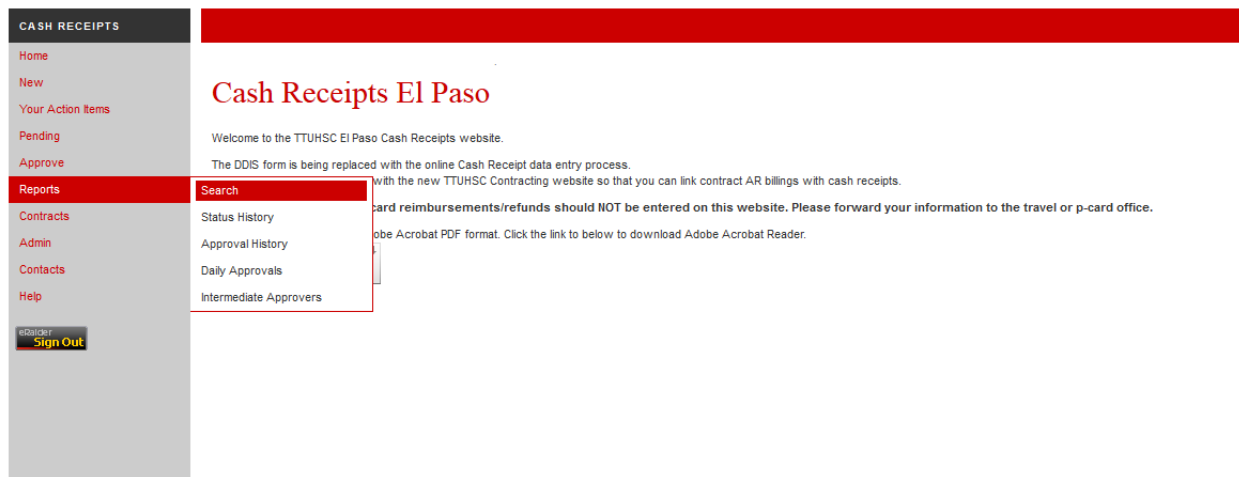# TTUHSC El Paso Cash Receipt Reversal Feature

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.

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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.

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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.