



Intermediate Approval Process

All Departments must use the Cash Receipts system to record receipt of cash, checks, wires and credit card payments. Cash receipts for revenue contracts will interface to the Contract Database and Contract AR system where you can track payment on those contracts.

The Cash Receipts system has an electronic approval process that will consist of approvals by Intermediate Approvers and Student Business Services.

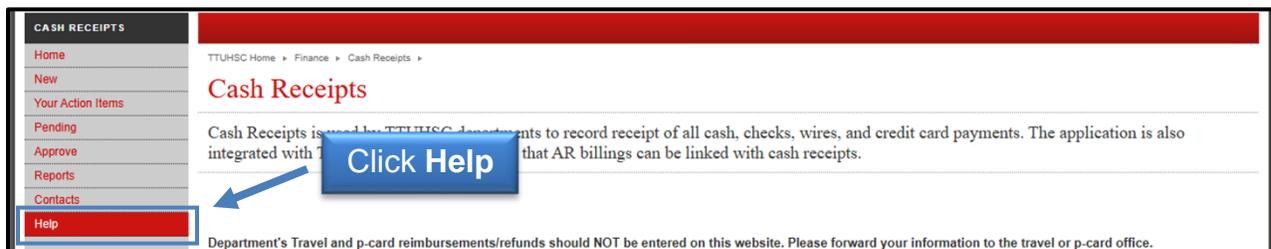
The Cash Receipts system allows for departmental deposit information entry, electronic routing and approval. The system also has the capability of returning a cash receipt for correction. Reports are available to help you monitor the cash receipting process.

The system can be accessed from:

- [CashReceipts](#)
- [WebRaider portal](#) > Business Affairs tab > Links to Financial Systems > Cash Receipts

The Cash Receipts system is also available from the Contracting website by using [Contract AR/Billing](#) via the External Links at the top of the banner page.

Documents, containing details about the Cash Receipts system and the Intermediate Approval process, are available by clicking **Help** from the menu bar on the left side of the Cash Receipts page.

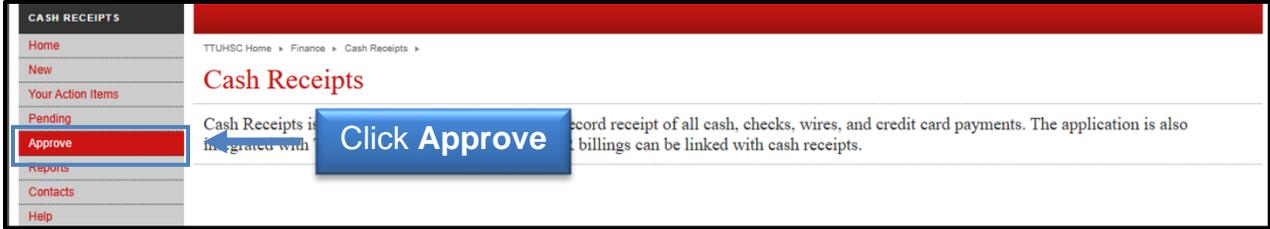


Process Outline

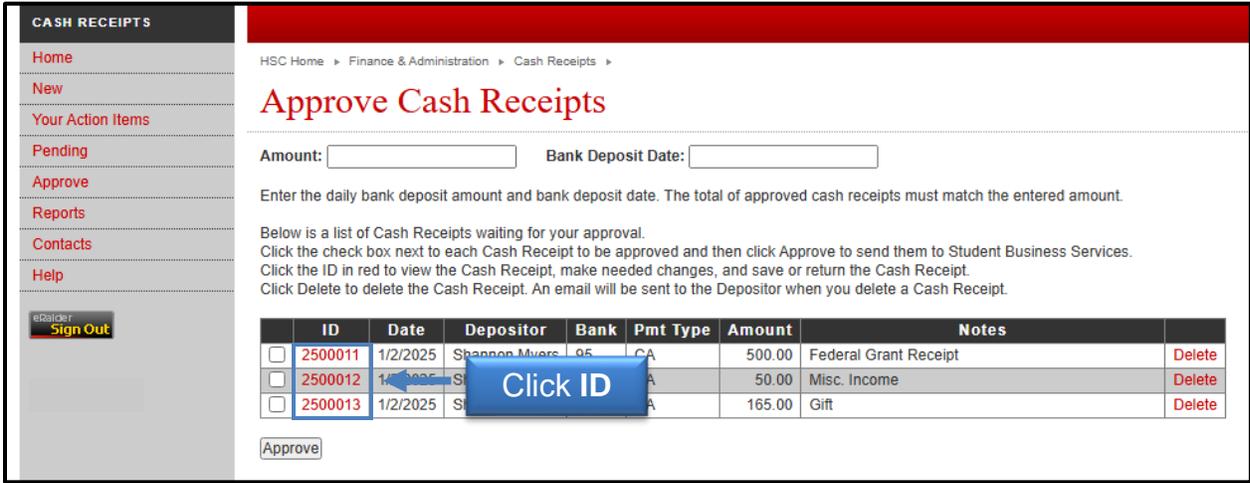
Locate and Review Cash Receipts Pending Approval

If you are designated as an Intermediate Approver, click **Approve** from the menu bar on the left side of the Cash Receipts page to access the cash receipts that are pending your approval.

Cash Receipts – Intermediate Approvers Help

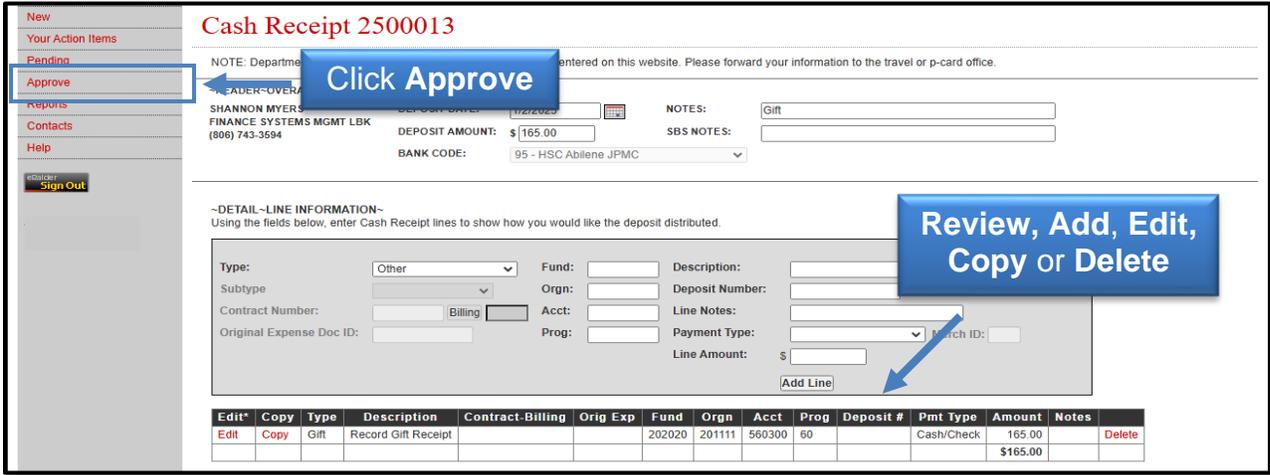


A list of all cash receipts that you are authorized to approve will populate. To view the cash receipt, click the red **ID** in the ID column.



The cash receipt will display and provide you with the opportunity to **Review, Add, Copy, Delete, or Edit** the line items. If changes to the cash receipt are not necessary, navigate back to the list of documents awaiting your approval by clicking **Approve** from the menu bar on the left side of the page.

Refer to page 6 of this document for Approving Cash Receipts.



Cash Receipts – Intermediate Approvers Help

Edit a Cash Receipt Pending Approval

If you determine that a change to the cash receipt is necessary, you can delete a specific line, edit the current information, copy a specific line, or add an additional line. To delete an entire line from the cash receipt, click **Delete** to the right of the line. To edit a line, click **Edit** to the left of the line. To copy an entire line, click **Copy** to left of the line. You can also add new lines by completing the information in the “Detail Line Information” (grey box) and clicking **Add Line**.

HSC Home > Finance & Administration > Cash Receipts >

Cash Receipt 2500011

NOTE: Departmental travel/p-card reimbursements should NOT be entered on this website. Please forward your information to the travel or p-card office.

~HEADER~OVERALL DEPOSIT INFORMATION~

SHANNON MYERS
FINANCE SYSTEMS MGMT LBK
(806) 743-3594

DEPOSIT DATE: 1/2/2025
DEPOSIT AMOUNT: \$500.00
BANK CODE: 95 - HSC Abilene JPMC

NOTES: Federal Grant Receipt
SBS NOTES:

~DETAIL~LINE INFORMATION~
Using the fields below, enter Cash Receipt lines to show how you would like the deposit distributed.

Type: Other Fund: Description: **Add Line**

Subtype: Orgn: Deposit Number:

Contract Number: Billing Acct: Line Notes:

Original Expense Doc ID: Prog: Payment Type: Merch ID:

Line Amount: \$ **Add Line**

Edit*	Copy	Type	Description	Contract-Billing	Orig Exp	Fund	Orgn	Acct	Prog	Deposit #	Pmt Type	Amount	Notes	Delete
Edit	Copy	Sponsored Program	Receipt			202020	201111	550002	60		Cash/Check	500.00		Delete
												\$500.00		

When you select **Edit**, the line will be removed from the table and added to the Detail Line Information box for you to edit. You will have the ability to change the Type, Description, Fund, Orgn, Acct, Prog, Deposit Number, and Amount. You must click **Add Line** to add this information to the cash receipt.

~DETAIL~LINE INFORMATION~
Using the fields below, enter Cash Receipt lines to show how you would like the deposit distributed.

Type: Sponsored Program Fund: 202020 Description: Federal Grand Receipt

Subtype: Federal Govt Orgn: 201111 Deposit Number: Use on all lines

Contract Number: Billing Acct: 550002 Line Notes:

Original Expense Doc ID: Prog: 60 Payment Type: Cash/Check Merch ID:

Line Amount: \$ 500.00 **Add Line**

Edit*	Copy	Type	Description	Contract-Billing	Orig Exp	Fund	Orgn	Acct	Prog	Deposit #	Pmt Type	Amount	Notes
No items ...													

Cash Receipts – Intermediate Approvers Help

Once the line is added back to the cash receipt table, click **Save** to keep any changes.

~DETAIL~LINE INFORMATION~
Using the fields below, enter Cash Receipt lines to show how you would like the deposit distributed.

Type: <input type="text" value="Other"/>	Fund: <input type="text"/>	Description: <input type="text"/>
Subtype: <input type="text"/>	Orgn: <input type="text"/>	Deposit Number: <input type="text"/>
Contract Number: <input type="text"/> Billing: <input type="checkbox"/>	Acct: <input type="text"/>	Line Notes: <input type="text"/>
Original Expense Doc ID: <input type="text"/>	Prog: <input type="text"/>	Payment Type: <input type="text"/> Merch ID: <input type="text"/>
		Line Amount: \$ <input type="text"/>
<input type="button" value="Add Line"/>		

Edit*	Copy	Type	Description	Contract-Billing	Orig Exp	Fund	Orgn	Acct	Prog	Deposit #	Pmt Type	Amount	Notes
<input type="button" value="Edit"/>	<input type="button" value="Copy"/>	Sponsored Program	Federal Grand Receipt			202020	201111	550002	60		Cash/Check	520.00	<input type="button" value="Delete"/>
												\$520.00	

~DOC
Upload with this cash receipt (Only required for a CR with Gift type lines, otherwise optional).
*NOTE: for the file.

File Name	View	Delete
UMC 41380 SPONSORSHIP NP .PDF	<input type="button" value="View"/>	<input type="button" value="Delete"/>

Click Save to keep any changes made to the cash receipt.

Note: If you make an adjustment to the amount of a line item, you will need to change the total Deposit Amount in the header. The Deposit Amount must equal the total of all lines.

You will receive a Cash Receipt Confirmation and will have the ability to view the cash receipt in a PDF format. Click **View Cash Receipt in PDF format**.

HSC Home > Finance & Administration > Cash Receipts >

Cash Receipt Confirmation

Cash Receipt 2500011 has been saved.

View Cash Receipt in PDF format.

←

Click View Cash Receipt in PDF format

Return a Cash Receipt

If there is an error with a cash receipt and you choose not to edit the CR to correct, you can return the cash receipt. The depositor will receive an email notification that the cash receipt was returned. The depositor will have the ability to correct the CR and resubmit to the approval process.

Click the red **ID** in the ID column next to the cash receipt that will be returned.

Cash Receipts – Intermediate Approvers Help

CASH RECEIPTS

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eReader

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HSC Home > Finance & Administration > Cash Receipts >

Approve Cash Receipts

Amount: Bank Deposit Date:

Enter the daily bank deposit amount and bank deposit date. The total of approved cash receipts must match the entered amount.

Below is a list of Cash Receipts waiting for your approval. Click the check box next to each Cash Receipt to be approved and then click Approve to send them to Student Business Services. Click the ID in red to view the Cash Receipt, make needed changes, and save or return the Cash Receipt. Click Delete to delete the Cash Receipt. An email will be sent to the Depositor when you delete a Cash Receipt.

	ID	Date	Depositor	Bank	Pmt Type	Amount	Notes	
<input type="checkbox"/>	2500011	1/2/2025	Shann			500.00	Federal Grant Receipt	Delete
<input type="checkbox"/>	2500012	1/2/2025	Shann			50.00	Misc. Income	Delete
<input type="checkbox"/>	2500013	1/2/2025	Shannon Myers	95	CA	165.00	Gift	Delete

Click ID

The cash receipt will display and provide you with the opportunity to return the CR to the depositor. It is suggested to enter a message to the depositor in the Notes field.

Click the **Return CR** button and the cash receipt will be returned to the depositor.

CASH RECEIPTS

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HSC Home > Finance & Administration > Cash Receipts >

Cash Receipt 2500007

NOTE: Departmental travel/p-card reimbursements should NOT be entered on this website. Please forward your information to the travel or p-card office.

~HEADER~OVERALL DEPOSIT INFORMATION~

ALEXANDRA GALLE
FINANCE SYSTEMS MGMT LBK
(806) 743-7452

DEPOSIT DATE:

DEPOSIT AMOUNT:

BANK CODE:

NOTES:

SBS NOTES:

~DETAIL~LINE INFORMATION~

Using the fields below, enter Cash Receipt lines to show how you would like the deposit distributed

Type: Fund: Description:

Subtype: Orgn: Deposit Number:

Contract Number: Billing: Acct: Line Notes:

Original Expense Doc ID: Prog: Payment Type: Merch ID:

Line Amount: \$

Edit*	Copy	Type	Description	Contract-Billing	Orig Exp	Fund	Orgn	Acct	Prog	Deposit #	Pmt Type	Amount	Notes
Edit	Copy	Clinical Trial	Record Clinical Trial Receipt			202020	201111	550380	60		Cash/Check	500.00	Delete
												\$500.00	

~DOCUMENTS~

Upload documents associated with this cash receipt (Only required for a CR with Gift type lines, otherwise optional).
*NOTE: Click Upload after browsing for the file.

No file chosen

(No electronic documents found)

Click Save to keep any changes made to the cash receipt.
Click Return CR to send the cash receipt back to the depositor.

Cash Receipts – Intermediate Approvers Help

Delete a Cash Receipt

As an approver, you also have the ability to delete a cash receipt. Click **Delete** on the cash receipt line you wish to delete. The cash receipt will be removed from the Cash Receipts System and the depositor will receive an email.

The screenshot shows the 'Approve Cash Receipts' page. At the top, there are navigation links: Home, New, Your Action Items, Pending, Approve, Reports, Contacts, and Help. Below these are input fields for 'Amount' and 'Bank Deposit Date'. A large blue button labeled 'Click Delete' is overlaid on the right side of the page. Below the input fields, there is a table of cash receipts waiting for approval.

	ID	Date	Depositor	Bank	Pmt Type	Amount	Notes	
<input type="checkbox"/>	2500011	1/2/2025	Shannon Myers	95	CA	500.00	Federal Grant	Delete
<input type="checkbox"/>	2500012	1/2/2025	Shannon Myers	95	CA	50.00	Misc. Income	Delete
<input type="checkbox"/>	2500013	1/2/2025	Shannon Myers	95	CA	165.00	Gift	Delete

Approving Cash Receipts

Once you have reviewed the cash receipts, you will need to approve them by batching them according to your Daily Bank Activity Report. As an example, the Daily Bank Activity Report for 01/02/2025 has a total of \$735.00

To batch cash receipts, enter the amount of the Daily Bank Activity Report in the Amount field of the Approve Cash Receipts screen. The approved cash receipts must match this total. You will also need to populate the Bank Deposit Date with the date the cash actually posted to the bank.

This screenshot is similar to the previous one but includes annotations. A blue box labeled 'Enter Amount of your Daily Bank Activity Report' points to the 'Amount' input field, which contains the value '735'. Another blue box labeled 'Enter Bank Deposit Date' points to the 'Bank Deposit Date' input field, which contains the value '01/02/2025'. The table below shows the same three cash receipts as in the previous screenshot.

	ID	Date	Depositor	Bank	Pmt Type	Amount	Notes	
<input type="checkbox"/>	2500011	1/2/2025	Shannon Myers	95	CA	520.00	Federal Grant Receipt	Delete
<input type="checkbox"/>	2500012	1/2/2025	Shannon Myers	95	CA	50.00	Misc. Income	Delete
<input type="checkbox"/>	2500013	1/2/2025	Shannon Myers	95	CA	165.00	Gift	Delete

Cash Receipts – Intermediate Approvers Help

Note: The Bank Deposit Date entered in the header of the Approval screen will determine the fiscal period the cash receipt will post into the ledgers. This date will also over-write the dates on the cash receipts selected for approval.

Select the check boxes next to the cash receipts you wish to approve, and click the **Approve** button.

Approve Cash Receipts

Bank Deposit Date: 01/02/2025

Select the check boxes of cash receipts

Click the check box next to each Cash Receipt to be approved and then click Approve to send them to Student Business Services. Click the ID in red to view the Cash Receipt, make needed changes, and save or return the Cash Receipt. Click Delete to delete the Cash Receipt. An email will be sent to the Depositor when you delete a Cash Receipt.

	ID	Date	Depositor	Bank	Pmt Type	Amount	Notes	
<input checked="" type="checkbox"/>	2500011	1/2/2025	Shannon Myers	95	CA	520.00	Federal Grant Receipt	Delete
<input checked="" type="checkbox"/>	2500012	1/2/2025	Shannon Myers	95	CA	50.00	Misc. Income	Delete
<input checked="" type="checkbox"/>	2500013	1/2/2025	Shannon Myers	95	CA	165.00	Gift	Delete

Approve

Click Approve

If the total of the cash receipts approved equals the amount listed at the top of the screen, you will be notified that the approval was successful and the cash receipts will no longer display in your approval list.

A link is also provided to access a PDF report – Approved Cash Receipts Report that details the cash receipts approved. Click the link and open the report.

Approve Cash Receipts

Amount: 735 Bank Deposit Date: 01/02/2025 [Approved Cash Receipts Report](#)

Enter the daily bank deposit amount and bank deposit date. The total of approved cash receipts must match the entered amount.

Below is a list of Cash Receipts waiting for your approval. Click the check box next to each Cash Receipt to be approved and then click Approve to send them to Student Business Services. Click the ID in red to view the Cash Receipt, make needed changes, and save or return the Cash Receipt. Click Delete to delete the Cash Receipt. An email will be sent to the Depositor when you delete a Cash Receipt.

Approval successful with a total amount of \$735.00

Approval successful

Click to view Approved CR Report

Student Business Services and Intermediate Approvers approve Cash Receipts after submission.

~If you are in Lubbock, please print your submitted Cash Receipt and place it with corresponding funds in a tamper evident deposit bag. Then deliver to the secure drop box located outside of the Parking Services Office located in the basement (BB097).

~If you are at a regional center, please print your submitted Cash Receipt and take to your intermediate approver.

Forward the Intermediate Approved Cash Receipts Report and an electronic copy of your Daily Bank Activity Report via email to Student Business Services. It is recommended that you save a copy of the Intermediate Approved Cash Receipts Report to keep with your cash receipt backup documentation.

Cash Receipts – Intermediate Approvers Help

Intermediate Approved Cash Receipts			
Approved On: 1/2/2025			
Approver:	Shannon Myers - Finance Systems Mgmt Lbk		Bank Date: 1/2/2024
Bank Code:	95		Total Amount: \$735.00
Cash Receipt ID	Depositor	Depositor Department	Amount
2500011	Shannon Myers	Finance Systems Mgmt Lbk	520.00
2500012	Shannon Myers	Finance Systems Mgmt Lbk	50.00
2500013	Shannon Myers	Finance Systems Mgmt Lbk	165.00
Total Approved: 3			\$735.00

Note: Student Business Services only requires a copy of your Daily Bank Activity Report along with the Approved Cash Receipts Report. The department that is responsible for the approvals are responsible for maintaining the backup associated with the cash receipts, including but not limited to, deposit slips, wire transfer confirmations, and credit card batch settlement reports. This should be maintained for 10 years.

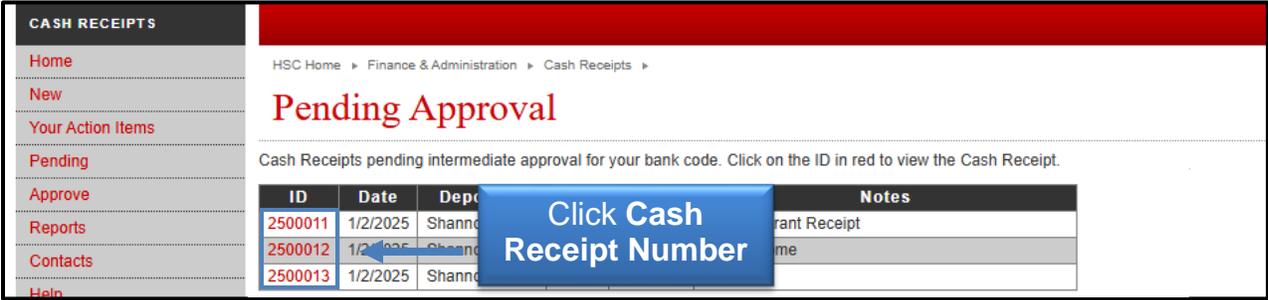
Features

Pending Cash Receipts

To view Pending Approval cash receipts, click **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 the red, **cash receipt number** in the ID column.



Cash Receipts – Intermediate Approvers Help

The Pending Approval cash receipt will display. To view and print the cash receipt, click **View Cash Receipt in PDF format**.

Cash Receipt 2500013

~HEADER~OVERALL DEPOSIT INFORMATION~

SHANNON MYERS
FINANCE SYSTEMS MGMT LBK
(806) 743-3594

DEPOSIT DATE: 1/2/2025

DEPOSIT AMOUNT: \$ 165.00

BANK CODE: 95 - HSC Abilene JPMC

NOTES: Gift

SBS NOTES:

~DETAIL~LINE INFORMATION~

Type	Description	Contract-Billing	osit #	Pmt Type	Amount	Notes
Gift	Record Gift Receipt			Cash/Check	165.00	

Click View Cash Receipt in PDF format

View Cash Receipt in PDF format

Reports

To access available reports, click **Reports** in the menu bar on the left side of the page. 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. You can sort the list by bank code by selecting the bank code from the drop down list.

Click Reports

Finance > Cash Receipts >

Cash Receipts

Cash Receipts is used by TTUHSC departments to record receipt of all cash, checks, wires, and credit card payments. The application is also integrated with TTUHSC Contracting AR so that AR billings can be linked with cash receipts.

p-card reimbursements/refunds should NOT be entered on this website. Please forward your information to the travel or p-card office.

Your Action Items

- Pending
- Approve
- Reports**
- Contacts
- Help

Sign In

Search

- Status History
- Approval History
- Daily Approvals
- Intermediate Approvers

If you have questions about the online Cash Receipts system or the Intermediate Approval process, please contact Student Business Services at 806-743-7867, or email Student Business Services at SBSCashReceipts@ttuhsc.edu.