



## Process Document Reviewing Receipts by Date

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<b>File Name</b>	<b>Reviewing Receipts by Date</b>
<b>Version</b>	<b>8.9</b>
<b>Date Modified</b>	<b>7/14/2008</b>
<b>Last Changed by</b>	<b>ASDS</b>
<b>Status</b>	<b>FINAL</b>

### Reviewing Receipts by Date

#### Concept

'Reviewing Receipts by Date' provides a listing of cashiering transactions by business date. The transactions may originate from payments made to students' accounts or miscellaneous department receipts.

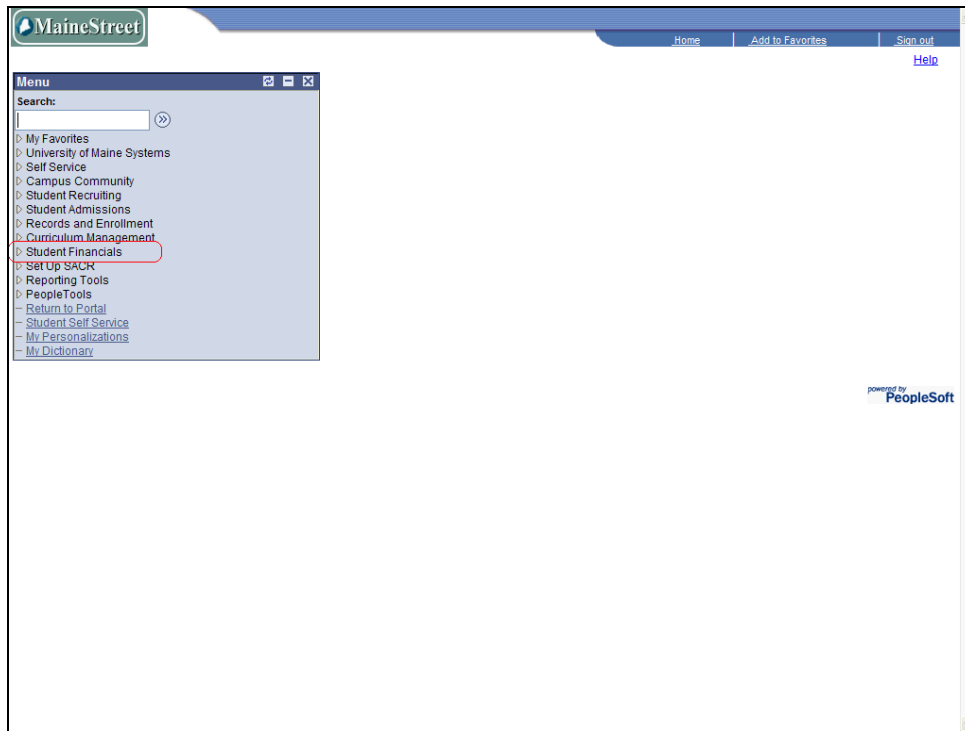
A chronological display of transactions by receipt numbers is displayed and further details of each transaction is available through a 'Receipt Nbr' link.


# Process Document

## Reviewing Receipts by Date




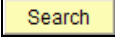
## Navigation



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>Balance by Business Day</b> link.
4.	Click the <b>Review Receipts By Date</b> link.

### Procedure



Step	Action
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. 

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## Reviewing Receipts by Date



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**Receipts By Business Date**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

Business Unit: begins with

Cashier's Office: begins with

Description: begins with

Case Sensitive

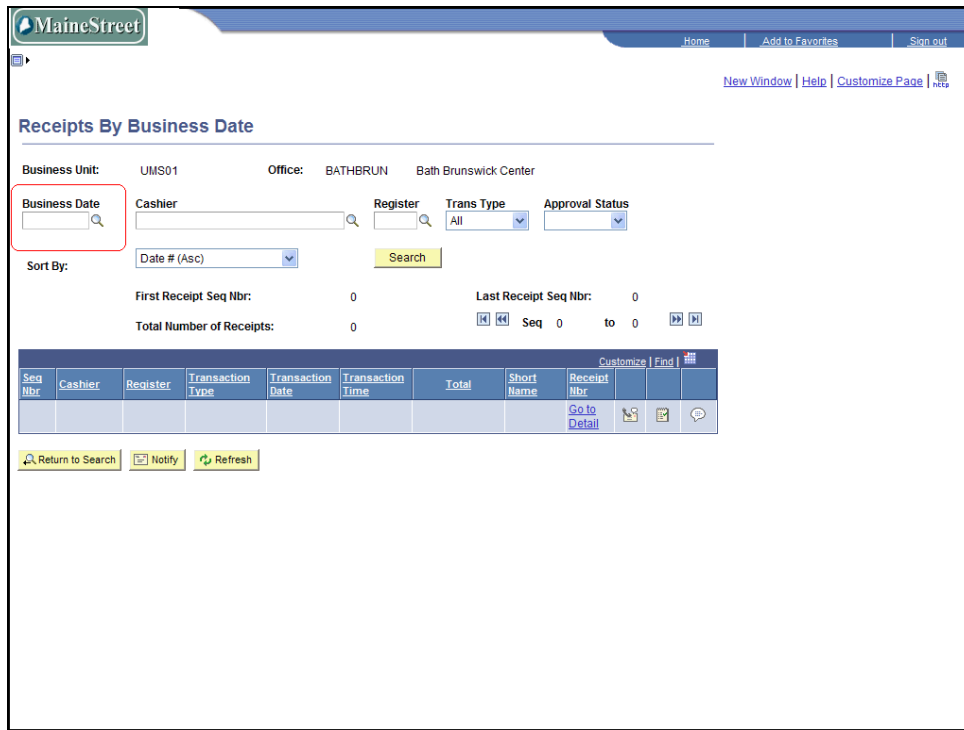
[Basic Search](#)

**Search Results**

View All First 1-5 of 5 Last

Business Unit	Cashier's Office	Description
UMS01	BBR-FRI	Bath Brunswick Center-Friday
UMS01	BBR-MON	Bath Brunswick Center-Monday
UMS01	BBR-THUR	Bath Brunswick Center-Thursday
UMS01	BBR-TUES	Bath Brunswick Center-Tuesday
UMS01	BBR-WED	Bath Brunswick Center-Wed

Step	Action
7.	<p>Click on the appropriate Cashier's Office to select it.</p> <p><b>Note:</b> the Cashier's Offices you see listed is determined by the security settings applied to your account.</p>



**Receipts By Business Date**

Business Unit: UMS01      Office: BATHBRUN      Bath Brunswick Center

Business Date:       Cashier:       Register:       Trans Type: All      Approval Status:


Sort By: Date # (Asc)      Search

First Receipt Seq Nbr: 0      Last Receipt Seq Nbr: 0

Total Number of Receipts: 0      Seq 0 to 0

Seq Nbr	Cashier	Register	Transaction Type	Transaction Date	Transaction Time	Total	Short Name	Receipts Nbr

Return to Search    Notify    Refresh

Step	Action
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.

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## Reviewing Receipts by Date



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### Receipts By Business Date

Business Unit: UMS01 Office: BATHBRUN Bath Brunswick Center

Business Date: 06/24/2008

Sort By: Date # (Asc)

First Receipt Seq Nbr: 1 Last Receipt Seq Nbr: 3

Total Number of Receipts: 3   Seq 1 to 3

Seq Nbr	Cashier	Register	Transaction Type	Transaction Date	Transaction Time	Total	Short Name	Receipt Nbr	Customize   Find		
1	0010688	BBRC2	Stdnt Pymt	06/24/2008	10:48:37AM	150.00	Posted	<a href="#">5</a>			
2	0010688	BBRC2	Stdnt Pymt	06/24/2008	10:54:38AM	200.00	Posted	<a href="#">6</a>			
3	0010688	BBRC2	Stdnt Pymt	06/24/2008	10:55:49AM	50.00	Posted	<a href="#">7</a>			

Step	Action
10.	<p>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.</p> <p><b>Note:</b> Click the <u><i>Receipt Nbr</i></u> link to view details about the receipt.</p>

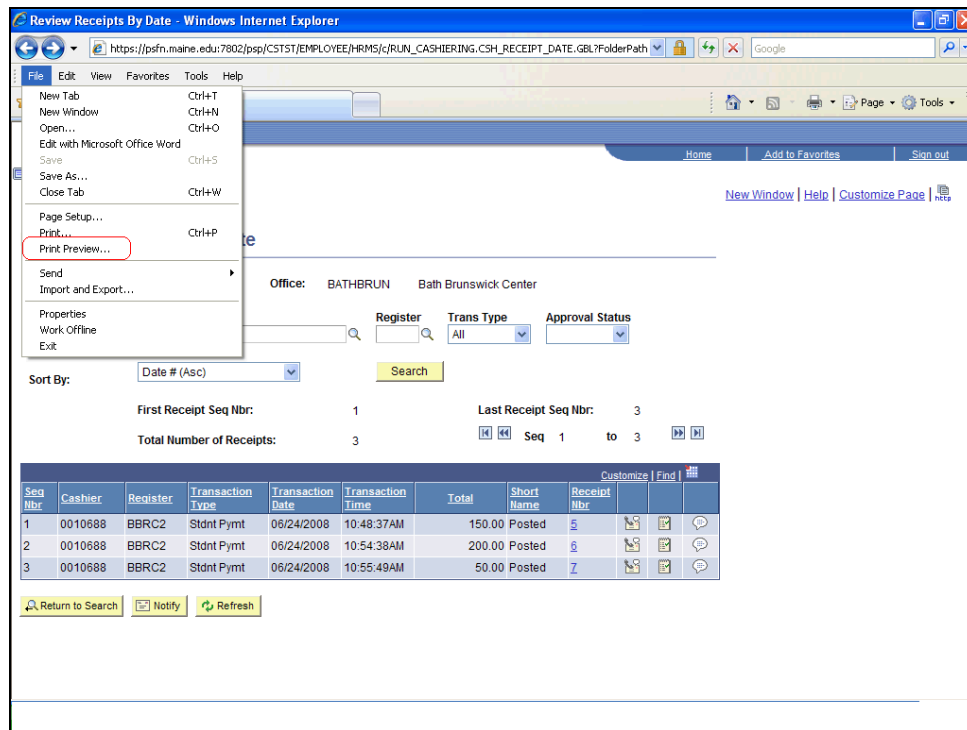


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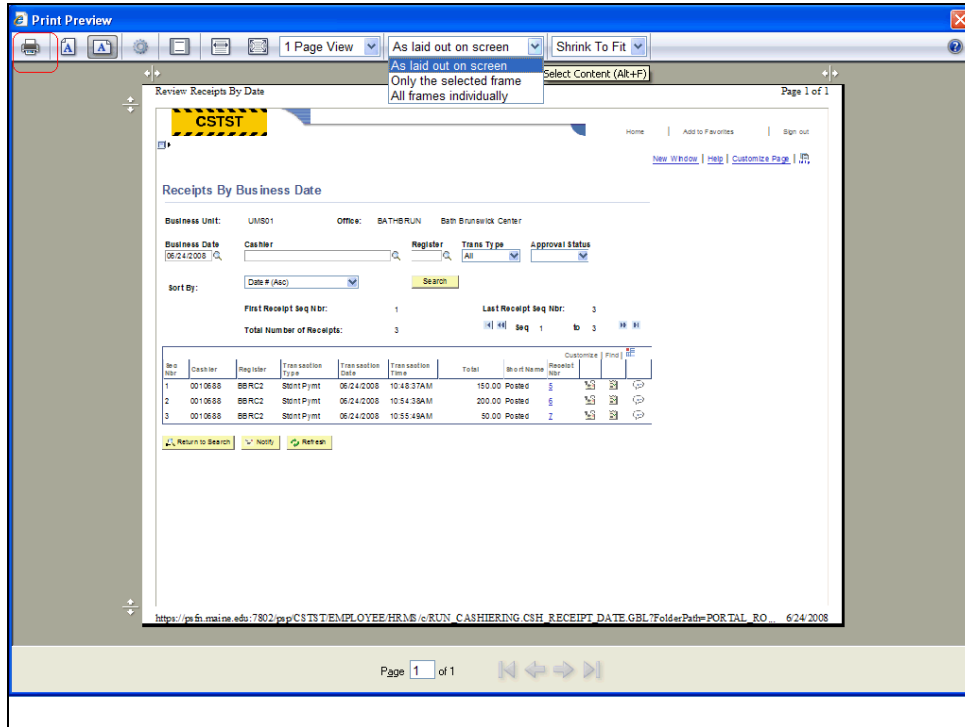
Step	Action
11.	To print the page, click the <b>File</b> menu. <div style="border: 1px solid black; padding: 2px; display: inline-block;">File</div>


# Process Document

## Reviewing Receipts by Date



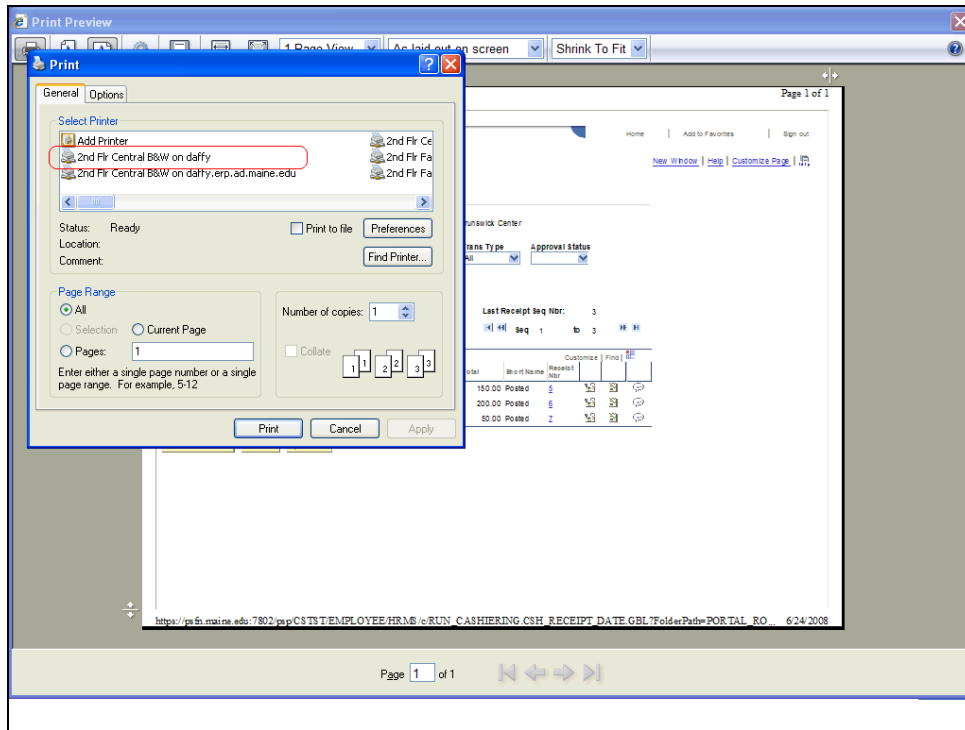
Step	Action
12.	Click the <b>Print Preview...</b> menu item.



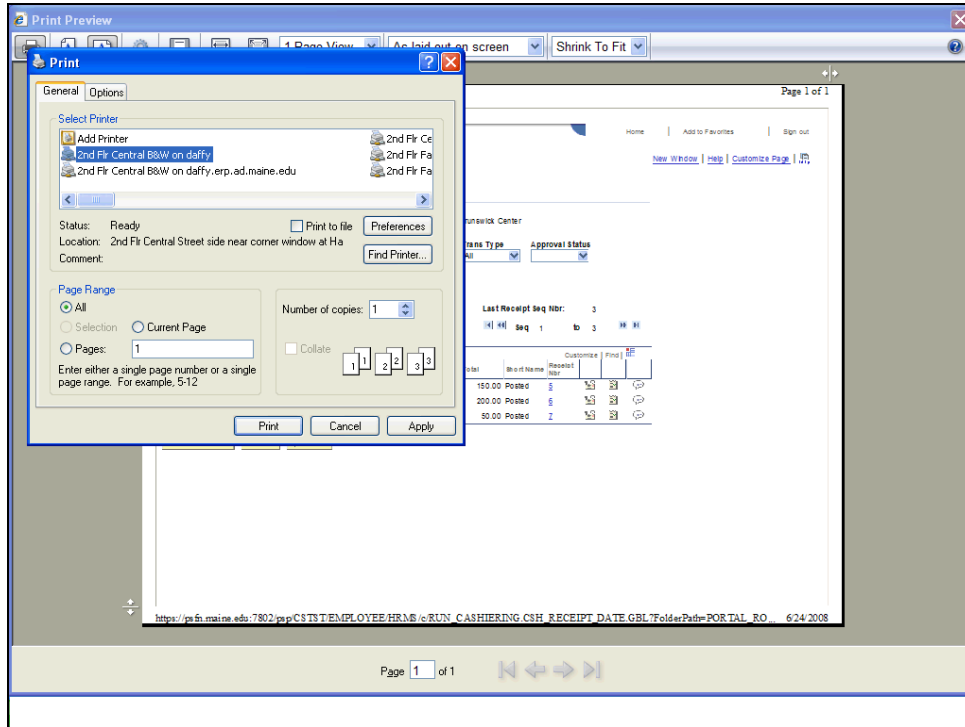
Step	Action
13.	On the <b>Print Preview</b> screen, click the print icon. 


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## Reviewing Receipts by Date



Step	Action
14.	On the <b>Print</b> screen, click on the appropriate printer name to select it.



Step	Action
15.	Click the <b>Print</b> button.
	

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## Reviewing Receipts by Date



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### Receipts By Business Date

Business Unit: UMS01 Office: BATHBRUN Bath Brunswick Center

Business Date: 06/24/2008

Cashier: [ ] Register: [ ] Trans Type: All Approval Status: [ ]

Sort By: Date # (Asc) Search

First Receipt Seq Nbr: 1 Last Receipt Seq Nbr: 3

Total Number of Receipts: 3 Seq 1 to 3

Seq Nbr	Cashier	Register	Transaction Type	Transaction Date	Transaction Time	Total	Short Name	Receipt Nbr			
1	0010688	BBRC2	Stdnt Pymt	06/24/2008	10:48:37AM	150.00	Posted	5			
2	0010688	BBRC2	Stdnt Pymt	06/24/2008	10:54:38AM	200.00	Posted	6			
3	0010688	BBRC2	Stdnt Pymt	06/24/2008	10:55:49AM	50.00	Posted	7			

Return to Search Notify Refresh

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