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## **Generating Department Receipts**

### **Concept**

A department receipt transaction is a transfer of funds through the cashiering office to a department's general ledger account.

Institutions often have offices or departments (such as the housing office, the bookstore, or the athletics office) that take in money on an irregular basis or only at certain times of the year. These departments often deposit their funds through the cashiering office to record their accounting information in the institution's general ledger.


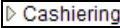
In this topic, you will generate a department receipt for a university's cashiering office.

# Process Document Generating Department Receipts



## Navigation



Step	Action
1.	From the Campus Solutions menu, click the <b>Student Financials</b> link. 
2.	Click the <b>Cashiering</b> link. 
3.	Click the <b>Collect Department Receipts</b> link.



## Procedure

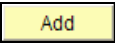
Business Unit: UMS01  
Cashier's Office:  
Receipt Number: 999999999999

Add

Step	Action
4.	On the <b>Department Receipts</b> Add a New Value page, if your <b>Business Unit</b> does not enter by default, enter or look up the appropriate Business Unit.
5.	In the <b>Cashier's Office</b> field, look up and select the appropriate Cashier's Office.

# Process Document Generating Department Receipts

A screenshot of a web browser displaying the "MaineStreet" application. The page title is "Department Receipts". At the top left is the "MaineStreet" logo. At the top right are navigation links: "Home", "Add to Favorites", and "Sign out". Below the navigation is a "New Window | Help" link. The main content area has a sub-header "Department Receipts" and a button "Add a New Value". Below this is a form with three fields: "Business Unit:" with the value "UMS01" and a search icon; "Cashier's Office:" with the value "BATHBRUN" and a search icon; and "Receipt Number:" with the value "999999999999". At the bottom of the form is a yellow "Add" button.

Step	Action
6.	Click the <b>Add</b> button. 



## Process Document Generating Department Receipts

The screenshot shows the 'Department Receipts' page in the MaineStreet system. At the top, there is a navigation bar with 'Home', 'Add to Favorites', and 'Sign out' links. Below this, the page title 'Department Receipts' is displayed. The main content area includes fields for 'Unit: UMS01', 'Office: Bath Brunswick Center', and 'Business Date: 06/24/2008'. Below these are 'Register: BBRC2' and 'Cashier: 0099999'. A 'Receipt Status' field shows 'Not Posted', with 'Create Receipt' and 'New Transaction' buttons. Summary fields show 'Target Total: 0.00', 'Total Tax: 0.00', and 'Tender Total: 0.00'. A 'Reference Nbr:' field is present. Two expandable sections, 'Target Detail' and 'Tender Detail', contain various input fields like 'Amount', 'Tax Authority', 'SpeedType', and 'Deposit ID'. At the bottom, there are 'Notify' and 'Refresh' buttons.

Step	Action
7.	<p>Use the <b>Department Receipts</b> page to create department receipts.</p> <p>The system displays the status of the department receipt in the <b>Receipt Status</b> field. Before you click the <b>Create Receipt</b> button, this field displays the <b>Not Posted</b> value. After you click the <b>Create Receipt</b> button, the value changes to <b>Processed</b> if approval of the department receipt is not required. If approval is required, the value changes to <b>Pending</b> when you click the <b>Create Receipt</b> button.</p> <p>In the <b>Target Detail</b> section, enter the monetary amount for the target in the <b>Amount</b> field.</p>

# Process Document

## Generating Department Receipts



**MaineStreet** Home Add to Favorites Sign out

New Window | Help | Customize Page |

### Department Receipts

Unit: UMS01 Office: Bath Brunswick Center Business Date: 06/24/2008  
 Register: BBRC2 Cashier: 0010688

Receipt Status: Not Posted [Create Receipt](#) [New Transaction](#)

Target Total: 0.00 Total Tax: 0.00 Tender Total: 0.00

Reference Nbr:

**Target Detail** Find | View All First 1 of 1 Last

Amount:  USD Tax Authority:

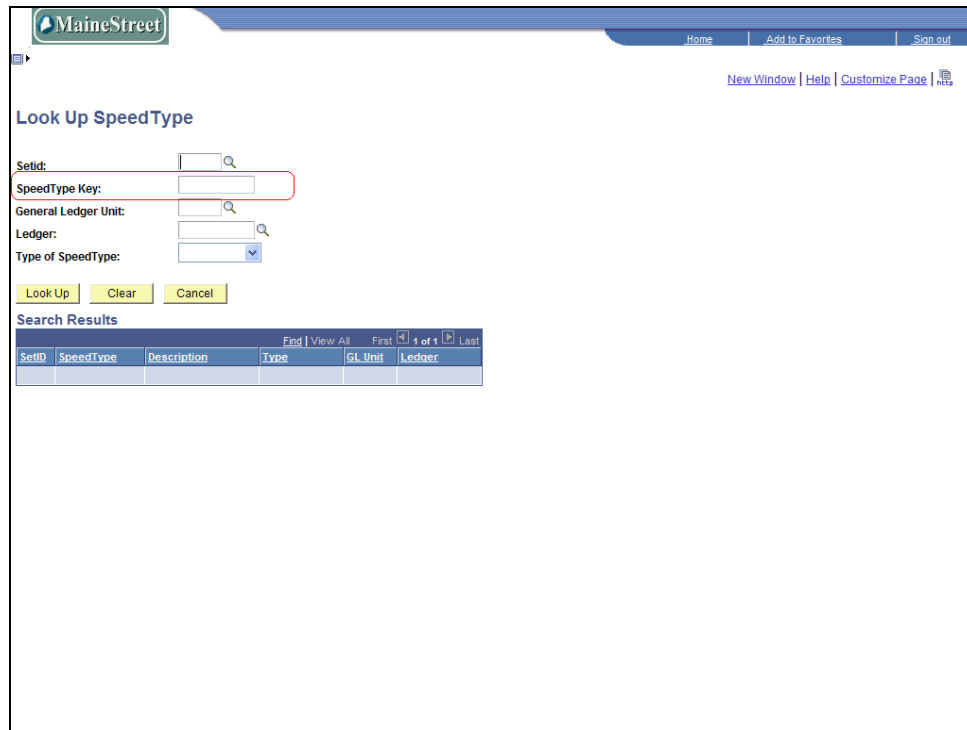
[SpeedType](#):  [ChartFields](#):

**Tender Detail** Find | View All First 1 of 1 Last

\*Tender:   Amount:  USD  [Currency Detail](#)

Deposit ID:  [Tender Details](#)

Step	Action
8.	Click the <a href="#">SpeedType</a> link to open the <a href="#">SpeedType look up</a> page. <a href="#">SpeedType</a>



**Look Up SpeedType**

SetId:

SpeedType Key:

General Ledger Unit:

Ledger:

Type of SpeedType:

**Search Results**

SetID	SpeedType	Description	Type	GL Unit	Ledger
	SRCOLLEGE				

Step	Action
9.	A <b>SpeedType</b> is a predefined set of ChartFields for a department your cashiering office works with regularly. Once you enter and look up a SpeedType, the system automatically populates the appropriate general ledger fields in the <i>Target Detail</i> section of the Department Receipts page.
10.	Click the <b>Look Up</b> button. <input type="button" value="Look Up"/>
11.	Click on the SpeedType to select it. <input type="text" value="SRCOLLEGE"/>

# Process Document

## Generating Department Receipts



**MaineStreet** Home Add to Favorites Sign out

New Window | Help | Customize Page |

### Department Receipts

Unit: UMS01 Office: Bath Brunswick Center-Monday Business Date: 06/30/2008  
 Register: BBRC2 Cashier: 0010688

Receipt Status: Not Posted Create Receipt New Transaction

Target Total: 150.00 Total Tax: 0.00 Tender Total: 0.00

Reference Nbr:

**Target Detail** Find | View All First 1 of 1 Last

Amount: 150.00 USD Tax Authority:

[SpeedType](#): SRCOLLEGE [ChadFields](#): UMS01\*ACTUALS\*46006\*8912107\*\*\*00\*\*\*\*\*

**Tender Detail** Find | View All First 1 of 1 Last

\*Tender:  Amount:  USD [Currency Detail](#)

Deposit ID:  [Tender Details](#)

Notify Refresh

Step	Action
12.	<p>In the <i>Tender Detail</i> section, look up and enter the type of tender being used for the department receipt in the <i>Tender</i> field.</p> <p><b>Note:</b> If you select a check tender type, the Check Information page will open where you can enter information about the check for your records.</p>



# Process Document Generating Department Receipts

**MaineStreet** Home Add to Favorites Sign out  
New Window Help Customize Page

### Department Receipts

Unit: UMS01 Office: Bath Brunswick Center-Monday Business Date: 06/30/2008  
Register: BBRC2 Cashier: 0010688

Receipt Status: Not Posted Create Receipt New Transaction

Target Total: 150.00 Total Tax: 0.00 Tender Total: 0.00  
Reference Nbr:

**Target Detail** Find | View All First 1 of 1 Last  
Amount:  USD Tax Authority:    
[SpeedType:](#) SRCOLLEGE [ChartFields:](#) UMS01\*ACTUALS\*46006\*8912107\*\*\*00\*\*\*\*\*

**Tender Detail** Find | View All First 1 of 1 Last  
\*Tender:   Check UMA Amount:   USD  [Currency Detail](#)    
Deposit ID:  [Tender Details](#)

Step	Action
13.	In the <b>Amount</b> field, enter the amount of tender for the department receipt.

# Process Document

## Generating Department Receipts



**MaineStreet** Home Add to Favorites Sign out

New Window | Help | Customize Page |

### Department Receipts

Unit: UMS01 Office: Bath Brunswick Center-Monday Business Date: 06/30/2008  
 Register: BBRC2 Cashier: 0010688

Receipt Status: Not Posted Create Receipt New Transaction

Target Total: 150.00 Total Tax: 0.00 Tender Total: 0.00

Reference Nbr:

**Target Detail** Find | View All First 1 of 1 Last

Amount: 150.00 USD Tax Authority:

[SpeedType:](#) SRCOLLEGE [ChadFields:](#) UMS01\*ACTUALS\*46006\*8912107\*\*\*00\*\*\*\*\*

**Tender Detail** Find | View All First 1 of 1 Last

\*Tender: CHECK\_UMA  Check UMA Amount: 150.00 USD  [Currency Detail](#)

Deposit ID:  [Tender Details](#)

Step	Action
14.	Click the <b>Create Receipt</b> button to create a department receipt.
	<span style="border: 1px solid black; padding: 2px;">Create Receipt</span>



# Process Document Generating Department Receipts

**MaineStreet** Home Add to Favorites Sign out  
New Window Help Customize Page Saved

### Department Receipts

Unit: UMS01 Office: Bath Brunswick Center-Monday Business Date: 06/30/2008  
Register: BBRC2 Cashier: 0010688 Receipt Nbr: 30 Seq Nbr: 4

Receipt Status: Processed [Print Receipt](#) [New Transaction](#)

Target Total: 150.00 Total Tax: 0.00 Tender Total: 150.00  
Reference Nbr:

**Target Detail** Find | View All First 1 of 1 Last  
Amount:  USD Tax Authority:   
SpeedType: SRCOLLEGE [ChartFields](#) UMS01\*ACTUALS\*46006\*8912107\*\*\*00\*\*\*\*\*

**Tender Detail** Find | View All First 1 of 1 Last  
\*Tender: CHECK\_UMA Check UMA Amount:  USD [Currency Detail](#)  
Deposit ID:  [Tender Details](#)

[Notify](#) [Refresh](#)

Step	Action
15.	When you click the <i>Create Receipt</i> button, the label changes to <i>Print Receipt</i> . Once you create a receipt, click the <i>New Transaction</i> button to return to a new, blank <b>Department Receipts</b> page so that you can process another department receipt.

# Process Document Generating Department Receipts



[Home](#) | [Add to Favorites](#) | [Sign out](#)

[New Window](#) | [Help](#) | [Customize Page](#) | **Saved**

### Department Receipts

**Unit:** UMS01    **Office:** Bath Brunswick Center-Monday    **Business Date:** 06/30/2008  
**Register:** BBRC2    **Cashier:** 0010688    **Receipt Nbr:** 30    **Seq Nbr:** 4

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**Receipt Status:** Processed    
   

**Target Total:** 150.00    **Total Tax:** 0.00    **Tender Total:** 150.00

Reference Nbr:

**Target Detail**    Find | View All    First 1 of 1 Last

Amount:	<input type="text" value="150.00"/>	USD	Tax Authority:	<input type="text"/>
SpeedType:	<input type="text" value="SRCOLLEGE"/>	<a href="#">ChadFields:</a> UMS01*ACTUALS*46006*8912107***00*****		

**Tender Detail**    Find | View All    First 1 of 1 Last

*Tender:	<input type="text" value="CHECK_UMA"/>	Check UMA	Amount:	<input type="text" value="150.00"/>	USD	<a href="#">Currency Detail</a>
Deposit ID:	<input type="text"/>	<a href="#">Tender Details</a>				

Step	Action
16.	<b>End of Procedure.</b>