

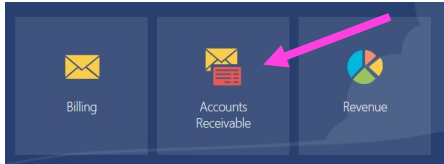
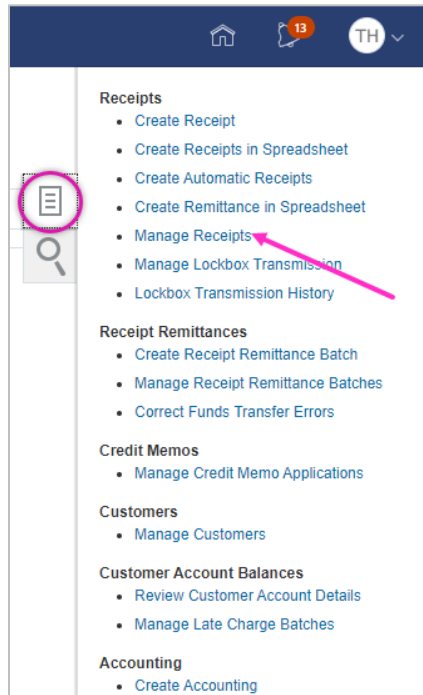
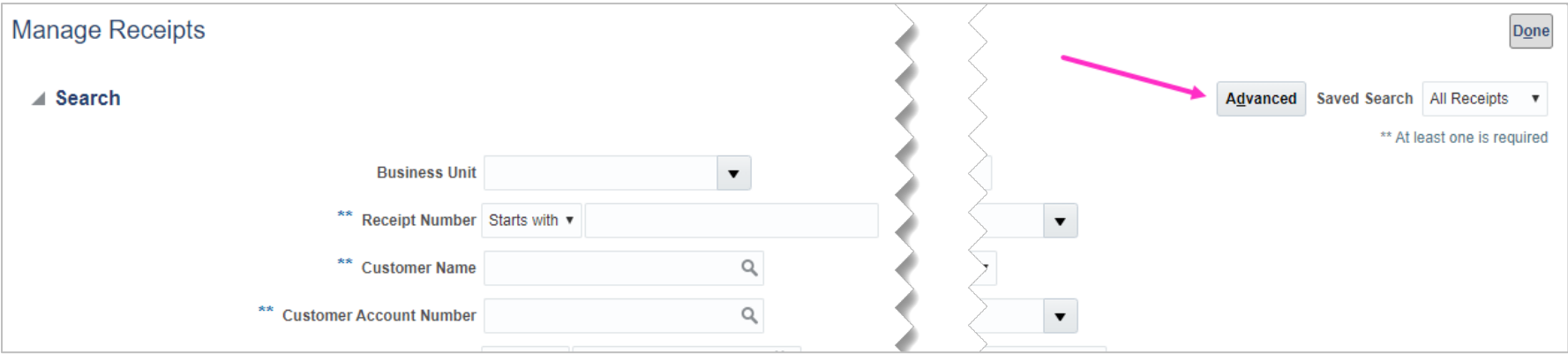
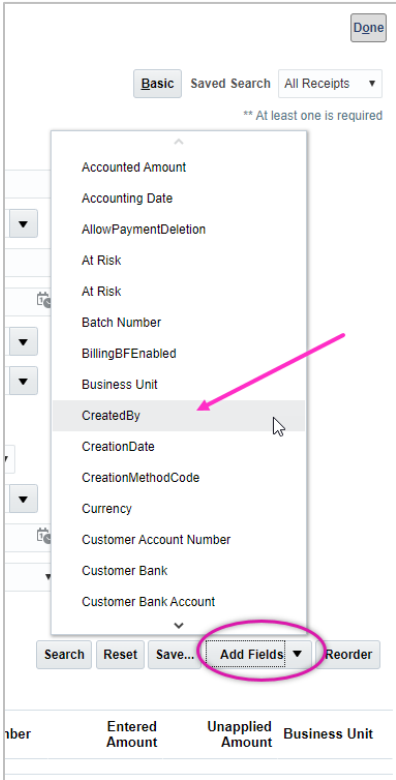


## Process Name: Manage/Search for a Receipt

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 the Task Library</p> <ul style="list-style-type: none"> <li>Click <b>Manage Receipts</b>.</li> </ul> 

5	<p>Click <b>Advanced</b></p> 
7	<p>Add the <b>Created By</b> field</p> 

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- Add your name to the **Created By** field
- Enter a value to any field with “\*\*”
- Click **Search**

Manage Receipts

Search

Business Unit

\*\* Receipt Number Starts with

\*\* Customer Name

\*\* Customer Account Number

\*\* Receipt Date Equals  mm/dd/yyyy

Batch Number

\*\* Receipt Method **Student Accounts (TCNJ)**

Status Equals

Remittance Bank

State Equals

Currency Equals

Entered Amount Equals

Receivables Specialist

Receipt Type Equals

Document Number Equals

\*\* Customer Site

Maturity Date Equals  mm/dd/yyyy

\*\* Deposit Date Equals  mm/dd/yyyy

Remittance Bank Branch

\*\* Remittance Bank Account

Remittance Batch

Remittance Method Equals

Receivables Activity

Accounting Date Equals  mm/dd/yyyy

CreatedBy Starts with  Devon Manfredo

Receipt Type Equals

Search Reset Save... Add Fields Reorder

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Click Receipt Number link to open the receipt.

Manage Receipts

Search

Actions View Reassign Receipts Detach

Receipt Number	Status	Receipt Method	Customer Name	Customer Account Number	Receipt Date	Batch Number	Entered Amount	Unapplied Amount	Business Unit
<a href="#">DMM - 10/31/2019</a>	Remitted	Student Account...			10/31/2019		950.37 USD	0.00 USD	TCNJ
<a href="#">TWH - 10.24.19 (2)</a>	Cleared	Student Account...			10/24/2019		18,429.34 USD	0.00 USD	TCNJ
<a href="#">TWH - 10.24.19 (3)</a>	Cleared	Student Account...			10/24/2019		165,065.01 USD	0.00 USD	TCNJ