

TIPS

from Business Affairs



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™

Cash Receipts Processing and Tracking

Why am I getting emails from the Cash Receipts System?

If a Cash Receipt is not approved and processed by Student Business Services (SBS) within five days of submission, the Cash Receipts System sends the depositor and intermediate approver a daily email.

If the Cash Receipt remains unprocessed after ten days, the fund manager for all funds included on the Cash Receipt is added to the daily emails.

In both cases emails will continue until the Cash Receipt is approved and processed in SBS.

The most common reasons that a Cash Receipt is not processed within five days are:

- Your intermediate approver has not approved the Cash Receipt
- SBS has not received proper documentation to support the Cash Receipt

How can I track my Cash Receipt?

You can track the progress of a Cash Receipt using the [Status History](#) feature in the Reports section of the Cash Receipts System.

The **Changed By** column indicates the name of the depositor, and if approved, the name of the intermediate and final approver.

Status History		
Enter the Cash Receipt ID in the box below and click submit to view Status History. The last status on the list indicates the current status.		
Cash Receipt ID: <input type="text" value="1506630"/>	<input type="button" value="Submit"/>	
View Cash Receipt in PDF format.		
Status	Date-Time	Changed By
Submitted to Intermediate	11/26/2014 12:41:57 PM	Margaret B. Calderon
Submitted to SBS	12/1/2014 4:22:27 PM	Cynthia L. Flores
Approved	12/2/2014 2:58:59 PM	DanielStevens

If you do not know the intermediate approver, use the [Intermediate Approvers](#) report in the Reports section of the Cash Receipts System to find the intermediate approvers for the bank code used on the Cash Receipt.

Why is my Cash Receipt still unprocessed by SBS?

If your Cash Receipt remains unprocessed in the "Submitted to SBS" Status for more than four business days, notify busaff@ttuhsc.edu.

More Information? [Cash Receipts Help](#)

Questions? sbs@ttuhsc.edu

