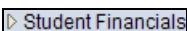
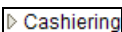
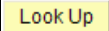



## Generating Department Receipts

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.
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.
6.	Click the <b>Add</b> button.
7.	Use the <b>Department Receipts</b> page to create department receipts.  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.  In the <b>Target Detail</b> section, enter the monetary amount for the target in the <b>Amount</b> field.
8.	Click the <b>SpeedType</b> link to open the <b>SpeedType look up</b> page.
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 <b>Target Detail</b> section of the Department Receipts page.
10.	Click the <b>Look Up</b> button. 
11.	Click on the SpeedType to select it.
12.	In the <b>Tender Detail</b> section, look up and enter the type of tender being used for the department receipt in the <b>Tender</b> field.  <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.
13.	In the <b>Amount</b> field, enter the amount of tender for the department receipt.
14.	Click the <b>Create Receipt</b> button to create a department receipt. 
15.	When you click the <b>Create Receipt</b> button, the label changes to <b>Print Receipt</b> .  Once you create a receipt, click the <b>New Transaction</b> button to return to a new, blank <b>Department Receipts</b> page so that you can process another department receipt.
16.	<b>End of Procedure.</b>