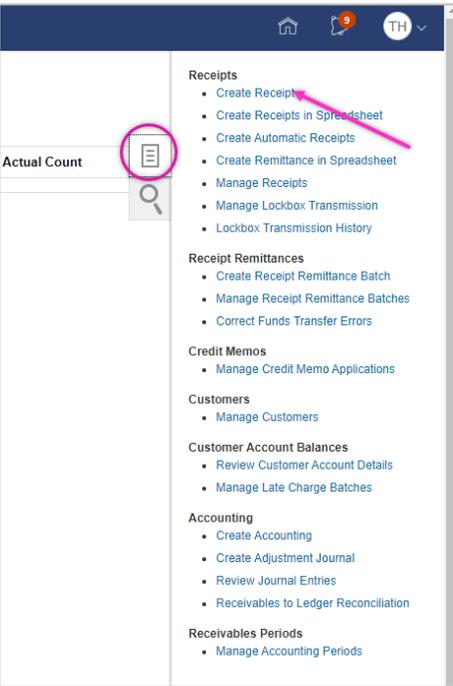


Process Name: Create a Receipt

STEP	DETAIL
1	<p>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</p> 
2	<p>Click <b>Receivables</b> from the scroll menu</p> 
3	<p>Click the <b>Accounts Receivable</b> infotile</p> 
4	<p>Click <b>Create Receipt</b> in Task Library</p> <p>You must create a separate receipt for Cash &amp; Checks. They <b>can not</b> be combined in the new system.</p> 

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> , capitalized letters of last name, followed by the sequence # indicating the number of receipts generated by user for the day  
Ex) **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
- **Check Number** = Enter the check number if depositing a 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

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Create Receipt Save Save and Close Cancel

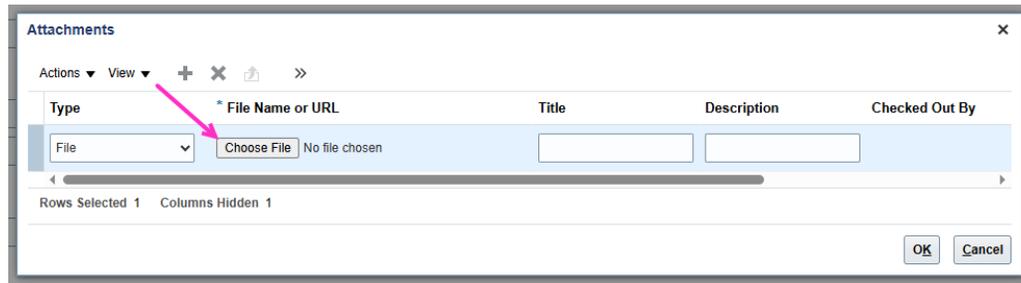
Receipt Type: <input type="text" value="Miscellaneous"/>	* Currency: <input type="text" value="USD - US Dollar"/>	* Receipt Date: <input type="text" value="10/29/2019"/>
Status: <input type="text" value="New"/>	* Entered Amount: <input type="text" value="950.37"/>	* Accounting Date: <input type="text" value="10/29/2019"/>
* Business Unit: <input type="text" value="TCNJ"/>	Accounted Amount: <input type="text" value="950.37"/>	Postmark Date: <input type="text" value="mm/dd/yyyy"/>
* Receipt Method: <input type="text" value="Student Accounts (TCNJ)"/>	Tax Rate Code: <input type="text"/>	Paid By: <input type="text" value="Payer's name"/>
* Receipt Number: <input type="text" value="DMM - 10/29/2019"/>	Tax Account: <input type="text"/>	Attachments: <input type="text" value="None"/>
* Receivables Activity: <input type="text" value="TCNJ Departmental Deposit Receipt"/>		Comments: <input type="text"/>
Distribution Set: <input type="text"/>		
Reference: <input type="text"/>		
<b>Remittance Bank</b>		
* Name: <input type="text" value="SA Reconciliation"/>	* Account: <input type="text" value="SA Reconciliation (TCNJ)"/>	* Deposit Date: <input type="text" value="10/29/2019"/>
* Branch: <input type="text" value="Main SA"/>	Currency: <input type="text" value="USD"/>	
<b>Reference</b>		
Type: <input type="text"/>	Customer Name: <input type="text"/>	Customer Site: <input type="text"/>
Number: <input type="text"/>	Customer Account Number: <input type="text"/>	Taxpayer Identification Number: <input type="text"/>
<b>Additional Information</b>		
* Receipt Type: <input type="text" value="Miscellaneous"/>	* Tender: <input type="text" value="Check"/>	* Verify Accounting Correct (Save>Actions>Edit Distributions): <input type="text" value="Yes"/>
* Receipt Preparer: <input type="text" value="Devon Manfredo"/>	Check Number: <input type="text" value="1037"/>	
* Payer: <input type="text" value="Payer's name"/>	Check Date: <input type="text" value="10/25/2019"/>	

## Add Attachments

- Click the “+” to add a file line

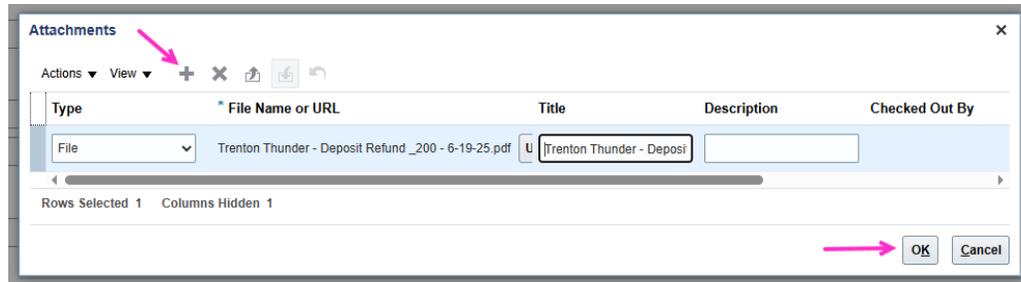


- Click **Choose File**



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- Click the “+” to add additional attachment lines
- Click **OK**



7	Click <b>Save</b>										
8	Click <b>Actions</b> Click <b>Edit Distributions</b>										
9	<p>Enter Receipt COA - You can enter multiple distributions by clicking the “+” button <b>Do not</b> use Default COA values.</p> <p>Click <b>Save</b></p> <p>Click <b>Save and Close</b> on the main screen to exit Receipt</p>	<table border="1"> <thead> <tr> <th>Distribution</th> <th>Percentage (%)</th> <th>Amount (USD)</th> </tr> </thead> <tbody> <tr> <td>TCNJ-450610-100000-3601-000-0000</td> <td>100</td> <td>950.37</td> </tr> <tr> <td><b>Net of Tax</b></td> <td><b>100</b></td> <td><b>950.37</b></td> </tr> </tbody> </table> <p>▲ Distribution: TCNJ-000002-000000-0000-000-0000-0000-0000-0000</p> <p>Posted Date</p> <p>Comments</p>	Distribution	Percentage (%)	Amount (USD)	TCNJ-450610-100000-3601-000-0000	100	950.37	<b>Net of Tax</b>	<b>100</b>	<b>950.37</b>
Distribution	Percentage (%)	Amount (USD)									
TCNJ-450610-100000-3601-000-0000	100	950.37									
<b>Net of Tax</b>	<b>100</b>	<b>950.37</b>									