The Cash Receipt system has a reversal feature that is only available to Accounting Services. It is very important to use the reversal feature instead of entering a new cash receipt with a negative amount for three reasons:

1. The reversing document will be flagged in the Student Business Service’s approval screen as a notice that Accounting Services is entering an adjusting entry. SBS will then locate the associated correcting entry and will approve the two entries together. **If you do not use the reversal feature properly, SBS reserves the right to reject the Cash Receipt and require the use of the reversal feature.**

2. The reversal feature defaults the original cash receipt number as the deposit number. This ensures that the deposit number will remain unique and not cause errors in the Bank Reconciliation Application.

3. If the reversal is associated with a contract, the Contracting system will automatically update with the negative entries when SBS approves the cash receipt.

To complete a reversal, click the **Search** option available from the Reports tab in the menu bar on the left side of the Cash Receipts page.

To find the cash receipt you want to reverse, enter the **Cash Receipt number** in the CR ID field and click **Search**. Click the red, **Cash Receipt number** in the ID column to view the cash receipt.
Click the lines you want to reverse using the check box on each line. If you choose a contract, it will automatically check all lines associated with that contract. Select Reverse Checked Lines.

A new cash receipt is created and the information will be pre-populated. The SBS Notes will pre-populate with the reversal line for the cash receipt number. The Deposit Number will change to reference the original cash receipt.
Please note that the only information you can edit is the Notes. Select **Submit**.

You must then enter a new cash receipt for the correcting entry. **You must enter the original cash receipt number as the deposit number on the correcting entry as well.**

If you have questions about the Cash Receipts Reversal Feature, please contact Student Business Services at 806-743-7867 or email Student Business Services at SBSCashReceipts@ttuhsc.edu.