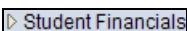


## Reviewing Receipts by Date

1.	From the Campus Solutions menu, click the <b>Student Financials</b> link. 
2.	Click the <b>Cashiering</b> link.
3.	Click the <b>Balance by Business Day</b> link.
4.	Click the <b>Review Receipts By Date</b> link.
5.	On the <b>Receipts By Business Date</b> page, enter or look up and select the appropriate <b>Business Unit</b> .
6.	Click the <b>Search</b> button. 
7.	Click on the appropriate Cashier's Office to select it.  <b>Note:</b> the Cashier's Offices you see listed is determined by the security settings applied to your account.
8.	On the <b>Receipts By Business Date</b> page, click on the <b>Business Date</b> look up button to look up and select the appropriate Business Date. 
9.	On the <b>Look Up Business Date</b> page, click on the appropriate Business Date to select it.
10.	After select the Business Date, you will return to the <b>Receipts By Business Date</b> page and see all payments you entered for that date.  <b>Note:</b> Click the <b>Receipt Nbr</b> link to view details about the receipt.
11.	To print the page, click the <b>File</b> menu. 
12.	Click the <b>Print Preview...</b> menu item.
13.	On the <b>Print Preview</b> screen, click the print icon. 
14.	On the <b>Print</b> screen, click on the appropriate printer name to select it.
15.	Click the <b>Print</b> button. 
16.	<b>End of Procedure.</b>