

TTUHSC El Paso Cash Receipt Intermediate Approval Process

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

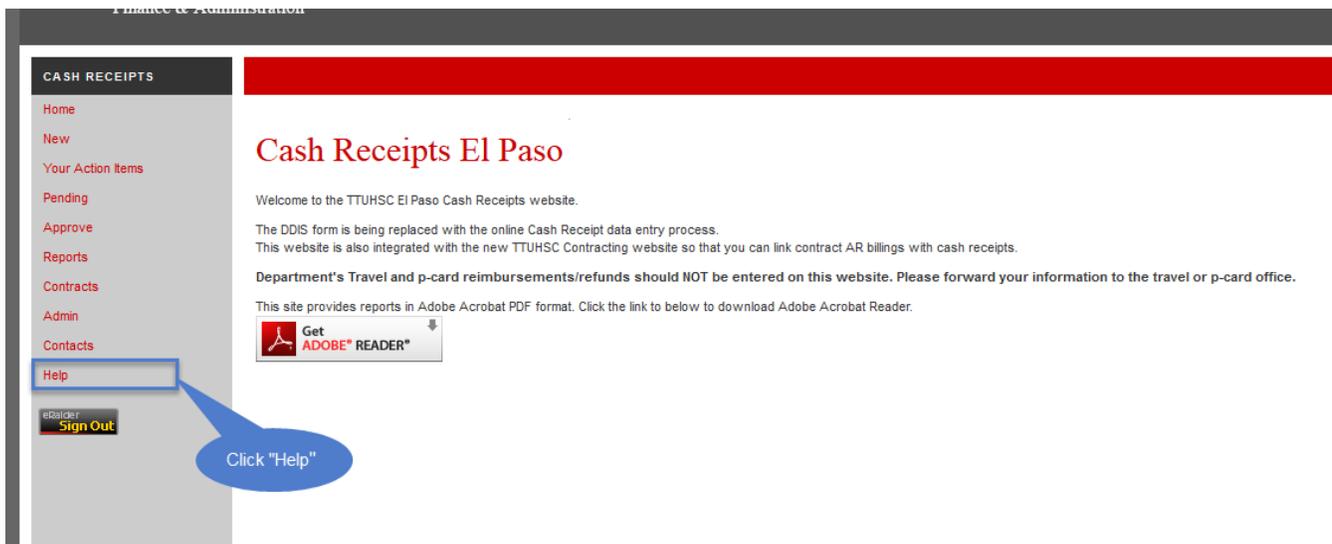
The **Cash Receipts** system has an electronic approval process that will consist of approvals by Intermediate Approvers and Student Business Services.

The **Cash Receipts** system allows for departmental deposit information entry, electronic routing and approval. The system also has the capability of returning a 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/>. The **Cash Receipts** system may also be accessed directly from the Student Business Services Website's at: <http://elpaso.ttuhs.edu/fiscal/businessaffairs/studentbusserv/links.aspx>, or from the WebRaider portal > Finance tab > Student Business Services > Cash Receipt System.

Documents containing detail about the **Cash Receipts** system and the **Intermediate Approval** process are available by clicking on "**Help**" from the menu bar on the left side of the page.



Process Outline:

Locate and Review Cash Receipts Pending Approval:

If you are designated as an Intermediate Approver, click on "**Approve**" from the menu bar on the left side of the page to access the cash receipts that are pending your approval.

TTUHSC El Paso Cash Receipt Intermediate Approval Process

A list of all cash receipts that you are authorized to approve will populate. To view the cash receipt, click on the red ID in the “ID Column”.

	ID	Deposit Date	Created By	Bank	Amount	Status	Notes
<input type="checkbox"/>	1500002	07/15/2015	Elsa Pasanen	80	3.00	SF	test edit
<input type="checkbox"/>	1500019	06/15/2015	Elsa Pasanen	46	100.00	SF	
<input type="checkbox"/>	1500035	07/08/2015	Elsa Pasanen	40	49346.35	SF	test jeff's fix
<input type="checkbox"/>	1500036	07/08/2015	Elsa Pasanen	40	431799.05	SF	
<input type="checkbox"/>	1500037	07/09/2015	Elsa Pasanen	46	1000.45	SF	final testing Banner, documents
<input type="checkbox"/>	1500038	07/09/2015	Elsa Pasanen	46	1001.45	SF	final testing Banner, documents
<input type="checkbox"/>	1500039	07/09/2015	Elsa Pasanen	46	1002.45	SF	final testing Banner, documents
<input type="checkbox"/>	1500040	07/09/2015	Elsa Pasanen	46	1003.45	SF	final testing Banner, documents
<input type="checkbox"/>	1500041	07/09/2015	Elsa Pasanen	46	1004.45	SF	final testing Banner, documents
<input type="checkbox"/>	1500042	07/09/2015	Elsa Pasanen	46	1005.45	SF	final testing Banner, documents
<input type="checkbox"/>	1500043	07/09/2015	Elsa Pasanen	46	1006.45	SF	final testing Banner, documents
<input type="checkbox"/>	1500044	07/09/2015	Elsa Pasanen	46	1007.45	SF	final testing Banner, documents
<input type="checkbox"/>	1500045	07/09/2015	Elsa Pasanen	46	1008.45	SF	final testing Banner, documents
<input type="checkbox"/>	1500046	07/09/2015	Elsa Pasanen	46	1009.45	SF	final testing Banner, documents
<input type="checkbox"/>	1500047	07/23/2015	Elsa Pasanen	40	49346.35	SF	Test problem numbers
<input type="checkbox"/>	1500048	07/23/2015	Elsa Pasanen	40	98692.70	SF	Test problem numbers
<input type="checkbox"/>	1500049	07/23/2015	Elsa Pasanen	40	1000146238.50	SF	Test problem numbers
<input type="checkbox"/>	1500050	07/23/2015	Elsa Pasanen	46	500.25	SF	final testing Banner, documents
<input type="checkbox"/>	1500051	07/23/2015	Elsa Pasanen	46	500.70	SF	final testing Banner, documents
<input type="checkbox"/>	1500052	07/23/2015	Elsa Pasanen	46	1004.44	SF	final testing Banner, documents
<input type="checkbox"/>	1500053	07/23/2015	Elsa Pasanen	46	1239567.84	SF	final testing Banner, documents
<input type="checkbox"/>	1500054	07/23/2015	Elsa Pasanen	46	123458035.96	SF	final testing Banner, documents
<input type="checkbox"/>	1500055	07/23/2015	Elsa Pasanen	40	249339976.98	SF	final testing Banner, documents
<input type="checkbox"/>	1500056	07/23/2015	Elsa Pasanen	40	49346.35	SF	test jeff's fix
<input type="checkbox"/>	1500057	07/23/2015	Elsa Pasanen	40	49346.35	SF	test jeff's fix

TTUHSC El Paso Cash Receipt Intermediate Approval Process

The cash receipt will display and provide you with the opportunity to review, add, copy, delete or edit the line items. If after your review no changes are necessary to the cash receipt, navigate back to the list of documents awaiting your approval by clicking on **“Approve”** from the menu bar on the left side of the page. Refer to page 7 of this document for **“Approving Cash Receipts”**.

CASH RECEIPTS

Home | HSC Home | Finance & Administration | Cash Receipts

Cash Receipt 1500002

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

DEPOSIT DATE: 07/15/2015
Deposit Amount: 3.00
Bank Code: 80 - TTUHSC EP General

NOTES: test edit
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:	
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	Gift	Private	test				833001	103101	560300	AG		Cash/Check		1.00	all pennies	delete
edit	copy	Gift	Private	test test test test test				833001	103101	560300	AG		Cash/Check		1.00	ck 1010101	delete
edit	copy	Gift	Private	test				833001	103101	560300	AG	123	Cash/Check		1.00	foreign bank	delete

Document Entry ID:

Return
 Approve

View in PDF

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

Edit a Cash Receipt Pending Approval:

If you determine that a change to the cash receipt is necessary, you can edit the current information, copy a specific line, delete a specific line, or add an additional line.

To delete an entire line from the cash receipt, click on **“Delete”** next to the line.

To copy an entire line from the cash receipt, click on **“Copy”** next to the line.

You can also add lines by completing the information in the **“Detail Line Information”** (grey box) and clicking on **“Add Line”**.

Click on the red **“Edit”** next to the line you wish to correct.

TTUHSC El Paso Cash Receipt Intermediate Approval Process

Cash Receipt 1500002

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

Information purposes:
Check if applies.

Elsa Pasanen DEPOSIT DATE: 07/15/2015 NOTES: test edit
 Student Business Services Eip Deposit Amount: 3.00 SBS Notes:
 (915)215-4517 Bank Code: 80 - TTUHSC EP General

-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 "Edit" Add Line Click "Add Line"

Edt	Copy	Type	Subtype	Description	Contract	Billing	OrigExp	Fund	Orgn	Acct	Prog	DepositNum	PmtType	MerchID	Amount	Notes	Delete
edit	copy	Gift	Private	test				833001	103101	560300	AG		Cash/Check		1.00	all pennies	delete
edit	copy	Gift	Private	test test test test test				833001	103101	560300	AG		Cash/Check		1.00	ck 1010101	delete
edit	copy	Gift	Private	test				833001	103101	560300	AG	123	Cash/Check		1.00	foreign bank	delete

Document Entry

Return
 Approve

View in PDF

-DOCUMENTS-

Upload documents associated with this cash receipt (Only required for a CR with Gift type lines, otherwise optional).

*NOTE: Click Scan after browsing for the file. Click Upload to attach file to cash receipt.

Once you select **Edit**, the line will be removed from the table and added to the “**Detail Line Information**” box for you to edit. You will have the ability to change the “**Type**”, “**Description**”, “**Fund**”, “**Orgn**”, “**Acct**”, “**Prog**”, “**Deposit Number**” and “**Amount**”. You must click on “**Add Line**” to add this information to the cash receipt.

TTUHSC El Paso Cash Receipt Intermediate Approval Process

Cash Receipt 150002

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

Eisa Pasanen DEPOSIT DATE: 07/15/2015 NOTES: test edit
 Student Business Services Eip Deposit Amount: 3.00 SBS Notes:
 (915)215-4517 Bank Code: 80 - TTUHSC EP General

Information will be added to this box for editing.

-DETAIL-LINE INFORMATION-

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

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

Click "Add Line"

Edit*	Copy	Type	Subtype	Description	Contract	Billing	OrigExp	Fund	Orgn	Acct	Prog	DepositNum	PmtType	MerchID	Amount	Notes	Delete
edit	copy	Gift	Private	test				833001	103101	560300	AG		Cash/Check		1.00	all pennies	delete
edit	copy	Gift	Private	test test test test test				833001	103101	560300	AG		Cash/Check		1.00	ck 1010101	delete
edit	copy	Gift	Private	test				833001	103101	560300	AG	123	Cash/Check		1.00	foreign bank	delete

Document Entry ID:

Return
 Approve

View in PDF

-DOCUMENTS-

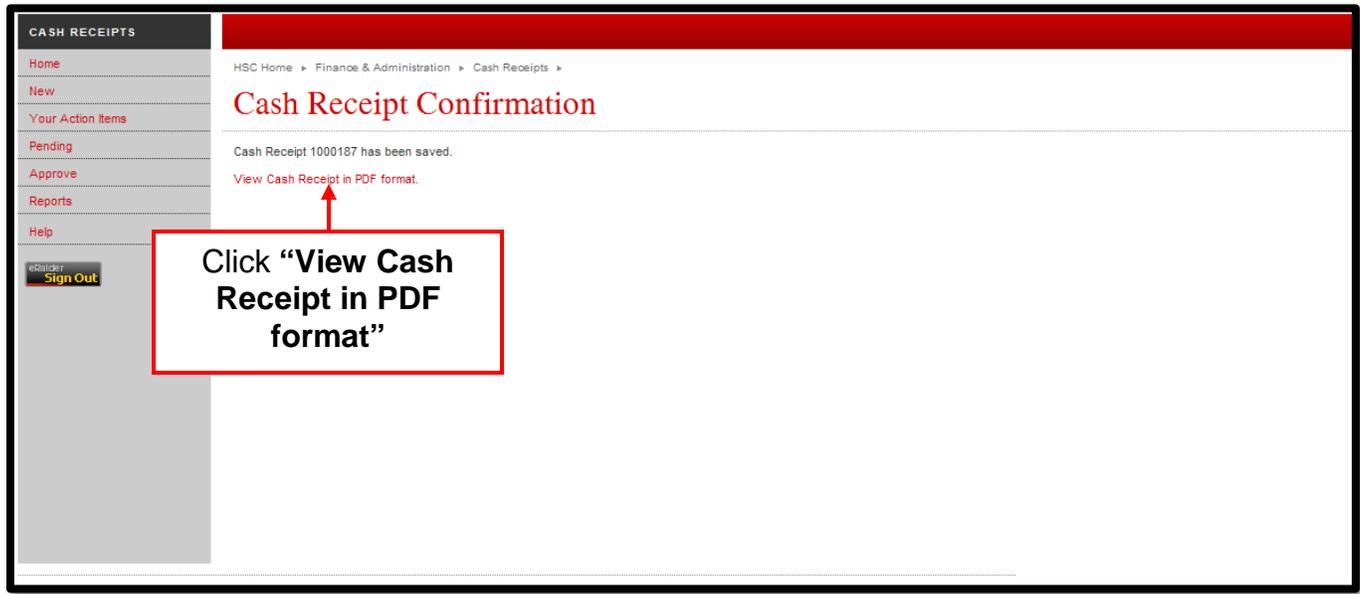
Upload documents associated with this cash receipt (Only required for a CR with Gift type lines, otherwise optional).

*NOTE: Click Scan after browsing for the file. Click Upload to attach file to cash receipt.

Note: If you make an adjustment to the amount of a line item, you will need to change the total **“Deposit Amount”** in the header. The Deposit Amount must equal the total of all lines.

You will receive a **“Cash Receipt Confirmation”** and will have the ability to view the cash receipt in a PDF format. Click on **“View Cash Receipt in PDF format”**.

TTUHSC El Paso Cash Receipt Intermediate Approval Process



Return a Cash Receipt:

If there is an error with a cash receipt and you choose not to edit the CR to correct, you can return the cash receipt. The depositor will receive an email notification that the cash receipt was returned. The depositor will have the ability to correct the CR and resubmit to the approval process.

Click on the red ID in the "ID" column next to the cash receipt that will be returned.

TTUHSC El Paso Cash Receipt Intermediate Approval Process

CASH RECEIPTS

- Home
- New
- Your Action Items
- Pending
- Approve
- Reports
- Contracts
- Admin
- Contacts
- Help

esalder
Sign Out

Approve

Enter the daily bank deposit amount and bank deposit date. The total of approved cash receipts must match the entered amount.

Below is a list of Cash Receipts waiting for your approval.
 Click the check box next to each Cash Receipt to be approved and then click Approve to send them to Student Business Services.
 Click the ID in red to view the Cash Receipt, make needed changes, and save or return the Cash Receipt.
 Click Delete to delete the Cash Receipt. An email will be sent to the Depositor when you delete a Cash Receipt.

Sum Total Amount: Deposit Date:

	ID	Deposit Date	Created By	Bank	Amount	Status	Notes
<input type="checkbox"/>	1500002	07/15/2015	Elsa Pasanen	80	3.00	SF	test edit
<input type="checkbox"/>	1500019	06/15/2015	Elsa Pasanen	46	100.00	SF	
<input type="checkbox"/>	1500035	07/08/2015	Elsa Pasanen	40	49346.35	SF	test jeffs fix
<input type="checkbox"/>	1500036	07/08/2015	Elsa Pasanen	40	431799.05	SF	
<input type="checkbox"/>	1500037	07/09/2015	Elsa Pasanen	46	1000.45	SF	final testing Banner, documents
<input type="checkbox"/>	1500038	07/09/2015	Elsa Pasanen	46	1001.45	SF	final testing Banner, documents
<input type="checkbox"/>	1500039	07/09/2015	Elsa Pasanen	46	1002.45	SF	final testing Banner, documents
<input type="checkbox"/>	1500040	07/09/2015	Elsa Pasanen	46	1003.45	SF	final testing Banner, documents
<input type="checkbox"/>	1500041	07/09/2015	Elsa Pasanen	46	1004.45	SF	final testing Banner, documents
<input type="checkbox"/>	1500042	07/09/2015	Elsa Pasanen	46	1005.45	SF	final testing Banner, documents
<input type="checkbox"/>	1500043	07/09/2015	Elsa Pasanen	46	1006.45	SF	final testing Banner, documents
<input type="checkbox"/>	1500044	07/09/2015	Elsa Pasanen	46	1007.45	SF	final testing Banner, documents
<input type="checkbox"/>	1500045	07/09/2015	Elsa Pasanen	46	1008.45	SF	final testing Banner, documents
<input type="checkbox"/>	1500046	07/09/2015	Elsa Pasanen	46	1009.45	SF	final testing Banner, documents
<input type="checkbox"/>	1500047	07/23/2015	Elsa Pasanen	40	49346.35	SF	Test problem numbers
<input type="checkbox"/>	1500048	07/23/2015	Elsa Pasanen	40	98692.70	SF	Test problem numbers
<input type="checkbox"/>	1500049	07/23/2015	Elsa Pasanen	40	1000146238.50	SF	Test problem numbers
<input type="checkbox"/>	1500050	07/23/2015	Elsa Pasanen	46	500.25	SF	final testing Banner, documents
<input type="checkbox"/>	1500051	07/23/2015	Elsa Pasanen	46	500.70	SF	final testing Banner, documents
<input type="checkbox"/>	1500052	07/23/2015	Elsa Pasanen	46	1004.44	SF	final testing Banner, documents
<input type="checkbox"/>	1500053	07/23/2015	Elsa Pasanen	46	1239567.84	SF	final testing Banner, documents
<input type="checkbox"/>	1500054	07/23/2015	Elsa Pasanen	46	123458035.96	SF	final testing Banner, documents
<input type="checkbox"/>	1500055	07/23/2015	Elsa Pasanen	40	249339976.98	SF	final testing Banner, documents
<input type="checkbox"/>	1500056	07/23/2015	Elsa Pasanen	40	49346.35	SF	test jeffs fix
<input type="checkbox"/>	1500057	07/23/2015	Elsa Pasanen	40	49346.35	SF	test jeffs fix

Click red ID

Approve

The cash receipt will display and provide you with the opportunity to return the CR to the depositor. It is suggested to enter a message to the depositor in the “Notes” field. Check the “Return” check box and click on the Approve button. The cash receipt will be returned to the depositor.

TTUHSC El Paso Cash Receipt Intermediate Approval Process

Home Finance & Administration Cash Receipts

Cash Receipt 1500003

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

Elsa Pasanen DEPOSIT DATE: 07/16/2015 NOTES: 1
 Student Business Services Elp Deposit Amount: 0.00 SBS Notes:
 (915)215-4517 Bank Code: 40 - TTUHSC EP SBS

-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: \$

Add Line

Edit*	Copy	Type	Subtype	Description	Contract	Billing	OrigExp	Fund	Orgn	Acct	Prog	DepositNum	PmtType	MerchID	Amount	Notes	Delete
edit	copy	Other	correction					133052	533251	530200	40	3580621715	Cash/Check		18500.00	ck 244398	delete
edit	copy	Other	correction					133052	533251	550080	40	61120150199	Cash/Check		-18500.00	ck 244398	delete

Document Entry ID:
 Return 2
 Approve 3

View in PDF

-DOCUMENTS-

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

Browse... No file selected.
 Scan File Upload File

Approving Cash Receipts:

Once you have reviewed the cash receipts, you will need to approve them by batching them according to your Daily Bank Activity Report. As an example, the Daily Bank Activity Report for 11/04/2011 has a total of \$14,870.69.

Enter the amount of the Daily Bank Activity Report in the “**Amount**” field of the “**Approve Cash Receipts**” screen. The cash receipts approved must match this total. You will also need to populate the “**Bank Deposit Date**” with the date the cash actually posted to the bank.

Note: The “**Bank Deposit Date**” entered in the header of the Approval screen will determine the fiscal period the cash receipt will post into the ledgers. This date will also over-write the dates on the cash receipts selected for approval.

TTUHSC El Paso Cash Receipt Intermediate Approval Process

CASH RECEIPTS

- Home
- New
- Your Action Items
- Pending
- Approve
- Reports
- Contracts
- Admin
- Contacts
- Help

esbalder
Sign Out

Approve

Enter the daily bank deposit amount and bank deposit date. The total of approved cash receipts must match the entered amount.

Below is a list of Cash Receipts waiting for your approval.

Click the check box next to each Cash Receipt to be approved and then click Approve to send them to Student Business Services.

Click the ID in red to view the Cash Receipt, make needed changes, and save or return the Cash Receipt.

Click Delete to delete the Cash Receipt. An email will be sent to the Depositor when you delete a Cash Receipt.

Sum Total Amount: Deposit Date:

	ID	Deposit Date	Created By	Bank	Amount	Status	Notes
<input type="checkbox"/>	1500002	07/05/2015	Elsa Pasanen	80	3.00		test edit
<input type="checkbox"/>	1500019	07/07/2015	Elsa Pasanen	46	100.00		
<input type="checkbox"/>	1500035	07/09/2015	Elsa Pasanen	40	49346.35		test jeffs fix
<input type="checkbox"/>	1500037	07/09/2015	Elsa Pasanen	40	431799.00		
<input type="checkbox"/>	1500038	07/09/2015	Elsa Pasanen	46	1000.45	SF	final testing Banner, documents
<input type="checkbox"/>	1500039	07/09/2015	Elsa Pasanen	46	1001.45	SF	final testing Banner, documents
<input type="checkbox"/>	1500040	07/09/2015	Elsa Pasanen	46	1002.45	SF	final testing Banner, documents
<input type="checkbox"/>	1500041	07/09/2015	Elsa Pasanen	46	1003.45	SF	final testing Banner, documents
<input type="checkbox"/>	1500041	07/09/2015	Elsa Pasanen	46	1004.45	SF	final testing Banner, documents
<input type="checkbox"/>	1500042	07/09/2015	Elsa Pasanen	46	1005.45	SF	final testing Banner, documents
<input type="checkbox"/>	1500043	07/09/2015	Elsa Pasanen	46	1006.45	SF	final testing Banner, documents
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<input type="checkbox"/>	1500045	07/09/2015	Elsa Pasanen	46	1008.45	SF	final testing Banner, documents
<input type="checkbox"/>	1500046	07/09/2015	Elsa Pasanen	46	1009.45	SF	final testing Banner, documents
<input type="checkbox"/>	1500047	07/23/2015	Elsa Pasanen	40	49346.35	SF	Test problem numbers
<input type="checkbox"/>	1500048	07/23/2015	Elsa Pasanen	40	98692.70	SF	Test problem numbers
<input type="checkbox"/>	1500049	07/23/2015	Elsa Pasanen	40	1000146238.50	SF	Test problem numbers
<input type="checkbox"/>	1500050	07/23/2015	Elsa Pasanen	46	500.25	SF	final testing Banner, documents
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<input type="checkbox"/>	1500053	07/23/2015	Elsa Pasanen	46	1239567.84	SF	final testing Banner, documents
<input type="checkbox"/>	1500054	07/23/2015	Elsa Pasanen	46	123458035.96	SF	final testing Banner, documents
<input type="checkbox"/>	1500055	07/23/2015	Elsa Pasanen	40	249339976.98	SF	final testing Banner, documents
<input type="checkbox"/>	1500056	07/23/2015	Elsa Pasanen	40	49346.35	SF	test jeffs fix
<input type="checkbox"/>	1500057	07/23/2015	Elsa Pasanen	40	49346.35	SF	test jeffs fix

Enter the amount of your Daily Bank Activity Report

Enter the date the cash actually posted to the

Approve

Select the check boxes next to the cash receipts you wish to approve and click on the **Approve** button.

TTUHSC El Paso Cash Receipt Intermediate Approval Process

Approve

Enter the daily bank deposit amount and bank deposit date. The total of approved cash receipts must match the entered amount.

Below is a list of Cash Receipts waiting for your approval.

Click the check box next to each Cash Receipt to be approved and then click Approve to send them to Student Business Services.

Click the ID in red to view the Cash Receipt, make needed changes, and save or return the Cash Receipt.

Click Delete to delete the Cash Receipt. An email will be sent to the Depositor when you delete a Cash Receipt.

Sum Total Amount: Deposit Date:

	ID	Deposit Date	Created By	Bank	Amount	Status	Notes
<input type="checkbox"/>	1500002	07/15/2015	Elsa Pasanen	80	3.00	SF	test edit
<input type="checkbox"/>	1500019	06/15/2015	Elsa Pasanen	46	100.00	SF	
<input checked="" type="checkbox"/>	1500035	07/08/2015	Elsa Pasanen	40	49346.35	SF	test jeff's fix
<input checked="" type="checkbox"/>	1500036	07/08/2015	Elsa Pasanen	40	431799.05	SF	
<input type="checkbox"/>	1500037	07/09/2015	Elsa Pasanen	46	1000.45	SF	final testing Banner, documents
<input type="checkbox"/>	1500038	07/09/2015	Elsa Pasanen	46	1001.45	SF	final testing Banner, documents
<input checked="" type="checkbox"/>	1500039	07/09/2015	Elsa Pasanen	46	1002.45	SF	final testing Banner, documents
<input checked="" type="checkbox"/>	1500040	07/09/2015	Elsa Pasanen	46	1003.45	SF	final testing Banner, documents
<input type="checkbox"/>	1500041	07/09/2015	Elsa Pasanen	46	1004.45	SF	final testing Banner, documents
<input type="checkbox"/>	1500042	07/09/2015	Elsa Pasanen	46	1005.45	SF	final testing Banner, documents
<input type="checkbox"/>	1500043	07/09/2015	Elsa Pasanen	46	1006.45	SF	final testing Banner, documents
<input type="checkbox"/>	1500044	07/09/2015	Elsa Pasanen	46	1007.45	SF	final testing Banner, documents
<input type="checkbox"/>	1500045	07/09/2015	Elsa Pasanen	46	1008.45	SF	final testing Banner, documents
<input type="checkbox"/>	1500046	07/09/2015	Elsa Pasanen	46	1009.45	SF	final testing Banner, documents
<input type="checkbox"/>	1500047	07/23/2015	Elsa Pasanen	40	49346.35	SF	Test problem numbers
<input type="checkbox"/>	1500048	07/23/2015	Elsa Pasanen	40	98692.70	SF	Test problem numbers
<input type="checkbox"/>	1500049	07/23/2015	Elsa Pasanen	40	1000146238.50	SF	Test problem numbers
<input type="checkbox"/>	1500050	07/23/2015	Elsa Pasanen	46	500.25	SF	final testing Banner, documents
<input type="checkbox"/>	1500051	07/23/2015	Elsa Pasanen	46	500.70	SF	final testing Banner, documents
<input type="checkbox"/>	1500052	07/23/2015	Elsa Pasanen	46	1004.44	SF	final testing Banner, documents
<input type="checkbox"/>	1500053	07/23/2015	Elsa Pasanen	46	1239567.84	SF	final testing Banner, documents
<input type="checkbox"/>	1500054	07/23/2015	Elsa Pasanen	46	123458035.96	SF	final testing Banner, documents
<input type="checkbox"/>	1500055	07/23/2015	Elsa Pasanen	40	249339976.98	SF	final testing Banner, documents
<input type="checkbox"/>	1500056	07/23/2015	Elsa Pasanen	40	49346.35	SF	test jeff's fix
<input type="checkbox"/>	1500057	07/23/2015	Elsa Pasanen	40	49346.35	SF	test jeff's fix

Select the check boxes of cash receipts to approve

Click "Approve"

Approve

If the total of the cash receipts approved equals the amount listed at the top of the screen, you will be notified that the approval was successful and the cash receipts will no longer display in your approval list. A link is also provided to access a PDF report – **“Approved Cash Receipts Report”**, that details the cash receipts approved. Click on the link and open the report.

TTUHSC El Paso Cash Receipt Intermediate Approval Process

CASH RECEIPTS

HSC Home Finance & Administration Cash Receipts

Cash Receipts Have Been Submitted

Click here to view report of your cash receipt: [Approved Cash Receipts](#)

Click to view the Approved CR Report

Home
New
Your Action Items
Pending
Approve
Reports
Contracts
Admin
Contacts
Help
Sign Out

Forward the “**Approved Cash Receipts Report**” and an electronic copy of your Daily Bank Activity Report via email to Student Business Services. It is recommended that you save a copy of the “**Approved Cash Receipts Report**” to keep with your cash receipt backup documentation.

Intermediate Approved Cash Receipts			
Approved On: 11/4/2011			
Approver:	Terry Dalton - Finance Systems Mgmt Lbk	Bank Date:	11/4/2011
Bank Code:	73	Total Amount:	\$14,870.69
Cash Receipt ID	Depositor	Depositor Department	Amount
1000118	Deborah Emery	SOP Admin Abi	13,770.69
1000134	Cindi Bradshaw	Business Affairs Lbk	100.00
1100016	Michael Crowder	Business Affairs Lbk	1,000.00
Total Approved:	3		\$14,870.69

Note: Student Business Services only requires a copy of your Daily Bank Activity Report along with the Approved Cash Receipts Report. The department that is responsible for the approvals are responsible for maintaining the backup associated with the cash receipts, including but not limited to, deposit slips, wire transfer confirmations, and credit card batch settlement reports. This should be maintained for 10 years.

TTUHSC El Paso Cash Receipt Intermediate Approval Process

Features:

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 in PDF**”.

TTUHSC El Paso Cash Receipt Intermediate Approval Process

CASH RECEIPTS

- Home
- New
- Your Action Items
- Pending
- Approve
- Reports
- Contracts
- Admin
- Contacts
- Help

Sign Out

Cash Receipt 1500031

~HEADER~OVERALL DEPOSIT INFORMATION~

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

Didem Mize DEPOSIT DATE: 07/01/2015 NOTES: jeffs add test
 Applications Development Elp Deposit Amount: 85145.65 SBS Notes:
 (915)215-4797 Bank Code: 80 - TTUHSC EP General

~DETAIL~LINE INFORMATION~

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

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

Click View in PDF

Reports:

To access available reports, click on **“Reports”** in the menu bar on the left side of the page.

CASH RECEIPTS

- Home
- New
- Your Action Items
- Pending
- Approve
- Reports
- Contracts
- Admin
- Contacts
- Help

Sign Out

Cash Receipt 1500002

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

Elsa Pasanen DEPOSIT DATE: 07/15/2015 NOTES: test edit
 Student Business Services Elp Deposit Amount: 3.00 SBS Notes:
 (915)215-4517 Bank Code: 80 - TTUHSC EP General

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

Type: Fund: Description:
 Subtype: Orgn: Deposit Number:
 Contract Number: 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
edit	copy	Gift	Private	test				833001	103101	560300	AG		Cash/Check		1.00	all pennies	delete
edit	copy	Gift	Private	test test test test test				833001	103101	560300	AG		Cash/Check		1.00	ck 1010101	delete
edit	copy	Gift	Private	test				833001	103101	560300	AG	123	Cash/Check		1.00	foreign bank	delete

Document Entry ID:

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

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

TTUHSC El Paso Cash Receipt Intermediate Approval Process

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. You can sort the list by bank code by selecting the bank code from the drop down list.

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

CASH RECEIPTS

Home HSC Home Finance & Administration Cash Receipts

New

Your Action Items

Pending

Approve

Reports

Contracts

Admin

Contacts

Help

Sign Out

Cash Receipt 1500031

Search

Approval History

Daily Approvals

Intermediate Approvers

Consider? yes

Approval History

EPOSIT DATE: 07/01/2015

EPOSIT Amount: 85145.65

Bank Code: 80 - TTUHSC EP General

NOTES: jeffs add test

SBS Notes:

-DETAIL-LINE INFORMATION-

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

-DOCUMENTS-

Uploaded documents associated with this cash receipt

Document Entry ID:

View in PDF

If you have questions about the online **Cash Receipts** system or the **Intermediate Approval** process, please contact Student Business Services at 915-215-5680, or email Student Business Services at SBSElp@ttuhsc.edu