

Step	Action
Navig	ation: Cash Receipts – Cash Receipts Entry
1	To enter a cash receipt deposit voucher, click on the Cash Receipts Entry tile on the Home
	Screen or use the NavBar and select Navigator > OU MAIN MENU > Cash Receipts >
	Cash Receipt Entry.
2	Click the Add a New Value tab.
	Cash Receipt Entry         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 Criteria         Business Unit begins with           OU Transaction ID begins with           Status          Include History       Correct History         Case Sensitive
	Find an Existing Value Add a New Value
3	Click the Add button.
	Cash Receipt Entry         Eind an Existing Value       Add a New Value         Business Unit       OUHSC         OU Transaction ID       NEXT



4 Enter the Depositing Org in the header section of the cash receipt entry page. The Depositing Org entered should be the department entering the deposit. The description of the Depositing Org will appear on the cash receipt deposit voucher and can be used as a search function. The magnifying glass will return valid values based on your security. The Transaction ID will remain as NEXT until the cash receipt is saved or submitted for approval.

Cash Rec Entry	Attachments
Business Unit: *Depositing Org:	OUHSC Transaction ID: NEXT Status: A Draft
Cash Amt:	Check Amt: Coin Amt: Off-Campus:
E-Funds:	Total Deposit:     0.00   Final Approval
Optional Email:	· · · ·
Entered by:	Keith,Bobbie Jo Entered Date: 06/18/2020
-	
Approved by:	Approved Date:
Deposits c	an be entered as Cash/Check/Coin or Off-Campus or E-Funds. Any mixing a
•	
matching w	vill earn you an error message. <u>This header section is the CASH</u> side of the entr
Cash/Chee	ck/Coin deposits may contain any combination of currency, coin, and checks.
Checks m	ust be endorsed by the department receiving them.
Off-Campu	us deposits are funds received by an off-campus entity and deposited directly wi
a State Tre	easurer's Office (STO) designated bank. These deposits MUST INCLUDE the
hank deno	sit slip and the STO Advice of Deposit as an attachment. Each bank deposit MU
be entered	in the cash receipts module as a single deposit.
E-Funds d	leposits include EFTs, wire transfers, lockbox, and interagency transfers. These
deposits M	UST INCLUDE the appropriate supporting documentation as an attachment.
•	
Generally,	these funds must be entered as a single cash receipt deposit voucher for each
payment/lo	ockbox entry received. The only exception is for EFT deposits and that will depen
upon how y	your EFT process is set up on your campus whether one or multiple deposits are
	your EFT process is set up on your campus whether one or multiple deposits are
required.	
The Total	Deposit will be populated automatically as the amounts are entered in the
appropriate	



The <b>Final Approval</b> checkbox is used by the Office of the Bursar ONLY.
The email address of an individual(s) requiring notification of your deposit may be entered in the <b>Optional Email</b> field. Addresses should be separated using a semicolon and space.
Emails are sent AFTER the cash receipt has been journal generated in the nightly process.
Cash Rec Entry Attachments
Business Unit:       OUHSC       Transaction ID:       NEXT       Status:       A       Draft         *Depositing Org:       Transaction Date:       06/18/2020       06/18/2020       06/18/2020
Cash Amt: Check Amt: Coin Amt: Off-Campus:
E-Funds: Total Deposit: 0.00 Final Approval
Optional Email:
Entered by: Keith,Bobbie Jo Entered Date: 06/18/2020
Approved by: Approved Date:
once the cash receipt deposit has been approved by the Office of the Bursar.
Business Unit: OUHSC Transaction ID: NEXT Status: A Draft
*Depositing Org: Q Transaction Date: 06/18/2020
Cash Amt: Check Amt: Coin Amt: Off-Campus:
E-Funds: Total Deposit: 0.00 Final Approval
Optional Email:
Entered by: Keith,Bobbie Jo Entered Date: 06/18/2020
Approved by: Approved Date:
7 Enter the chartfield spread in this section of the cash receipt entry page. Enter in the Account Fund Org Function Entity and depending on the Fund used Source Purpose
Account, Fund, Org, Function, Entity and depending on the Fund used, Source, Purpose, or Project may also be required. This section of the cash receipt is referred to as the body
and is the OFFSET side of the entry.



	The body is used to enter the offset to the cash being deposited. Primarily, the Account
	used will be a revenue account; however reductions to an accounts receivable or an expense
	may also be used.
	The <b>Amount</b> must always be entered as a negative using a minus (-) sign.
	The <b>Reference</b> field is a 30 character free form field that can be used to describe the deposit.
	The <b>Description</b> field automatically populates with the name of the <b>Account</b> used.
	The <b>Cash</b> and <b>Offset</b> fields will populate once the cash receipt deposit voucher is saved.
	Multiple chartfield spreads and amounts can be entered on a single cash receipt deposit voucher.
	Use the add/delete buttons to add or delete a row.
	After a new row has been inserted, you will need to click the View All link in order to see the
	first row that was entered. Once the View All link has been clicked, you will be able to view
	all the rows that are entered. Find View All
*Accoun	Find View All First  1 of 1  Last
	t "Fund 'Org 'Function 'Entity Source Purpose Project Amount Reference Descr
*Account	Image: Project of the sector of the secto
	Image: The project of the project o
	Optional Feature:       The Draft checkbox can be clicked on if you are unable to complete the entry. Upon checking the box, click Save, and record the Transaction ID. This will allow you to retrieve and complete the cash receipt deposit voucher. The Draft box MUST be
	Optional Feature:       The Draft checkbox can be clicked on if you are unable to complete the entry. Upon checking the box, click Save, and record the Transaction ID. This will allow
8	Optional Feature:       The Draft checkbox can be clicked on if you are unable to complete the entry. Upon checking the box, click Save, and record the Transaction ID. This will allow you to retrieve and complete the cash receipt deposit voucher. The Draft box MUST be
8 Business 'Deposition	Image: Project       Amount       Reference       Descr         Cash       Offset    Optional Feature: The Draft checkbox can be clicked on if you are unable to complete the entry. Upon checking the box, click Save, and record the Transaction ID. This will allow you to retrieve and complete the cash receipt deposit voucher. The Draft box MUST be unchecked before submitting the cash receipt deposit voucher for approval.          Image: MED00001       Transaction ID: 0001000140       Status: A       Image: Click of the Clicked to the Clicked
8 Business "Depositing Cash	Image: Tention of the second secon
8 Business "Depositing Cash	Yead       Org       Yead       Purpose       Project       Amount       Reference       Descr         Cash       Offset    Optional Feature: The Draft checkbox can be clicked on if you are unable to complete the entry. Upon checking the box, click Save, and record the Transaction ID. This will allow you to retrieve and complete the cash receipt deposit voucher. The Draft box MUST be unchecked before submitting the cash receipt deposit voucher for approval.          Unit       OUHSC       Transaction ID:       Status: A       Image: Contract         100:00       Check Amt:       Off-Campus:       Off-Campus:       Off-Campus:
8 Business 'Depositing Cash E-Ft Optional	Yead       Org       Yead       Purpose       Project       Amount       Reference       Descr         Cash       Offset    Optional Feature: The Draft checkbox can be clicked on if you are unable to complete the entry. Upon checking the box, click Save, and record the Transaction ID. This will allow you to retrieve and complete the cash receipt deposit voucher. The Draft box MUST be unchecked before submitting the cash receipt deposit voucher for approval.          Unit       OUHSC       Transaction ID:       Status: A       Image: Contract         100:00       Check Amt:       Off-Campus:       Off-Campus:       Off-Campus:
8 Business 'Depositing Cash E-Fu Optional Ente	Turd '0'rg 'Function 'Entity Source Pupose Project Amount Reference       Descr         Cash Offset       Optional Feature: The Draft checkbox can be clicked on if you are unable to complete the entry. Upon checking the box, click Save, and record the Transaction ID. This will allow you to retrieve and complete the cash receipt deposit voucher. The Draft box MUST be unchecked before submitting the cash receipt deposit voucher for approval.         unt: 00450       Tensaction ID: 000000140       Status: A Contained and Con
8 Business "Depositing Cash E-FU Optional Ente Appro	Trund       Org       "Function       "Entity       Source       Purpose       Project       Amount       Reference       Descr         Cash       Offset       Offset       Cosh       Offset       Image: Cosh       Offset         Optional Feature:       The Draft checkbox can be clicked on if you are unable to complete the entry. Upon checking the box, click Save, and record the Transaction ID. This will allow you to retrieve and complete the cash receipt deposit voucher. The Draft box MUST be unchecked before submitting the cash receipt deposit voucher for approval.         Unit:       UHSC       Transaction ID:       Status:       Image: Coin Amt: Coin Compus:         Image:       Coin Amt:       Off-Compus:       Image: Coin Amt: Coin Compus:         Image:       Entered Date:       Off-Compus:       Image: Coin Amt: Coin Compus:         Image:       Entered Date:       Off-Compus:       Image: Coin Amt: Coin Compus:         Image:       Entered Date:       Off-Compus:       Image: Coin Amt: Coin Amt: Coin Compus:         Image:       Entered Date:       Off-Compus:       Image: Coin Amt: Coin Amt: Coin Amt: Coin Compus:         Image:       Entered Date:       Off-Compus:       Image: Coin Amt: C
8 Business "Depositing Cash E-FU Optional Ente Appro-	**und       'Org       **unction       **unty       Source       Purpose       Project       Amount       Reference       Descr       Image: Cash       Official Feature:       The Draft checkbox can be clicked on if you are unable to complete the entry. Upon checking the box, click Save, and record the Transaction ID. This will allow you to retrieve and complete the cash receipt deposit voucher. The Draft box MUST be unchecked before submitting the cash receipt deposit voucher for approval.         unchecked before submitting the cash receipt deposit voucher for approval.         unchecked before submitting the cash receipt deposit voucher for approval.         unt:       OUHSC       Transaction ID:       Official Approval         ind:       Iotal Deposit:       10000       Immediate:       Official Approval         red by:       Kent.Boobe Jo       Entered Date:       Iotal Deposit:       Iotal Approval         'Fund       'Org       *Function *Entity       Source       Project       Amount       Reference       Descr



9	Save the cash receipt deposit voucher and record the Transaction ID. The Save button is						
	located at the bottom of the page on the left. The <b>Transaction ID</b> is located in the header.						
	Transaction ID: 0001000141						
10	Off-Campus or E-Funds deposits must include the appropriate supporting documentation as						
10	an attachment in order to save the cash receipt deposit voucher. Click on the Attachments						
	tab.						
Ca	Attachments						
	usiness Unit: OUHSC Transaction ID: NEXT Status: A Draft						
*Dep	positing Org: MED22750 Transaction Date: 06/19/2020						
	Cash Amt: Check Amt: Coin Amt: Off-Campus:						
	E-Funds: 5000.00 Total Deposit: 5000.00 Final Approval						
0	ptional Email:						
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11	On the Attachments page, click the Add button and a pop-up box will appear. Click the						
	<b>Choose File</b> button, locate your supporting documentation file, and then click <b>Upload</b> .						
Cá	ash Rec Entry Attachments						
	ash Rec Entry Attachments Business Unit OUHSC Transaction ID NEXT						
	ash Rec Entry Attachments						
	Attachments Business Unit OUHSC Transaction ID NEXT Personalize   Find   View All   [2]   [] First (1) of 1 (2) Last						
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	ash Rec Entry Attachments Business Unit OUHSC Transaction ID NEXT Personalize Find View All R First 1 of 1 Last Sequence Attached File Add 1 1 File Attachment Help						
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	ash Rec Entry Attachments Business Unit OUHSC Transaction ID NEXT  Personalize Find View All I First 1 of 1 Last Add 1 1  File Attachment File Attachment Help Choose File No file chosen Upload Cancel						
	ash Rec Entry Attachments Business Unit OUHSC Transaction ID NEXT Personalize Find View All R First 1 of 1 Last Sequence Attached File Add Add						



Cash Rec Entry       Attachments         Business Unit:       OUHSC       Transaction ID:       0001000154       Status:       A         *Depositing Org:       MED00492       Transaction Date:       06/22/2020       Status:       A       Image: Comparison of the comparis	
Cash Rec Entry       Attachments         Business Unit OUHSC       Transaction ID       0001000154         Personalize       Find       View All       First       1 of 1         Sequence       Attached File       View       Delete       1         1       1       Screenshot_3.png       View       Delete       1	
<ul> <li>14 When attempting to save a deposit, several verification processes occur. If errors at detected, an error message will appear and the mistake must be corrected before th receipt deposit voucher is able to be saved. Common errors include: <ul> <li>Highlighted fields are required.</li> <li>Invalid value press the prompt button or hyperlink for a list of valid value press the prompt button or hyperlink for a list of valid value Cash and Offset total must equal zero.</li> <li>Only one type of deposit (Cash/Check/Coin, Off Campus or E-Funds) carentered as a single transaction.</li> <li>The source entered is not a valid value for the selected fund.</li> <li>Fund EDWCH cannot be used for deposits. Additional restricted funds in EDGEN, SPNSR, and NONSP.</li> <li>Valid Funds for Function 00124, 00224, 00324, 00424, 00524 and 00624 at CLNOP or CLNOU.</li> <li>Attachment required for Off Campus or E Funds cash receipt.</li> </ul> </li> </ul>	alues. an be include



**15** Once a cash receipt deposit voucher has been saved, the submission process to the Office of the Bursar will depend upon the type of funds that are being deposited.

**Cash/Check/Coin** deposits must be delivered to the Office of the Bursar for approval. These deposits must include the appropriate cash/check/coin and the printed and signed cash receipt deposit voucher. Steps for printing are outlined later in the training document.

Off-Campus <u>or</u> E-Funds deposits are submitted for approval through workflow in the Cash Receipts module. Click the Submit for Approval button. Once this has been submitted, the Cash Receipts Approval section will appear indicating that your cash receipt deposit voucher is pending approval from the Office of the Bursar. Steps for printing are outlined later in the training document.

Business Unit: OUHSC Depositing Org: MED22	750 Transaction Date:	06/19/2020	Status: A								
Cash Amt: E-Funds: 500	Check Amt: 00.00 Total Deposit:	5000.00	mt: 🗍 Final Ap	Off-Cam proval	npus:						
Optional Email:											
Entered by: Keith,B		tered Date: 06/19/	2020								
chhiates elt									Find View All	First 🔬 1 o	1 🕑 Last
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			٩	Purpose			AHA EFT 6.30.2020				+ -
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Approvals	MED00001 Q 00124	Q 00000 Q	٩	Purpose			AHA EFT 6.30.2020				* -
481400 Q CLNOP Q	MED00001 Q 00124	Q 00000 Q	٩	Purpose			AHA EFT 6.30.2020				*-
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Approvals	MED00001 Q 00124	Q 00000 Q	٩	Purpose			AHA EFT 6.30.2020				*-
Approvals	MED00001 Q 00124 5,000 00 Cash Submit for Approval	Q 00000 Q	٩	Purpose			AHA EFT 6.30.2020				

	oprovals	
Ca	ash Receipts Approval	
	BUSINESS_UNIT=OUHSC, OU_TRANSACTION_ID=0001000142:Pending	
	Cash Receipts Approval Pending Multiple Approvers Cash Receipts Approver	
	Save Return to Search	
16	To print a cash receipt deposit voucher, click on the <b>NavBar</b> and select <b>Navigator &gt; OU</b> <b>MAIN MENU &gt; Cash Receipts &gt; Cash Receipt Deposit Report.</b> If this is the first time you have ever used the PS Cash Receipts module, create a <b>Run Control.</b> First, click <b>Add a New</b> <b>Value</b> ; enter your <b>Run Control ID</b> , for example: "DailyDeposit"—no spaces are allowed in the <b>Run Control ID</b> ; then click <b>Add</b> . This will create the <b>Run Control.</b> Use this <b>Run Control</b> each time you print cash receipt deposit vouchers.	
Enter a Find Searc	Receipt Deposit Report   iny information you have and click Search. Leave fields blank for a list of all values.   an Existing Value   Add a New Value   carch Criteria   Cash Receipt Deposit Report Eind an Existing Value Add a New Value Run Control ID begins with See Sensitive Run Control ID Deposit	
Sea	Advanced Search Add	
17	Upon clicking the Add button, the Cash Rec Dep Rpt page will appear. This page will allow you to select the criteria to retrieve and print the cash receipt deposit voucher(s) reports. Enter the Business Unit for all search criteria. For printing a single deposit report, enter the OU Transaction ID including the lead zeros. For printing multiple deposit reports, enter the Org and the From Date and To Date range; OR enter the From Date and To Date range and your Operator ID. After the search criteria has been entered, click Run.	



Cash Rec D			
	Jep Rpt		
Rui	n Control ID DailyDeposit	Report Manager Process Monitor Run	
	ess Unit: OUHSC		
OU Transa			
Fro	Org:		
	To Date:		
Oper	rator ID:		
Rave Save	Return to Search     E     Notify     Notify	📑 Add 🖉 Update/Display	
18 The Proces	ss Scheduler Reque	st page will pop-up. You should enter the Server N	lame as
PSNT, mak	e sure the <b>Deposit V</b>	oucher checkbox is checked, and the Format is s	et to
	-	been set up for cash receipt deposit reports, the Se	
		ox, and Format will default in automatically when use	
			eu ayam.
	begin the deposit rep	on phung process.	
Cash Rec Dep Rpt		Process Scheduler Request	×
Cash Rec Dep Rpt Run Control ID DailyE	User ID 532115	Process Scheduler Request Run Control ID DailyDeposit	X Help
Run Control ID Daily	User ID 532115 Server Name PSNT	Run Control ID DailyDeposit	
Run Control ID DailyD	User ID 532115 Server Name PSNT Recurrence	Run Control ID DailyDeposit       Image: Control ID DailyDep	
Run Control ID DailyE Business Unit: OUHSC	User ID 532115 Server Name PSNT Recurrence Time Zone Process List	Run Control ID DailyDeposit       Image: Second state       Run Date       06/22/2020       Image: Second state       Run Time       10:34:15AM       Reset to Current Date/Time	
Run Control ID DailyL Business Unit: OUHSC OU Transaction ID: 0001000	User ID 532115 Server Name PSNT Recurrence Time Zone	Run Control ID DailyDeposit         Image: Control ID DailyDeposit         Run Date 06/22/2020         Run Time 10:34:15AM    Reset to Current Date/Time	
Run Control ID DailyE         Business Unit:       OUHSC         OU Transaction ID:       0001000         Org:	User ID 532115 Server Name PSNT Recurrence Time Zone Process List Select Description	Run Control ID DailyDeposit         Run Date       06/22/2020         Run Time       10:34:15AM       Reset to Current Date/Time         Process Name       Process Type       "Type       "Format       Distribution	
Run Control ID Daily Business Unit: OUHSC OU Transaction ID: 0001000 Org: From Date:	User ID 532115 Server Name PSNT Recurrence Time Zone Process List Select Description	Run Control ID DailyDeposit         Run Date       06/22/2020         Run Time       10:34:15AM       Reset to Current Date/Time         Process Name       Process Type       "Type       "Format       Distribution	
Run Control ID DailyE         Business Unit:       OUHSC         OU Transaction ID:       0001000         Org:	User ID 532115 Server Name PSNT Recurrence Time Zone Process List Select Description	Run Control ID DailyDeposit         Run Date       06/22/2020         Run Time       10:34:15AM       Reset to Current Date/Time         Process Name       Process Type       "Type       "Format       Distribution	
Run Control ID DailyE         Business Unit:       OUHSC         OU Transaction ID:       0001000         Org:	User ID 532115 Server Name PSNT Recurrence Time Zone O Process List Select Description Deposit Voucher	Run Control ID DailyDeposit         Run Date       06/22/2020         Run Time       10:34:15AM       Reset to Current Date/Time         Process Name       Process Type       "Type       "Format       Distribution	
Run Control ID DailyE         Business Unit:       OUHSC         OU Transaction ID:       0001000         Org:	User ID 532115 Server Name PSNT Recurrence Time Zone O Process List Select Description Deposit Voucher	Run Control ID DailyDeposit         Run Date       06/22/2020         Run Time       10:34:15AM       Reset to Current Date/Time         Process Name       Process Type       "Type       "Format       Distribution	
Run Control ID DailyE Business Unit: OUHSC OU Transaction ID: 0001000 Org: From Date: To Date: Operator ID: Operator ID:	User ID 532115 Server Name PSNT Recurrence Time Zone O Process List Select Description Deposit Voucher	Run Control ID DailyDeposit         Run Date       06/22/2020         Run Time       10:34:15AM       Reset to Current Date/Time         Process Name       Process Type       "Type       "Format       Distribution	
Run Control ID Daily Business Unit: OUHSC OU Transaction ID: 0001000 Org: From Date: To Date: Operator ID: Market Save	User ID 532115 Server Name PSNT Recurrence Time Zone Process List Select Description Deposit Voucher OK Cancel	Run Control ID DailyDeposit         Run Date       06/22/2020         Run Time       10:34:15AM       Reset to Current Date/Time         Process Name       Process Type       "Type       "Format       Distribution	Help

20	Busin OU Trans	un Contro less Unit: action ID:	DailyDeposit			Report Manager	Process Monitor	Ru	
20	proce	ss. Th	e initial Run S	Status value	e will b	e you may reviev e "Queued". The n <b>Status</b> of the p	e <b>Refresh</b> b	utton ma	•
View I Use Se	Process Requir or ID 532115 river Status s List	Server List	Type Name Distribution Status	Last     Instance From     v	▼ 2 Save Or	1 Days ~ Instance To	Refresh Report Manager	1-4 of 4 ~ •	▶ View All
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
D.	203962		SQR Report	OUDEPOST	532115	06/22/2020 10:56:05AM PDT	Queued	N/A	Details
21	the re		In Status is "(		d the I	Distribution Sta	tus is "Post	ed", you	may print
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Statu	s Distributi Status	Details
	203962		SQR Report	OUDEPOST	532115	06/22/2020 10:56:05AM PDT	Success	Posted	Details
_					_				
22	The P	Proces	<mark>s Detail</mark> page	appears. U	Inder t	he Actions sect	ion, click on	View Lo	g/Trace.



			Process Detail		×
	Proces	•	Process Detail		
	Proces		_		
		Instance 203962 Name OUDEPOST		SQR Report Deposit Voucher	
		Run Status Success	-	Posted	
	e				
	e Run		Update Pro	ocess	
	st	Run Control ID DailyDeposit	O Hold Re	•	
		Location Server	<ul> <li>Queue</li> <li>Cancel</li> </ul>	1	
		Server PSNT	⊖ Delete	Request	
		Recurrence	○ Re-sen	d Content Restart	Request
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	Date/Ti	me	Actions	J	
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	QF	Ended Process At 06/22/2020 10	VIEW LO	og/Trace	
	QF				
	0	Cancel			~
23	The View	Log/Trace page appe	ars. Under the se	ection File List click	on the .PDF file.
					_
			View Log/Trace		×
		Report ID 34378	Process Instance 203967	Message Log	1 I
		e Name OUDEPOST	Process Type SQR Re	eport	
		Run Status Success			
		Deposit Voucher			
		Distribution Details			
		Distribution Node FSINT	Expiration Date 06	6/29/2020	
		File List Name	File Size (bytes)	Datetime Created	- 1
		OUDEPOST_203967.PDF	4,546	06/22/2020 11:26:59.892735AM PDT	
		OUDEPOST_203967.out	0	06/22/2020 11:26:59.892735AM PDT	·
		/ SQR_OUDEPOST_203967.log	1,970	06/22/2020 11:26:59.892735AM PDT	
			1,070	00/22/2020 11:20:00.002/ 00AWI PD1	_
		Distribute To Distribution ID Type	Distribution ID		
		User	532115		
					- 1
		Return			
24	The coch		or roport will oppo	or Drint the dense	troport. The property
24		receipts deposit vouch			



The Approval Date will be noted as "Pending Approval" until the Office of the Bursar has approved the deposit. This report must be delivered to the Office of the Bursar with cash, check, and coin deposits. It may be printed for your records for E-Funds and Off-Campus deposits. Once the deposit has been approved, "Pending Approval" will be replaced with the Approval Date.

l certi policie 24 ho less ti	CERTIFICATION fy this deposit is made in accordance with all University as including the requirement to deposit all monies within urs or within 5 workdays where the aggregate amount is han \$100.00.	Approval Date:	Pending Approval
l certi policie 24 ho less ti	CERTIFICATION fy this deposit is made in accordance with all University as including the requirement to deposit all monies within urs or within 5 workdays where the aggregate amount is han \$100.00.	Approval Date: Cashier Signature	22-JUN-2020
25	To determine a cash receipt deposit voucher has been a <b>Receipt Entry</b> page and enter the <b>Business Unit</b> and the <b>an Existing Value</b> tab, then click <b>Search</b> .		
	Cash Receipt Entry Enter any information you have and click Search. Leave fields blank for Find an Existing Value Add a New Value Search Criteria Business Unit begins with VOUHSC OU Transaction ID begins with VOUHSC OU Transaction ID begins with VOUHSC OU Transaction ID begins with VOUHSC Correct History Case Sensitive Search Clear Basic Search Save Search Criteria	r a list of all values.	
26	If the deposit is approved, the <b>Final Approval</b> checkbox grayed out. For E-Funds or Off-Campus deposits, the <b>Ca</b>		
	also identify the deposit as "Approved" with the approve	er name and date/t	ime stamp.



Cash Rec Entry       Attachments         Business Unit:       OUHSC       Transaction ID:       0001000151       Status:       A       Draft         *Depositing Org:       MED00495       Transaction Date:       06/22/2020       Check Amt:       Coin Amt:       Off-Campus:       5.00
*Depositing Org: MED00495 Transaction Date: 06/22/2020 Cash Amt: Check Amt: Coin Amt: Off-Campus: 5.00
Cash Amt:   Check Amt:   Coin Amt:   Off-Campus:   5.00
Cash Amt: Check Amt: Coin Amt: Off-Campus: 5.00
Einel Annyaval
E-Funds: Total Deposit: 5.00
Optional Email:
Entered by: Keith,Bobbie Jo Entered Date: 06/22/2020
Approved by: Glover,Sherry E Approved Date: 06/22/2020
*Account       *Fund       *Org       *Function       *Entity       Source       Purpose       Project       An         600100       CLNOP       MED10004       00116       00000       Image: Constraint of the second seco
5.00 Cash -5.00 Offset
Approvals
Comments
Cash Receipts Approval
BUSINESS_UNIT=OUHSC, OU_TRANSACTION_ID=0001000151:Approved Cash Receipts Approval
Approved
Glover, Sherry E. Cash Receipts Approver
06/22/20 - 9:41 AM
27 If the deposit is denied, the Final Approval checkbox will not be checked and the fields will
remain open so corrections may be made. For E-Funds or Off-Campus deposits, there will be
a comment(s) in the Approvals section stating the reason for the denial. Additionally, Cash
Receipts Approval workflow will also identify the deposit as "Denied" with the name and
date/time stamp associated with the denial. Once you have made the noted corrections, you
may click the Resubmit for Approval button to resend it to the Office of the Bursar for
approval. All comments on the page are removed upon resubmitting.



Cash Rec Entry Attachments
Business Unit:       OUHSC       Transaction ID:       0001000157       Status:       A       Draft         *Depositing Org:       MED00815       Transaction Date:       06/23/2020       Off-Campus:       Off-Campus:         Cash Amt:       Check Amt:       Coin Amt:       Off-Campus:       Off-Campus:
E-Funds: 18000.00 Total Deposit: 18000.00 Final Approval
Optional Email: SHERRY-GLOVER@OUHSC.EDU
Entered by: Keith,Bobbie Jo Entered Date: 06/23/2020
Approved by: Approved Date:
*Account         *Fund         *Org         *Function         *Entity         Source         Purpose         Project         Amount           470900         SVCCT         MED00815         00411         00000         SC000070         C         C         -18000.00
18,000.00 Cash -18,000.00 Offset
Approvals
Comments Wrong amount on attachment
Resubmit for Approval
Cash Receipts Approval
BUSINESS_UNIT=OUHSC, OU_TRANSACTION_ID=0001000157:Denied
Cash Receipts Approval Denied
Glover, Sherry E. Cash Receipts Approver 06/23/20 - 10:29 AM
- 00/20/20 - 10/20 AM
28 Upon approval of the resubmitted cash receipt deposit voucher, an audit trail of the deposit
can be viewed. Click the View/Hide Comments link and the Comment History section will
display additional information. Clicking View History will open another page displaying the
Approval History of the deposit voucher. To return to the Cash Rec Entry page, close the
Approval History page.



Cash Receipts Approval ■ BUSINESS_UNIT=OUHSC, OU_TRANSACTION Cash Receipts Approval ■ Glover, Sherry E. Cash Receipts Approver OG/23/20 - 10:43 AM ■ Comment History Bobbie J Keith at 06/23/20 - 10:41 AM New History ■ Save Return to Search	_ID=0001000157:Approved Diew/Hide Comments
Approval History Approval Process OU_CR_APPROVAL Business Unit OUHSC Cash Receipts Approval BUSINESS_UNIT=OUHSC, OU_TRANS Cash Receipts Approval Denied Glover, Sherry E. Cash Receipts Approver 06/23/20 - 10:29 AM	Definition ID Cash Receipts Approval OU Transaction ID 0001000157 SACTION_ID=0001000157:Denied
	s of your search will show on the Cash Rec
Transaction Date: 06/22/2020 *De Cash Amount: Ch Coin Amount: E-I	ansaction_ld: 0001000151 epositing Org: MED00495 heck Amount: Funds: J



30 If you failed to write down the Transaction ID, you can do a search for the cash receipt deposit voucher. Click on the NavBar and select Navigator > OU MAIN MENU > Cash Receipts > Transactions by Date & Org. On the Transactions by Date Org page, enter the information you know about the cash receipt deposit voucher, i.e. OU Transaction Date and/or Org. You can search for a specific date or a date range. If you are searching by Org, enter the Depositing Org that was used for the cash receipt deposit voucher. If multiple OU Transaction IDs meet the search criteria, the will appear in the Search Results section of the page. If a single Transaction ID meets the search criteria, the results will appear on the CR Trans ID Inqry page.

Enter any Information you have and click Search. Leave fields blank for a list of all values.  Find an Existing Value  Search Criteria  Business Unit begins with  OU Transaction ID begins with  OU Transaction Date  Include History  Search Clear Basic Search Save Search Criteria  Search Results View All First 1.3 or 3 Last Business Unit OU Transaction ID OU Transaction Date Org OUHSC 000100139 06/18/2020 MED00495	Find an Existing Value         Search Criteria         Business Unit begins with ~         OU Transaction ID begins with ~         OU Transaction Date >= ~         OU Transaction Date >= ~         Org begins with ~         MED00495         Org begins with ~         MED00495         Include History         Search Results         View All         First       1-3 of 3         OU Transaction ID OU Transaction Date Org         OUHSC       0001000139         06/18/2020       MED00495	Transactions by Date Org			
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