



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.

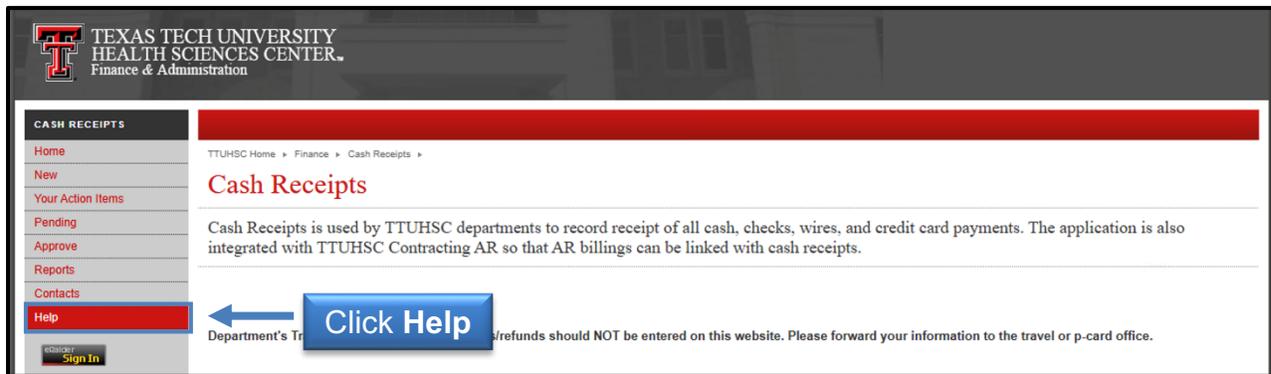
The Cash Receipts system allows for departmental deposit information entry, electronic routing and approval. The system also has the capability of returning an online cash receipt for correction. Reports are available to help you monitor the cash receipting process.

The system can be accessed from:

- [Cash Receipts](#)
- [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.

This document, containing details about the Cash Receipts system, and an online video tutorial are available by clicking **Help** in the menu bar on the left side of the Cash Receipts page.



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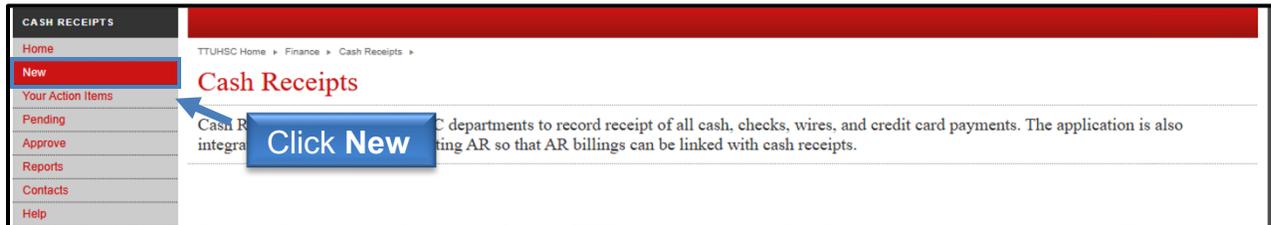
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Cash Receipts – Help

[Process Outline](#) (click link to return to table of contents)

[Enter Cash Receipt](#) (click link to return to table of contents)

To enter a cash receipt, click **New** in the menu bar on the left side of the Cash Receipts page. You will be asked to sign in using your eRaider name and password.



Your name and department information will populate in the cash receipt based on your eRaider ID. Enter the information in the Cash Receipt Header-Overall Deposit section.

1. *Deposit Date*: The Deposit Date will default to the current date. This date will feed to Banner as the Transaction Date. The deposit date must reflect the actual date the deposit posted to the bank. You may change this date to match the actual date of the deposit otherwise, if this date does not match the actual deposit date, Student Business Services (SBS) may change the date.
2. *Deposit Amount*: Enter the Deposit Amount. This amount must match the total of all deposit lines in the detail section.
3. *Bank Code*: Enter the appropriate Bank Code from the drop-down menu provided. The Lubbock deposits that are not MPIP should be coded to 67 – HSC Lubbock JPMC Op (Operational) Deposit.
4. *Notes*: Notes are not required. They may be useful to the intermediate approver or for queries.
5. *SBS Notes*: This field is reserved for SBS to communicate with you in the event a CR is returned.



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.

Cash Receipts – Help

When entering the Detail Line Information, the following general requirements will apply.

Enter a description for each line that contains the following information in the standardized format shown:

- Date of deposit, entered as MM/DD
- Type of payment received, entered as “Cash” for currency and checks, “Wire” for wire transfers, and “MCV/DISC”, “AMEX”, or “Phreesia” for credit card payments
- For credit card payments, enter the last four digits of the merchant ID
- Other payer information as space allows up to 30 characters in total

For cash receipts to record credit card payments, enter each card type and batch settlement total on a separate line.

The screenshot shows the 'Cash Receipt' form in the TTUHSC Finance Systems Management system. The interface includes a sidebar with navigation options like Home, New, Your Action Items, Pending, Approve, Reports, Contacts, and Help. The main content area displays the 'Cash Receipt' title and a note about departmental travel/p-card reimbursements. Below this is the 'DETAIL-LINE INFORMATION' section, which is highlighted by a blue callout box with the text 'Enter fields for Detail Line Information section'. This section contains several input fields: Type (dropdown menu), Fund (text field), Description (text field), Subtype (dropdown menu), Orgn (text field), Deposit Number (text field), Contract Number (text field), Billing (checkbox), Acct (text field), Line Notes (text field), Original Expense Doc ID (text field), Prog (text field), Payment Type (dropdown menu), Merch ID (text field), and Line Amount (text field with a dollar sign). An 'Add Line' button is located at the bottom right of the form.

For cash receipts to record wire transfers, enter each wire transfer on a separate line.

- Wire Transfers: EVERY TIME you submit a cash receipt for a wire transfer in the Cash Receipts System, you will need to send a copy of the cash receipt and copies of any supporting documents to SBS for processing/approval to the SBS email at SBSCashReceipts@ttuhsc.edu.
 - *Note: Cash Receipts will not be process/approved unless an email or physical cash receipt and supporting documents are received by SBS.*
- Supporting documents: need to include a copy of the wire and deposit number which can be found in the email sent from Accounting Services. See the example below.
- Deposit number: needs to be added to your cash receipt under the deposit number. The cash receipt cannot be approved without one. The deposit number

Cash Receipts – Help

1) [Clinical Trial](#) (click link to return to table of contents)

- FOP information is required. The Account code will default based on the subtype entered.
- Select Subtype from the drop-down list. The subtype will determine the appropriate account code.
- Description is required and will feed to Banner and be reflected in Cognos reports.
- Deposit Number is added by Student Business Services (SBS), so leave this field blank.
- Line Notes is not required but provides 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/Disc, American Express or Phreesia. 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, click **Add Line**.

Cash Receipts – Help

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 Revenue](#) (click link to return to table of contents)

- Contract Number is required. You may use the Search feature if you do not know the contract number. Click **Search** and the Search and View Contracts page will display.

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

Type: Contract Fund: Description:
Subtype: Orgn: Deposit Number:
Contract Number: Search CON594419 Billing Acct: Line Notes:
Original Expense Doc ID: Prog: Payment Type: Merch ID:
Line Amount: \$
Add Line

- You must select an AR Billing from the choices available when you click the **Billing** button.

~DETAIL~LINE INFORMATION~
Using the fields below, enter lines to show (Close Billing) View or add Billings for the Contract

Type: Contract Fund: Description:
Subtype: Orgn: Deposit Number:
Contract Number: Search CON594419 Billing Acct: Line Notes:
Original Expense Doc ID: Prog: Payment Type: Merch ID:
Line Amount: \$
Add Line

	Description	Billed Amt	Collected Amt	Date
1103	Culberson Carillon Oct. '24	2,000.00	0.00	10/1/2024
1104	Culberson Carillon Nov. '24	2,000.00	0.00	11/1/2024
1105	Culberson Carillon Dec. '24	2,000.00	0.00	12/1/2024

- FOAP information is defaulted from the contract accounts receivable (billing) in the Contract Database and Contract AR systems.
- 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/Disc, American Express or Phreesia. 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, click **Add Line**.

Cash Receipts – Help

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

Type: Contract Fund: Description:
 Subtype: Orgn: Deposit Number:
 Contract Number: Search CON594419 Billing 1105 Acct: Line Notes:
 Original Expense Doc ID: Prog: Payment Type: Cash/Check Merch ID:
 Line Amount: \$

Click Add Line → Add Line

3) [Expense Reimbursement](#) (click link to return to table of contents)

- FOAP information is required and should match the FOAP information of the original expense that is being reimbursed.
- Original Expense Doc ID 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/Disc, American Express or Phreesia. 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, click **Add Line**.

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

Type: Expense Reimbursement Fund: 101010 Description: Rebate from Vendor
 Subtype: Orgn: 201111 Deposit Number: Use on all lines
 Contract Number: Billing Acct: 730000 Line Notes:
 Original Expense Doc ID: CH030639 Prog: 60 Payment Type: Cash/Check Merch ID:
 Line Amount: \$ 125.00

Click Add Line → Add Line

4) [Gift](#) (click link to return to table of contents)

- FOP information is required. The Account code will default based on the subtype entered.
- Select Subtype from the drop-down list. Subtype will determine the appropriate account code.
- 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/Disc, American Express or Phreesia. 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.

Cash Receipts – Help

- Select Gift Type from the drop-down menu.
- After you enter each detail line of the deposit, click **Add Line**.

Supporting documentation **is required** to 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

The screenshot shows a web form titled '~DETAIL~LINE INFORMATION~' with the instruction: 'Using the fields below, enter Cash Receipt lines to show how you would like the deposit distributed.' The form is divided into several sections:

- Type:** Gift (dropdown), Subtype: Private (dropdown), Billing:
- Fund:** 202020, **Orgn:** 201111, **Acct:** 560300, **Prog:** 60
- Description:** Record Gift Receipt, **Deposit Number:** [empty], **Line Notes:** Business Affairs Rebate
- Payment Type:** Cash/Check (dropdown), **Merch ID:** [empty]
- Line Amount:** \$ 100.00
- ~GIFT INFORMATION~**
 - Legal Name:** Leah Appleton, **Contact Name:** Leah Appleton
 - Address:** 6630 S. Quaker, **Address2:** [empty]
 - City:** Lubbock, **State:** TX, **Zip:** 79413
- Gift Type:** Other (dropdown menu is open showing options: Appeal Code, Honorarium, Memorial, Non-Joint Gift, Other, Pledge Payment, Soft Credit Donor)
- Check if you want to add supporting documentation (letters of designation, award letters, or other gift documents) to the Development Office.** **Check if you want to add supporting documentation.**
- Refer to Inquiries:** Other
- Please send a copy of the check, and related documents to MS 5025 or email scanned copies to la.gifts@ttu.edu.**
- Buttons:** 'Add Line' (bottom right), 'Click Add Line' (callout), 'Enter Gift Information' (callout), 'Check to add Supporting Docs' (callout), 'Select Gift Type' (callout).

5) [Other](#) (click link to return to table of contents)

- 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/Disc, American Express or Phreesia. 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, click **Add Line**.

Cash Receipts – Help

~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" value="202020"/>	Description:	<input type="text" value="Misc. Income"/>
Subtype	<input type="text"/>	Orgn:	<input type="text" value="201111"/>	Deposit Number:	<input type="text"/>
Contract Number:	<input type="text"/> Billing <input type="checkbox"/>	Acct:	<input type="text" value="570004"/>	Line Notes:	<input type="text" value="Business Affairs Misc."/>
Original Expense Doc ID:	<input type="text"/>	Prog:	<input type="text" value="60"/>	Payment Type:	<input type="text" value="Cash/Check"/> Merch ID: <input type="text"/>
				Line Amount:	<input type="text" value="\$ 50.00"/>

Click Add Line
→
Add Line

- 6) [GE Patient Billing](#) (click link to return to table of contents)
- You must select a Campus from the drop-down menu.
 - The FOAP information will automatically default based on Campus selection.
 - Enter in your Batch number into the Batch field, if there is one.
 - 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/Disc, American Express or Phreesia. 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, click **Add Line**.

~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="GE Patient Billing"/>	Fund:	<input type="text"/>	Description:	<input type="text" value="Clinic Deposit"/>
Campus:	<input type="text" value="Lubbock"/>	Orgn:	<input type="text"/>	Deposit Number:	<input type="text" value="1794311975"/>
Contract Number:	<input type="text"/> Billing <input type="checkbox"/>	Acct:	<input type="text" value="520000"/>	Line Notes:	<input type="text"/>
Original Expense Doc ID:	<input type="text"/>	Prog:	<input type="text" value="40"/>	Payment Type:	<input type="text" value="Cash/Check"/> Merch ID: <input type="text"/>
				Batch:	<input type="text" value="230091"/>
				Line Amount:	<input type="text" value="\$ 1.00"/>

Select Campus
Enter Batch
Add Line
Click Add Line

- 7) [Sales and Service](#) (click link to return to table of contents)
- 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/Disc, American Express or Phreesia. The last four digits of the Merchant ID should be entered for the chosen card type.
 - Enter sales tax collected, if any, on a separate line. Enter the appropriate fund and enter 210013 in the Account field.
 - Line Amount is the total amount for this detail line.
 - After you enter each detail line of the deposit, click **Add Line**.

Cash Receipts – Help

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

Type:	Sales and Service	Fund:	202020	Description:	Postage Stamps
Subtype:		Orgn:	201111	Deposit Number:	
Contract Number:		Acct:	530004	Line Notes:	Business Affairs Postage Stamps
Original Expense Doc ID:		Prog:	60	Payment Type:	Cash/Check
				Line Amount:	\$ 65.00

Buttons: **Add Line**, **Click Add Line**

8) [Sponsored Program](#) (click link to return to table of contents)

- FOP information is required. The Account code will default based on the subtype entered.
- Select Subtype from the drop-down list. Subtype will determine the appropriate account type.
- 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/Disc, American Express or Phreesia. 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, click **Add Line**.

~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 Grant Receipt
Subtype:	Federal Govt	Orgn:	201111	Deposit Number:	
Contract Number:		Acct:	550002	Line Notes:	
Original Expense Doc ID:		Prog:	60	Payment Type:	Cash/Check
				Line Amount:	\$ 125.00

Buttons: **Select Subtype**, **Add Line**, **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.

Cash Receipts - Help

CASH RECEIPTS
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HSC Home > Finance & Administration > Cash Receipts >

Cash Receipt

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) 743-3694	DEPOSIT DATE: <input type="text" value="01/06/2025"/>	NOTES: <input type="text" value="Record of Grant Receipts from 12/9-12/13/24"/>
	DEPOSIT AMOUNT: <input type="text" value="\$500.00"/>	SBS NOTES: <input type="text"/>
	BANK CODE: <input type="text" value="67 - HSC Lubbock JPMC Op Deposit"/>	

~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"/>
Orgn: <input type="text"/>	Deposit Number: <input type="text"/>	
Acct: <input type="text"/>	Line Notes: <input type="text"/>	
Prog: <input type="text"/>	Payment Type: <input type="text"/>	Merch ID: <input type="text"/>
Line Amount: <input type="text" value="\$"/>		

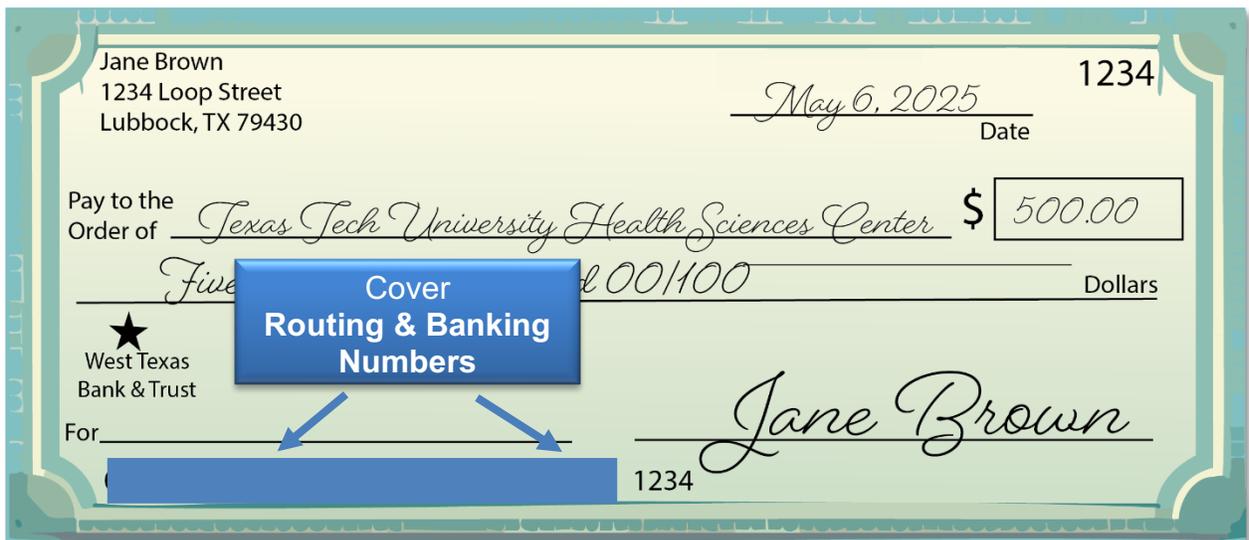
[Add Line](#)

Edit*	Copy	Type	Description	Contract-Billing	Orig Exp	Fund	Orgn	Acct	Prog	Deposit #	Pmt Type	Amount	Notes	Delete
Edit	Copy	Sponsored Program				202020	201111	550002	60		Cash/Check	100.00		Delete
Edit	Copy	Sponsored Program	12/13/24			202020	201111	550002	60			250.00		Delete
Edit	Copy	Sponsored Program	State Grant Receipt 12/11/24			202020	201111	550102	60			150.00		Delete
												\$500.00		

[Upload Supporting Documentation](#) (click link to return to table of contents)

You can include supporting documentation saved on your computer by using the Upload feature of this application. Click **Choose File** to locate and select the document(s) from your computer, and then click **Upload**. Document types that can be used with the Upload feature include Excel, Word, and PDF.

Please note any checks scanned for upload need to have the banking information redacted for security protection. This example check indicates the areas to redact.



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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.

Edit*	Copy	Type	Description	Contract-Billing	Orig Exp	Fund	Orgn	Acct	Prog	Deposit #	Pmt Type	Amount	Notes	
Edit	Copy	Gift	Record Gift Receipt			202020	201111	560300	60		Cash/Check	100.00		Delete
												\$100.00		

~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.

Gift1.png

Click Upload

Click Choose File

approved.
 person specified so that they may submit as the depositor.
 Clicking edit on a line will remove the item from the table and put it back in the boxes for you to edit. You must click Add Line to add the line back.

[Complete Cash Receipt](#) (click link to return to table of contents)

After all lines are correct, you have two options:

- Click **Forward** – This allows you to forward the cash receipt to another individual using a search feature. 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.
- Click **Submit** – This will complete your cash receipt and submit it to be approved by the intermediate approver or Student Business Services.

Edit*	Copy	Type	Description	Contract-Billing	Orig Exp	Fund	Orgn	Acct	Prog	Deposit #	Pmt Type	Amount	Notes	
Edit	Copy	Gift	Record Gift Receipt			202020	201111	560300	60		Cash/Check	100.00		Delete
												\$100.00		

~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.

Click Submit after reviewing lines

Search for an individual and click Forward

Click Submit to send the cash receipt to be approved.
 Click Forward to send the cash receipt to the person specified so that they may submit as the depositor.
 *Clicking edit on a line will remove the item from the table and put it back in the boxes for you to edit. You must click Add Line to add the line back.

When the cash receipt is submitted, the depositor will receive the Cash Receipt Confirmation screen. You can view the cash receipt by clicking **View Cash Receipt in PDF format**.

Cash Receipts – Help

CASH RECEIPTS

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- New
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HSC Home > Finance & Administration > Cash Receipts >

Cash Receipt Confirmation

Your Cash Receipt number is: 2500016

The Cash Receipt has been submitted.
PRINT the .pdf form of the cash receipt to be taken to

View Cash Receipt in PDF format.

←

Click View Cash Receipt in PDF format

Print the cash receipt and take to your intermediate approver or to the Student Business Services (SBS) office along with your bank deposit of cash, checks, wire transfers and credit card batch settlement reports.

Cash Receipts will not be approved unless an email or physical cash receipt and backup have been received by SBS.

Cash Receipt

2500016

Depositor: Shannon Myers
Finance Systems Mgmt Lbk
(806) 743-3594

Bank: 67 - HSC Lubbock JPMC Op Deposit

Notes: Gift

Deposit Date: 01/06/2025
Deposit Amount: \$100.00

Type	Description	Fund	Orgn	Acct	Prog	Batch	Contract-Billing/ Orig Exp Doc ID	Deposit #	Pmt Type Merch ID	Amount
Gift	Private	202020	201111	560300	60				Cash/Check	100.00
Record Gift Receipt										
	Gift Legal Name	Address		Contact		Address		Gift Type	Sent Doc	
	Leah Appleton	6630 S. Quaker Lubbock, TX 79413		Leah Appleton		6630 S. Quaker Lubbock, TX 79413		Other	Yes	
Total:										\$100.00

Student Business Services is located off South Loop 289 at 6630 Quaker Avenue, Suite H. Cash Receipts may also be delivered to the secure drop box located at 1B429 on the first floor, just west of the TTUHSC Pharmacy, at the TTUHSC 4th street location.

Wire Transfers and Credit Card cash receipts can be emailed to SBSCashReceipts@ttuhsc.edu. Please attach cash receipt and back-up to the emails.

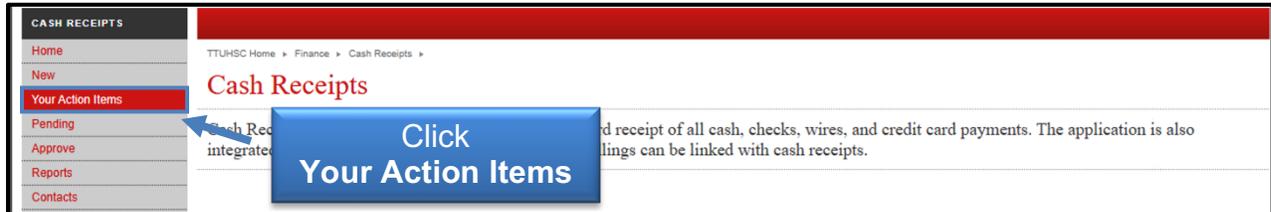
[Features](#) (click link to return to table of contents)

[Your Action Items](#) (click link to return to table of contents)

The Your Action Items section located in the menu bar on the left side of the Cash Receipts page, lists the cash receipts waiting for your submission. These receipts are

Cash Receipts – Help

not considered completed and cannot be approved until submitted. Cash receipts fall into Your Action Items if they are either Returned or Forwarded for your submission. To view these items, click **Your Action Items** in the menu bar on the left side of the Cash Receipts main page.

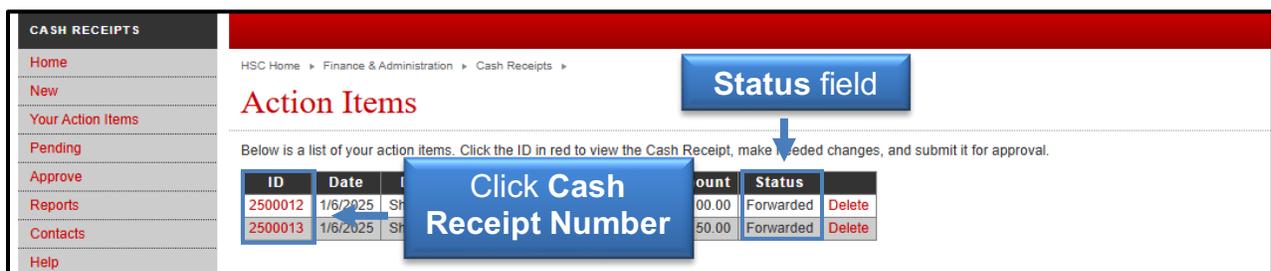


The lists of cash receipts in Your Action Items will display. The Status field will indicate if the cash receipts have been Returned or Forwarded.

Returned Cash Receipts – Intermediate approvers and the SBS office have the ability to return a cash receipt to the person who originated the cash receipt for corrections or more information. If a cash receipt that you entered is returned, you will receive an email notification.

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. If a cash receipt is forwarded to you, you will receive an email notification.

Click the red **ID** number for the cash receipt that you wish to correct and submit.



To correct or add additional information to a line in a Returned or Forwarded cash receipt, click the red **Edit** link for the cash receipt line you need to correct or add additional information. To duplicate the cash receipt, click **Copy**. To remove the cash receipt from the system, click **Delete**.

Cash Receipts - Help

Cash Receipt 2500012

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 DEPOSIT DATE: 01/06/2025 NOTES: Gift
 FINANCE SYSTEMS MGMT LBK DEPOSIT AMOUNT: \$ 165.00 SBS NOTES:
 (806) 743-3594 BANK CODE: 67 - HSC Lubbock JPMC Op Deposit

~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: Edit

Contract Number: Billing: Acct: Line Notes: Copy

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

Line Amount: \$

Edit*	Copy	Type	Description	Contract-Billing	Orig Exp	Fund	Orgn	Acct	Prog	Deposit #	Pmt Type	Amount	Notes	Delete
Edit	Copy	Gift	Record Gift Receipt			202020	201111	560300	60		Cash/Check		Business Affairs Rebate	Delete

~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

Correct or add any additional information for this line of the cash receipt and click **Add Line**. After the line is added, review the edited information for accuracy and click **Submit**. The cash receipt will go back through the original approval process.

~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: Click Add Line

Contract Number: Billing: Acct: Line Notes: Review New Line and/or Updated Information

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

Line Amount: \$

Edit*	Copy	Type	Description	Contract-Billing	Orig Exp	Fund	Orgn	Acct	Prog	Deposit #	Pmt Type	Amount	Notes	Delete
Edit	Copy	Gift	Record Gift Receipt			202020	201111	560300	60		Cash/Check	100.00	Business Affairs Rebate	Delete
Edit	Copy	Gift	Record Gift Receipt			202020	201111	560300	60		Cash/Check	65.00	Business Affairs Rebate	Delete
											\$165.00			

~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

File Name	View	Delete
GIFTS1.DOCX	View	Delete
GIFTS2.DOCX	View	Delete

Click Submit to send the cash receipt to be approved.

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 **View Cash Receipt in PDF format** to review your cash receipt.

Cash Receipts – Help

For a Returned cash receipt, you may print a copy of the corrected version for your records. For a Forwarded cash receipt, print the corrected cash receipt and take it to your intermediate approver or Student Business Services (SBS) office along with your bank deposit of cash, checks, wire transfers, and credit card batch settlement reports. 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 hscacc@ttuhsc.edu.

[Pending Cash Receipts](#) (click link to return to table of contents)

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 cash receipts waiting for intermediate approval or approval from the Student Business Services office. To view the details of a pending cash receipt, click the red ID number.

ID	Date	Depositor	Bank	Amount	Notes
2500001	1/6/2025	S			
2500002	1/6/2025	S			c. Income
2500003	1/6/2025	S			ical Trial
2500004	1/6/2025	S			ederal Grant Receipt

Cash Receipts – Help

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

The screenshot shows the 'Cash Receipts' page for receipt ID 2500004. The page includes a navigation menu on the left with options like Home, New, Your Action Items, Pending, Approve, Reports, Contacts, and Help. The main content area displays the receipt details under the heading 'Cash Receipt 2500004'. A blue callout box with the text 'Click View Cash Receipt in PDF format' points to a button labeled 'View Cash Receipt in PDF format' located below a table of line items. The table has columns for Type, Description, Contract-Billing, Orig Exp, Fund, Orgn, Acct, Prog, Deposit #, Pmt Type, Amount, and Notes. The first row shows a 'Sponsored Program' for a 'Federal Grand Receipt' with a fund of 202020, orgn of 201111, acct of 550002, prog of 60, and an amount of 125.00.

[Reports](#) (click link to return to table of contents)

There are five report 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** in the menu bar on the left side of the Cash Receipts page to view the available report options.

The screenshot shows the 'Cash Receipts' page with the 'Reports' menu item highlighted in red in the left navigation bar. A blue callout box with the text 'Click Reports' points to this menu item. The 'Reports' dropdown menu is open, showing options: Search, Status History, Approval History, Daily Approvals, and Intermediate Approvers. The main content area displays a description of the Cash Receipts system and a note about p-card reimbursements/refunds.

Cash Receipts – Help

[Questions](#) (click link to return to table of contents)

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

For additional information, refer to related OPs – 50.07 Deposit Procedures; 50.10 Endorsement Stamps and Endorsement of Checks; 50.26 Use of Cash Receipts Systems; 50.35 Unidentified Receipts and Holding Account Maintenance; 50.36 Sales Tax Collection; 50.37 Payment Card Processing by TTUHSC Departments.