

BALANCE BY BUSINESS DAY

The following pages are used to review and balance Receipts that have been completed for the day.

✓ **Review Receipts By Date**

- Filter data to balance
- Download data to excel

✓ **Review Receipt Tender Flow**

- Filter data by Tender Type to balance

✓ **Review Department Receipts**

- Print a receipt that has the GL distribution (Payment Allocation). A receipt number is required.

✓ **Queries to balance or research receipts:**

UNLSF_DEPT_RECEIPT

Prompts By Receipt Nbr

Requires a receipt number; use to research one receipt entry in the event the first row is deleted. See example on page 7.

UNLSF_DEPT_RECEIPTS_BY_REG

Prompts By Register & Date

Select date and enter Register name: This filters the data to your department only receipts.

UNLSF_DEPT_RECEIPTS_REVIEW

Replaces Excel download option

This query replaces the excel option on Review Receipts By Date page (when downloaded from page, you are unable to download more than one grid at a time) Using this query all receipts are displayed.

Review Receipts By Date

This page allows you to filter data as needed.

NAVIGATION:

Main Menu > Student Financials > Cashiering > Balance by Business Day > **Review Receipts By Date**

Steps	Action
1.	<p>Receipts By Business Date:</p> <p>Receipts By Business Date</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <hr/> <p>Limit the number of results to (up to 300): <input type="text" value="300"/></p> <p>Business Unit: = <input type="text" value="UNLV1"/> </p> <p>Cashier's Office: begins with <input type="text" value=""/> </p> <p>Description: begins with <input type="text" value=""/> </p> <p><input type="checkbox"/> Case Sensitive</p> <p>Search Clear Basic Search  Save Search Criteria</p> <ul style="list-style-type: none"> • Leave Cashiers and description fields blank • Click the Search button • This will take you to the Receipts By Business Date page.

Balance By Business Day

2. **Receipts By Business Date**

A Business Unit: UNLV1 **B** Office: MAIN Main Cashiering Office

C Business Date: 08/27/2012 **D** Cashier: [] Register: [] Trans Type: Dept Rcpt Approval Status: []

Sort By: Date # (Asc) **Search**

First Receipt Seq Nbr: 2 Last Receipt Seq Nbr: 3

Total Number of Receipts: 2 Seq 2 to 3

Seq Nbr	Cashier	Register	Transaction Type	Transaction Date	Transaction Time	Total	Short Name	Receipt Nbr
2			Dept Rcpt	08/27/2012	3:09:16PM	3,192.80	Processed	23951
3			Dept Rcpt	08/27/2012	3:12:51PM	3,192.80	Processed	23952

A. Select Business Date by clicking on the magnifying glass.

B. Enter Cashier ID number

C. Select Register-Select your Register name-

Note: If you do not select your register, all receipts for all registers will display.

D. Filter Transaction Type, from the dropdown select the option of **DEPT RCPT**.

Click the Search button and all transactions display.

3. Multiple pages navigation:

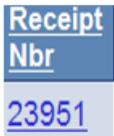
Last Receipt Seq Nbr: 180

Seq 1 to 25

Click on the **double** arrow to move forward to the next page. The single arrow will take you to the last page (right) or first page (left).

Note: You must move double arrows to next page when downloading to spreadsheet. You are only able to download 25 rows per page. Use query **UNLSF_DEPT_RECEIPTS_REVIEW**

Balance By Business Day

	See download steps below.																																																						
4.	<p>Download to Excel option:</p>  <p>Click on the square plaid icon on the blue bar, when you put your cursor over it, it will display "Download."</p> <p>Note: If you are unable to download, press down your CTRL/SHIFT keys on your keyboard.</p> <p>Information from excel spreadsheet:</p> <table border="1" data-bbox="357 840 1344 1108"> <thead> <tr> <th>Seq Nbr</th> <th>Cashier</th> <th>Register</th> <th>Transaction Type</th> <th>Transaction Date</th> <th>Transaction Time</th> <th>Total</th> <th>Short Name</th> <th>Receipt Nbr</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>ocatania</td> <td>CSHR1</td> <td>Dept Rcpt</td> <td>8/27/2012</td> <td>2:55:12PM</td> <td>240</td> <td>Processed</td> <td>23950</td> </tr> <tr> <td>2</td> <td>1000265991</td> <td></td> <td>Dept Rcpt</td> <td>8/27/2012</td> <td>3:09:16PM</td> <td>3,192.80</td> <td>Processed</td> <td>23951</td> </tr> <tr> <td>3</td> <td>1000265993</td> <td></td> <td>Dept Rcpt</td> <td>8/27/2012</td> <td>3:12:51PM</td> <td>3,192.80</td> <td>Processed</td> <td>23952</td> </tr> <tr> <td>4</td> <td>ocatania</td> <td>CSHR1</td> <td>Dept Rcpt</td> <td>8/28/2012</td> <td>9:56:02AM</td> <td>100</td> <td>Voided</td> <td>23953</td> </tr> <tr> <td>5</td> <td>ocatania</td> <td>CSHR1</td> <td>Dept Rcpt</td> <td>8/28/2012</td> <td>10:55:13AM</td> <td>200</td> <td>Voided</td> <td>23954</td> </tr> </tbody> </table>	Seq Nbr	Cashier	Register	Transaction Type	Transaction Date	Transaction Time	Total	Short Name	Receipt Nbr	1	ocatania	CSHR1	Dept Rcpt	8/27/2012	2:55:12PM	240	Processed	23950	2	1000265991		Dept Rcpt	8/27/2012	3:09:16PM	3,192.80	Processed	23951	3	1000265993		Dept Rcpt	8/27/2012	3:12:51PM	3,192.80	Processed	23952	4	ocatania	CSHR1	Dept Rcpt	8/28/2012	9:56:02AM	100	Voided	23953	5	ocatania	CSHR1	Dept Rcpt	8/28/2012	10:55:13AM	200	Voided	23954
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5.	<p>Receipt Number option:</p>  <p>Click on the Receipt number link, to review details of deposit and/ reprint receipt.</p> <p>Note: Reprinting receipt from this page will not include the GL Account information; print the Receipt Detail page if needed.</p> <p>Receipt Detail</p> <hr/> <p>Receipt Status: ● Processed Receipt Number: 23950 Print Receipt</p>																																																						

Review Receipt Tender Flow

This page is similar to the Review Receipts By Date component, you are able to filter data as needed.

NAVIGATION:

Main Menu > Student Financials > Cashiering > Balance by Business Day > **Review Receipt Tender Flow**

Steps	Action
A.	<p>Receipts By Business Date</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <hr/> <p>Limit the number of results to (up to 300): <input type="text" value="300"/></p> <p>Business Unit: = <input type="text" value="UNLV1"/> </p> <p>Cashier's Office: begins with <input type="text"/> </p> <p>Description: begins with <input type="text"/> </p> <p><input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search  Save Search Criteria</p> <ul style="list-style-type: none"> • Click the Search button; this will take you to the Receipt Tender Flow page.

Balance By Business Day

B.

Receipt Tender Flow

Business Unit: UNLV1 Office: MAIN Main Cashiering Office

Business Date: 08/27/2012 Cashier: [] Tender: [] Register: []

Include in Totals Opening Balance 0.00 [Search](#)

Seq Nbr	Cashier	Register	Trans Date	Time	Tender	Amount	Total	Rcpt Status	Receipt Nbr
2	[]	[]	08/27/2012	3:09:16PM	CSH_INLIEU	229.20	229.20	Processed	23951
2	[]	[]	08/27/2012	3:09:16PM	CHK_INLIEU	296.00	525.20	Processed	23951
2	[]	[]	08/27/2012	3:09:16PM	CC_INLIEU	2,667.60	3,192.80	Processed	23951
3	[]	[]	08/27/2012	3:12:51PM	CSH_INLIEU	229.20	3,422.00	Processed	23952
3	[]	[]	08/27/2012	3:12:51PM	CHK_INLIEU	296.00	3,718.00	Processed	23952
3	[]	[]	08/27/2012	3:12:51PM	CC_INLIEU	2,667.60	6,385.60	Processed	23952

Over/Short: 0.00 6,385.60

A. Select Business Date by clicking on the magnifying glass
 B. Enter Cashier ID

Note:

Tender option: If you want to filter data by Tender Type then select the option.

Register option: Leave blank for all data (external cashiers whom are not assigned to register)

- Click the Search button, make sure you click the **VIEW ALL** link to expand page.

C. All transactions will display by Tender Type, the Amount column is totaled at the bottom of the page.

D. The Receipt Nbr link-you can reprint Receipt, no GL Account information. You can print the Receipt Detail page, if needed

Review Department Receipts

NAVIGATION:

Main Menu > Student Financials > Cashiering > Review Department Receipts

Steps	Action
A.	<p>Department Receipt Detail</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <hr/> <p>Limit the number of results to (up to 300): <input type="text" value="300"/></p> <p>Business Unit: = <input type="text" value="UNLV1"/> </p> <p>Cashier's Office: begins with <input type="text"/></p> <p>Receipt Number: = <input type="text" value="24570"/> A</p> <p>B</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search  Save Search Criteria</p> <p>Note: Cashiers office is MAIN, OK to leave blank</p> <p>A. Enter receipt number</p> <p>B. Click the Search button</p> <p>The Receipt Detail page is now available. Click the Print button. This page should only be used if you have receipt number; if you do not have receipt number the search results will display many rows of data.</p>

Deleting First Row on Departmental Receipts

The following query should be run if your query results are missing data due to deleting the first row when creating a receipt.

UNLSF_DEPT_RECEIPT - Prompts By Receipt Nbr

EXAMPLE A:

All Receipts By Business Date												
Trans Type	Alloc	Receipt #	Description	Ext Chart	Deposit ID	Allocation Amt	Tender	Tend	Tender Amt	Receipt Total	Void Code	
DEPTMNT	1	25896	RE-TESTING_MOD FIX	22-2101-260-6361-30-TR-ZZZZ-ZZ	AX	10.00	CC	1	10.00	10.00		
DEPTMNT	1	25897	RE-TEST_MOD FIX	22-2220-257-5536-30-23-ZZZZ-ZZ	MC	15.00	CC	1	15.00	15.00		
DEPTMNT	1	25898		22-2230-261-661D-25-H5-ZZZZ-ZZ	VS	20.00	CC	1	20.00	75.00		
	2	25898		31-2101-375-9563-68-04-ZZZZ-ZZ	# 12365	25.00	WIRE	2	55.00	0.00		
	3	25898		31-2221-261-6693-68-04-ZZZZ-ZZ		30.00		0	0.00	0.00		
DEPTMNT	1	25899	RE-TEST-MOD FIX	31-2457-235-2502-79-02-ZZZZ-ZZ	# 9988	125.00	WIRE	1	125.00	125.00		
	2	25900		31-2220-267-6975-78-01-ZZZZ-ZZ	#12378	200.00	CHECK	2	400.00	0.00	TOTAL AMT. MISSING	
	3	25900		31-2220-267-6948-78-27-ZZZZ-ZZ	#4114	300.00	WIRE	3	300.00	0.00		
	4	25900		22-2221-267-6913-30-PF-ZZZZ-ZZ	DS	400.00	CC	4	200.00	0.00		
	0	25900			CK #5555	0.00	CHECK	5	100.00	0.00		

Example A: Query results: missing first row data:

DEPTMNT is missing / Description is missing / Numbering Sequence- One (1) missing due to row deletion/ Receipt Total missing

EXAMPLE B:

UNLSF_DEPT_RECEIPT - Prompts By Receipt Nbr				
Receipt #	Trans Type	Description	Receipt Total	Void Code/Deposit
25900	DEPTMNT	RE-TEST_MOD FIX	1000.00	
0	Allocation	31-2221-267-6988-78-18-ZZZZ-ZZ	100.00	
0	Tender	CHECK	100.00	CK #5555
0	Allocation	31-2220-267-6975-78-01-ZZZZ-ZZ	200.00	
0	Tender	CC	200.00	DS
0	Allocation	31-2220-267-6948-78-27-ZZZZ-ZZ	300.00	
0	Tender	WIRE	300.00	#4114
0	Allocation	22-2221-267-6913-30-PF-ZZZZ-ZZ	400.00	
0	Tender	CHECK	400.00	#12378

Query results now list the correct sequence order.