

# TTUHSC El Paso Cash Receipts System

**All Departments must use the Cash Receipts system to record receipt of all cash, checks, wires and credit card payments.** Cash receipts for revenue contracts interface to the Contract Database and Contract AR system where you can track payment on those contracts.

The Cash Receipts system allows for departmental deposit information entry, electronic routing and approval. The system also has the capability of returning an online cash receipt for correction. Reports are available to help you monitor the cash receipting process.

The **Cash Receipts** system site is available at:

<https://busaff.elpaso.ttuhs.edu/CashReceiptSystem/>. You may access directly from the Student Business Services website's Link menu at:

<http://elpaso.ttuhs.edu/fiscal/businessaffairs/studentbusserv/links.aspx> or from the WebRaider portal > F&A Work Tools tab > Student Business Services > Cash Receipt System.

This document containing detail about the **Cash Receipts** system and an online video tutorial are available by clicking on **"Help"** in the menu bar on the left side of the page.

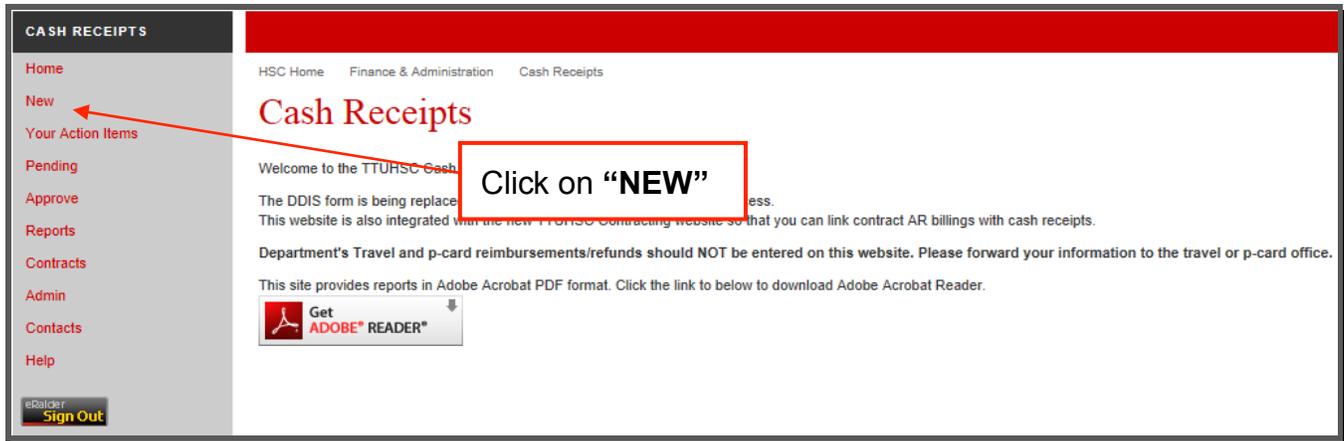
The screenshot shows the TTUHSC Cash Receipts System website. On the left is a navigation menu with the following items: Home, New, Your Action Items, Pending, Approve, Reports, Contracts, Admin, Contacts, Help, and a Sign Out button. The main content area has a red header bar and displays the title "Cash Receipts". Below the title, there is a welcome message: "Welcome to the TTUHSC Cash Receipts website." followed by two paragraphs of text: "The DDIS form is being replaced with the online Cash Receipt data entry process. This website is also integrated with the new TTUHSC Contracting website so that you can link contract AR billings with cash receipts." and "Department's Travel and p-card reimbursements/refunds should NOT be entered on this website. Please forward your information to the travel or p-card office." Below this is another paragraph: "This site provides reports in Adobe Acrobat PDF format. Click the link to below to download Adobe Acrobat Reader." and a button labeled "Get ADOBE® READER®". A red arrow points from a text box containing "Click on 'Help'" to the "Help" menu item in the sidebar.

# TTUHSC El Paso Cash Receipts System

## Process Outline:

### Enter Cash Receipt

When you first visit the **Cash Receipts** system site, you will be asked to sign in using your eRaider name and password. To enter a cash receipt, click on **“New”** in the menu bar on the left side of the page.



Your name and department information will populate in the cash receipt based on your eRaider ID.

1. Click on the appropriate check boxes to indicate if the Cash Receipt is a reversal or a correction.
2. The **“Deposit Date”** will default to the current date. This date will feed to Banner as the Transaction Date. If this date does not match the actual deposit date, Student Business Services (SBS) may change the date.
3. Enter the **“Deposit Amount”**. This amount must match the total of all deposit lines in the detail section below.
4. Enter the appropriate **“Bank Code”** from the drop down menu provided.
5. **“Notes”** are not required. They may be useful to the approver(s) or for queries.
6. **“SBS Notes”** is reserved for SBS to communicate with you in the event a CR is returned.

# TTUHSC El Paso Cash Receipts System

[HSC Home](#)   [Finance & Administration](#)   [Cash Receipts](#)

## Cash Receipt

NOTE: Departmental travel/p-card reimbursements should NOT be entered on this website. Please forward 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

Dan Onate  
Applications Development Elp  
(915)215-4513

DEPOSIT DATE:

Deposit Amount:

Bank Code:  ▼

NOTES:

SBS Notes:

# TTUHSC El Paso Cash Receipts System

Using the fields in the Detail Line Information section, you will enter the Cash Receipt lines to show how you want the deposit distributed. Not all fields are used for each deposit type.

There are eight deposit types to select from in the “**Type**” drop down menu:

- 1) Clinical Trial
- 2) Contract
- 3) Expense Reimbursement
- 4) Gift
- 5) Other
- 6) Patient Billing
- 7) Sales and Service
- 8) Sponsored Programs

~DETAIL~LINE INFORMATION~  
Using the fields below, enter Cash Receipt lines to show how you would like

Type: **Contract** (dropdown menu open showing: Contract, Clinical Trial, Expense Reimbursement, Gift, **Other**, Patient Billing, Sponsored Programs, Sales and Service)

Subtype:

Contract Number:  Search

Original Expense Doc ID:

Fund:  Description:

Orgn:  Deposit Number:

Acct:  Line Notes:

Prog:  Payment Type:  MerchID:

Line Amount: \$

## 1) Clinical Trial

- FOP information is required. The “**Account**” code is not needed.
- “**Description**” is required and will feed to Banner and be reflected in Cognos reports.
- Select “**Subtype**” from the drop down list.
- “**Deposit Number**” is for Student Business Services (SBS) and Accounting Services use
- “**Line Notes**” are not required but provide an additional data field for queries or reports. This information will not feed to Banner or your ledger reports.
- “**Payment Type**” is required for every line. Select the Payment Type from the drop down menu. The Merchant ID is required for MasterCard/Visa, Discover or American Express. The last four digits of the Merchant ID should be selected from a drop down menu for the chosen card type.
- “**Line Amount**” is the total amount for this detail line
- After you enter each detail line of the deposit you click “**Add Line**”

# TTUHSC El Paso Cash Receipts System

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

Type:	<input type="text" value="Clinical Trial"/>	Fund:	<input type="text" value="202020"/>	Description:	<input type="text" value="Record Clinical Trial Rec"/>
Subtype:	<input type="text" value="Private"/>	Orgn:	<input type="text" value="201111"/>	Deposit Number:	<input type="text"/>
Contract Number:	<input type="text"/>	Acct:	<input type="text" value="550380"/>	Line Notes:	<input type="text" value="Private Clinical Trial"/>
Original Expense Doc ID:	<input type="text"/>	Prog:	<input type="text" value="60"/>	Payment Type:	<input type="text" value="Cash/Check"/>
				MerchID:	<input type="text"/>
				Line Amount: \$	<input type="text" value="1500.00"/>

**Select "Subtype"**

**Click "Add Line"**

# TTUHSC El Paso Cash Receipts System

**Note:** The information regarding the **Deposit Number** and **Line Notes** will not be repeated for each deposit type presented in this training document.

## 2) Contract

- **“Contract Number”** is required. You may use the **“Search”** feature if you do not know the contract number. Click on **“Search”** and the **“Contracts”** page will display in a new tab/window.

~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: \$

Click **“Search”**

Add Line

- Use the **“Contracts”** page as a reference and type in the contract number. You must select an AR Billing from the choices available on the drop down menu when you click on the **“Billing”** button.

~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 A4080 Billing 007 Acct: Line Notes:  
Original Expense Doc ID: Prog: Payment Type: MerchID:  
Line Amount: \$

Click **“Billing”**

Select **“AR Billing”**

Add Line

- FOAP information is defaulted from the contract accounts receivable (billing) in the Contract and Contract AR Database, this information will not be displayed on the form
- **“Description”** is required and will feed to Banner and be reflected in Cognos reports
- **“Payment Type”** is required for every line. Select the Payment Type from the drop down menu. The Merchant ID is required for MasterCard/Visa, Discover or American Express. The last four digits of the Merchant ID should be entered for the chosen card type.
- **“Line Amount”** is the total amount for this detail line
- After you enter each detail line of the deposit you must click **“Add Line”**

# TTUHSC El Paso Cash Receipts System

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

Type:	Contract	Fund:		Description:	Contract Cash Receipt
Subtype:		Orgn:		Deposit Number:	
Contract Number: Search	A4080	Billing	007	Acct:	
Original Expense Doc ID:		Prog:		Payment Type:	American Express
				MerchID:	0335
				Line Amount:	\$ 1500.00

Add Line Click "Add Line"

### 3) Expense Reimbursement

- FOAP information is required and should match the FOAP information of the original expense that is being reimbursed
- "Description"** is required and will feed to Banner and be reflected in Cognos reports
- "Original Expense Doc ID"** is required
- "Payment Type"** is required for every line. Select the Payment Type from the drop down menu. The Merchant ID is required for MasterCard/Visa, Discover or American Express. The last four digits of the Merchant ID should be entered for the chosen card type.
- "Line Amount"** is the total amount for this detail line
- After you enter each detail line of the deposit you must click **"Add Line"**

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

Type:	Expense Reimbursement	Fund:	101010	Description:	Rebate from vendor
Subtype:		Orgn:	201111	Deposit Number:	
Contract Number:		Billing		Acct:	730000
Original Expense Doc ID:	u100045	Prog:	60	Payment Type:	Cash/Check
				MerchID:	
				Line Amount:	\$ 128.15

Enter "Original Expense Doc ID" Click "Add Line"

### 4) Gift

- FOP information is required. The **"Account"** code is not required
- "Description"** is required and will feed to Banner and be reflected in Cognos reports
- Select **"Subtype"** from the drop down list
- "Payment Type"** is required for every line. Select the Payment Type from the drop down menu. The Merchant ID is required for MasterCard/Visa, Discover or American Express. The last four digits of the Merchant ID should be entered for the chosen card type.
- "Line Amount"** is the total amount for this detail line
- "Gift Information"** including **"Legal Name"**, **"Address"** and **"Contact Name"** is required
- Select **"Gift Type"** from the drop down menu
- After you enter each detail line of the deposit you click **"Add Line"**

# TTUHSC El Paso Cash Receipts System

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

Type:	Gift	Fund:	202020	Description:	Record Gift Receipt
Subtype:	Private	Orgn:	201111	Deposit Number:	
Contract Number:		Acct:	560300	Line Notes:	Private Gift
Original Expense Doc ID:		Prog:	60	Payment Type:	Cash/Check
				MerchID:	
				Line Amount:	\$ 100.00

~GIFT INFORMATION~

Legal Name:	Sharla Cook	Contact Name:	Sharla Cook
Address:	3601 4th Street 8100	Address:	
Address2:	1B116B	Address2:	
City:	El Paso	City:	
State:	TX	State:	AK
Zip:	79912	Zip:	
Gift Type:	Other		
	Private Gift		
Comments:			

Check if you have sent supporting documentation (letters of designation, award letters, or other gift documents) to the Development Office. Refer to Institutional Policies and Procedures.

Please send a copy of this Cash Receipt, a copy of the check, and related documents to MS 5025 or email scanned copies to accounting.advanc 43-1445.

## 5) Other

- FOAP information is required
- “Description”** is required and will feed to Banner and be reflected in Cognos reports
- “Payment Type”** is required for every line. Select the Payment Type from the drop down menu. The Merchant ID is required for MasterCard/Visa, Discover or American Express. The last four digits of the Merchant ID should be entered for the chosen card type.
- “Line Amount”** is the total amount for this detail line
- After you enter each detail line of the deposit you must click **“Add Line”**

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

Type:	Other	Fund:	202020	Description:	Misc. Income
Subtype:		Orgn:	201111	Deposit Number:	
Contract Number:		Acct:	570004	Line Notes:	BA Misc.
Original Expense Doc ID:		Prog:	60	Payment Type:	Cash/Check
				MerchID:	
				Line Amount:	\$ 100.00

## 6) Patient Billing Revenue

- FOP information is required (the **“Account”** code will automatically default)
- “Description”** is required and will feed to Banner and be reflected in Cognos reports
- “Contract Number”** is required. However, you will not select a **“Billing”** as an accounts

# TTUHSC El Paso Cash Receipts System

receivable (billing) is not required

- **“Payment Type”** is required for every line. Select the Payment Type from the drop down menu. The Merchant ID is required for MasterCard/Visa, Discover or American Express. The last four digits of the Merchant ID should be entered for the chosen card type.
- **“Line Amount”** is the total amount for this detail line
- After you enter each detail line of the deposit you must click **“Add Line”**

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

Type:	Patient Billing	Fund:	101010	Description:	Patient Billing Revenue
Subtype:		Orgn:	201111	Deposit Number:	
Contract Number: Search	A4080	Acct:	520000	Line Notes:	BA Patient Billing
Original Expense Doc ID:		Prog:	60	Payment Type:	Cash/Check
				MerchID:	
				Line Amount: \$	142.29

Enter **“Contract Number”**

Click **“Add Line”**

## 7) Sales and Service

- FOAP information is required
- **“Description”** is required and will feed to Banner and be reflected in Cognos reports
- **“Payment Type”** is required for every line. Select the Payment Type from the drop down menu. The Merchant ID is required for MasterCard/Visa, Discover or American Express. The last four digits of the Merchant ID should be entered for the chosen card type.
- **“Line Amount”** is the total amount for this detail line
- After you enter each detail line of the deposit you click **“Add Line”**

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

Type:	Sales and Service	Fund:	101010	Description:	Sales and Services Rece
Subtype:		Orgn:	201111	Deposit Number:	
Contract Number:		Acct:	520000	Line Notes:	
Original Expense Doc ID:		Prog:	60	Payment Type:	Cash/Check
				MerchID:	
				Line Amount: \$	100.00

Click **“Add Line”**

## 8) Sponsored Program

- FOAP information is required
- **“Description”** is required and will feed to Banner and be reflected in Cognos reports.
- Select **“Subtype”** from the drop down list.

# TTUHSC El Paso Cash Receipts System

- **“Payment Type”** is required for every line. Select the Payment Type from the drop down menu. The Merchant ID is required for MasterCard/Visa, Discover or American Express. The last four digits of the Merchant ID should be entered for the chosen card type.
- **“Line Amount”** is the total amount for this detail line.
- After you enter each detail line of the deposit you click **“Add Line”**

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

Type:	Sponsored Programs	Fund:	101010	Description:	Record Fed Grant
Subtype:	Federal Govt	Orgn:	201111	Deposit Number:	
Contract Number:		Acct:	550002	Line Notes:	Federal Grant
Original Expense Doc ID:		Prog:	60	Payment Type:	Cash/Check
				MerchID:	
				Line Amount:	\$ 25000.00

Select **“Subtype”**

Click **“Add Line”**

After you have completed entering each detail line of the deposit, review all added lines and check for accuracy. You can **“Delete”**, **“Edit”** or **“Copy”** detail lines of the deposit if needed.

## Cash Receipt

NOTE: Departmental travel-card reimbursements should NOT be entered on this website. Please forward 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

Dan Onate  
Applications Development Eip  
(915)215-4513

DEPOSIT DATE: 05/06/2015  
Deposit Amount: 3775  
Bank Code: 46 - JP Morgan

NOTES: 04/06/2015-ELP MPIP C  
SBS Notes:

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

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

“Edit”

“Copy”

“Delete”

Ed	Copy	Type	Subtype	Description	Contract	Billing	OrigExp	Fund	Orgn	Acct	Prog	DepositNum	PmtType	MerchID	Amount	Notes	Delete
edit	copy	Clinical Trial	Private	Record Clinical Trial				202020	201111	550380	60		Cash/Check		1500.00	Private Clinical Trial	delete
edit	copy	Contract		Contract Cash Receipt	A4080	007							American Express	0335	1500.00		delete
edit	copy	Expense Reimbursement		Rebate from vendor			JA008462	101010	201111	730000	60		Cash/Check		100.00	BA Rebate	delete
edit	copy	Gift	Private	Record Gift Receipt				202020	201111	560300	60		Cash/Check		200.00	Private Gift	delete
edit	copy	Other		Misc. Income				202020	201111	570004	60		Cash/Check		150.00	BA Misc.	delete
edit	copy	Patient Billing		Patient Billing Revenue	A4080			101010	201111	520000	60		Cash/Check		250.00	BA Patient Billing	delete
edit	copy	Sales and Service		Sales and Services Receipt				101010	201111	520000	60		Cash/Check		50.00		delete
edit	copy	Sponsored Programs	Federal Govt	Record Fed Grant				101010	201111	550002	60		Cash/Check		25.00	Federal Grant	delete

# TTUHSC El Paso Cash Receipts System

Supporting documentation should be included with a cash receipt with Gift type lines. For funds to be properly posted to the system, the following supporting documents are required:

- Proposal request made to the donor for the funds
- Award letter
- Copy of the check with the routing number redacted (blacked out) on the check copy

You can include supporting documentation saved on your computer by using the Upload feature of this application. Click on **“Browse”** to locate and select the documents from your computer. Click on **“Scan File”** to verify the type of file selected, and then click on **“Upload File”** to attach the file to the cash receipt upon submission. Document types that can be used with the Upload feature include PNG, Word and PDF.

**Note:** the Upload feature may also be used for a cash receipt with all other deposit type lines, however supporting documentation is optional and only required for a cash receipt with Gift type lines.

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

Type:	Gift	Fund:	202020	Description:	Record Gift Receipt
Subtype:	Private	Orgn:	201111	Deposit Number:	
Contract Number:		Acct:	560300	Line Notes:	Private Gift
Original Expense Doc ID:		Prog:	60	Payment Type:	Cash/Check
				MerchID:	
				Line Amount:	\$ 200.00

~GIFT INFORMATION~

Legal Name:	Sharla Cook	Contact Name:	Sharla Cook
Address:	3601 4th Street	Address:	
Address2:	1B116B	Address2:	
City:	El Paso	City:	
State:	TX	State:	TX
Zip:	79912	Zip:	
Gift Type:	Other		

Private Gift

Comments:

Check if you have sent supporting documentation (letters of designation, award letters, or other gift documents) to the Development Office. Refer to Institutional Policies and Procedures.

Please send a copy of this Cash Receipt, a copy of the check, and related documents to MS 5025 or email scanned copies to [accounting.advancementservices@ttu.edu](mailto:accounting.advancementservices@ttu.edu) Questions: Call (806) 743-1445.

Add Line

n	Contract	Billing	OrigExp	Fund	Orgn	Acct	Prog	DepositNum	PmtType	MerchID	Amount	Notes	Delete
---	----------	---------	---------	------	------	------	------	------------	---------	---------	--------	-------	--------

Document Entry ID:

Forward to:

Submit

~DOCUMENTS~  
Upload documents associated with this cash receipt (Only required for a CR with Gift type lines, \*NOTE: Click Scan after browsing for the file. Click Upload to attach file to cash receipt.

Browse

Scan File Upload File

Click **“Browse”** to locate and select documents

Click **“Scan”** to verify the file type, then click **“Upload File”** to attach document

# TTUHSC El Paso Cash Receipts System

After all lines are correct, you have two options:

- Check **“Forward to”** and click **“Forward”**
  - This allows you to forward the cash receipt to another individual using their rNumber. When you forward the cash receipt, it has not been submitted for approval. The individual receiving the forwarded cash receipt must submit it. They will be considered the depositor but you will still be considered the creator, thus your name will appear on the cash receipt.
- Click **“Submit”**
  - This will complete your cash receipt and submit it to be approved by the intermediate approver or Student Business Services depending if your department requires an intermediate approver.

The screenshot shows the top navigation bar with 'Edit\*', 'Copy', 'Type', 'Subtype', and 'Description'. Below the bar, the 'Forward to' checkbox is unchecked. A red box highlights the 'Submit' button, with an arrow pointing to it from a text box that says 'Click “Submit”'. The 'Document Entry ID' field is empty. Below the form, there is a section for uploading documents with a 'Browse...' button and 'Scan File' and 'Upload File' buttons.

The screenshot shows the top navigation bar with 'Edit\*', 'Copy', 'Type', 'Subtype', and 'Description'. Below the bar, the 'Forward to' checkbox is checked, and the 'rNumber' field contains 'R123456789'. A red box highlights the 'Forward' button, with an arrow pointing to it from a text box that says 'Click “Forward”'. Another red box highlights the 'Forward to' field with the text 'Check “Forward to” and enter rNumber'. The 'Document Entry ID' field is empty. Below the form, there is a section for uploading documents with a 'Browse...' button and 'Scan File' and 'Upload File' buttons.

When the cash receipt is submitted, the depositor will receive the **“Cash Receipt Confirmation”** screen. You can view the cash receipt by clicking on **“View Cash Receipt in PDF format”**.

# TTUHSC El Paso Cash Receipts System

Print and save the cash receipt for your records. Include a copy of the cash receipt and checks(if applicable) with your deposit to the cashier. Include a copy of the cash receipt with your wire transfers and credit card batch settlement reports.

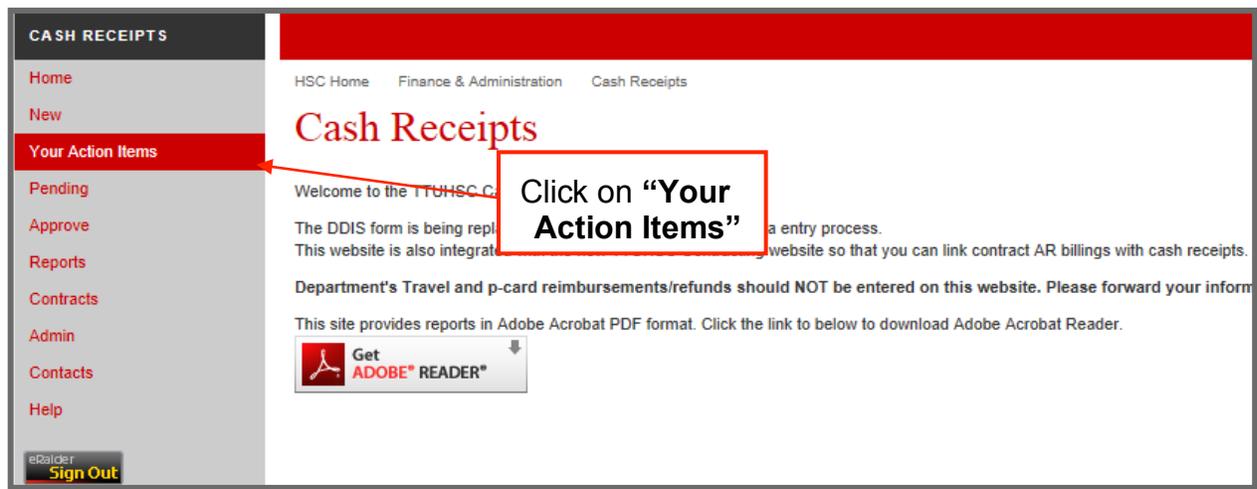
Type Description	Fund Notes	Orgn	Acct	Prog	Contract-AR/ Orig Exp Doc ID	Deposit #	Pmt Type Merch ID	Amount
Clinical Trial Record Clinical Trial	202020 Private Clinical Trial	201111	550380	60			Cash/Check	1500.00
Contract Contract Cash Receipt	133000	534801	130450	10	A4080		American Express 0335	23226.12
Contract Contract Cash Receipt	133003	533274	130450	40	A4080		American Express 0335	2111.38
Contract Contract Cash Receipt	133010	534301	130450	10	A4080		American Express 0335	2091.62
Contract Contract Cash Receipt	133015	534031	130450	10	A4080		American Express 0335	6015.19
Contract Contract Cash Receipt	133015	534035	130450	10	A4080		American Express 0335	1866.22

# TTUHSC El Paso Cash Receipts System

## Features:

### Your Action Items

The “**Your Action Items**” section located in the menu bar on the left, lists the cash receipts waiting for your submission. These receipts are not considered completed and cannot be approved until submitted. Cash receipts fall into your “**Your Action Items**” if they are either “**Returned**” or “**Forwarded**” for your submission. To view the “**Action Items**” click on “**Your Action Items**”.



The lists of cash receipts in “**Your Action Items**” will display. The “**Status**” field will indicate if the cash receipts have been returned “**RTN**” or forwarded “**F**”.

### Returned Cash Receipts:

Intermediate approvers and the SBS office have the ability to return a cash receipt to the person who submitted the cash receipt for corrections or more information.

### Forwarded Cash Receipts:

Users have the ability to forward a cash receipt to you for submission. When a cash receipt is forwarded to you, you become the depositor. The cash receipt will not be approved until you successfully submit it.

Click on the red cash receipt number in the “**ID**” column that you wish to correct and submit.

# TTUHSC El Paso Cash Receipts System

**CASH RECEIPTS**

HSC Home Finance & Administration Cash Receipts

## Action Items

Below is a list of your action items. Click the ID in red to view the Cash Receipt, make needed changes, and submit it for approval.

ID	Date	Created By	Bank	Amount	Status	Notes
1519460	04/29/2015	Dan Onate	46	100000.00	RTN	04/06/2015-ELP MPIP CONTRACT DEPOSIT
1519465	05/07/2015	Dan Onate	46	3775.00	F	User Guide Sample(all types)

Click cash receipt number

"Status" field

To correct or add additional information to a line in a returned or forwarded cash receipt, click on the red **"Edit"** link in the **"Edit"** column for the cash receipt line you need to correct or add additional information.

### Cash Receipt 1519460

NOTE: Departmental travel/p-card reimbursements should NOT be entered on this website. Please forward 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

Dan Onate DEPOSIT DATE: 04/29/2015 NOTES: 04/06/2015-ELP MPIP C  
Applications Development Elp Deposit Amount: 100000.00 SBS Notes:  
(915)215-4513 Bank Code: 46 - JP Morgan

~DETAIL~LINE  
Using the field you would like the deposit distributed.

Click "Edit"

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: \$

Add Line

Edit	Copy	Type	Subtype	Description	Contract	Billing	OrigExp	Fund	Orgn	Acct	Prog	DepositNum	PmtType	MerchID	Amount	Notes	Delete
edit	copy	Contract		Jun-14 EPCH MSA	A4080	001						780524934	Cash/Check		100000.00	CHK #12661	delete

Correct or add any additional information for this line of the cash receipt and click **"Add Line"**. After the line is added, review edited information for accuracy and click **"Submit"**. The cash receipt will go back through the original approval process.

# TTUHSC El Paso Cash Receipts System

## Cash Receipt 1519460

NOTE: Departmental travel/p-card reimbursements should NOT be entered on this website. Please forward 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

Dan Onate  
Applications Development Elp  
(915)215-4513

DEPOSIT DATE: 04/29/2015  
Deposit Amount: 100000.00  
Bank Code: 46 - JP Morgan

NOTES: 04/06/2015-ELP MPIP C  
SBS Notes:

~DETAIL~LINE INFORMATION~

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

Type: Contract Fund: Description: Jun-14 EPCH MSA  
Subtype: Deposit Number: 780524934  
Contract Number: Search A4080 Billing 001 Acct: Line Notes: CHK #12661  
Original Expense Doc ID: Prog: Payment Type: Cash/Check MerchID:  
Line Amount: \$ 100000.00

Add Line

Click "Add Line"

Edit*	Copy	Type	Subtype	Description	Contract	Billing	OrigExp	Fund	Orgn	Acct	Prog	DepositNum	PmtType	MerchID	Amount	Notes	Delete
-------	------	------	---------	-------------	----------	---------	---------	------	------	------	------	------------	---------	---------	--------	-------	--------

Document Entry ID

Forward to:

Submit

Click "Submit"

After you submit the cash receipt, you will see a **"Cash Receipt Confirmation"** screen and receive an email confirmation that the cash receipt has been modified. Click on **"View Cash Receipt in PDF format"** to review your cash receipt.

### CASH RECEIPTS

- Home
- New
- Your Action Items
- Pending
- Approve
- Reports

HSC Home Finance & Administration Cash Receipts

## Cash Receipt Has Been Submitted For Intermediate Approval.

Click here to view report of your cash receipt: 1519460

Click Cash Receipt ID to view in PDF format

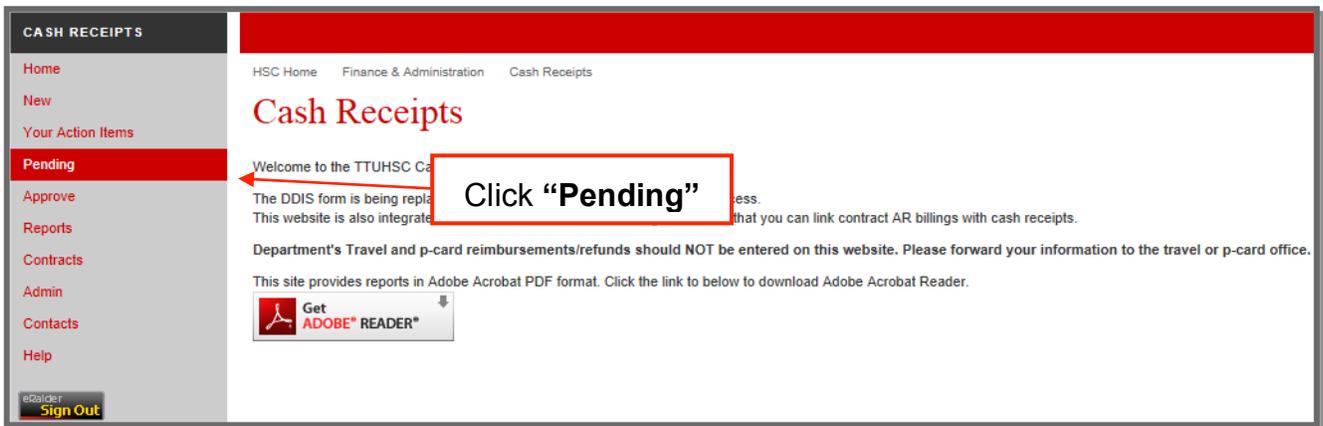
For a **"Returned"** cash receipt, you may print a copy of the corrected version for your records.

**Note:** When reviewing cash receipts in Cognos reports processed from Banner and you notice a cash receipt needing a reversal, please contact Accounting Services at [AccountingElp@ttuhsc.edu](mailto:AccountingElp@ttuhsc.edu).

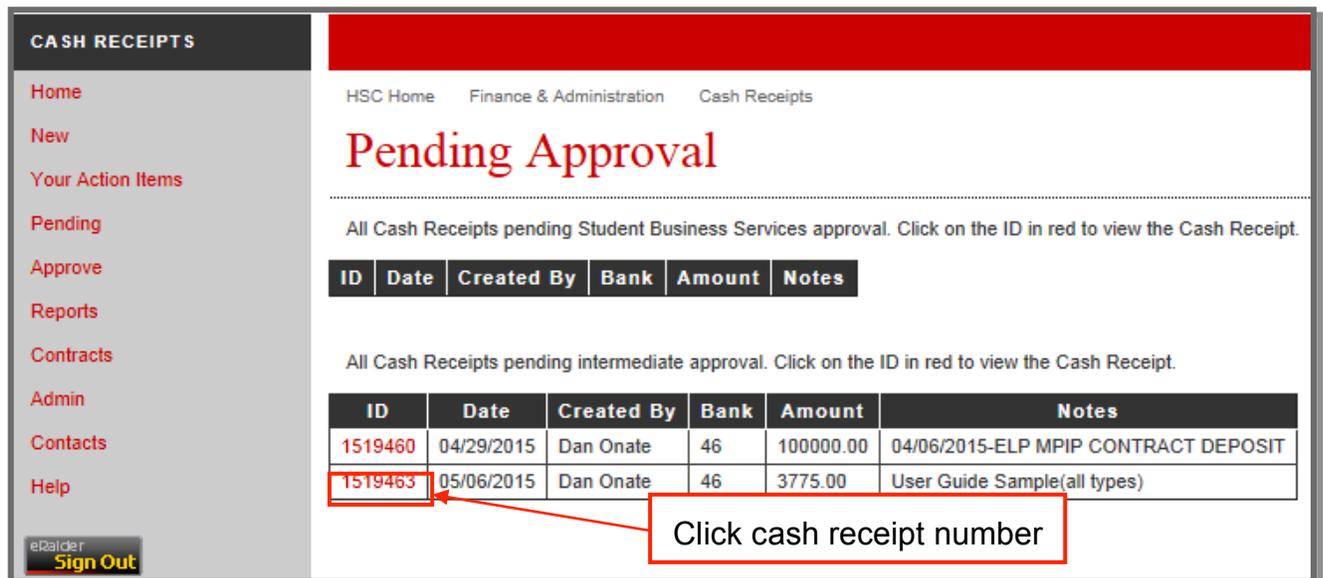
# TTUHSC El Paso Cash Receipts System

## Pending Cash Receipts:

To view **“Pending Approval”** cash receipts, click on **“Pending”** in the menu bar on the left side of the **Cash Receipts** page.



You will see a list of all **“Pending Approval”** cash receipts waiting for intermediate approval or approval from the Student Business Services office. To view the detail of a pending cash receipt, click on the red cash receipt number in the **“ID”** column.



The **“Pending Approval”** cash receipt will display. To view and print the cash receipt, click on **“View Cash Receipt in PDF format”**.

# TTUHSC El Paso Cash Receipts System

HSC Home Finance & Administration Cash Receipts

## Cash Receipt 1519463

~HEADER~OVERALL DEPOSIT INFORMATION~

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

Dan O'ate  
 Applications Development Eip  
 (915)215-4513

DEPOSIT DATE: 05/06/2015  
 Deposit Amount: 3775.00  
 Bank Code: 46 - JP Morgan

NOTES: User Guide Sample(all ty)  
 SBS Notes:

~DETAIL~LINE INFORMATION~

Type	Subtype	Description	Contract	Billing	OrigExp	Fund	Orgn	Acct	Prog	DepositNum	PmtType	MerchID	Amount	Notes
Clinical Trial	Private	Record Clinical Trial				202020	201111	550380	60		Cash/Check		1500.00	Private Clinical Trial
Contract		Contract Cash Receipt	A4080	007							American Express	0335	1500.00	
Expense Reimbursement		Rebate from vendor			JA008462	101010	201111	730000	60		Cash/Check		100.00	BA Rebate
Gift	Private	Record Gift Receipt				202020	201111	560300	60		Cash/Check		200.00	Private Gift
Other		Misc. Income				202020	201111	570004	60		Cash/Check		150.00	BA Misc.
Patient Billing		Patient Billing Revenue	A4080			101010	201111	520000	60		Cash/Check		250.00	BA Patient Billing
Sales and Service		Sales and Services Receipt				101010	201111	520000	60		Cash/Check		50.00	
Sponsored Programs	Federal Govt	Record Fed Grant				101010	201111	550002	60		Cash/Check		25.00	Federal Grant

~DOCUMENTS~  
 Uploaded documents associated with this cash receipt  
 Document Entry ID:

Click "View in PDF"

View in PDF

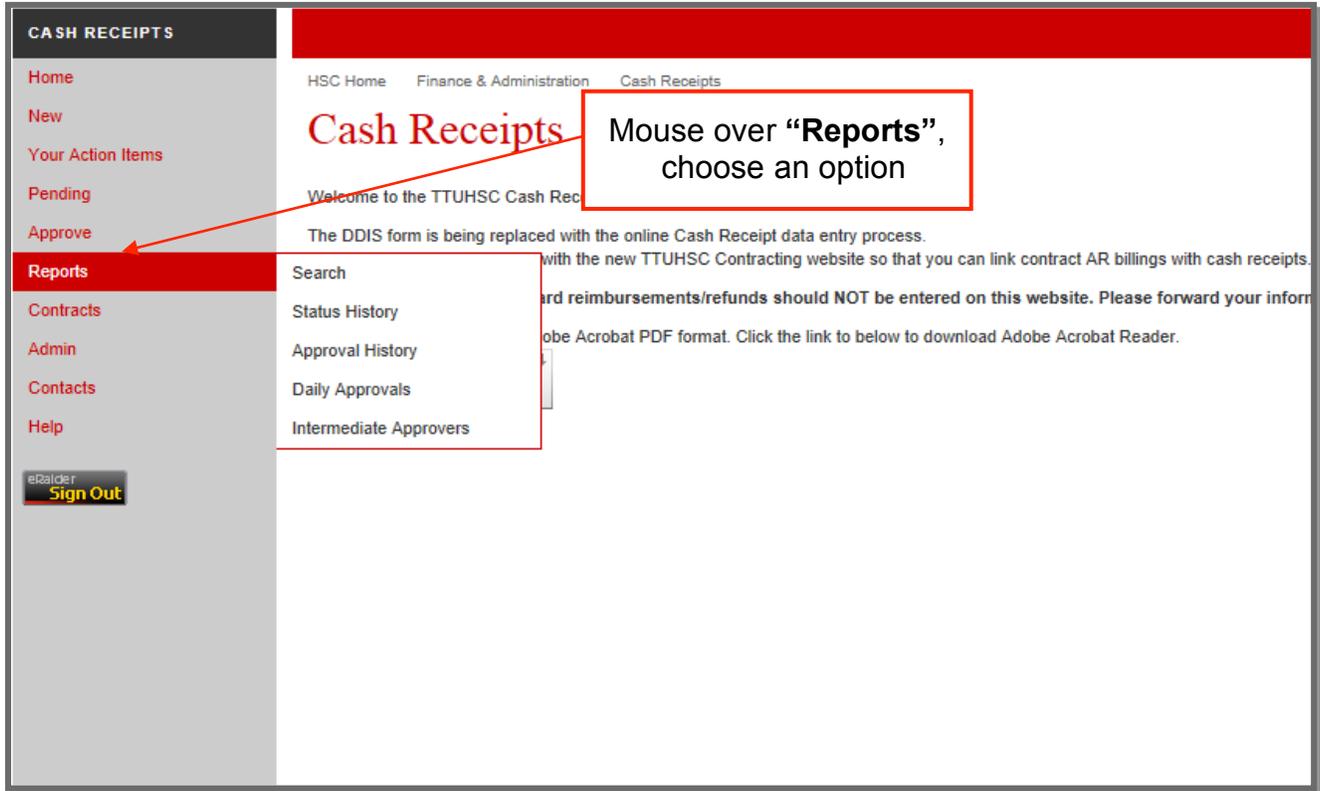
## Reports:

There are five "Reports" options available to help you manage your cash receipts:

- **Search** – Allows you to search for any cash receipt in the system regardless of status and permissions.
- **Status History** – Displays a table with the status history of the cash receipt. The last status in the Status column indicates the current status.
- **Approval History** – Displays a list of all approved and posted cash receipts that you have permission to view. You can click on the cash receipt ID to view the cash receipt details (CRs must have been approved by Student Business Services)
- **Daily Approvals** – Provides a list of the CRs that Student Business Services has approved based on a given date.
- **Intermediate Approvers** - Provides a list of all Intermediate Approvers.

# TTUHSC El Paso Cash Receipts System

Click on a **“Reports”** option to view the available reports.



## Contacts:

If you have questions about the **Cash Receipts System**, please contact Student Business Services at 915-215-5680 or email Student Business Services at [SBSElp@ttuhsc.edu](mailto:SBSElp@ttuhsc.edu).