

## Process Name: Create a Receipt

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STEP		DETAIL
1	Sign in to Oracle Cloud through <b>TCNJ Today</b> app bar Click <b>Company Single Sign-On</b> <b>Username:</b> TCNJ login <b>Password:</b> your password Click Home button in upper Right corner	
2	Click <b>Receivables</b> from the scroll menu	Payroll Contract Management Receivables Payables Pr >
3	Click the <b>Accounts Receivable</b> infotile	Billing Accounts Revenue
4	Click <b>Create Receipt</b> in Task Library You must create a separate receipt for Cash & Checks. They <b>can not</b> be combined in the new system.	Image:



Fill in the following fields:

- **Receipt Type** = Miscellaneous
- \*Business Unit = Choose TCNJ, TSCC or FNDN
- \*Receipt Method = Select Student Accounts for checks and cash that will be taken to SA.
- **\*Receipt Number** = date receipt was generated, followed by 1<sup>st</sup> **Check Number** = Enter the check number if depositing a check. capitalized letters of last name, followed by the sequence # indicating the number of receipts generated by user for the day Fx) 191216MANF1
- **\*Receivables Activity** = Should only be "(TCNJ, FNDN,
- or TSCC) Departmental Deposit Receipt. based on Business Unit
- **\*Entered Amount** = Enter total checks OR cash.
- **\*Receipt Date** = Confirm date. Users must bring receipt
- to SA on the Receipt Date & Accounting Date entered.
- **\*Accounting Date** = Confirm date. Users must bring receipt
- to SA on the Receipt Date & Accounting Date entered.
- Attachments = add any attachments. ADD attachments of scanned checks. **Redact** - addresses & acct info on Personal checks

Additional Information:

- **Receipt Type** = Miscellaneous
- \*Receipt Preparer = your name
- **\*Payer** = payer's name (enter **multiple** for more than 1 check)
- **\*Tender** = cash or check
- Not needed for multiple checks.
- Check Date = Enter date on check if depositing a check. Not needed for multiple checks.
- **\*Verify Accounting** = Choose **Yes**

Note: Do not edit pre-populated fields

Create Receipt						Save	<u>Save and Close</u>	•
Receipt Type	Miscellaneous •	* Currency	USD - US Dollar		* Receipt Date	10/29/2019	ů.	
Status	New	* Entered Amount	950.37		* Accounting Date	10/29/2019	Č0	
* Business Unit	TCNJ	▼ Accounted Amount	950.37		Postmark Date	mm/dd/yyyy	Ċo	
* Receipt Method	Student Accounts (TCNJ)	▼ Tax Rate Code		•	Paid By	Payer's name		
* Receipt Number	DMM - 10/29/2019	Tax Account		E.	Attachments	None 🕂		
* Receivables Activity	TCNJ Departmental Deposit Receipt	¥			Comments			
Distribution Set							li	
Reference								
A Remittance Bank								
* Name	SA Reconciliation	▼ * Account	SA Reconciliation (TCNJ)	•	* Deposit Date	10/29/2019	Ċo	
* Branch	Main SA	<ul> <li>Currency</li> </ul>	USD					
▲ Reference								
Туре	v	Customer Name			Customer Site			
Number		Customer Account Number			Taxpayer Identification Number			
Additional Information								
* Receipt Type Miscellaneous • * Tende	r Check			•	* Verify Accounting Correct (Save>Actions>	Edit Distributions	) Yes	
* Receipt Devon Manfredo Chec	k 1037							
* Paver Rever's name Chec	k 40/25/2040							

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Add Attachments	
• Click the "+" to add a file line	Attachments
Click Choose File	Attachments       ×         Actions ▼ View ▼ + ★ ② ≫       >         Type       * File Name or URL       Title       Description       Checked Out By         File       ♥       Choose File       No file chosen
<ul> <li>Click the "+" to add additional attachment lines</li> <li>Click <b>OK</b></li> </ul>	Attachments Actions View + * 2 Type * File Name or URL Title Description Checked Out By File Trenton Thunder - Deposit Refund _200 - 6-19-25 pdf U [Trenton Thunder - Deposit] Rows Selected 1 Columns Hidden 1



	Click Save	Save and Close	I			
7		* Receipt Date 10/29/2019				
		* Accounting Date 10/29/2019				
8	Click Actions Click Edit Distributions	Actions       Save save and Close       Cancel         Edit Distributions       Edit Distributions       Cancel         Edit Distributions       Reverse       Delete         Accounting       Post to Ledger       Account in Dratt         Account Number       Attachments       None -         Attachments       None -       Edit Distributions				
	Enter Receipt COA - You can enter multiple distribut Do not use Default COA values Click Save Click Save and Close on the main	tions by clicking the " <b>+</b> " button s. In screen to exit Receipt	Edit Distributions Receipt Amount 950.37 USD Tax Amount USD Net of Tay 950.37 USD			× /20 /20
9			View      +      ×  Distribution  TCNJ-450610-100000-3601-000-0000-	Percentage (%)	Amount (USD) 950.37	
			Net of Tax	100	950.37	- 1
			s  Distribution: TCNJ-000002-000000-	0000-000-(	0000-0000-00	100-0000 20 /e <u>C</u> ancel