State of North Dakota

Student Financials
Cashiering

Version 8.0
DISCLAIMER

Written by MAXIMUS-ERP Solutions Group, March 2004.

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Opening the Cashier’s Office

Overview

Business Purpose
Open the cashiering office prepares the system to start accepting payments from students, external organizations and departments. It will also set the beginning balances for the days processing. This process will need to be performed daily by the business office supervisor or the lead cashier.

Objectives
After completing this section, you will be able to:
• Open a cashier’s office
• Open a cash register
• Open a cashier

Process Flow

Process Steps
• Navigate to the open Cashier’s Office Page
• Open the Cashiers Office
• Open Cash Registers
• Open Cashiers
Open The Cashier’s Office

Scenario
The Cashier’s Office needs to be opened to begin the day’s business.

Process Steps
1. Navigate to the Open Cashier Offices Page:

   Manage Student Financials>Run Cashiering>Use>Open Cashier Office

2. Enter the Search information required to locate the Cashier Office you wish to open.
   A. Your Business Unit should default in from your operator preferences.
   B. Your Cashiering Office should default in from your operator preferences. If not, you can select the value from the drop down list.
   C. Then click the Search button. The following page will then be displayed.
3 Open The Cashier’s Office

A. Enter the date for which you are opening the Cashiering office, in the **Current Business Date** field. This will default to the system date and typically will not need to be overridden.

B. Click on the **Open Cashier Office** button. At this point the Business Date button will gray out and you will not be able to open the office for another date until this date is closed. You will not need to save the page for the office to be opened.
4. Indicate which registers and cashiers will be used in the Cashier Office that day.

A. If the cashiers working on this day are similar or identical to those working on a previous day, click the Copy Registers and Cashiers button. This will eliminate a number of additional set up steps. The following page will be displayed.

B. Enter the date on which the open registers and cashiers are most similar to what will be open on the current business day. The last day the office was open is the date that will default.

C. Press OK and you will be returned to the previous page.
5. Next, Verify that only the registers that will be used are open.
   A. Click on the **Open Registers** tab and the following page will be displayed.

   B. Verify that all of the registers that will be required are listed. You can either use the scroll buttons at the top to move from one register to the next or hit the View All to view all of the registers at once.

   **NOTE:** You can also scroll through which registers were open for the last 30 days by using the scroll buttons at the top of the page near the business date field.

   C. If you are balancing by register, enter the beginning balance of each tender type for each register. If this information is not correct reconciling the register at the end of the day will be affected.
D. If you need to delete a register that will not be used this day, click on the minus sign icon next to the register ID number. You will be asked if you really intend to delete the specified register. Click OK. The register will be deleted once the page is saved.

E. If you need to add an additional register, click on the add sign icon next to the register ID number. A blank page will be displayed. Enter the ID of the register you wish to open. If you do not know the ID click on the search icon to see a list of valid values.

F. Click the Open check box for the new register.

G. Add tender types that can be used with the register; for more information see below.

H. Verify that each register will accept all required tender types.

I. If you need to delete a tender type that will not be accepted by a particular register, click on the minus sign icon next to the tender type for a specific register.

J. If you need to add an additional tender type for a register, click on the add sign icon next to a tender type for a specific register ID number. A blank line will be displayed.

K. Enter the ID of the tender type you wish to add. If you do not know the ID click on the search icon to see a list of valid values.

L. If you are balancing by register, enter the beginning balance for the tender type. If this information is not correct reconciling the register at the end of the day will be affected.

M. Repeat Steps I - K to add additional tender types.

N. Repeat steps E – K to add additional registers.

6. Verify that cashiers have been assigned to the correct registers.

A. Click on Open Cashiers tab. The following page will be displayed.
B. Verify that only the cashiers working that day are listed and that they are assigned to the appropriate register. You can either use the scroll buttons at the top to move from one register to the next or hit the View All to view all of the registers at once.

**NOTE:** You can also scroll through which cashiers were opened for the last 30 days by using the scroll buttons at the top of the page near the business date field.

C. If you are balancing by cashier, enter the beginning balance of each tender type for each cashier. If this information is not correct reconciling the register at the end of the day will be affected.

D. If you need to delete cashier who will not be working this day, click on the minus sign icon next to the register ID number. You will be asked if you really intend to delete the specified cashier. Click OK. The register will be deleted once the page is saved.
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E. If you need to add an additional cashier, click on the add sign icon next to the register ID number. A blank page will be displayed.

F. Enter the cashier you wish to add. If you do not know the user ID of the cashier, click on the search icon to see a list of valid values.

G. Add tender types that the cashier can accept. For more information see below.

H. Verify that each cashier can accept all the required tender types.

I. If you need to delete a tender type that will not be accepted by a particular cashier, click on the minus sign icon next to the tender type for a specific register. You will be asked if you really intend to delete the specified tender type. Click OK. The tender type will be deleted once the page is saved.

J. If you need to add an additional tender type for a cashier, click on the add sign icon next to a tender type for a specific register ID number. A blank line will be displayed.

K. Enter the ID of the tender type you wish to add. If you do not know the ID click on the search icon to see a list of valid values.

L. Verify that the appropriate opening balance is entered. If this information is not correct reconciling the register at the end of the day will be affected.

M. Once the cashier’s information has been validated, click the Open check box. It will be immediately grayed out and the page will be saved.

7. When you have checked each of the cashiers to Open you have finished opening the cashiers office for the day. Click on the Save icon to preserve your work.
Accepting Payments

Overview

**Business Purpose**
This is the process used to accept monies from students, external organizations and departments. It will be performed throughout the day as these entities make payments in the cashier’s office.

**Objectives**
After completing this section, you will be able to:
- Accept a Student Payment
- Accept a Corporate Payment
- Enter a Departmental Receipt
- Inquire on Payments once when have been made.

**Process Flow**

1. Begin
2. Enter the Receipt Information
3. Post the Receipt
4. Print Receipt
5. Terminate

**Process Steps**
- Navigate to the open Cashier’s Office Page
- Enter information regarding the Payment
- Post the Receipt to the appropriate account.
- Print the Receipt.
Accepting Student Payments

Scenario
A student comes in and need to make a payment on their tuition and fees.

Process Steps
1. Navigate to the Student Payments Page:

   Manage Student Financials>Run Cashiering>Use>Student Payments

   ![Image of Student Payments Page]

A. Enter the Business Unit in which this payment is being made. This should default in from your operator preferences.
B. Enter the Cashier’s Office at which the payment is being made. This should default in from your operator preferences.
C. Leave the set at all 9’s. Never override this number.
NOTE: If this information accidentally gets blanked out, do not retype it. Instead re-navigate to the page to refresh the field.

D. Enter the EmplID for the employee and/or student for whom you are accepting the payment. If you do not know the EmplID, press the search icon to identify the individual by name, campus ID or national ID. Click Add. The following page should be displayed.

E. Click on the Add button and the following page will be displayed.

Enter the following values for the exercise.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Unit Cashier’s Office EmplID</td>
<td>Will Default Main Select from List</td>
</tr>
</tbody>
</table>
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NOTE: You may add additional rows of Target or Tender information by using the Insert/Delete Row icons. This can be useful if a student is paying charges for multiple terms or using more than one payment method.

2. Add the payment detail.
   A. The Business Unit, Cashiering Office, Current Date, and EmplID are automatically populated. The student's account Balance along with any Anticipated Aid due the student is displayed.
   B. Enter a Reference Number for the transaction, if needed. This is an optional field.
   C. Select the Target Key for the student payment. Typically this should be set to “CHARGES”. However if the student is making a pre-payment such as a housing deposit or an international tuition deposit, you will need to select a different target.
   D. Enter the Amount the student is paying.
E. Use the **Term** field to allocate the payment to charges for a specific term. This does not have to be the term in which the payment is made, but should be the term to which the payment should be applied. This is the term that will be considered the current term for payment allocation purposes.

F. Select the **Tender Key** to identify the method of payment the student is using. If you select CHECK or WIRE, the system prompts you to enter further payment information when you press the TAB key. – See Below

G. Enter the **Amount** paid by that tender type. This will typically be the same amount as the target unless they student will be using multiple payment methods.

   **NOTE:** Credit Card Payment will always need to be made on their own receipt and cannot be combined with other Tender Types.

H. The Deposit Id will not be used at this time.

Enter the following values for the exercise.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Target</td>
<td>Charges</td>
</tr>
<tr>
<td>Amount</td>
<td>500.00</td>
</tr>
<tr>
<td>Term</td>
<td>0510</td>
</tr>
<tr>
<td>Tender Key</td>
<td>Check</td>
</tr>
<tr>
<td>Amount</td>
<td>500.00</td>
</tr>
</tbody>
</table>

3. **Add the Tender detail.**
   A. If you selected Check as a Tender Type, the following page will be displayed when you leave the field.
B. Enter the **Check Number** that appears on the check
C. Optionally, enter the **Account Number** that the check is drawn on. Will typically be located at the bottom of the check.
D. Enter the name of the person on the account, typically this is the name that appears on the check in the **Bank Holder Account Name** field.
E. The remaining fields are optional and typically left Blank.
F. Press OK. You will be returned to the previous page.

Enter the following values for the exercise.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check Number</td>
<td>1168</td>
</tr>
<tr>
<td>Bank Account Holder Name</td>
<td>Jane Smith</td>
</tr>
</tbody>
</table>
G. If you selected Wire as a Tender Type, the following page will be displayed when you leave the field.

![Wire Transfer Information Form](image)

H. The **Check Number** field does not apply to wire transfers and is unavailable for entry.

I. Optionally, you can enter the **Account Number** that the money will be wired from.

J. Indicate if this is a checking or savings account. Typically it will be set to “C” for Checking.

K. Enter the name of the person on the account in the **Bank Account Holder Name** field.

L. Optionally, you can enter the Banks Routing number in the **Federal Reserve Bank ID** field.

M. The remaining fields do not require population.

N. Press OK. You will be returned to the previous page.
4. Selecting Charges to Pay

A. If the student wishes to override the payment priority rules and specify which charges should be paid, click on the Select Charges to Pay link at the top of the page and the following will be displayed.

B. Enter the specific amount for each charge to be paid. Use the Scroll buttons to view all of the available charges.

   **NOTE:** You will only be able to select charges from Account Types that have been specified on the Payment item type associated with the Target selected.

C. When you are finished, click the OK button and you will be returned to the previous page.
D. When you return, the original amount in the target field will be overridden with the total amount of the charges indicated on the previous page.

5. Post the receipt.
   A. Post the receipt by clicking on the Create Receipt icon [Create Receipt]. After the payment is posted the system will replace the filler number in the Receipt # field with an automatically assigned number. The Seq# represents the receipt number for this business date and the system will likewise populate it automatically when the receipt is posted.
   B. If the amount tendered was greater than the specified charges (target amount) the change due will now be listed at the bottom of the page.
   C. Once the receipt has been created the icon will change to Print Receipt. [Print Receipt] Press this icon to generate a receipt for the transaction.

   NOTE: At any time during this process you can add a communication to the student’s record by clicking on the Communication icon [Communication icon]. For more details see the Inquiring on Student Accounts.

6. If you need to enter an additional departmental receipt, select the New Transaction icon [New Transaction] to display a blank receipt page. Using the New Transaction button, you can cash a series of checks without having to navigate through the menu groups.
7. Printing a Receipt

**NOTE:** This process assumes that you clicked on the [Print Receipt] during the previous process.

Navigate to the Report Manager

Manage Student Financials>PeopleTools – Student Admin>Report Manager

A. The most recent receipt print process, the one with the greatest process instance number/ highest one on your list, will be the receipt that was just run.
B. A View link should be displayed on far right hand side of the page. If it is not there, click the Refresh button until it is displayed.
C. Click on the View Link the following page will be displayed.
D. Your report will always be the link with the HTML file extension. Click on this link and the following page will be displayed.
E. Click on the Printer icon at the top of the page to get a physical copy of the receipt.
Accepting Corporate Payments

**Scenario**
A corporation submits a payment to their account.

**Process Steps**
1. Navigate to the Corporate Payments Page:
   Manage Student Financials>Run Cashiering>Use>Corporate Payments

   - **Corporate Payments**
   - **Add a New Value**
     - Business Unit: [Input Field]
     - Cashier's Office: [Input Field]
     - Receipt Number: 99999999999
     - External Org ID: [Input Field]

   A. Enter the **Business Unit** in which this payment is being made. This should default in from your operator preferences.
   B. Enter the **Cashier's Office** at which the payment is being made. This should default in from your operator preferences.
   C. Leave the set at all 9's. Never override this number.
NOTE: If this information accidentally gets blanked out, do not retype it. Instead re-navigate to the page to refresh the field.

D. Enter the Ext Org ID for the corporation for whom you are accepting the payment. If you do not know the Ext Org ID, press the search icon (search icon) to identify the corporation using additional search criteria.
E. Click on the Add button and the following page will be displayed.

Enter the following values for the exercise.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Unit</td>
<td>Will Default</td>
</tr>
<tr>
<td>Cashier’s Office</td>
<td>Main</td>
</tr>
<tr>
<td>Ext Org ID</td>
<td>Select from List</td>
</tr>
</tbody>
</table>
NOTE: You may add additional rows of Target or Tender information by using the Insert/Delete Row icons. This can be useful if a corporation is paying charges for multiple terms or using more than one payment method.

2. Add the payment detail.
   A. The Business Unit, Cashiering Office, Current Date, and EmplID are automatically populated. The external organizations account is displayed.
   B. Enter a Reference Number for the transaction, if needed. This is an optional field.
   C. Select the Target Key for the external organization payment. Typically this should be set to “CHARGES”.
   D. Enter the Amount the external organization is paying.
   E. Use the Term field to allocate the payment to charges for a specific term. This does not have to be the term in which the payment is made, but should be the term to
which the payment should be applied. This is the term that will be considered the current term for payment allocation purposes.

F. Select the **Tender Key** to identify the method of payment the student is using. If you select CHECK or WIRE, the system prompts you to enter further payment information when you press the TAB key. – See Below

G. Enter the **Amount** paid by that tender type. This will typically be the same amount as the target unless they external organization will be using multiple payment methods.

**NOTE:** Credit Card Payment will always need to be made on their own receipt and cannot be combined with other Tender Types.

H. The Deposit Id will not be used at this time.

Enter the following values for the exercise.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Target</td>
<td>Charges</td>
</tr>
<tr>
<td>Amount</td>
<td>500.00</td>
</tr>
<tr>
<td>Term</td>
<td>0510</td>
</tr>
<tr>
<td>Tender Key</td>
<td>Check</td>
</tr>
<tr>
<td>Amount</td>
<td>500.00</td>
</tr>
</tbody>
</table>

3. Add the Tender detail.
   A. If you selected Check as a Tender Type, the following page will be displayed when you leave the field.
B. Enter the **Check Number** that appears on the check
C. Optionally, enter the **Account Number** that the check is drawn on. Will typically be located at the bottom of the check.
D. Enter the name of the person on the account, typically this is the name that appears on the check in the **Bank Holder Account Name** field.
E. The remaining fields are optional and typically left Blank.
F. Press OK. You will be returned to the previous page.

Enter the following values for the exercise.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check Number</td>
<td>10056</td>
</tr>
<tr>
<td>Bank Account Holder Name</td>
<td>Enter the external organization’s name</td>
</tr>
</tbody>
</table>
G. If you selected Wire as a Tender Type, the following page will be displayed when you leave the field.

<table>
<thead>
<tr>
<th><strong>Wire Transfer Information</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Check Nbr:</td>
</tr>
<tr>
<td>Account Number:</td>
</tr>
<tr>
<td>Bank Account Type:</td>
</tr>
<tr>
<td>Bank Account Holder Name:</td>
</tr>
<tr>
<td>Federal Reserve Bank ID:</td>
</tr>
<tr>
<td>Third Party Check Name:</td>
</tr>
<tr>
<td>Bank Tracer Nbr:</td>
</tr>
</tbody>
</table>

H. The **Check Number** field does not apply to wire transfers and is unavailable for entry.

I. Optionally, you can enter the **Account Number** that the money will be wired from.

J. Indicate if this is a checking or savings account. Typically it will be set to “C” for Checking.

K. Enter the name of the person on the account in the **Bank Account Holder Name** field.

L. Optionally, you can enter the Banks Routing number in the **Federal Reserve Bank ID** field.

M. The remaining fields do not require population.

N. Press OK. You will be returned to the previous page.
4. Selecting Charges to Pay

A. When applying a payment to an external organization’s account there are two methods that can be used to override the charge priorities and specify how the payment should be applied. The first, similar to student payments is **Select Charges to Pay** link.

B. Enter the specific amount for each charge to be paid. Use the Scroll buttons to view all of the available charges.

   **NOTE:** You will only be able to select charges from Account Types that have been specified on the Payment item type associated with the Target selected.

C. When you are finished, click the OK button and you will be returned to the previous page.
D. You can also specify students to apply payments to by selecting the **Select Students to Pay** link. This will allow you to specifically select charges or charges related to a specific student to apply the credit towards and will override the payment priority entirely. However, you will only be able to select charges that are in the Account Type listed on the credit Item Type you are posting.

E. Enter the **Pay Amount** as the specific amount you wish to apply to each charge. This does not need to be the total amount of the charge.

F. When you are finished, click the OK button and you will be returned to the previous page.

E. When you return, the original amount in the target field will be overridden with the total amount of the charges indicated on the previous page.

5. **Post the receipt.**

D. Post the receipt by clicking on the Create Receipt icon. After the payment is posted the system will replace the filler number in the Receipt # field with an automatically assigned number. The Seq# represents the receipt number for this business date and the system will likewise populate it automatically when the receipt is posted.
E. If the amount tendered was greater than the specified charges (target amount) the change due will now be listed at the bottom of the page.

F. Once the receipt has been created the icon will change to Print Receipt.

Press this icon to generate a receipt for the transaction.

NOTE: At any time during this process you can add a communication to the student’s record by clicking on the Communication icon �ęki. For more details see the Inquiring on Student Accounts.

6. If you need to enter an additional departmental receipt, select the New Transaction icon to display a blank receipt page. Using the New Transaction button, you can cash a series of checks without having to navigate through the menu groups.
7. Printing a Receipt

*NOTE: This process assumes that you clicked on the* 
Print Receipt *during the previous process*

F. Navigate to the Report Manager

Manage Student Financials>PeopleTools – Student Admin>Report Manager

G. The most recent receipt print process, the one with the greatest process instance number/ highest one on your list, will be the receipt that was just run.

H. A View link should be displayed on far right hand side of the page. If it is not there, 
click the Refresh button until it is displayed.

I. Click on the View Link the following page will be displayed.
J. Your report will always be the link with the HTML file extension. Click on this link and the following page will be displayed.
K. Click on the Printer icon at the top of the page to get a physical copy of the receipt.
Departmental Receipts

Scenario
The bookstore is depositing the cash receipts for the day.

Process Steps
1. Navigate to the Departmental Receipts page. The following page will be displayed.

Manage Student Financials>Run Cashiering>Use>Department Receipts

A. Enter the Business Unit in which the receipt is being recorded. This should default in from your operator preferences.
B. Enter the **Cashiers Office** in which the amount will be receipted. This should default from your operator preferences.

C. Leave the **Receipt Number** set at all 9’s. Never override this number.

**NOTE:** *If this information accidentally gets blanked out, do not retype it. Instead re-navigate to the page to refresh the field.*

D. Click on the Add button and the following page will be displayed.

Enter the following values for the exercise.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Unit Cashier’s Office</td>
<td>Will Default</td>
</tr>
<tr>
<td></td>
<td>Main</td>
</tr>
</tbody>
</table>

2. Enter the receipt details.
A. Enter a Reference Number. This a 30-character field used to describe the reason for the deposit.

*NOTE: It is extremely important that you enter this information, since once the deposit is made, this will be the only indicator of who made the deposited and why.*
B. Enter the chart field string that will be credited. Typically this will be revenue account. The following fields may be populated.
   - GL Business Unit – Typically, this will be the same as value as the SF Business Unit
   - Ledger – This should always be set to Actuals
   - Fund – This is required
   - DeptID – This is required
   - Account – This is required
   - Program Code – This is an optional field
   - Project ID – This is an optional field
   - ChartField 1 – This is required if the Project ID is populated. It should contain the same value as the GL business unit.
   - ChartField 2 – This is required if the Project ID is populated. It should contain the number “1”.

C. For departmental receipts performed on a regular basis there may be a speed type provided to reduce data entry.

D. Click on the SpeedType icon. A SpeedType field will then be displayed.

E. Enter the speed type that is applicable for the deposit. If you do not know the speed type code, it can be selected from a drop down list.

F. When you tab out of the field, the GL chart field string will be populated.

G. Enter the amount that will be credited to the specified chart field string.

H. You can enter more than one chart field string to credit by clicking on the Insert Row icon to add additional rows.

I. Enter the tender type that you will be depositing. Depending on the tender type selected, additional information will be required.
Enter the following values for the exercise.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
<th>GL Business Unit</th>
<th>Ledger</th>
<th>Fund</th>
<th>Account</th>
<th>Department</th>
<th>Target Amount</th>
<th>Tender Type</th>
<th>Tender Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reference Number</td>
<td>Bookstore Deposit</td>
<td>BSC01</td>
<td>ACTUALS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GL Business Unit</td>
<td>Bookstore Deposit</td>
<td>DSU01</td>
<td>ACTUALS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ledger</td>
<td>Bookstore Deposit</td>
<td>LRSC1</td>
<td>ACTUALS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fund</td>
<td></td>
<td>MISU1</td>
<td>ACTUALS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Account</td>
<td></td>
<td>MISUB</td>
<td>ACTUALS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Department</td>
<td></td>
<td>NDSCS</td>
<td>ACTUALS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Target Amount</td>
<td>500.00</td>
<td>500.00</td>
<td>500.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tender Type</td>
<td>CASH</td>
<td>CASH</td>
<td>CASH</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tender Amount</td>
<td>500.00</td>
<td>500.00</td>
<td>500.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. Add the Tender detail.
   A. If you selected Check as a Tender Type, the following page will be displayed when you leave the field.
B. Enter the **Check Number** that appears on the check
C. Optionally, enter the **Account Number** that the check is drawn on. Will typically be located at the bottom of the check.
D. Enter the name of the person on the account, typically this is the name that appears on the check in the **Bank Holder Account Name** field.
E. The remaining fields are optional and typically left Blank.
F. Press OK. You will be returned to the previous page.
G. If you selected Wire as a Tender Type, the following page will be displayed when you leave the field.

H. The **Check Number** field does not apply to wire transfers and is unavailable for entry.

I. Optionally, you can enter the **Account Number** that the money will be wired from.

J. Indicate if this is a checking or savings account. Typically it will be set to “C” for Checking.

K. Enter the name of the person on the account in the **Bank Account Holder Name** field.

L. Optionally, you can enter the Banks Routing number in the **Federal Reserve Bank ID** field.

M. The remaining fields do not require population.

N. Press OK. You will be returned to the previous page.
O. You can break up the deposit by multiple tender types by clicking on the Insert Row icon + to add additional rows.

3. Post the receipt.
   A. Post the receipt by clicking on the Create Receipt icon.
   B. Once the receipt has been created the icon will change to Print Receipt. Press this icon to generate a receipt for the transaction.

4. If you need to enter an additional departmental receipt, select the New Transaction icon to display a blank receipt page. Using the New Transaction button, you can cash a series of checks without having to navigate through the menu groups.

5. Printing a Receipt

   NOTE: This process assumes that you clicked on the Print Receipt during the previous process.

   A. Navigate to the Report Manager

   Manage Student Financials>PeopleTools – Student Admin>Report Manager
B. The most recent receipt print process, the one with the greatest process instance number/ highest one on your list, will be the receipt that was just run.
C. A View link should be displayed on far right hand side of the page. If it is not there, click the Refresh button until it is displayed.
D. Click on the View Link the following page will be displayed.

<table>
<thead>
<tr>
<th>Report/Log Viewer</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Instance:</strong> 44768</td>
</tr>
<tr>
<td><strong>Name:</strong> SF750R</td>
</tr>
<tr>
<td><strong>Status:</strong> Success</td>
</tr>
<tr>
<td><strong>Server:</strong> PSNT</td>
</tr>
</tbody>
</table>

**Cashiering Receipt Print**

<table>
<thead>
<tr>
<th>Name</th>
<th>Size</th>
<th>CreationDate</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Message Log</strong></td>
<td>0 bytes</td>
<td>Mon May 31 12:42:36 2004</td>
</tr>
<tr>
<td><strong>SF750R_44768.HTM</strong></td>
<td>13065 bytes</td>
<td>Mon May 31 12:43:28 2004</td>
</tr>
</tbody>
</table>

E. Your report will always be the link with the HTML file extension. Click on this link and the following page will be displayed.
F. Click on the Printer icon at the top of the page to get a physical copy of the receipt.
Voiding Receipts

Overview

**Business Purpose**
This is a secure process in that it only permits you to void receipts that you, the Cashier, generated. If you are a supervisor, the page also enables you to void the receipts of any cashiers that directly report to you.

Also note, that only receipts for the Current Business day are displayed. To void a receipt from a previous business day, you will need to close the current business day and reopen the Cashier’s Office for the date of the receipt you wish to void.

**Objectives**
After completing this section, you will be able to:
- Void a receipt

**Process Flow**

1. Begin
2. Identify the receipt to be voided
3. Void the Receipt
4. Terminate

**Process Steps**
- Navigate to the open Void Receipt Page
- Identify the receipt to be voided
- Void the receipt.
Voiding a Receipt

Scenario
A receipt was entered for the wrong amount and must be voided and reissued.

Process Steps
1. Navigate to the Void Receipts Page.

Manage Student Financials>Run Cashiering>Use(Void Receipts

A. You will not be given a search page since PeopleSoft will automatically display all your (or the receipts for all of the cashiers who report to you) receipts for the current, open business day.

B. Find the receipt you wish to void.

2. Void the Receipt
A. Click on the Void button. The following page will then be displayed.
B. Select the Void Reason code appropriate for the transaction.
C. Click OK and you will be returned to the previous page.
D. If you have already interfaced the receipt to the General Ledger you will receive the following message.

E. It is EXTREMELY important that you always click on the Yes button in answer to this question.
F. When you are returned to the previous page, the receipt will show as voided and the Void reason will be displayed. There is no need to save this page, as the transaction is complete.
Cashiering Inquiry Pages Useful at Closing

Overview

Business Purpose
These pages will be used to help you balance out your cash drawers at the end of the night.

Objectives
After completing this section, you will be able to:
- Learn how to view tender totals by register
- Learn how to view tender totals by cashier
- Learn how to use the Receipt Tender Flow inquiry page
Tender By Cashier

1. Navigate to the Tender By Cashier Inquiry Page
   Home>Manage Student Financials>Run Cashiering>Inquire>Tender By Cashier

2. Enter the required search information to view the transactions you are researching.
   A. Enter the Business Date of the transaction you are researching.

3. Click on the Search button to view your result set.
   A. The receipt detail for that day will be displayed.
   B. The first box will list the total amount receipted by all cashiers for that business day,
   C. The bottom box will list individual receipt totals by cashier.
Tender By Register

1. Navigate to the Tender By Register Inquiry Page
   Home>Manage Student Financials>Run Cashiering>Inquire>Tender By Register

2. Enter the required search information to view the transactions you are researching.
   A. Enter the Business Date of the transaction you are researching.

3. Click on the Search button to view your result set.
   A. The receipt detail for that day will be displayed.
   B. The first box will list the total amount receipted by all Registers for that business day,
   C. The bottom box will list individual receipt totals by Register.
Receipt Tender Flow

1. Navigate to the Receipt Tender Flow Inquiry Page
   Home>Manage Student Financials>Run Cashiering>Inquire>Receipt Tender Flow

2. Enter the required search information to view the transactions you are researching.
   A. Enter the Business Date of the transaction you are researching. This is the date for which the Cashier’s Office was opened. This field should never be left blank. If it is blank when the Search button is clicked – it could degrade system performance.
   B. Optionally, you can enter the Cashier Id who entered the transaction you are researching.
   C. Optionally, you can enter the Tender Type of the transaction you are researching.
   D. Optionally, you can enter the Register that accepted the transaction you are researching. This is especially useful if your office balances by Register.
Note: All of the optional criteria listed can be used individually to provide you with the largest result set, or in combination to further refine your search.

3. Click on the Search button to view your result set.
   A. A list of all of the receipts that meet the specified criteria will be displayed.
   B. Basic information about the receipt will be displayed, including cashier id, date and time of the receipt and receipt amount.
   C. A running total column will be displayed. This is the running total for the receipts displayed on this page, not for a given cashier or register.
   D. The receipt status will be displayed. All student and corporate receipts should display a status of posted. Departmental receipts will remain in a status of Processed.
   E. A link to the receipt detail page will also be displayed. Click on this link to view additional detail about the transaction.
## Student Payment Detail

<table>
<thead>
<tr>
<th>Receipt Status:</th>
<th>Posted</th>
<th>Receipt Number: 5916</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Unit:</td>
<td>VCSU1</td>
<td>Office: MAIN</td>
</tr>
<tr>
<td>Business Date:</td>
<td>05/07/2004</td>
<td>Seq Nbr: 1</td>
</tr>
<tr>
<td>Cashier:</td>
<td></td>
<td>Register: 100</td>
</tr>
<tr>
<td>ID:</td>
<td></td>
<td>Name:</td>
</tr>
<tr>
<td>Reference Nbr:</td>
<td></td>
<td>Change Due: 115.54</td>
</tr>
<tr>
<td>Total Amount:</td>
<td>8.00</td>
<td>USD</td>
</tr>
<tr>
<td>Total Taxes:</td>
<td>0.00</td>
<td>USD</td>
</tr>
</tbody>
</table>

### Target Detail

<table>
<thead>
<tr>
<th>Target Key:</th>
<th>All Student Charges</th>
<th>Amount: 8.00 USD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authority:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Tender Detail

<table>
<thead>
<tr>
<th>Tender Key:</th>
<th>Checks</th>
<th>Amount: 123.54 USD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deposit ID:</td>
<td></td>
<td>Tender Details</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tender Key:</th>
<th>Cash</th>
<th>Amount: -115.54 USD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deposit ID:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

When you are finished reviewing the receipt detail, click on the Return to Receipt Tender Flow to return to the previous page.
Closing Cashier’s Office

Overview

Business Purpose
Like Open Cashier Office page, closing cashier has three tabs, Close Register, Close Cashier and Close Office. The closing is done in the order of the tabs, from left to right. This process will also generate any over/short entries required to balance the register.

Objectives
After completing this section, you will be able to:

- Close a cashier’s office
- Close a cash register
- Close a cashier

Process Flow

Process Steps

- Navigate to the Close Cashier’s Office Page
- Close the Cashiers Office
- Close Cash Registers
- Close Cashiers
Closing the Office

Scenario
The Cashier’s Office must be closed at the end of a business day.

Process Steps
1. Navigate to the Close Cashier’s Office Page.

Home>Manage Student Financials>Run Cashiering>Use>Close Cashier Offices

2. Enter the Search information required to locate the Cashier Office you wish to close.
   A. Your Business Unit should default in from your operator preferences.
   B. Your Cashiering Office should default in from your operator preferences. If not, you can select the value from the drop down list.
   C. Then click the Search button. The following page will then be displayed.
2. Close any Open Registers
   A. Confirm that the Business Date shown is correct. The registers are shown one by one click the View All link to display all the open registers.
   B. If you are balancing by Register, enter the closing amounts by tender type in the fields below. If you do not balance by register, these fields will be unavailable.
   C. Select to Close Check Box to close the register. When you select the check box, the system makes it unavailable. If you have multiple open registers, be sure to close them all because you cannot close the cashiering office for a given business day until you close all of its open registers.

3. Click the Close Cashier tab.
A. If you are balancing by Cashier, enter the closing amounts by tender type in the fields below. If you do not balance by register, these fields will be unavailable.

B. Select to Close Check Box to close the cashier. When you select the check box, the system makes it unavailable. If you have multiple open cashier, be sure to close them all because you cannot close the cashiering office for a given business day until you close all of its open cashiers.

4. Click the Close Offices tab.
A. Click the Close button. The Close by, and Close Date/Time will appear confirming that the office is closed.
B. The save function will be triggered automatically when the close button is pushed.
C. No additional transactions will be possible for this business day unless the Cashier’s Office is reopened.
Reopening the Cashier’s Office Overview

Overview

Business Purpose
Once a Cashier’s Office has been closed, it must be “reopened” to post additional transactions to that day or to void a receipt created on that day.

Objectives
After completing this section, you will be able to:
- Re-open a cashier’s office
- Re-open a cash register
- Re-open a cashier

Process Flow

Process Steps
- Navigate to the re-open Cashier’s Office Page
- Re-open the Cashiers Office
- Re-open Cash Registers
- Re-open Cashiers
Reopening the Office

Scenario
A receipt created on a previous business day needs to be voided. Before the void can be done, the cashier’s office must be re-opened for that day.

Process Steps
1. Navigate to the Reopen Cashier’s Office Page.

   Home>Manage Student Financials>Run Cashiering>Use>Reopen Cashier Offices

2. Enter the Search information required to locate the Cashier Office you wish to open.
   A. Your Business Unit should default in from your operator preferences.
   B. Your Cashiering Office should default in from your operator preferences. If not, you can select the value from the drop down list.
   C. Then click the button. The following page will then be displayed.
3 Open The Cashier’s Office
   A. Enter the date for which you are reopening the Cashiering office, in the **Current Business Date** field. This will default to the to the last day the Cashier’s Office was open, but can be change to any previously opened day.
   B. Click on the Reopen Cashier Office button. At this point the Business Date button will gray out and you will not be able to open the office for another date until this date is closed. You will not need to save the page for the office to be opened.

4. Next, Verify that only the registers that will need to be used are open.
A. Click on the Reopen Registers tab and the above page will be displayed.
B. Click the Open box to reopen the appropriate Registers. The Register must be open in order to receipt or void payments.

5. Verify that cashiers have been assigned to the correct registers.
   A. Click on Reopen Cashiers tab. The following page will be displayed.
Click the Open box to reopen the appropriate Cashiers. The Cashier must be open in order to receipt or void payments. The save function will be automatically invoked when you click the open check box.