

COLLECT DEPARTMENT RECEIPTS

Create a Receipt using the GL String Entry and SpeedKey options.

The Cashiers Office is opened at 8 am

All transactions must be completed and balanced by 4pm. Please contact Cashier/Student Accounts Supervisors if you unable to do so.

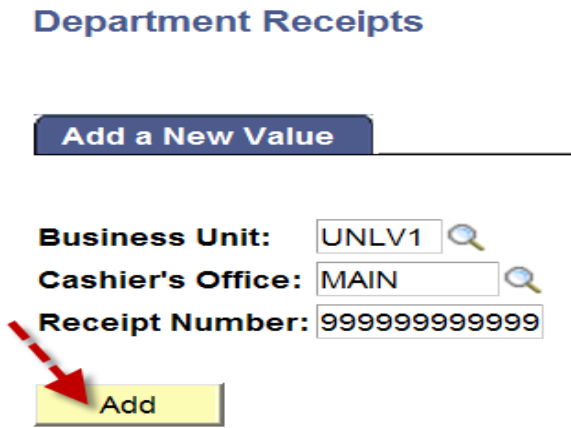
Collect Department Receipts

Create a Receipt

The system automatically assigns a receipt number to each transaction.

NAVIGATION:

Main Menu > Student Financials > Cashiering >
Collect Department Receipts

Steps	Action
1.	<p>Selecting the Cashier Office is optional. The Receipt Number of the 9's auto defaults, DO NOT REMOVE 9's.</p>  <p>Click the Add button, this will take you to the Department Receipts page.</p>

IMPORTANT !

DO NOT REMOVE THE FIRST ROWS (1) OF TARGET DETAIL AND TENDER DETAIL. THOSE ARE CONSIDERED "HEADER ROWS." QUERIES CREATED WILL NOT HAVE DESIRED RESULTS.

Collect Department Receipts

Department Receipts

Unit: UNLV1 Office: Main Cashiering Office Business Date: 10/17/2012
Register: CSHR1 Cashier: XXXXXXXXXX

Receipt Status: Not Posted Create Receipt New Transaction

Target Total: 0.00 Total Tax: 0.00 Tender Total: 0.00
Reference Nbr:

Target Detail

Find | View All First 1 of 1 Last

Amount: USD Tax Authority:
SpeedKey: GL String Entry:

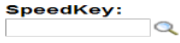
Tender Detail

Find | View All First 1 of 1 Last

*Tender: Amount: USD [Currency Detail](#) + -
Deposit ID: [Tender Details](#)

Steps	Action
A.	<p>Reference Number Field:</p> <p>Reference Nbr: <input type="text"/></p> <p>Reference Number: This is an optional field-this field carries through the GL process. There are 30 characters that can be entered-which includes dashes.</p> <p>Note: This can also be a tool to identify deposit to a specific number.</p> <p><i>Only ONE Reference field exists for each deposit entered.</i></p>
B.	<p>Target Detail Section:</p> <p>Amount:</p> <div> <div>Target Detail</div> <div>Amount: <input type="text"/></div> </div> <p>Enter amount of deposit-if you are adding multiple deposits you need to add a row for each deposit by clicking on the + plus sign.</p>

Collect Department Receipts

- C. Using the [GL String Entry](#) link:
Click on the Link, this takes you to the External GL String Entry page.
The cursor automatically defaults in the SpeedKey field: 

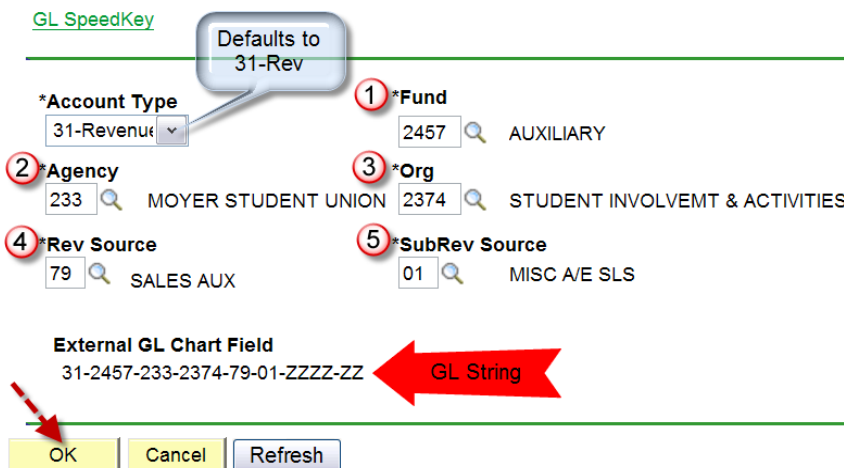
Using the tab key on your keyboard, tab to the **Fund** Code field, the Fund code field will highlight.

***Fund**



Note: The Account Type auto defaults to 31-Revenue-change to "22" if the deposit you are entering is a Expense.

External GL String Entry



GL SpeedKey

Defaults to 31-Rev

*Account Type: 31-Revenue

*Fund: 2457 AUXILIARY

*Agency: 233 MOYER STUDENT UNION

*Org: 2374 STUDENT INVOLVEMT & ACTIVITIES

*Rev Source: 79 SALES AUX

*SubRev Source: 01 MISC A/E SLS

External GL Chart Field: 31-2457-233-2374-79-01-ZZZZ-ZZ

GL String

OK Cancel Refresh

Using your TAB key to move from field to field-the fields highlight when you tab to the next field. The name of the code becomes available. If the nbr is incorrect the field will appear red and error message will pop up.

Once all the codes are entered the External GL Chartfield becomes populated at the bottom of the page.

Click the OK button to return to the main page.

Collect Department Receipts

D. Using Look Up method -(magnifying glass)
Click on the magnifying glass, this will take you to the “Look Up” page.

Look Up Fund

Fund Code: begins with

[Basic Lookup](#)

Search Results

View 100 First 1-6 of 6 Last

Fund Code	Description
2101	UNLV GENERAL FUND
2102	ICA STATE
2104	STATEWIDE
2105	BCS STATE
2108	DENTAL SCHOOL
2150	UNLV LAW SCHOOL

1. Enter the first 1 or 2 numbers of the code number in the “begins with” field, click the look up button.

Fund Code: begins with

2. The Search Results are now available, select the code by clicking on the number. It will auto fill the number in the appropriate field.

E. Error Messages:
If you enter or select incorrect code, field turns red. A message will also display.





***Agency**

Message

Invalid value -- press the prompt button or hyperlink for a list of valid values (15,11)

The value entered in the field does not match one of the allowable values. You can see the allowable values by pressing the Prompt button or hyperlink.

Collect Department Receipts

F.	<p>The External GL Chartfield Account number auto defaults to the Main page in the GL String Entry field.</p> <p>GL String Entry <input type="text" value="31-2457-233-2325-79-03-ZZZZ-ZZ"/></p>
G.	<p>Tender Detail Section: Tender:</p> <p>Click on the magnifying glass to select which type of tender. Select the type of tender your deposit consists of; cash, checks, wire transfer etc.</p> <p>Tender Detail</p> <p>*Tender: <input type="text" value="CC"/>  Credit Car</p> <p>When the option of Check, Wire Transfer or Third Party Check is selected, this “Pop Up” will become available. Credit Card transactions, use the following codes:</p> <p>Check Information</p> <p>Check Nbr:  <input type="text" value="AX"/></p> <p>Account Number: <input type="text"/></p> <p>Bank Account Type: <input type="text"/>  AX-American Express</p> <p>Bank Account Holder Name: <input type="text"/> MC-Master Card</p> <p>Federal Reserve Bank ID: <input type="text"/></p> <p>Third Party Check Name: <input type="text"/> DS-Discover</p> <p>Bank Tracer Nbr: <input type="text"/> VS-Visa</p> <p> <input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Refresh"/></p> <p>Click the Ok button to exit page. Add a row by clicking on the plus sign (+) only if there are more types of tender to enter. Note: Very Important to stay consistent when entering data for credit cards.</p>

Collect Department Receipts



H.	Deposit ID option: Enter initials Deposit ID: <input type="text" value="OC"/>
I.	Amount Field: Amount: <input type="text" value="500"/> If you are entering multiple deposits, you would enter the amount for each row for each deposit entered.
J.	<p>After you have entered all the information for your deposit, review prior to clicking on the Create and Print button: your target totals and tender totals should be the same. Error message will display to let you know they are not equal amounts.</p> <p> Target Total: <input type="text" value="0.00"/> Total Tax: <input type="text" value="0.00"/> Tender Total: <input type="text" value="0.00"/> </p> <ul style="list-style-type: none"> • Create and Print Receipt to post transaction. <p><input type="button" value="Create and Print Receipt"/></p>

Collect Department Receipts

K.	<p>Department Receipt-Printing</p> <p>Once you click on the button to Create Receipt, a pop up with the deposit information is now available to print.</p> <p>Example of deposit receipt using multiple rows with multiple GL Account numbers and multiple tender keys:</p> <table> <tr> <td><i>MAIN Cashier Office</i></td><td><i>Departmental Receipt</i></td></tr> <tr> <td> </td><td> </td></tr> <tr> <td>Date: 08/06/2012 12:33 PM</td><td>Receipt #: 22923</td></tr> <tr> <td>Cashier: ocatania</td><td>Register: CSHR1</td></tr> <tr> <td></td><td>Reference: TESTING-ADMIS-08/06/2012-MISC</td></tr> <tr> <td colspan="2"> </td></tr> <tr> <td>Total Payment: \$600.00</td><td>Deposit ID:</td></tr> <tr> <td>\$100.00 CASH</td><td>OC</td></tr> <tr> <td>\$200.00 CHECK</td><td>OC</td></tr> <tr> <td>\$300.00 CC</td><td>OC</td></tr> <tr> <td colspan="2"> </td></tr> <tr> <td>Payment Allocation:</td><td></td></tr> <tr> <td>\$100.00 31-2101-375-9562-68-04-ZZZZ-ZZ</td><td></td></tr> <tr> <td>\$200.00 31-2221-263-6774-68-04-ZZZZ-ZZ</td><td></td></tr> <tr> <td>\$300.00 31-2221-263-6774-68-04-ZZZZ-ZZ</td><td></td></tr> </table>	<i>MAIN Cashier Office</i>	<i>Departmental Receipt</i>	 	 	Date: 08/06/2012 12:33 PM	Receipt #: 22923	Cashier: ocatania	Register: CSHR1		Reference: TESTING-ADMIS-08/06/2012-MISC	 		Total Payment: \$600.00	Deposit ID:	\$100.00 CASH	OC	\$200.00 CHECK	OC	\$300.00 CC	OC	 		Payment Allocation:		\$100.00 31-2101-375-9562-68-04-ZZZZ-ZZ		\$200.00 31-2221-263-6774-68-04-ZZZZ-ZZ		\$300.00 31-2221-263-6774-68-04-ZZZZ-ZZ	
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	<p>Note: Contact Cashiering/Student Accounts if you need a Receipt VOIDED.</p>																														

SpeedKey Option

Using the SpeedKey link

Steps	Action
A.	<p>Complete fields; Reference and Amount</p> <p>The SpeedKey option is located in the Target Detail box.</p>  <p>Note: The SpeedKeys have been created with names of the Departments the receipt is for.</p>
B.	<p>Selecting SpeedKey on the Main page:</p>  <p>Enter the first few letters of the naming convention for the speed keys set up for you.</p> <p>Click on the magnifying glass to display all Look Up options that begin with the letter entered.</p>

Collect Department Receipts

C.

Look Up SpeedKey

SetID: UNLV1

SpeedKey: begins with

Description: begins with

[Look Up](#) [Clear](#) [Cancel](#) [Basic Lookup](#)

Search Results

View 100 First 1-13 of 13 Last

SpeedKey	Description	External GL Chart Field
PARK1	Parking - Parking Permits	31-2457-220-1940-79-25-ZZZZ-ZZ
PARK2	Parking - Parking Fines	31-2457-220-1940-79-26-ZZZZ-ZZ
PARK3	Parking - Meters	31-2457-220-1940-79-27-ZZZZ-ZZ
PARK4	Parking - Returned Checks	31-2101-375-9568-68-09-ZZZZ-ZZ
PARK5	Parking - Misc Sales/Service	31-2457-220-1940-81-00-ZZZZ-ZZ
PAYROLL	Payroll	31-2220-213-1240-81-00-ZZZZ-ZZ
PERARTS1	Performing Arts-Non Pac Event	31-2250-255-5128-78-31-ZZZZ-ZZ
PERARTS2	Performing Arts - Master Ser	31-2221-255-513A-78-31-ZZZZ-ZZ

Click on any blue link for the SpeedKey needed. Once you make your selection the information auto defaults on the main page.

The name of the SpeedKey and the External GL Chartfield Account number auto defaults to the Main page.

SpeedKey [GL String Entry](#)

❖ It is very Important to review entry

- Continue to complete all other fields

Balance and/or Review the transactions you have entered. Please refer to the Job Aid: **Balance By Business Day.**