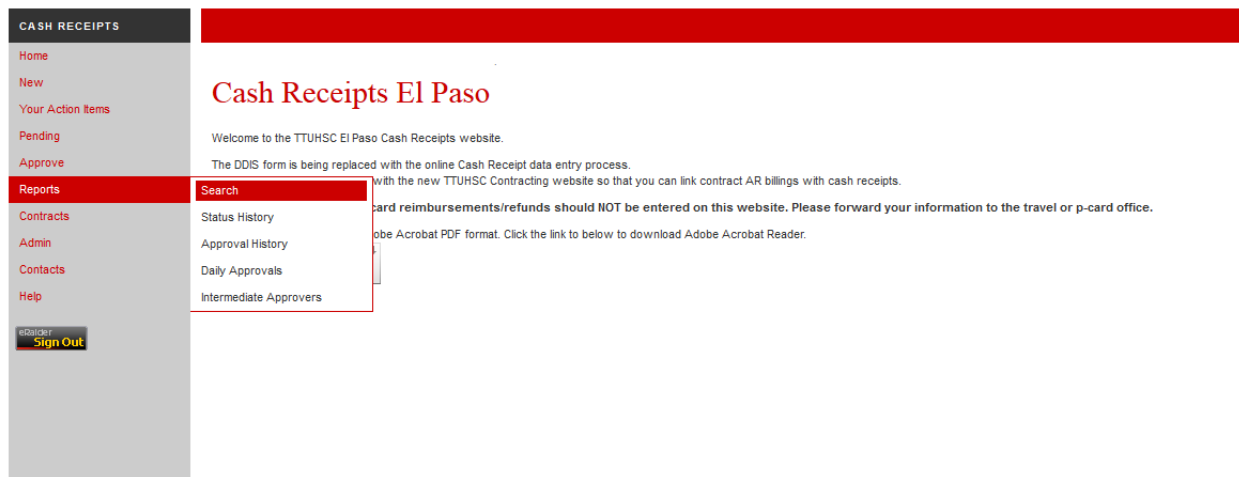


TTUHSC El Paso Cash Receipt Reversal Feature

The Cash Receipt system has a reversal feature that is only available to Accounting Services. It is very important to use the reversal feature instead of entering a new cash receipt with a negative amount for three reasons:

1. The reversing document will be flagged in the Bursar's approval screen as a notice that Accounting Services is entering an adjusting entry. SBS will then locate the associated correcting entry and will approve the two entries together. **If you do not use the reversal feature properly, SBS reserves the right to reject the Cash Receipt and require the use of the reversal feature.**
2. The reversal feature defaults the original cash receipt number as the deposit number. This ensures that the deposit number will remain unique and not cause errors in the Bank Reconciliation Application.
3. If the reversal is associated with a contract, the Contracting system will automatically update with the negative entries when SBS approves the cash receipt.

To do a reversal, use the “**Search**” option available from the “**Reports**” tab in the menu bar on the left side of the **Cash Receipts** page.



To find the cash receipt you want to reverse, enter the cash receipt number in the “**CR ID:**” field and click on “**Search**”. Click on the red “**Reverse**” link to reverse a cash receipt.

TTUHSC El Paso Cash Receipt Reversal Feature

Home | HSC Home | Finance & Administration | Cash Receipts

Cash Receipt Search

Enter parameters and click on search to view a list of Cash Receipts.
For the Depositor and Line Description, enter all or part of the text to search. You may use % as a wild card to help you search.

Click on the ID in red to view the Cash Receipt.
Click on Copy to use the cash receipt as a template for creating a new cash receipt.

CR ID: Begin Amount: \$ to \$

Depositor: Deposit Date: to

Department: Entered Date: to

Bank: SBS Approved Date: to

Status: Intermediate Approved Date: to

Line Desc: Reversal Gift Lines

ID	Copy	Deposit Date	Depositor	Department	Bank	Status	Amount	Notes	
1500001	copy	06/17/2015	R11412700	203261	80	SA	15.30	general test	reverse
1500002	copy	07/15/2015	R11412700	203261	80	SF	3.00	test edit	
1500003	copy	05/15/2015		203261	80	F	1000.00		
1500004	copy	05/27/2015	R11394265	203202	80	S	15.30	general test	
1500005	copy	05/27/2015	R11412700	203261	40	SA	100.00	final testing Banner, documents	reverse
1500006	copy	05/27/2015	R11412700	203261	40	SA	150.00	final testing Banner, documents	reverse
1500007	copy	05/28/2015	R11412700	203261	40	SA	150.00	final testing Banner, documents	reverse
1500008	copy	05/28/2015	R11412700	203261	80	SA	15.30	general test	reverse
1500009	copy	05/28/2015	R11412700	203261	46	SA	100.00	final testing Banner, documents	reverse
1500010	copy	05/29/2015	R11412700	203261	46	SA	1.00	Test deposit number	reverse
1500011	copy	06/01/2015	R11412700	203261	46	SA	2.00	test no deposit #	reverse
1500012	copy	06/02/2015	R11412700	203261	80	SA	20.00	general test	reverse
1500013	copy	06/12/2015	R10205968	533201	46	SF	27739.87	06/12/2015-ELP MPP DESKTOP DEPOSIT	
1500014	copy	06/12/2015	R10205968	533201	46	SF	5330.18	06/12/2015-ELP MPP CASHIERS	
1500015	copy	06/10/2015	R10205968	533201	46	SF	144.00	06/10/2015-ELP MPP (MED RCDS)	
1500016	copy	06/10/2015	R10205968	533201	46	SF	1602.50	06/10/2015-ELP MPP CASH RECEIPTS-GLOBAL	
1500017	copy	06/10/2015	R10205968	533201	46	SF	100.00	06/10/2015-ELP MPP (CONT MED EDU)	
1500018	copy	06/10/2015	R10205968	533201	46	SF	6300.51	06/10/2015-ELP MPP CASH RECEIPTS	
1500019	copy	06/15/2015	R11412700	203261	46	SF	100.00		
1500020	copy	06/16/2015	R10205968	533201	46	SF	100.00	06/16/2015-ELP MPP (CONT MED EDU)	

Click "Reverse"

A new cash receipt will be created with the same lines with the reverse sign, and the Notes will cite **"Reversal for the CR_ID "** and the **ID** of the cash receipt you are reversing. At this screen you can change edit or remove the lines.

CASH RECEIPTS

Home | New | Your Action Items | Pending | Approve | Reports | Contracts | Admin | Contacts | Help | [Sign Out](#)

Cash Receipt

NOTE: Departmental travel/p-card reimbursements should NOT be entered on this system. Please use your information to the travel or p-card office.

-HEADER-OVERALL DEPOSIT INFORMATION-

Is this CashReceipts receipt a reversal? yes
Is this CashReceipts receipt a correction? yes

Didem Mize Applications Development Eip (915)215-4797

DEPOSIT DATE: 07/28/2015

DEPOSIT AMOUNT: -15.30

Bank Code: 80 - TTUHSC EP General

NOTES: Reversal for CR_ID: 1500001

SBS Notes:

Sign of the amount is reversed

"Notes" automatically populated.

-DETAIL-LINE INFORMATION-

Using the fields below, enter Cash Receipt lines to show how you would like the deposit distributed.

Type: Contract Fund: Description: Subtype: Orgn: Deposit Number: Contract Number: Search Billing Acct: Line Notes: Original Expense Doc ID: Prog: Payment Type: MerchID: Line Amount: \$

Edit	Copy	Type	Subtype	Description	Contract	Billing	OrigExp	Fund	Orgn	Acct	Prog	DepositNum	PmtType	MerchID	Amount	Notes	Delete
edt	copy	Other		Library fees				183186	253301	530300	40		Cash/Check		-3.00	Reversal for CR_ID:	delete
edt	copy	Other		Book sale				183186	253301	530300	40		Cash/Check		-4.00	Reversal for CR_ID:	delete
edt	copy	Other		Photocopy				193031	253301	530306	SV		Cash/Check		-0.80	Reversal for CR_ID:	delete
edt	copy	Other		Papercut				133015	253301	530306	SV		Cash/Check		-7.50	Reversal for CR_ID:	delete

Document Entry ID:

Forward to:

Sign of the amount is reversed

Lines can be deleted

TTUHSC El Paso Cash Receipt Reversal Feature

After making the necessary changes, click on “**Submit**” to submit the new cash receipt for approval.

You must enter the original cash receipt number as the deposit number on the correcting entry as well.

If you have questions about the **Cash Receipts Reversal Feature**, please contact Student Business Services at 915-215-5680 or email Student Business Services at SBSElp@ttuhsc.edu.