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.ttuhsc.edu/CashReceiptSystem/. You may access directly from the Student Business Services website’s Link menu at: http://elpaso.ttuhsc.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.
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.
NOTE: Departmental travel/p-card reimbursements should NOT be entered on this website. Please forward your information to the travel or p-card office.

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

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DEPOSIT DATE: 05/06/2015
Deposit Amount: 10000.00
Bank Code: 46 - J P Morgan
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

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”
<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
<td>Clinical Trial</td>
</tr>
<tr>
<td>Subtype</td>
<td>Private</td>
</tr>
<tr>
<td>Contract Number</td>
<td>[Blank]</td>
</tr>
<tr>
<td>Original Expense Doc ID</td>
<td>[Blank]</td>
</tr>
<tr>
<td>Fund</td>
<td>20/20</td>
</tr>
<tr>
<td>Orgn</td>
<td>201111</td>
</tr>
<tr>
<td>Acct</td>
<td>550380</td>
</tr>
<tr>
<td>Prop</td>
<td>60</td>
</tr>
<tr>
<td>Payment Type</td>
<td>Cash/Check</td>
</tr>
<tr>
<td>Line Amount</td>
<td>$1500.00</td>
</tr>
</tbody>
</table>

- **Select “Subtype”**
- **Click “Add Line”**
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.

   ![Search Button]

   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.

   ![Billing Button]

   ▪ 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”
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”

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”
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"

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
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**

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**

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.
“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”

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.
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.
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.

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”.

![Diagram showing the process of clicking “Submit” and “Forward”]

![Diagram showing the process of checking “Forward to” and entering rNumber]

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.
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.
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.

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.
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.

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.
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”.

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.