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Step	Action
Navigation: 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 Search Clear Basic Search 🔍 Save Search Criteria Find an Existing Value	Add a New Value
3	Click the **Add** button.
	Cash Receipt Entry Find an Existing Value Add a New Value Business Unit [OUHSC] 🔍 OU Transaction ID [NEXT] Add

The UNIVERSITY of OKLAHOMA

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.

5	Deposits can be entered as **Cash/Check/Coin** or **Off-Campus** or **E-Funds**. Any mixing and matching will earn you an error message. This header section is the **CASH** side of the entry.
	Cash/Check/Coin deposits may contain any combination of currency, coin, and checks. Checks must be endorsed by the department receiving them.
	Off-Campus deposits are funds received by an off-campus entity and deposited directly with a State Treasurer's Office (STO) designated bank. These deposits MUST INCLUDE the bank deposit slip and the STO Advice of Deposit as an attachment. Each bank deposit MUST be entered in the cash receipts module as a single deposit.
	E-Funds deposits include EFTs, wire transfers, lockbox, and interagency transfers. These deposits MUST INCLUDE the appropriate supporting documentation as an attachment. Generally, these funds must be entered as a single cash receipt deposit voucher for each payment/lockbox entry received. The only exception is for EFT deposits and that will depend upon how 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 fields.

The **Final Approval** 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 **Optional Email** 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

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:

6	The **Entered by** and the **Entered Date** fields are automatically populated with the user's name and current date. The **Approved by** and the **Approved Date** fields will be populated once the cash receipt deposit has been approved by the Office of the Bursar.

Cash Rec Entry	Attachments

Business Unit: OUHSC   Transaction ID: NEXT   Status: A   ☐ Draft
*Depositing Org: [____] 🔍 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,** or **Project** may also be required. <u>This section of the cash receipt is referred to as the body and is the **OFFSET** side of the entry</u>.

The UNIVERSITY of OKLAHOMA

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 **Amount** must always be entered as a negative using a minus (-) sign.

The **Reference** field is a 30 character free form field that can be used to describe the deposit.

The **Description** field automatically populates with the name of the **Account** used.

The **Cash** and **Offset** 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.
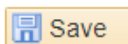
Use the add/delete buttons to add or delete a row. [+] [−]

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

*Account	*Fund	*Org	*Function	*Entity	Source	Purpose	Project	Amount	Reference	Descr		
												[+] [−]
		Cash		Offset								

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 unchecked before submitting the cash receipt deposit voucher for approval.

Business Unit: OUHSC   Transaction ID: 0001000140   Status: A   ☑Draft

Depositing Org: MED00001   Transaction Date: 06/19/2020

Cash Amt: 100.00   Check Amt: Coin Amt: Off-Campus:

E-Funds: Total Deposit: 100.00   ☐ Final Approval

Optional Email:

Entered by: Keith,Bobbie Jo   Entered Date: 06/19/2020

Approved by: Approved Date:

Find | View All   First ◀ 1 of 1 ▶ Last

*Account	*Fund	*Org	*Function	*Entity	Source	Purpose	Project	Amount	Reference	Descr		
480500	CLNOP	MED00002	00000	00000				-50.00	Test	ROYALTY INCOME		[+] [−]
		100.00 Cash		-50.00 Offset								

The UNIVERSITY of OKLAHOMA

9	**Save** the cash receipt deposit voucher and <u>record the **Transaction ID**</u>. The **Save** button is located at the bottom of the page on the left. The **Transaction ID** is located in the header.
	💾 Save Transaction ID: 0001000141
10	**Off-Campus or E-Funds** deposits must include the appropriate supporting documentation as an attachment in order to save the cash receipt deposit voucher. Click on the **Attachments** tab.
	Cash Rec Entry | **Attachments** Business Unit: OUHSC Transaction ID: NEXT Status: A ☐ Draft *Depositing 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 Optional Email: [ ]
11	On the **Attachments** page, click the **Add** button and a pop-up box will appear. Click the **Choose File** button, locate your supporting documentation file, and then click **Upload**.
	Cash Rec Entry | **Attachments** Business Unit OUHSC Transaction ID NEXT Personalize | Find | View All | 🔳 | 🔣 First ◀ 1 of 1 ▶ Last Sequence Attached File Add 1 1 [Add] ➕ ➖ **File Attachment** ✖ Help Choose File | No file chosen [Upload] [Cancel]
12	When the appropriate attachments have been added, the **Cash Rec Entry** page will appear with the **Transaction ID** assigned. <u>Record the **Transaction ID** for future reference</u>.

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Cash Rec Entry Attachments	
Business Unit: OUHSC **Transaction ID:** 0001000154 Status: A ☐ Draft	
*Depositing Org: MED00492 Transaction Date: 06/22/2020	

13	Users have the ability to view and/or delete a file that has been uploaded by clicking the **Attachments** tab. On the **Attachments** page, the uploaded file is identified under **Attached File**.

Cash Rec Entry   **Attachments**

Business Unit OUHSC   **Transaction ID** 0001000154

Personalize | Find | View All | 🗗 | 🖩   First ◀ 1 of 1 ▶ Last

Sequence	Attached File	View	Delete	
1	1 Screenshot_3.png	View	Delete	+ −

💾 Save   ⟳ Return to Search

14	When attempting to save a deposit, several verification processes occur. If errors are detected, an error message will appear and the mistake must be corrected before the cash receipt deposit voucher is able to be saved. Common errors include: • **Highlighted fields are required.** • **Invalid value -- press the prompt button or hyperlink for a list of valid values.** • **Cash and Offset total must equal zero.** • **Only one type of deposit (Cash/Check/Coin, Off Campus or E-Funds) can be entered as a single transaction.** • **The source entered is not a valid value for the selected fund.** • **Fund EDWCH cannot be used for deposits.** Additional restricted funds include **EDGEN, SPNSR, and NONSP.** • **Valid Funds for Function 00124, 00224, 00324, 00424, 00524 and 00624 are CLNOP or CLNOU.** • **Attachment required for Off Campus or E Funds cash receipt.**

The UNIVERSITY *of* OKLAHOMA

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 or 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.

Cash Rec Entry | Attachments

Business Unit: OUHSC   Transaction ID: 0001000142   Status: A   ☐ Draft
*Depositing 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
Optional Email: [   ]

Entered by: Keith,Bobbie Jo   Entered Date: 06/19/2020
Approved by: Approved Date:

Find | View All   First ◀ 1 of 1 ▶ Last

*Account	*Fund	*Org	*Function	*Entity	Source	Purpose	Project	Amount	Reference	Descr	
481400 🔍	CLNOP 🔍	MED00001 🔍	00124 🔍	00000 🔍	🔍	🔍	🔍	-5000.00	AHA EFT 6.30.2020	MISC	➕➖

5,000.00 Cash   -5,000.00 Offset

Approvals
Comments [   ]
Submit for Approval

💾 Save   🔍 Return to Search
Cash Rec Entry | Attachments

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Approvals

Comments

Cash Receipts Approval

▼ **BUSINESS_UNIT=OUHSC, OU_TRANSACTION_ID=0001000142:Pending**

Cash Receipts Approval

Pending
Multiple Approvers
🕐 Cash Receipts Approver

💾 Save | 🔍 Return to Search

Cash Rec Entry | Attachments

16	To print a cash receipt deposit voucher, click on the **NavBar** and select **Navigator > OU MAIN MENU > Cash Receipts > Cash Receipt Deposit Report.** If this is the first time you have ever used the PS Cash Receipts module, create a **Run Control.** First, click **Add a New Value**; enter your **Run Control ID**, for example: "DailyDeposit"—no spaces are allowed in the **Run Control ID**; then click **Add.** This will create the **Run Control.** Use this **Run Control** each time you print cash receipt deposit vouchers.

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 Criteria**

Search by: Run Control ID begins with _____
☐ Case Sensitive

Search | Advanced Search

Cash Receipt Deposit Report

Find an Existing Value | **Add a New Value**

Run Control ID DailyDeposit _____

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**.

18	The **Process Scheduler Request** page will pop-up. You should enter the **Server Name** as **PSNT**, make sure the **Deposit Voucher checkbox** is checked, and the **Format** is set to **PDF**. Once this Run Control has been set up for cash receipt deposit reports, the Server Name, Deposit Voucher checkbox, and Format will default in automatically when used again. Click **OK** to begin the deposit report printing process.

19	Once the printing process has been kicked off, you will be returned to the **Cash Rec Dep Rpt** page. Click the **Process Monitor** link at the top of the screen to view the run status.

The UNIVERSITY of OKLAHOMA

| 20 | The Process Monitor page will appear where you may review the status of the printing process. The initial **Run Status** value will be "Queued". The **Refresh** button may be clicked to view the **Run Status** and the **Distribution Status** of the printing process. |

| 21 | Once the **Run Status** is "Success" and the **Distribution Status** is "Posted", you may print the report. Click on **Details**. |

| 22 | The **Process Detail** page appears. Under the **Actions** section, click on **View Log/Trace**. |

The UNIVERSITY of OKLAHOMA

23	The **View Log/Trace** page appears. Under the section **File List** click on the .PDF file.

24	The cash receipts deposit voucher report will appear. Print the deposit report. The preparer must sign the deposit report and provide their phone number or extension number.

	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.

25	To determine a cash receipt deposit voucher has been approved, you may return to the **Cash Receipt Entry** page and enter the **Business Unit** and the **OU Transaction ID** on the **Find an Existing Value** tab, then click **Search**.

26	If the deposit is approved, the **Final Approval** checkbox will be checked and the fields will be grayed out. For E-Funds or Off-Campus deposits, the **Cash Receipts Approval** workflow will also identify the deposit as "**Approved**" with the approver name and date/time stamp.

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.

The UNIVERSITY of OKLAHOMA

	Cash Rec Entry	Attachments					

Business Unit: OUHSC **Transaction ID:** 0001000157 **Status:** A ☐ Draft

Depositing Org: MED00815 **Transaction Date:** 06/23/2020

Cash Amt: ____ **Check Amt:** ____ **Coin Amt:** ____ **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			-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

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.

The UNIVERSITY of OKLAHOMA

Cash Receipts Approval

▼   BUSINESS_UNIT=OUHSC, OU_TRANSACTION_ID=0001000157:Approved   🗨 View/Hide Comments

Cash Receipts Approval

Approved
✔   Glover, Sherry E.
Cash Receipts Approver
06/23/20 - 10:43 AM

▼ **Comment History**
Bobbie J Keith at 06/23/20 - 10:41 AM
View History

💾 Save   🔍 Return to Search

Approval History

Approval Process	OU_CR_APPROVAL	Definition ID	Cash Receipts Approval
Business Unit	OUHSC	OU Transaction ID	0001000157

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

29	Another way to determine if a cash receipt deposit voucher has been approved is by doing a cash receipt inquiry. Click on the **NavBar** and select **Navigator > OU MAIN MENU > Cash Receipts > Cash Receipt Inquiry**. On the **Cash Receipts Inquiry** page, enter your **OU Transaction ID** and click **Search**. The details of your search will show on the **Cash Rec Inquiry** page. If the deposit has been approved, the **OU Approval** checkbox will be checked.

Cash Rec Inquiry

*Business Unit:	OUHSC	*Transaction_Id:	0001000151
Transaction Date:	06/22/2020	*Depositing Org:	MED00495
Cash Amount:		Check Amount:	
Coin Amount:		E-Funds:	
Off-Campus:	5.00	OU_Status:	Active

☑ OU Approval

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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.

Transactions by Date Org

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 [>=   ▾] [06/15/2020   ] 📅
Org [begins with ▾] [MED00495   ] 🔍

☐ Include History

[Search]   [Clear]   Basic Search   🗗 Save Search Criteria

Search Results

View All   First ◄ 1-3 of 3 ► Last

Business Unit	OU Transaction ID	OU Transaction Date	Org
OUHSC	0001000139	06/18/2020	MED00495
OUHSC	0001000151	06/22/2020	MED00495
OUHSC	0001000155	06/22/2020	MED00495

CR Trans ID Inqry

*Business Unit: OUHSC

*Transaction ID: 0001000151

Transaction Date: 06/22/2020

*Depositing Org: MED00495