



The Cash Receipt system has a reversal feature that is **only available to Accounting Services**. Users may only request a cash receipt reversal from Accounting Services.

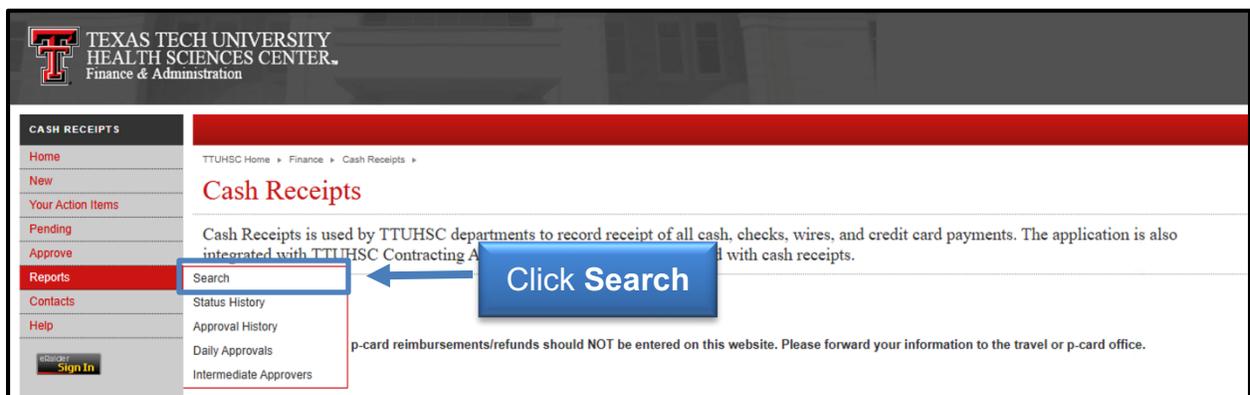
It is very important to use the reversal feature instead of entering a new cash receipt with a negative amount for three reasons:

1. The reversing cash receipt will be flagged in the Student Business Service's (SBS) approval screen as a notice that a correcting cash receipt is also being entered. SBS will then locate the associated correcting cash receipt and will approve the two cash receipts 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 system.
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 request a cash receipt reversal, send an email to Accounting Services at [hscacc@ttuhsc.edu](mailto:hscacc@ttuhsc.edu) with the CR number to be reversed, the reason for the reversal, and the CR number of the correcting cash receipt.

To correct the original cash receipt, you must enter a new cash receipt. Enter the original cash receipt number as the Deposit Number so it can be matched with the reversing cash receipt by SBS and Accounting Services.

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.



# Cash Receipts – Reversal Help

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.

The screenshot shows the 'Cash Receipt Search' page. A blue box labeled 'Enter CR ID' points to the 'CR ID' field containing '2400010'. Another blue box labeled 'Click Search' points to the 'Search' button. A third blue box labeled 'Click Cash Receipt Number' points to the '2400010' in the 'ID' column of the table below. The table has columns: ID, Copy, Date, Doc ID, Amount, Notes. The row shows: 2400010, Copy, 8/20/24, 309.45, ECHO Ck.

Create a new cash receipt with the **original cash receipt number** in the Deposit Number field. The new cash receipt will be matched with the reversing cash receipt by SBS and Accounting Services.

The screenshot shows the 'Create New Cash Receipt' page. A blue box labeled 'Create New Cash Receipt' points to the top of the form. Another blue box labeled 'Enter Original Cash Receipt Number' points to the 'Deposit Number' field containing '2400010'. The form includes fields for Date (08/20/2024), Amount (\$ 309.45), Description (ECHO Ck), and various organizational details. The 'Deposit Number' field is highlighted with a blue box.

Send the Cash Receipt number to be reversed, the reason for the reversal, and the Cash Receipt number of the corrected cash receipt to Accounting Services.

# Cash Receipts – Reversal Help

Accounting Services will 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.

TTUHSC Home > Finance > Cash Receipts >

## Cash Receipt

~HEADER~OVERALL DEPOSIT INFORMATION~

NICOLE HARGROVE  
ACCOUNTING SERVICES LBK  
(806) 743-1197

DEPOSIT DATE: 8/21/2024

DEPOSIT AMOUNT: \$ 309.35

BANK CODE: 67 - HSC Lubbock JPMC Op Deposit

NOTES: ECHO Ck

SBS NOTES:

~DETAIL~LINE INFORMATION~

<input checked="" type="checkbox"/>	Type	Description	Contract-Billing	Orig Exp	Fund	Orgn	Acct	Prog	Deposit #	Pmt Type	Amount	Notes
<input checked="" type="checkbox"/>	GE Patient Billing	ECHO Ck			131003	511284	520000	40	3557	Cash/Check	309.35	CK 337918869

View Cash Receipt in PDF format

~DOCUMENTS~  
Uploaded documents associated with this receipt

File Name	View
0733_001	

[Reverse Checked Lines](#)

Accounting Services reverses checked lines on the Cash Receipt

A new cash receipt is created and the information will be pre-populated. The Deposit Number will change to reference the original cash receipt number. Please note that the only information you can edit is the Notes field.

TTUHSC Home > Finance > Cash Receipts >

## Cash Receipt

~HEADER~OVERALL DEPOSIT INFORMATION~

NICOLE HARGROVE  
ACCOUNTING SERVICES LBK  
(806) 743-1197

DEPOSIT DATE: 8/21/2024

DEPOSIT AMOUNT: \$ -309.35

BANK CODE: 67 - HSC Lubbock JPMC Op Deposit

NOTES: ECHO Ck

SBS NOTES:

~DETAIL~LINE INFORMATION~

Type	Description	Contract-Billing	Orig Exp	Fund	Orgn	Acct	Prog	Deposit #	Pmt Type	Amount	Notes
GE Patient Billing	ECHO Ck			131003	511284	520000	40	2413011	Cash/Check	-309.35 (\$309.35)	Reversal line for CR 2413011

New Reversed Cash Receipt created in Accounting Services

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 [SBCashReceipts@ttuhsc.edu](mailto:SBCashReceipts@ttuhsc.edu).