### Generating Department Receipts

1. From the Campus Solutions menu, click the **Student Financials** link.

2. Click the **Cashiering** link.

3. Click the **Collect Department Receipts** link.

4. On the **Department Receipts** Add a New Value page, if your **Business Unit** does not enter by default, enter or look up the appropriate Business Unit.

5. In the **Cashier's Office** field, look up and select the appropriate Cashier's Office.

6. Click the **Add** button.

7. Use the **Department Receipts** page to create department receipts.

   The system displays the status of the department receipt in the **Receipt Status** field. Before you click the **Create Receipt** button, this field displays the **Not Posted** value. After you click the **Create Receipt** button, the value changes to **Processed** if approval of the department receipt is not required. If approval is required, the value changes to **Pending** when you click the **Create Receipt** button.

   In the **Target Detail** section, enter the monetary amount for the target in the **Amount** field.

8. Click the **SpeedType** link to open the **SpeedType look up** page.

9. A **SpeedType** 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 **Target Detail** section of the Department Receipts page.

10. Click the **Look Up** button.

11. Click on the SpeedType to select it.

12. In the **Tender Detail** section, look up and enter the type of tender being used for the department receipt in the **Tender** field.

   **Note:** 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 **Amount** field, enter the amount of tender for the department receipt.

14. Click the **Create Receipt** button to create a department receipt.

15. When you click the **Create Receipt** button, the label changes to **Print Receipt**.

   Once you create a receipt, click the **New Transaction** button to return to a new, blank **Department Receipts** page so that you can process another department receipt.

16. **End of Procedure.**