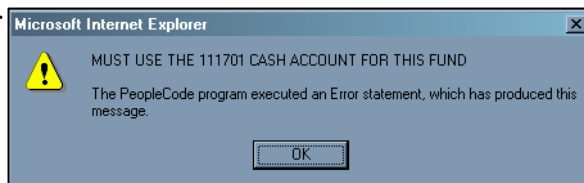
The process for a credit card, EFT, or foreign check deposit is the same as any other deposit consisting of cash, checks, and coins. A DEBIT entry is entered first, followed by a CREDIT entry.

Even though this deposit would not be indicated as cash in the total, it is still considered a deposit to cash in the general ledger. Therefore, the account used will be one of the general ledger cash accounts and will be identified as cash in the description.

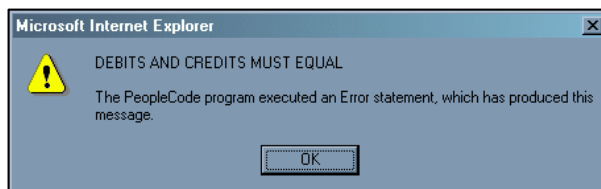
Potential Errors:

When attempting to save a deposit, several verification processes occur. If errors are found, one of several error messages will appear and the mistake must be corrected before the deposit is saved.

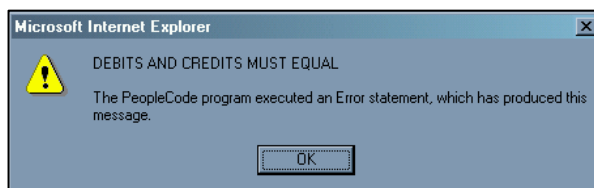
- Only one cash account may be used with each Fund. If those do not correspond, an error message will be displayed, and the error must be corrected, i.e., cash account 111701 must be used with the SUAUX Fund.



- If the amounts of the lines entered on the deposit do not match the total entered, an error message will be displayed. The total of the deposit and the total of the lines must match before a deposit can be saved.



- If the debits and credits entered for the entire deposit do not match, an error message will be displayed, and again, these errors must be corrected before the deposit will be saved.



Step 1: Menu Choices

- ✓ OUHSC MAIN MENU
 - ✓ Cash Receipts
 - ✓ Cash Receipt Entry

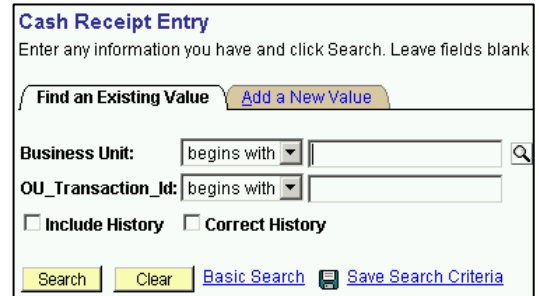


Step 2: Find an Existing Value

Business Unit = OUHSC

OU_Transaction_Id = Enter the number of the transaction that you want to look up.

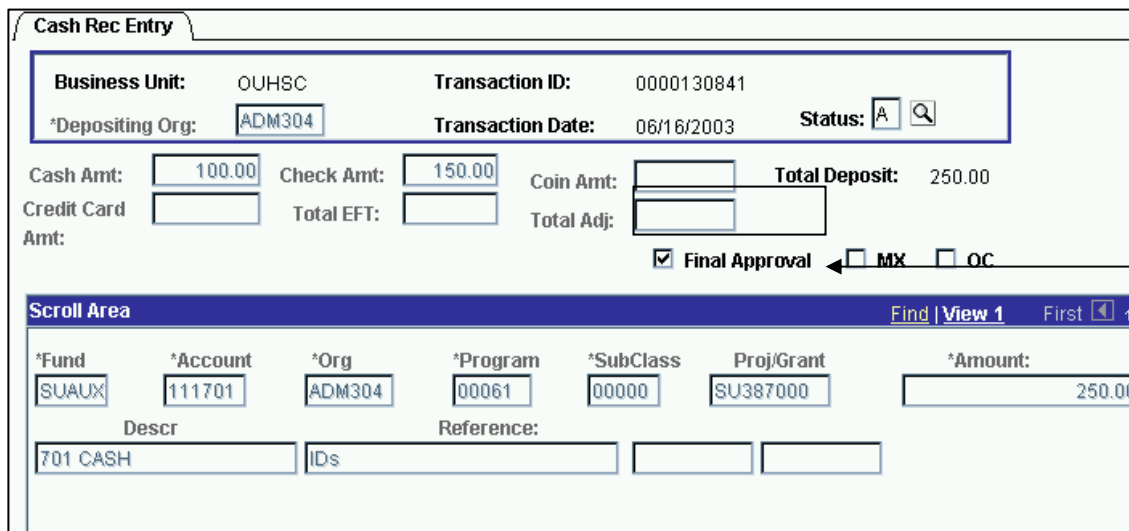
Click Search. 



Step 3: Review Deposit Information

You will be able to see if the Deposit has been approved. If it has not, changes can be made.

Once it has been approved, all information will be grayed out and the Final Approval box will be checked.



Step 1: Menu Choices

- ✓ OUHSC MAIN MENU
 - ✓ Cash Receipts
 - ✓ Cash Receipt Deposit Report



Step 2: Generate and Print Deposit Report

If you have an existing Run Control – Use the Find an Existing Value tab and click the Search button to list your Run Controls.



Cash Receipt Deposit Report
 Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value
Add a New Value

Search by: Run Control ID begins with

Case Sensitive

Search
[Advanced Search](#)

If you need to set up a new Run Control – Use the Add a New Value tab and click the Add button to create a new Run Control.



Cash Receipt Deposit Report

Find an Existing Value
Add a New Value

Run Control ID:

Add

Step 3: Complete Transaction Id or Organization and From Date and To Date

Enter the Transaction ID if only that specific receipt is desired. To find all the receipts for a specific Org and Date, leave the Id blank, and enter the desired Org and Date information.

Cash Rec Dep Rpt

Run Control ID: Test

OU_Transaction_Id: 0000130836

Organization: []

From Date: [] [Calendar Icon]

To Date: [] [Calendar Icon]

Step 4: Click Run



Step 5: Setup your Report Parameters

If you use the same Run Control each time, you will only need to set this information up once.

Server Name = PSNT

Type = Web

Format = PDF

Process Scheduler Request

User ID: EWARREN Run Control ID: Deposit

Server Name: PSNT Run Date: 06/13/2003 [Calendar Icon]

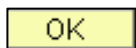
Recurrence: [] Run Time: 11:37:53AM [Reset to Current Date/Time]

Time Zone: [] [Search Icon]

Select	Description	Process Name	Process Type	Type	Format
<input checked="" type="checkbox"/>	Deposit Voucher	OUDEPOST	SQR Report	Web	PDF

OK Cancel

Click OK to launch Report Process.



Step 6: Select Process Monitor to view Status of the Report

Process List [Server List](#)

View Process Request For

User ID: Type: Last: Days

Server: Name: Instance: to

Run Status: Save On Refresh

[Customize](#) | [Find](#) | [View All](#) | First 1 of 1 Last

Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Details
801		SQR Report	OUDEPOST	EWARREN	06/07/2003 5:06:05PM PDT	Queued	Details

NOTE: The Run Status of the Report can be updated by clicking on the Refresh button.



- > Once the Run Status has changed to Success, click on [Details](#).
- > Click on [View Log/Trace](#).

Date/Time	Actions
Request Created On: 06/13/2003 2:27:29PM PDT	Parameters Transfer
Run Anytime After: 06/13/2003 2:26:57PM PDT	Message Log
Began Process At: 06/13/2003 2:27:45PM PDT	Batch Timings
Ended Process At: 06/13/2003 2:28:00PM PDT	View Log/Trace

- > Click on the name of the report (the pdf file.)

File List		
Name	File Size (bytes)	Datetime Created
OUDEPOST_1080.PDF	1,919	06/13/2003 2:27:46.000000PM PDT
Trace File	17	06/13/2003 2:27:46.000000PM PDT
Message Log	1,654	06/13/2003 2:27:46.000000PM PDT

- > An Adobe Acrobat window will appear and you will need to select the print icon.

Cash Receipts Inquiry can be used to determine if a receipt has been approved.

Step 1: Menu Choices

✓ OUHSC MAIN MENU

✓ Cash Receipts

✓ Cash Receipts Inquiry



Step 2: Complete Search Criteria

Enter the 10-digit Transaction_Id number, or replace the leading zeroes with %.

Cash Receipt Inquiry
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Business Unit: begins with

OU_Transaction_Id: begins with

Include History

[Basic Search](#)

Click Search →

Step 3: Deposit transaction information will be displayed.

If the OU Approval box is checked, and the deposit information is grayed out, the deposit has been approved by the Bursar's Office.

Cash Rec Inquiry

*Business Unit: *Transaction_Id:

Transaction Date: *Depositing Org:

Cash Amount: Check Amount:

Coin Amount: Credit Amount:

Eft/Wire Amount: Adjust Amount:

OU_Status:

OU Money Exchange

OU Off Campus

OU Approval

Transactions by Date & Org can be used to find an unknown receipt number.

Step 1: Menu Choices

- ✓ OUHSC MAIN MENU
 - ✓ Cash Receipts
 - ✓ Transactions by Date & Org



Step 2: Complete Search Criteria

Enter known information, i.e. Transaction Date and/or Org.

Click Search →

Daily Cash Receipt Inquiry
 Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Business Unit:

OU_Transaction_Id:

OU Transaction Date:

OU Orig Org:

Include History

[Basic Search](#)

Step 3: Search results will be displayed.

Search Results			
View All		First	1-3 of 3
		◀	▶ Last
<u>Business Unit</u>	<u>OU Transaction Id</u>	<u>OU Transaction Date</u>	<u>OU Orig Org</u>
OUHSC	0000130836	06/13/2003	ADM301
OUHSC	0000130837	06/13/2003	ADM301
OUHSC	0000130839	06/13/2003	ADM301

Record the Transaction Ids and return to Cash Receipt Entry Update/Display panel to determine the correct receipt.