Online Receipting User Guide

Online Receipting Version 4.0

University of Tennessee Knoxville

Office of Information Technology

Campus Information Systems

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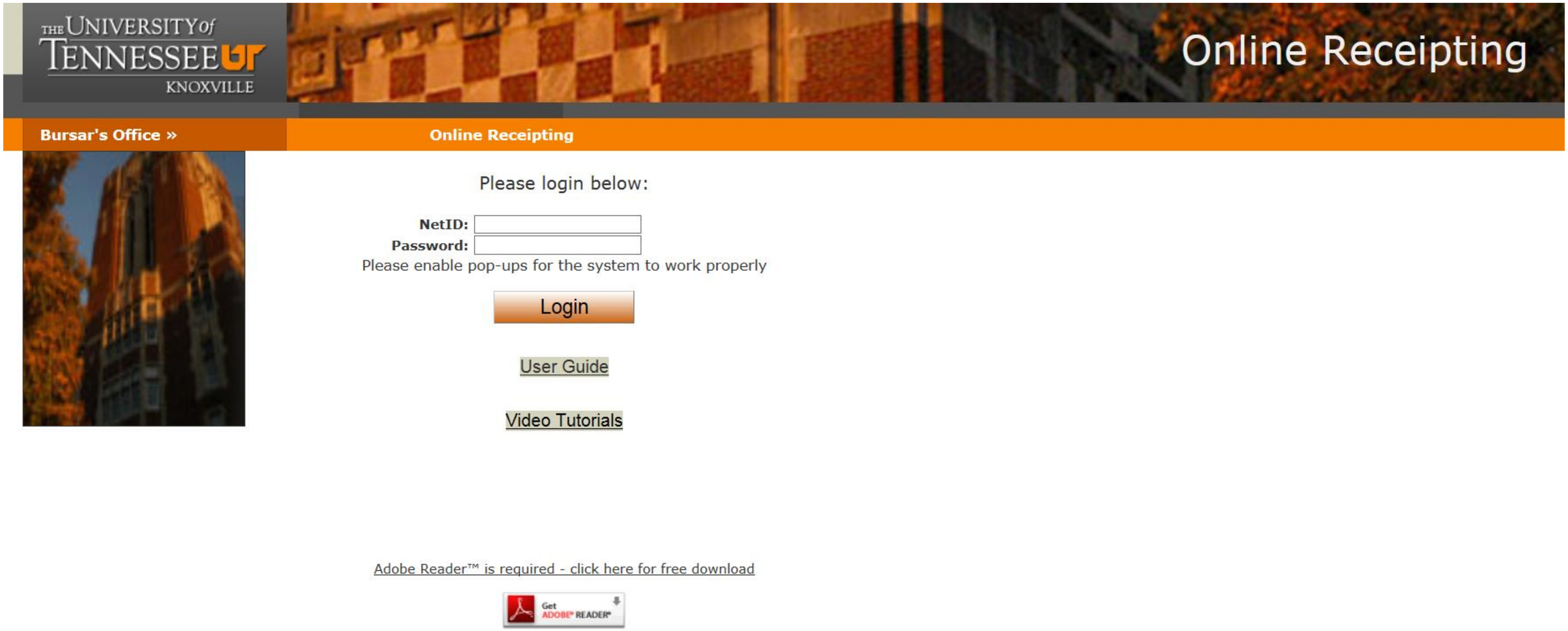
Login Page

The Online Receipting web site is located at: https://webapps.utk.edu/Bursar/OnlineReceipting



Login with your NetID and password.

Note: You must have already been added by someone in your department as an Online Receipting system user. See page 34 for instructions on adding users.

Computer Setup

Your computer must be configured properly for the Online Receipting system to work correctly.

1. You will need to have Adobe® Reader® installed. To see if you have it installed, go to Start -> All Programs. Look for it at the top of the list of programs. If you don't have it, please download it for free from http://adobe.com/reader. On their download page, you probably will want to uncheck the box that will install Google Chrome, make it your default browser and install the Google Toolbar.

2. If you have a version of Adobe® Reader® that is older than Adobe® Reader® XI, you will need to set it up correctly. See page 31, Configure Adobe® Reader®, for instructions.

3. You will need to set your browser to allow pop-ups. See page 43, Enable Pop-ups, for complete instructions for the various browsers.

4. You may want to have your browser open new pages in a new tab instead of a new window. See page 47, Browser Setting for Opening New Pages, for instructions for the various browsers.

5. If you use Internet Explorer, you will need to download a browser add-on to view reports. See page 30, View Reports for instructions.

General Information

1. Required inputs have a light yellow background.
2. The left-hand menu will take you to the different parts of the receipting system.
3. If you move your mouse to an input textbox and hold it for a moment, text will appear that explains what goes into that textbox.
4. You can click on the question mark icon at the top right of any page to see Help for the current page.
5. Some users will have the ability to see multiple departments and/or users. These users will see 1 or 2 items at the top of the left-hand menu: Departments and Users. These are drop-down lists of the departments and users that a user is allowed to view. Click anywhere in each box to display that list. Click on a department or user to see those receipts or deposits.
6. For some users, the Department drop-down appears on the Administrative pages, and can be used to select which department to assign accounts, etc.
7. To see the contents of the online Help, click **Help** in the left-hand menu, which displays the list of Help topics on page 9.
8. Click on the **Title** to display Help for that item.
9. On each page there is a question mark icon  at the top right of the page. Click on this to see the Help for the current page.
10. Click on **User Guide** in the left-hand menu to view the latest version of this document.
11. Please enable pop-ups for the system to work correctly. See page 43 for instructions.
12. To view reports, you need to have Adobe® Reader® installed. If you don't have Adobe® Reader®, please download it for free from http://adobe.com/reader.

Terminology and Policies

1. Terminology:
    a. Receipts are “editable” or not editable
    b. Deposits are “locked” (ready for IRIS or deposited to bank) or unlocked

2. Edit Receipts:
    a. A receipt is not editable after it is printed (Office or Customer version of report)
    b. A receipt is not editable after it is emailed.
    c. A receipt is not editable after it is voided.
    d. A receipt is not editable if it is part of a locked deposit.

3. Void Receipts
    a. Supervisor or Business Officer permission is required to void a receipt.
    b. No one can void a receipt which he/she created.
    c. A voided receipt cannot be edited.
    d. Voided receipts are only accessible via the Search functionality or from the Reports menu option
    e. Since a user cannot void their own receipts, each department should have at least 2 users, one of whom will need Supervisor permissions to void receipts.

4. Lock Deposit
    a. A deposit is locked by a user when it is ready to be posted to IRIS or deposited to a bank.
    b. A deposit cannot be locked if the Check and Cash values entered by the user do not match the Check and Cash totals for the receipts in the Deposit.
    c. A deposit that is locked cannot be edited. (IRIS Document # can always be edited.)
    d. Receipts cannot be added to or removed from a deposit that is locked.
    e. Only the Bursar’s office and UTIA Extension Admin can unlock a deposit.
    f. Business Officer permission is required to unlock a deposit.

5. Administrative permission is required to:
    a. Add account numbers to a department.
    b. Add GL Codes to a department.

c. Add users to a department.
d. Assign permissions to users in a department.
e. Change departmental information.
f. Only the Bursar's office and UTIA Extension Admin can add departments.

Help Table of Contents

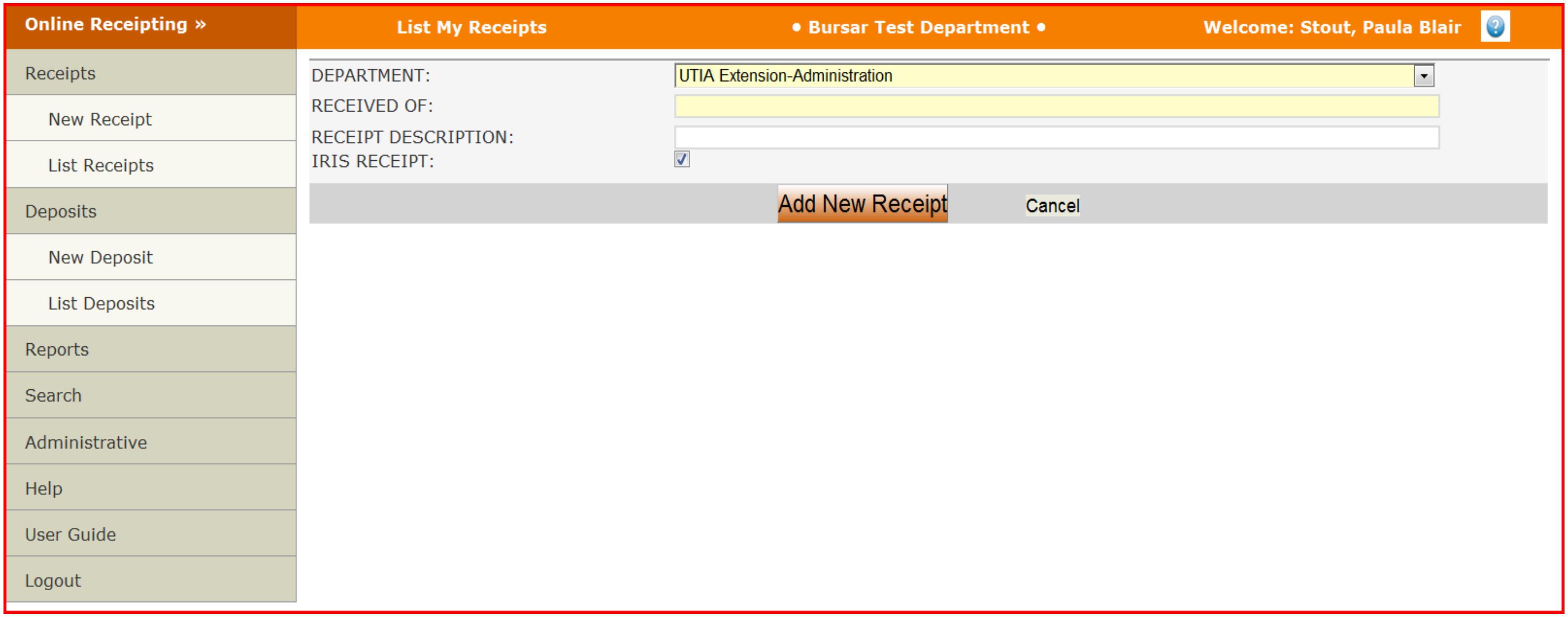
Help - Table of Contents	• Bursar's Office •	Welcome: Stout, Paula Blair

Title	Purpose
Adobe Reader Setup	Adobe Reader must be setup correctly for the Online Receipting system to work properly.
Create a New Receipt	Create a receipt for a department for the current user.
Create New Receipt	Create a receipt for a department for the current user.
Deposit - Add New	Create a new deposit which will contain receipts.
Deposit - Edit	Edit information about a deposit, add and/or remove receipts to/from the deposit.
Deposits - List	Display list of deposits based on status and dates in the order of their status and date created.
Edit Accounts	Edit the accounts assigned to your department.
Edit Departments	Edit department information and titles that appear on the receipts for the department.
Edit GL Codes	Edit the list of GL Codes used by your department.
Edit Permissions	Assign Cashier, Supervisor, Admin and Business Officer permissions for users in your department.
Edit Users	Add, edit and delete users for your department.
Enable Pop-ups	Pop-ups must be enabled for the Online Receipting system to work properly.
Main Menu	Provide links to all parts of the Online Receipting system.
Notes - View/Add	Notes can be attached to a receipt or a deposit.
Online Receipting	The Online Receipting system is used to document the receipt of checks and cash for the University of Tennessee.
Pop-Ups	Pop-ups must be enabled for the Online Receipting system to work properly.
Receipt - Edit	Display and edit receipt information, add receipt items to the receipt, remove receipt items from the receipt.
Receipt Items - Add	Add receipt items to the receipt.
Receipt Items - List	Display all receipt items for a receipt.
Receipt Numbers	The University requires that the receipt number include an abbreviation of the Department, the NetID of the user who created the receipt, and a unique sequential number for each NetID.
Receipts - List	List receipts for specific dates in the order they were created.
Report - Display Deposit History	Display all the changes made to a deposit since it was created.
Report - Display Receipt History	Display all the changes made to a receipt since it was created.
Report - Notes	Display all the notes associated with a receipt or a deposit.
Report - ZK Document	Display the ZK document for a deposit, which includes information about posting the deposit to IRIS.
Reports	Provide links to the available reports.
Search	Provide ability to search receipts or deposits by entering information about the receipt or deposit.
Select Department	Some users may view the receipts and deposits of other departments.
Select User	Some users may view the receipts and deposits of other users.

Click on the title to see the Help documentation for that title.

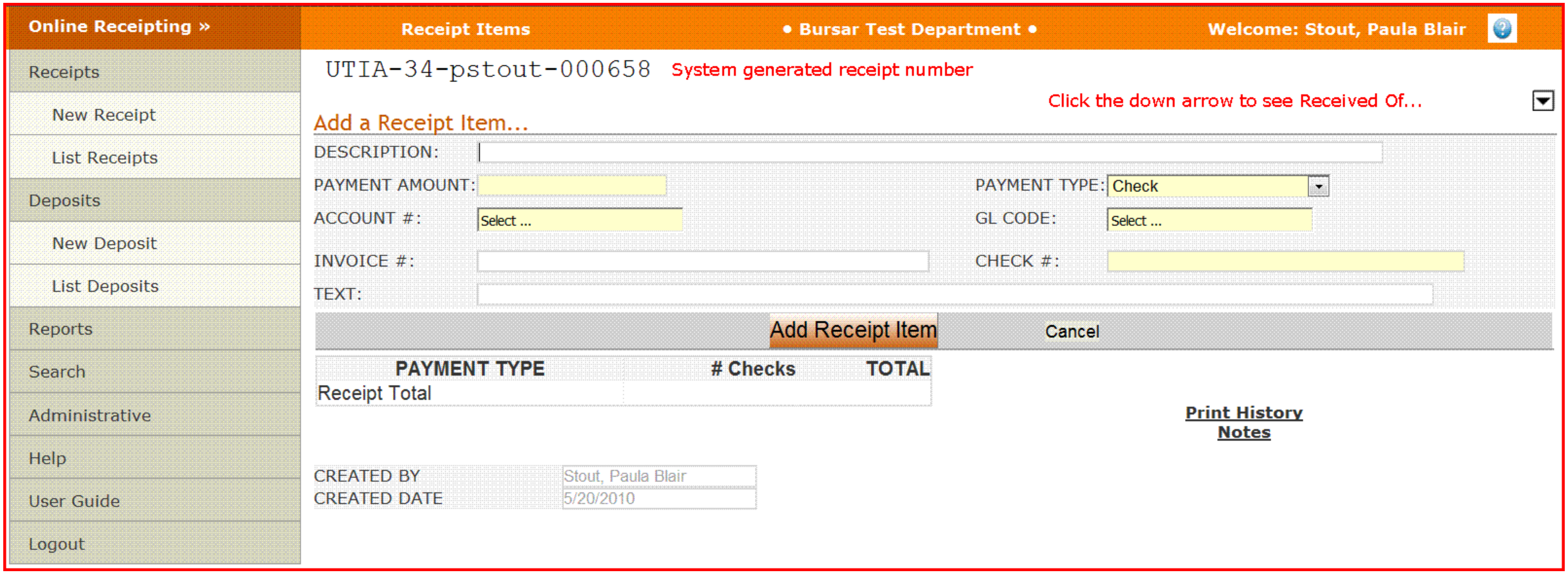
Add a New Receipt

1. Click **New Receipt** in the left-hand menu. You will see the page pictured below.
2. Select a **Department**. The Department **cannot** be changed after the receipt is created. (Only the Bursar and UTIA Extension-Admin will have this option – other departments will only be able to create receipts for their own department and won't see this drop-down.)
3. Enter **Received Of** – from whom the money is received; this is required.
4. If the selected department is allowed to create non-IRIS receipts, there is a checkbox to indicate this is an **IRIS Receipt** or a non-IRIS Receipt (the default is IRIS). A receipt cannot contain both IRIS and non-IRIS receipt items. (IRIS is UT's accounting system. UTIA Extension Agents can create receipts that are deposited locally and do not go into the IRIS system.)



5. Click **Add New Receipt** button.
6. Click **Cancel** to cancel adding the receipt and go to the list of receipts.
7. After you click **Add New Receipt**, the information about the receipt (Department, Received Of, Description and IRIS Receipt) will automatically be hidden to allow more room to add receipt items.

8. Click the down arrow at the upper right above the Add a Receipt Item section to display that information. Click the **X** to hide it. (See the second screenshot below.)
9. A receipt number will be generated by the system and displayed at the top of the page. Receipt numbers are described later.



Add Receipt Items

You are now ready to add receipt items. See screenshot above. Each receipt item contains the following information:

- Description (optional)
- Payment Amount (required)
- Payment Type - Check or Cash (required)
- Account Number (required, see below)
- GL Code (required, see below)
- Invoice Number (optional)
- Check Number (required if payment type is check)
- Additional text (optional)

1. Enter **Description** (optional).
2. Enter **Payment Amount** – you can enter numbers, $ sign and comma(s). You do not need to include the decimal point for whole dollar amounts or add zeroes after the decimal point.
3. Enter **Payment Type** (Check is the default).
4. To enter the **Account #**, drag your mouse into the box where "Select …" is displayed and click the down arrow that appears. A list of all the accounts assigned to the department is displayed. (The list of accounts displayed depends on whether this is an IRIS receipt or a non-IRIS receipt. Only the IRIS or non-IRIS accounts are listed.)
5. Click to select the **Account #**. It will appear in the box.
6. You may also type in an **Account #**.
7. As you leave the **Account #** field (by tabbing to next field or clicking elsewhere on the page) a 2-step check is done:
    a. The list of accounts assigned to the department is searched for a match. (If you can't find an account # that you use frequently, your department Receipting administrator can add it for you.)
    b. If no match is found, the Banner account data is searched for a match. If the account # is still not found, a warning message will be displayed: Account not found in Receipting or Banner data. You will **not** be prevented from saving the receipt item with an unrecognized Account #.
8. To enter the **GL Code**, drag your mouse into the box where "Select …" is displayed and click the down arrow that appears. A list of all the GL codes assigned to that department is displayed.
9. Click to select the **GL Code**. It will appear in the box.
10. You may also type in a **GL Code**.
11. As you leave the **GL Code** field (by tabbing to next field or clicking elsewhere on the page) a 2-step check is done:

a. The list of GL Codes assigned to the department is searched for a match. (If you can't find a GL code that you use frequently, your department Receipting administrator can add it for you.)
b. If no match is found, the IRIS GL Code data is searched for a match. If the GL Code is still not found, a warning message will be displayed: GL Code not found in Receipting or Banner data. You will **not** be prevented from saving the receipt item with an unrecognized GL Code.

12. You may select "Leave blank" for either the Account # or the GL Code, but **not** both. You must select "Leave blank". You cannot just leave the box empty.
13. If the payment type is check, enter **Check #** (required). (If the payment type is cash, you will not be allowed to enter a check #.)
14. Click **Add Receipt Item** to add this item to the receipt.
15. (Click **Cancel** to not add this item to the receipt. All the item fields will be cleared.)
16. When you click **Add Receipt Item**, the item will immediately be added to the receipt and will appear in a table below where you enter the item information. (See screenshot below.)
17. After you have added a receipt item, additional links will appear on the page:
    a. Print Office Receipt
    b. Print Customer Receipt
    c. Email Receipt

    IMPORTANT: Clicking any of these links prohibits any further changes to the receipt.

    These links will also be displayed, but don't affect the editing of the receipt:

    d. Print History
    e. Notes

BURSAR-33-pstout-000060

Click down arrow to display Received Of and Description

Add a Receipt Item...

DESCRIPTION:			
PAYMENT AMOUNT:		PAYMENT TYPE:	Check
ACCOUNT #:	Select ...	GL CODE:	Select ...
INVOICE #:		CHECK #:	
TEXT:			

Add Receipt Item   Cancel

Receipt Items

DESCRIPTION / TEXT	INVOICE #	CHECK # / AMOUNT	ACCOUNT #	GL CODE / PAY TYPE	
Enter a description of this receipt item You can enter additional text here as needed	123456789	1111 **$1,000.67**	A010500031	800000 Check	Delete
Another receipt item with the same check number Additional text	12345	1111 **$2,500.00**	N019001017	700300 Check	Delete
TOTAL RECEIPT AMOUNT		**$3,500.67**			

Payment Type	# Checks	Total
Check	1	$3,500.67
Receipt Total		$3,500.67

Total of Checks and Cash for Receipt

Print Office Receipt
Print Customer Receipt
Print History
Notes
Email Receipt

Links to Reports and Email

Delete a receipt item

CREATED BY	Stout, Paula Blair
CREATED DATE	8/26/2013
SEQUENCE NUMBER	089831

Note: You can click on the Description, Account # or the GL Code to search for receipt items with that Description, Account # or GL Code.

List Receipts

You can view multiple receipts by clicking the **List Receipts** item in the left-hand menu.

The Bursar's office and UTIA Extension Admin office will be able to select a Department in the drop-down list at the top of the left hand menu. They will also be able to select a User in the drop-down in the left-hand menu. Supervisors will be able to select users in their department.

Click one of the buttons at the top to specify the date range of deposits you want to view. The buttons are:

- **Not in Deposit** –all receipts which have not yet been put into a deposit (date is ignored)
- **Today** – all receipts created today
- **This Week** – all receipts created since the first of this week
- **This Month** – all receipts created since the first of this month
- **All** – all receipts created in the last 31 days

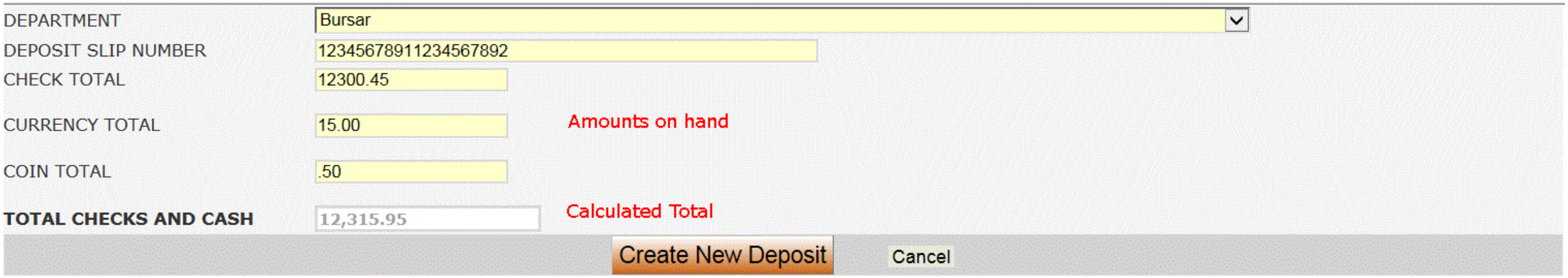
Receipt #	Received Of	Amount	Edited Date	Editable	In Deposit	Locked	IRIS
BURSAR-33-jlane6-001677	Mail Log 8/21/13	$327,149.84	8/22/2013		✓		✓
BURSAR-33-jlane6-001678	Mail Log 8\22\13	$73,076.38	8/22/2013		✓		✓
BURSAR-33-jlane6-001671	James Everett	$380.00	8/20/2013		✓		✓
BURSAR-33-jlane6-001672	Vertical Lift Consortium Inc.	$16,263.46	8/20/2013		✓		✓
BURSAR-33-jlane6-001673	National Security Technologies	$44,044.02	8/20/2013		✓		✓
BURSAR-33-jlane6-001674	Mail Log 8/16/13	$28,988.16	8/20/2013		✓		✓
BURSAR-33-jlane6-001675	Mail Log 8/19/13	$287,249.62	8/20/2013		✓		✓
BURSAR-33-jlane6-001676	Mail Log 8/20/13	$145,278.89	8/20/2013		✓		✓

Create a New Deposit

You are now ready to create a deposit for the receipts you created.
A deposit can contain any number of receipts.   A deposit has the following information:

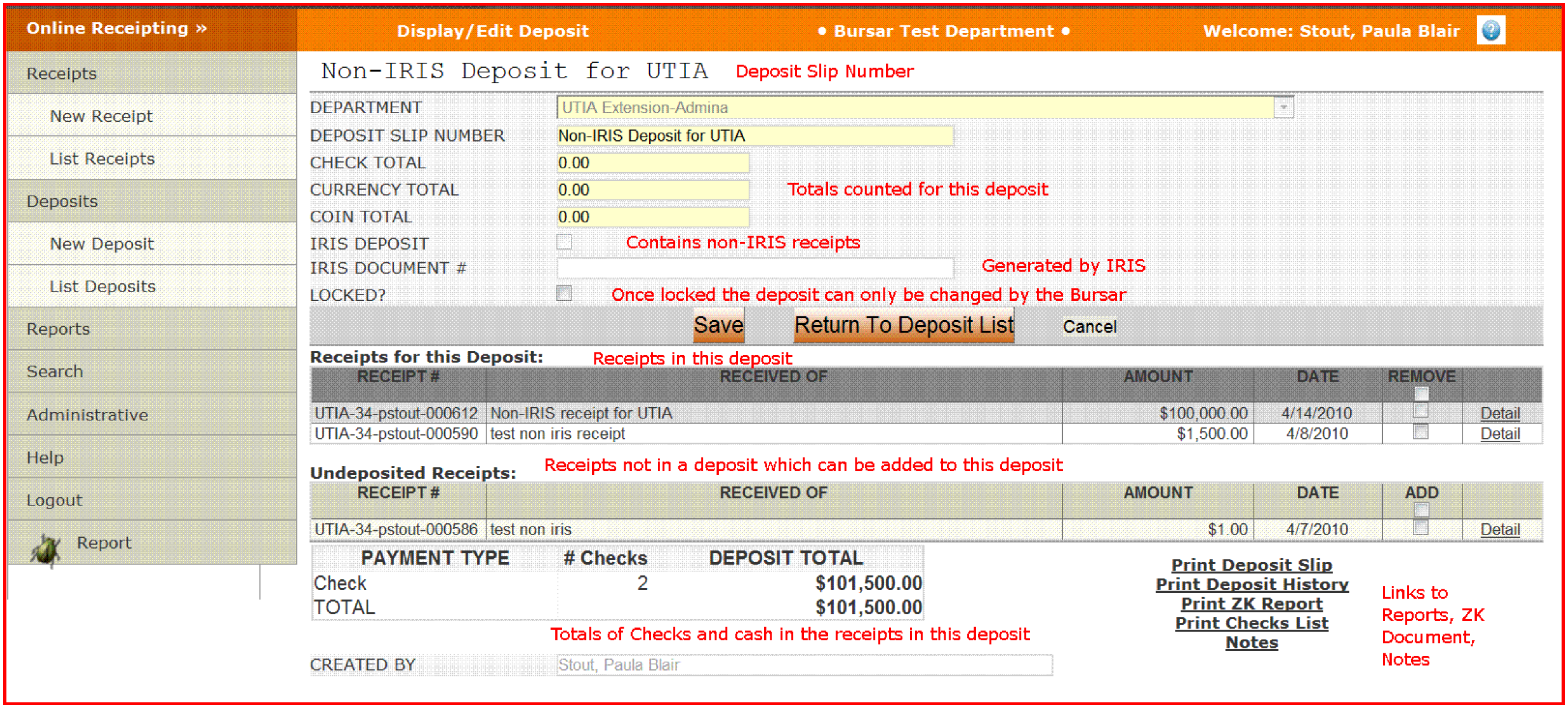
- **Deposit Slip Number** – Bank deposit slip number (required)
- **Check Total** – Total of all checks in the deposit as counted by a cashier or supervisor (required)
- **Currency Total** – Total of all currency in the deposit as counted by a cashier or supervisor (required)
- **Coin Total** – Total of all coins in the deposit as counted by a cashier or supervisor (required)
- **IRIS Deposit** – indicates whether this deposit will contain all IRIS receipts or all non-IRIS receipts (IRIS and non-IRIS receipts cannot be mixed within the same deposit.)
- **IRIS Document #** - this will be entered after the deposit has been posted to IRIS and the document # is generated.
- **Locked** – indicates whether this deposit has been locked, meaning it cannot be changed except by the Bursar's Office or by UTIA Extension Admin.

1. Click **New Deposit** in the left-hand menu.
2. Select a **Department.** The Department can't be changed after the deposit is created.   (Only the Bursar and UTIA will have this option – other departments will only be able to create deposits for their own department and won't see this drop-down.)
3. Enter **Deposit Slip Number** – this is required.
4. Enter **Check Total** – this is required.
5. Enter **Currency Total** – this is required.
6. Enter **Coin Total** – this is required.
7. If the selected department is allowed to create non-IRIS deposits, there is a checkbox to indicate this is an **IRIS Deposit** or a non-IRIS Deposit (the default is IRIS). A deposit cannot contain both IRIS and non-IRIS receipts. You will only be able to add receipts of the correct type.



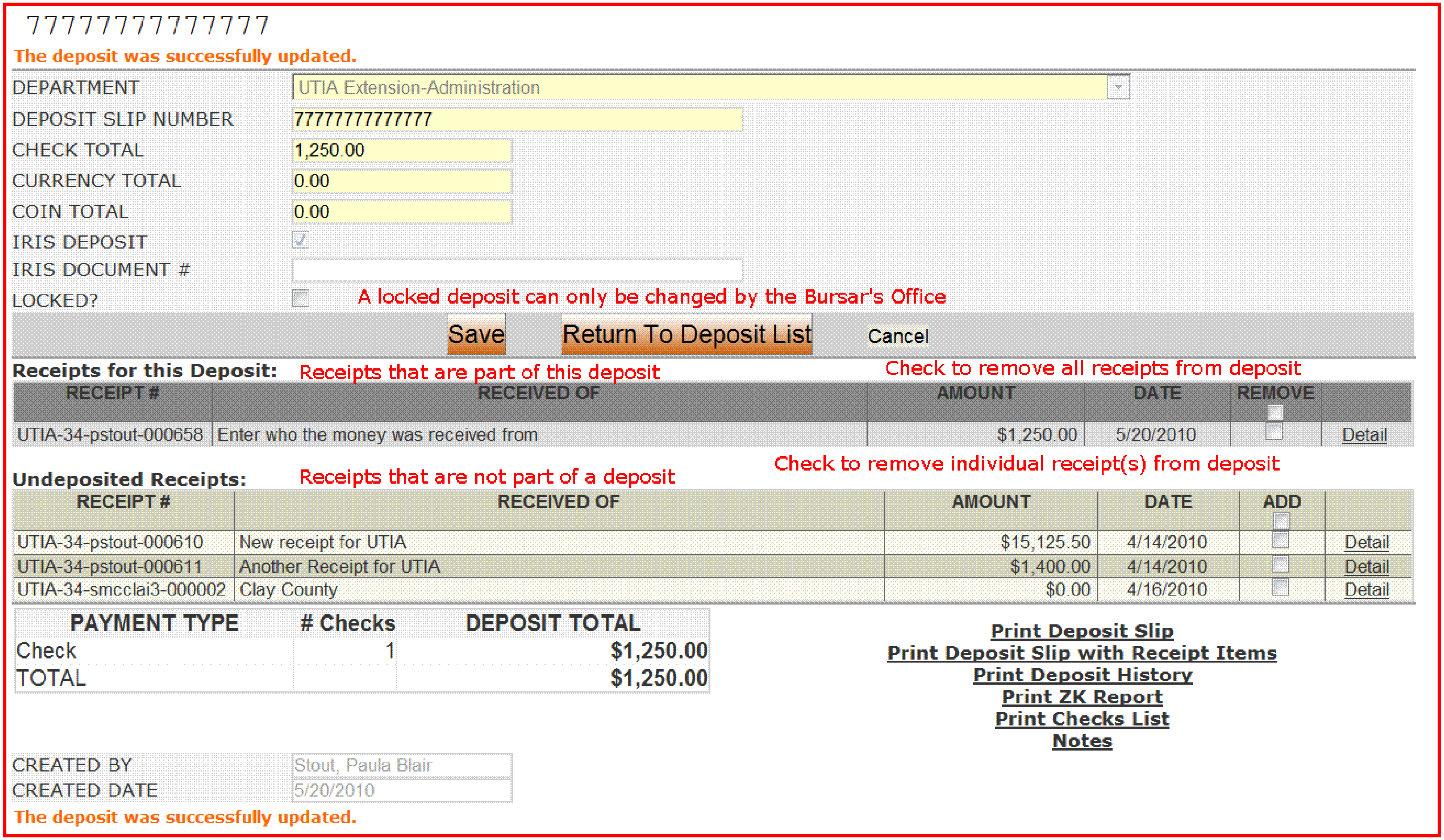
8. Click **Create New Deposit** button.
9. (Click **Cancel** to cancel adding the deposit and go to the list of deposits.)
10. A list of the receipts (IRIS or non-IRIS) that are not yet in a deposit is displayed.

Add Receipts to a Deposit



1. Add receipts to the deposit by checking the **Add** box for each receipt. To add all receipts, check the box at the top of the Add column.
2. Click **Save**.
3. After you add receipt(s) to the deposit a second list will appear above the list of undeposited receipts. It includes the receipts in this deposit. (This table is gray and white and appears just after the deposit information.)

Remove Receipts from a Deposit



1. To remove receipt(s) from the deposit, check the **Remove** box for that receipt. To remove all the receipts in the deposit, check the box at the top of the Remove column.
2. Click **Save**.

Lock Deposit

1. To lock the deposit, the balances for checks and cash must match the totals of the receipts in the deposit.
2. Check the **Locked** box.
3. Click **Save**.
4. If the totals don’t match you will see an error message, which shows the totals of checks and cash for the receipts in the deposit:

```
Total of check receipts in this deposit does not match the entered total.
    Receipts Check Total: $1,250.00
    Receipts Cash Total:  $0.00
Please make the necessary adjustments for these to match, then you can lock the deposit.
```

List Deposits

You can view multiple deposits by clicking the **List Deposits** item in the left-hand menu.

The Bursar and UTIA will be able to select a Department in the drop-down at the top of the left hand menu. They will also be able to select a User in the drop-down in the left-hand menu. (Supervisors will be able to select users in their department.)

Click one of the buttons at the top to specify the date range of deposits you want to view. The buttons are:

- **Not Locked** – all deposits which have not yet been locked (date is ignored)
- **Today** – all deposits created today
- **This Week** – all deposits created since the first of this week
- **This Month** – all deposits created since the first of this month
- **All** – all deposits created in the last 31 days

Click button to select date range

Not Locked | Today | This Week | This Month | All

Select the Deposit # to view details, edit or print

Deposits are displayed in reverse chronological order by Edited Date

Deposit #	Amount	Edited Date	Locked Date	Created By	Locked
243631	$23,454.17	08/22/2013	08/22/2013	Kitts, Missy	✓
243630	$56,567.74	08/21/2013	08/21/2013	Kitts, Missy	✓
243629	$32,000.00	08/13/2013	08/13/2013	Kitts, Missy	✓
243628	$16,225.09	08/09/2013	08/09/2013	Kitts, Missy	✓
243627	$45,650.31	08/06/2013	08/06/2013	Kitts, Missy	✓
243626	$24,992.65	08/02/2013	08/02/2013	Kitts, Missy	✓
243625	$36,574.89	08/01/2013	08/01/2013	Kitts, Missy	✓

Click Deposit # to view deposit

Click any column heading to sort by that column

Search

You can search receipts and deposits by clicking **Search** in the left-hand menu.
The following fields are searchable:

Receipts

- Received Of
- Receipt Description
- Receipt Number
- Customer Receipt Number
- Edit Date (This defaults to a start date of 3 months prior to today)

Receipt Items

- Description
- Account Number
- GL Code
- Invoice Number
- Check Number
- Item Text
- Payment Amount (matches amounts within 10%)
- Edit Date (This defaults to a start date of 3 months prior to today)

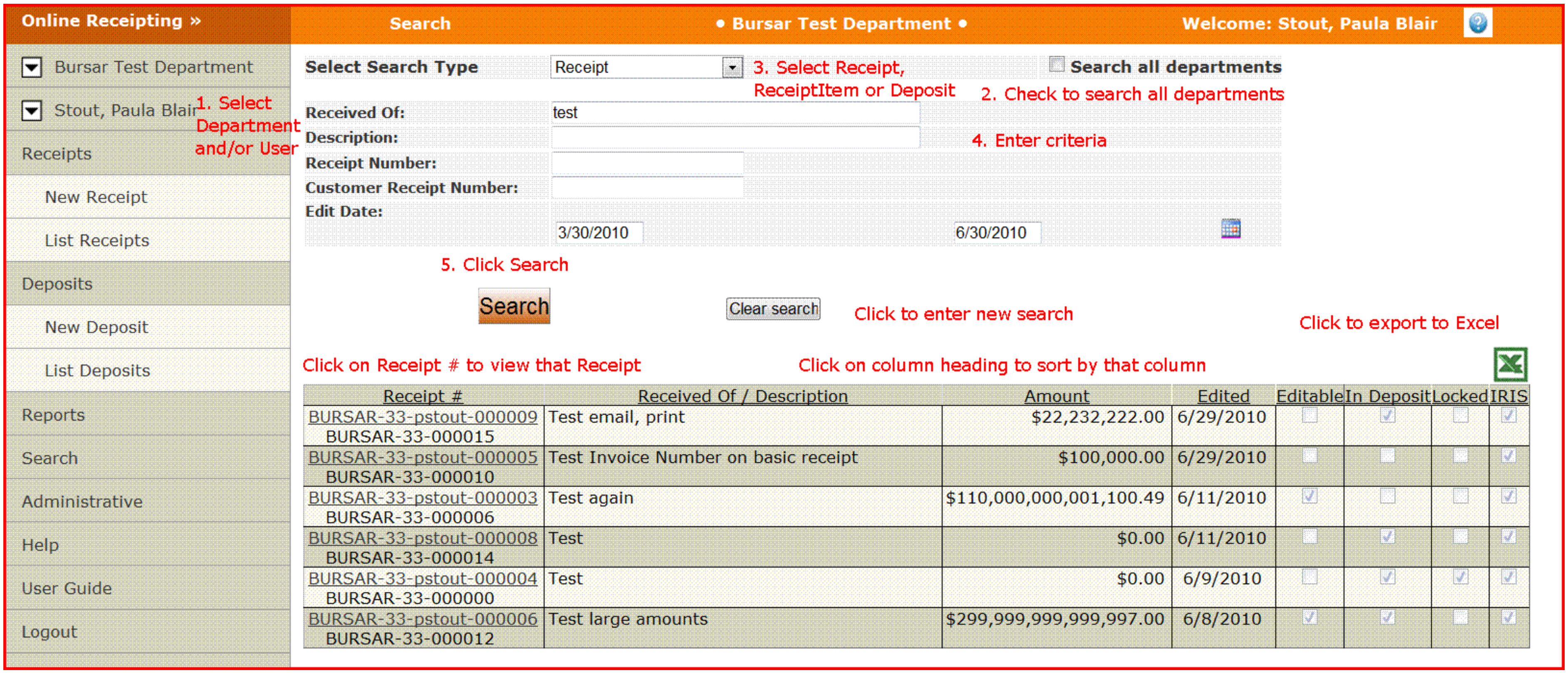
Deposits

- Deposit Slip Number
- IRIS Document Number
- Edit Date (This defaults to a start date of 3 months prior to today)

Searches are not case-sensitive.

Search Receipts

1. Select the Department and/or User you want to search for. (Not all users will have this option.)
2. Check or uncheck the box to Search all departments. (Not all users will have this option.)
3. Select **Receipt** in the Search Type drop-down.
4. Enter criteria in any or all of the fields. The results must match **all** of the criteria you enter.
   In the example below, Search will display all the receipts that contain ‘test’ or ‘Test’ or ‘tEsT’, etc. in Received Of, **and** an Edit Date between 3/30/2010 and 6/30/2010.

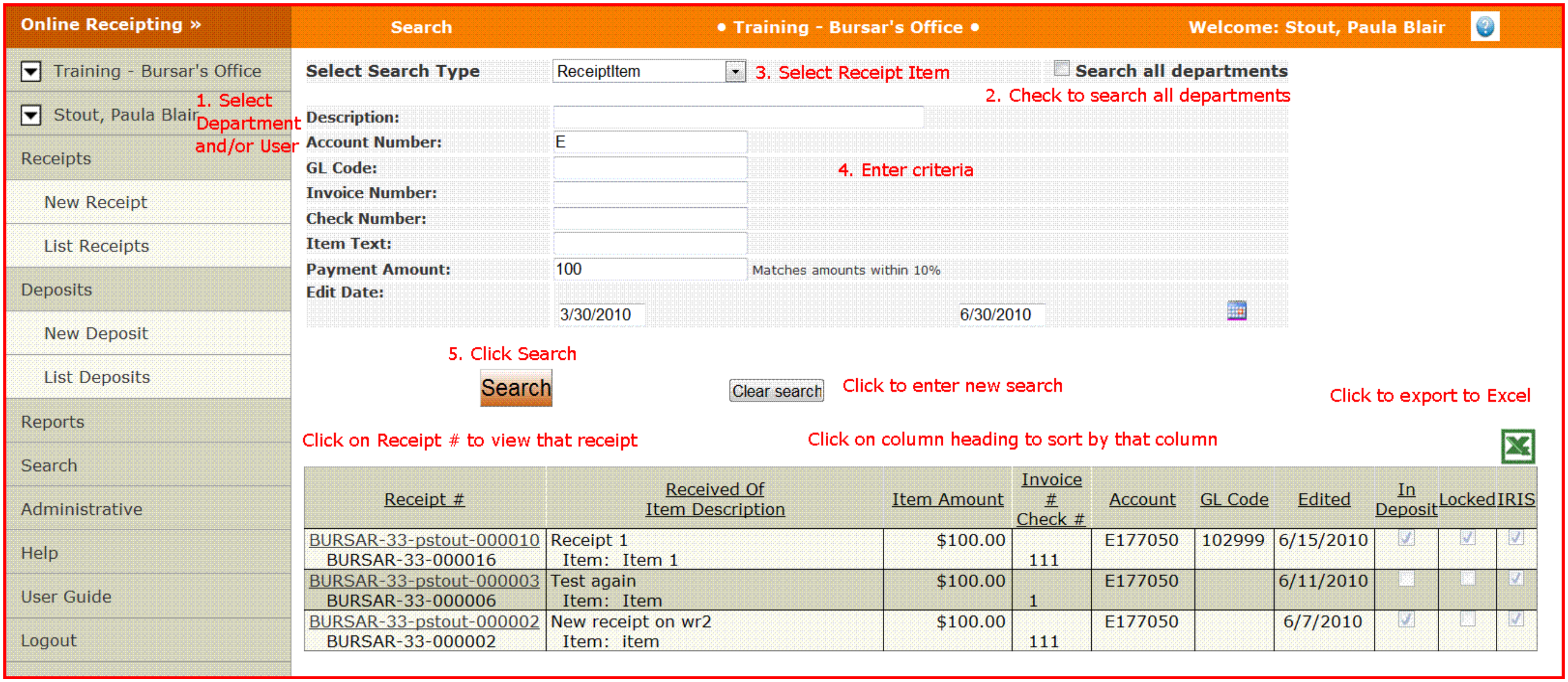


5. Click **Search.**

6. The results will be displayed below the criteria in reverse chronological order by Edit Date. For each receipt the following are displayed:
    a. Receipt #
    b. Customer Receipt # (displayed below the Receipt #)
    c. Received Of ((Voided) will be included here if the receipt has been voided.)
    d. Description (displayed below Received Of)
    e. Total Amount
    f. Edit Date
    g. Editable – whether the receipt can be edited or not
    h. In Deposit – checked if the receipt is in a deposit
    i. Locked – checked if the receipt is in a locked deposit
    j. IRIS – checked if the receipt is an IRIS receipt
7. In the results table you can:
    a. Click on the Receipt # to view that receipt
    b. Click on a column heading to sort by that column
    c. Click on the Excel logo to export the results to a spreadsheet. See Note about exporting to Excel below.
8. If there are more than 50 results, they are displayed on multiple pages. Click on the numbers at the top and bottom of the results table to view the other pages.
9. Click **Clear Search** to clear all the criteria and enter a new search.

Search Receipt Items

1. Select the Department and/or User you want to search for. (Only some users will have this option.)
2. Check or uncheck the box to Search all departments. (Only some users will have this option.)
3. Select **Receipt Item** in the Search Type drop-down.
4. Enter criteria in any or all of the fields. The results must match **all** of the criteria you enter.
   In the example below Search will display all the receipts with any receipt item that contains 'E' or 'e' in the Account Number **and** has a Payment Amount between $90.00 and $100.00 (amounts are matched within a 10% range) **and** has an Edited Date between 3/30/2010 and 6/30/2010.



5. Click **Search.**

6. The results will be displayed below the criteria in reverse chronological order by Edit Date. For each receipt item the following are displayed:
   a. Receipt #
   b. Customer Receipt # (displayed below the Receipt #)
   c. Received Of
   d. Item Description (displayed below Received Of)
   e. Item Amount
   f. Account Number
   g. GL Code
   h. Edited Date
   i. In Deposit – checked if the receipt is in a deposit
   j. Locked – checked if the receipt is in a locked deposit
   k. IRIS – checked if the receipt is an IRIS receipt

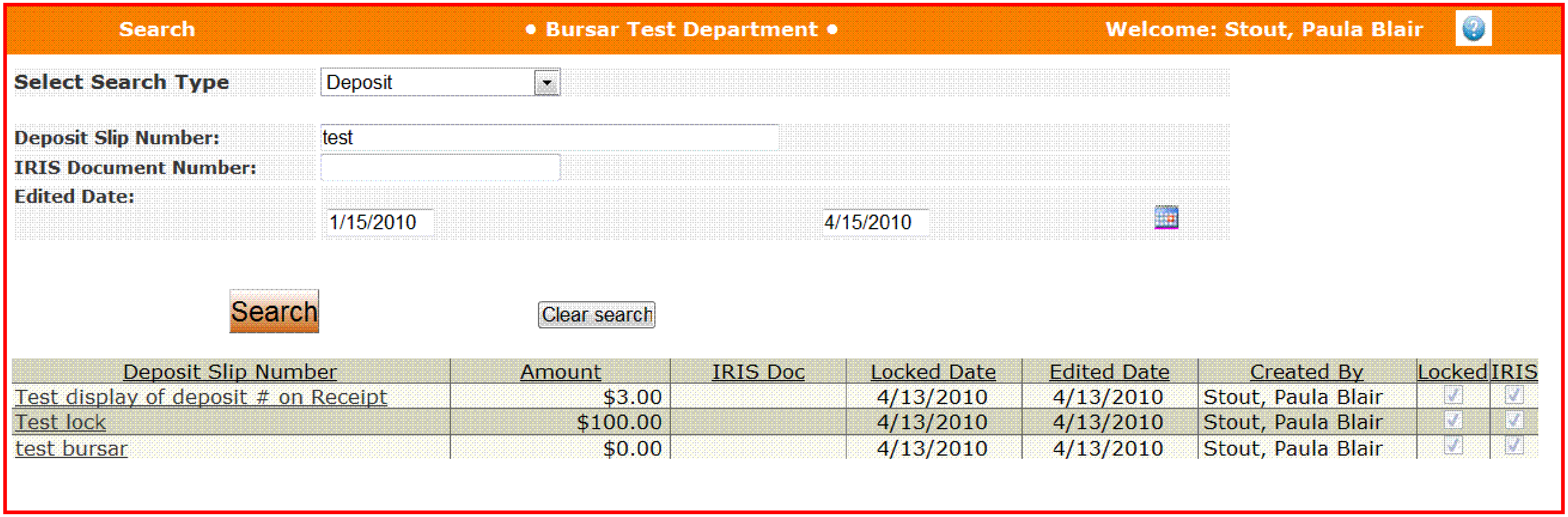
7. In the results table you can:
   a. Click on the receipt # to view that receipt
   b. Click on a column heading to sort by that column
   c. Click on the Excel logo to export the results to a spreadsheet. See Note about exporting to Excel below.

8. If there are more than 50 results, they are displayed on multiple pages. Click on the numbers at the top and bottom of the results table to view the other pages.

9. Click **Clear Search** to clear all the criteria and enter a new search.

Search Deposits

1. Select the Department and/or User you want to search for. (Only some users will have this option.)
2. Check or uncheck the box to Search all departments. (Only some users will have this option.)
3. Select **Deposit** in the Search Type drop-down.
4. Enter criteria in any or all of the fields. The results must match **all** of the criteria you entered. (In the example below, Search will display all of the deposits that contain ‘test’ or ‘Test’ or ‘tEsT’, etc. in the Deposit Slip Number, **and** an Edit Date between 1/15/2010 and 4/15/2010.)

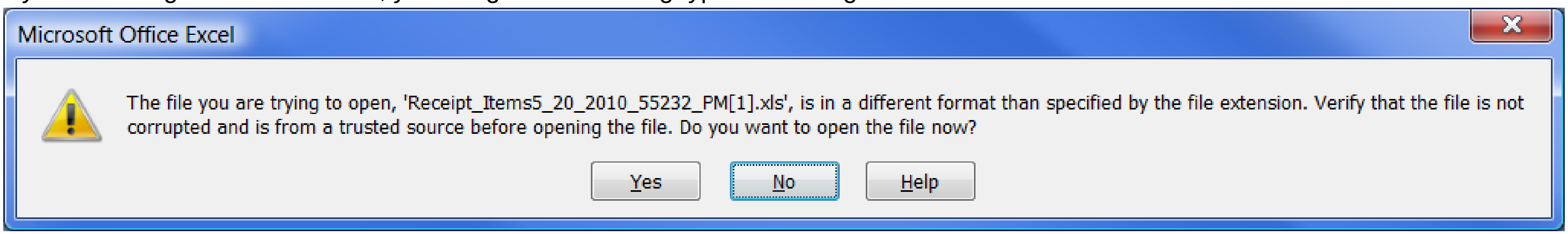


5. Click **Search**.
6. The results will be displayed below the criteria in reverse chronological order by Edit Date. For each deposit, the following are displayed:
    a. Deposit Slip Number
    b. Deposit Amount (the Total as entered by a user)
    c. IRIS Document #
    d. Locked/Deposited Date

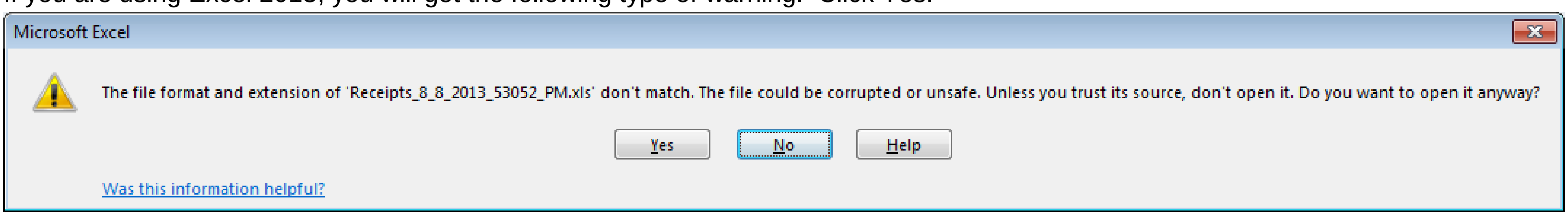
    e. Created By User
    f. Locked – checked if deposit has been locked
    g. IRIS – checked if deposit is an IRIS deposit
7. In the results table you can:
    a. Click on the Deposit Slip Number to view that deposit
    b. Click on a column heading to sort by that column
    c. Click on the Excel logo to export the results to a spreadsheet. See Note about exporting to Excel below.
8. If there are more than 50 results, they are displayed on multiple pages. Click on the numbers at the top and bottom of the results table to view the other pages.
9. Click **Clear Search** to clear all the criteria and enter a new search.

Note about exporting to Excel:
For any of the search results you can click on the Excel logo at the top right of the results to export the results into an Excel spreadsheet.

If you are using Excel 2007/2010, you will get the following type of warning. Click Yes.

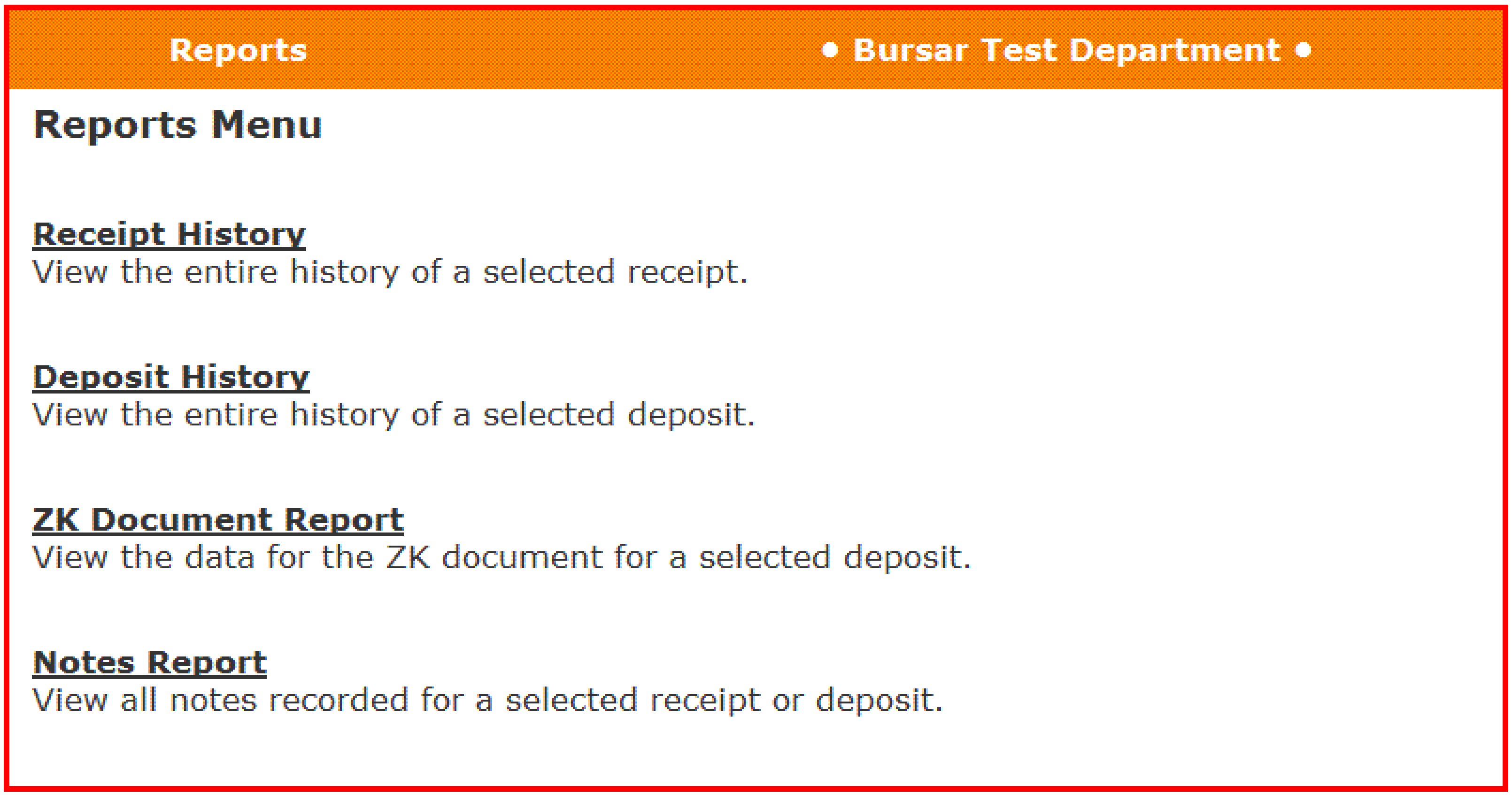


If you are using Excel 2013, you will get the following type of warning. Click Yes.



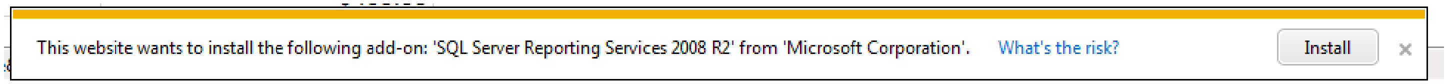
Reports

1. Click **Reports** in the left-hand menu.
2. A menu will be displayed.
3. Click on the type of report you want to view.
4. There will be a drop-down to display the list of receipts or deposits to select from.
5. Click the receipt or deposit to select it.
6. Click **Generate Report**
7. The report will open in a new window/tab.

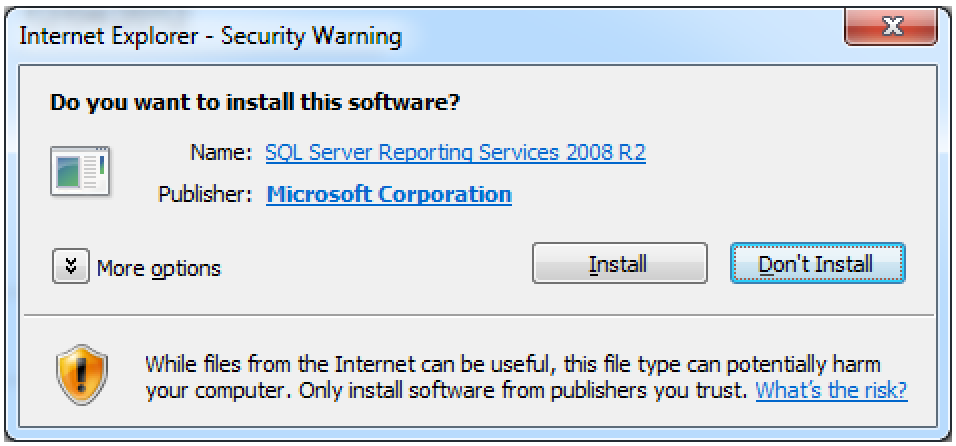


View Reports

1. If you use Internet Explorer, you will need to download a browser add-on to view the reports. You will only need to do this once. The first time you open a report, you will see a message like:



Click Install. Then you will see a message like:



Click Install again. You won't be prompted for this again.

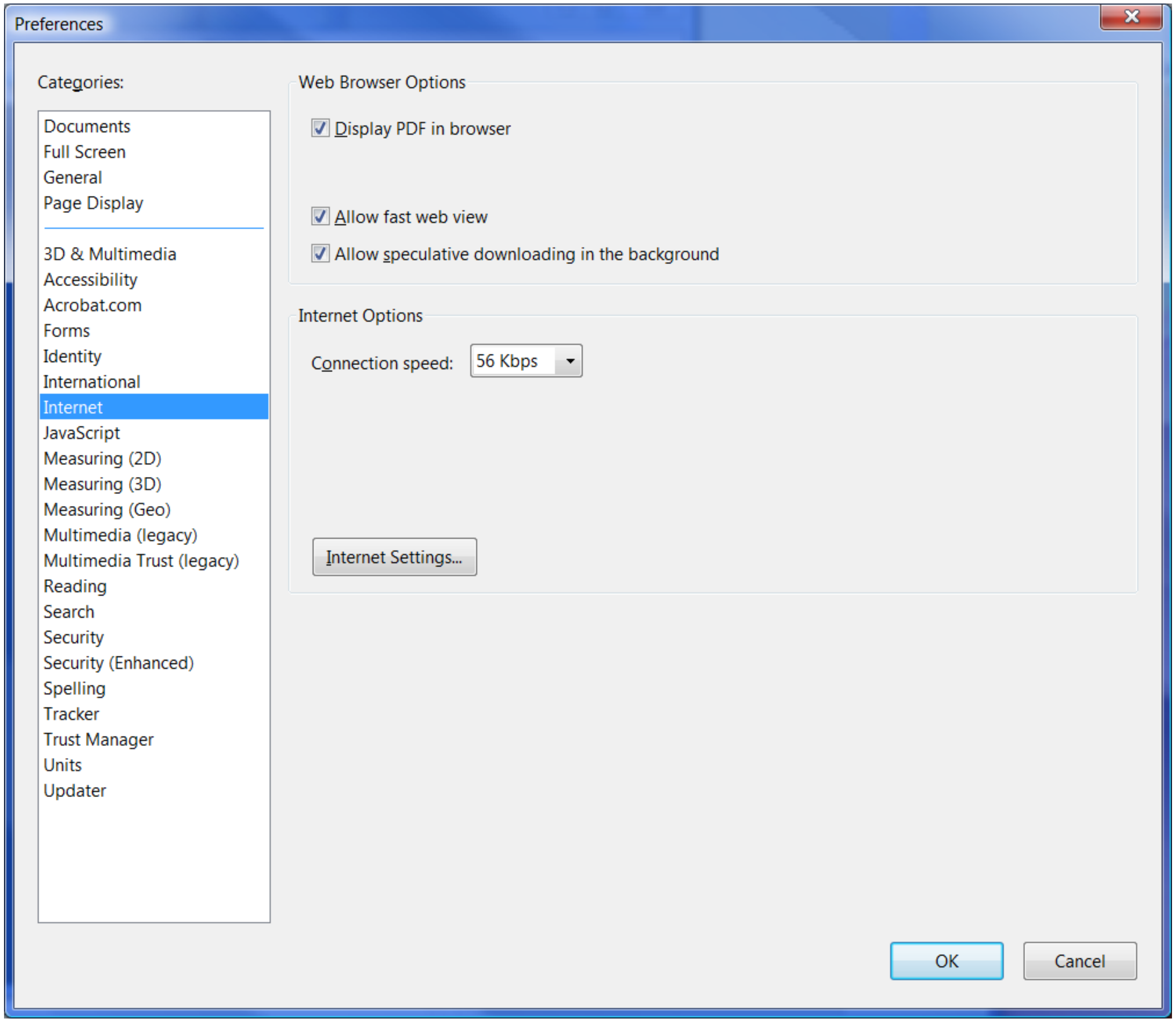
2. See the next page for instructions to Configure Adobe® Reader® to view reports.

Configure Adobe® Reader®

If you are using Adobe® Reader® XI or later versions, you shouldn't need to make any changes, but if you are having problems viewing reports, please refer to http://helpx.adobe.com/acrobat/using/display-pdf-browser-acrobat-xi.html.

If your version of Adobe® Reader® is older than version XI, you will need to perform these steps:

1. At the bottom left of your desktop, click Start -> All Programs -> Adobe Reader
2. In the menu at the top, click Edit -> Preferences -> Internet (see screenshot below)

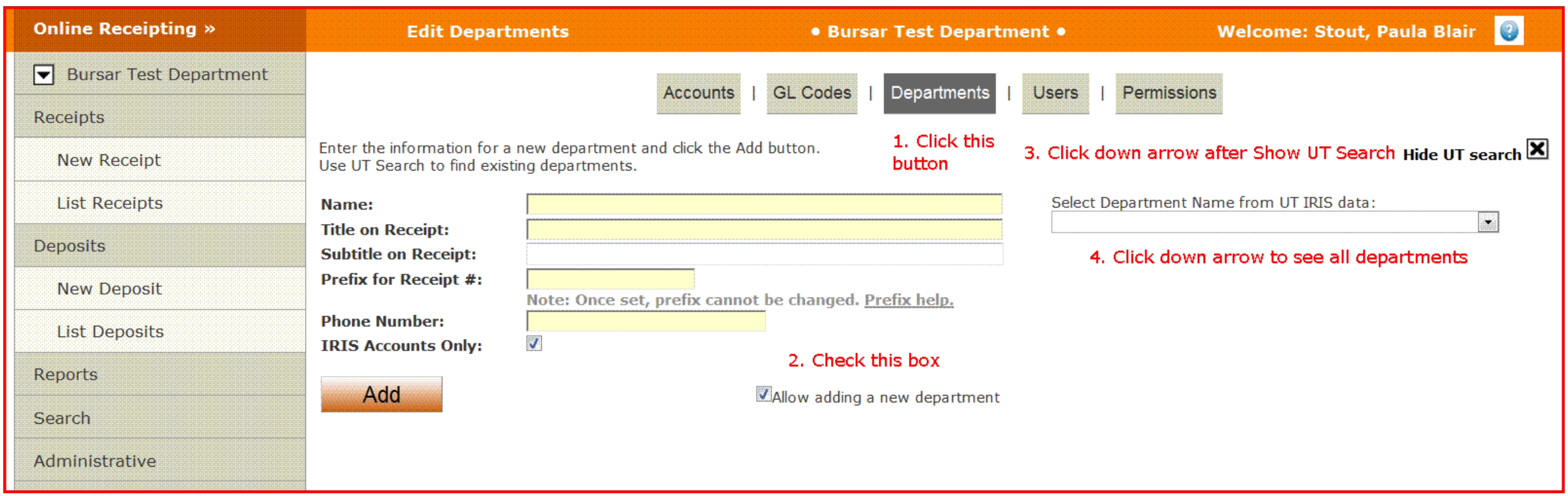


3. Check **Display PDF in browser**
4. Click **OK**
5. Close Adobe® Reader®

Add/Edit a Department

Only users with Administrative permissions are able to access this part of the system.

1. Click the **Administrative** link in the left-hand menu. You will be taken to the page to add accounts to your department.
2. Click the **Departments** button at the top of the page.
3. You can edit the current department here.
4. Check the box **Allow adding a new department** (Only the Bursar's office and UTIA Extension Admin have this option.)
5. Click the down arrow to the right of **Show UT Search.**
6. Click down arrow to see all departments in the Banner database.
7. Click a department to select it and put its information into the input fields on the left.
8. The **Prefix for Receipt #** is important. It will appear at the beginning of every receipt number generated for that department.
9. Edit the information as needed.
10. If this department can create non-IRIS receipts, uncheck the **IRIS Accounts Only** checkbox.
11. Click **Add** button.
12. You should see a message: **Department successfully added.**

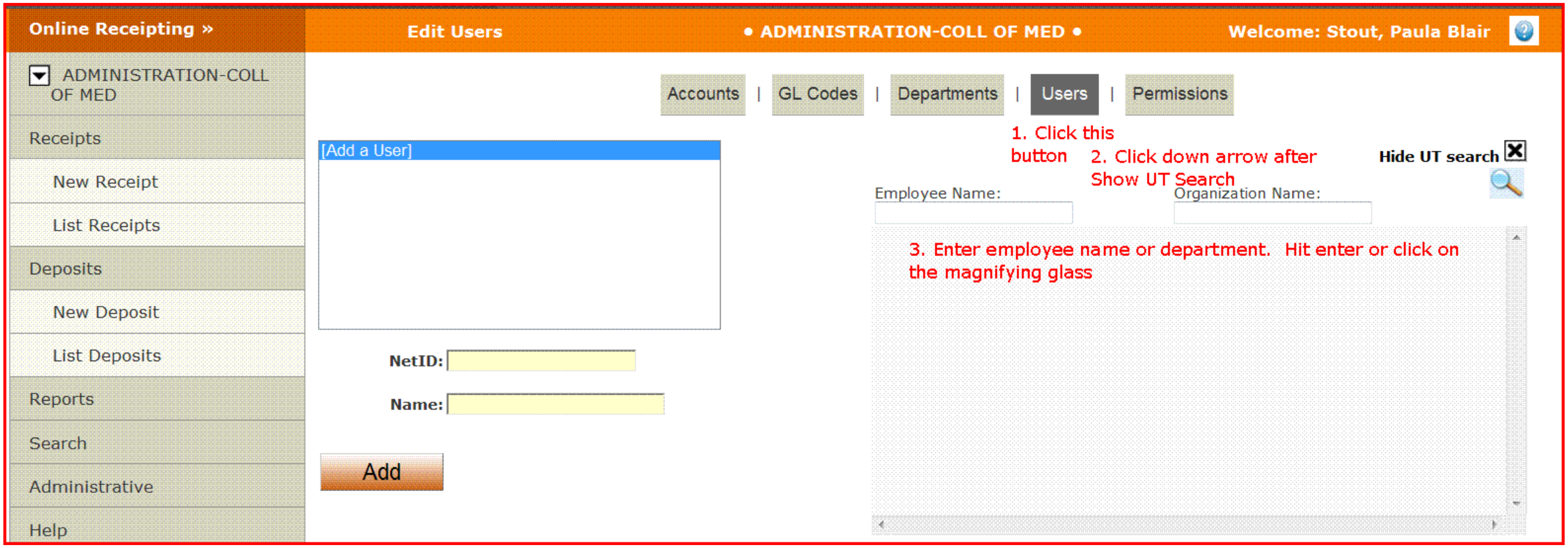


Add Users

Only users with Administrative permissions are able to access this part of the system.

Now that the department has been created, you can add users.

1. If you are allowed to see multiple departments, in the drop-down at the top of the left-hand menu, select the newly added department. Most users will only be allowed to add users to their department.
2. Click the **Users** button at the top of the page.
3. Click the down arrow to the right of **Show UT Search**.
4. Enter an employee name or department.
5. Hit **Enter** or click on the magnifying glass.
6. Click on a name to select that employee which fills the input fields on the left.
7. If you know the employee's NetID, you can manually enter that and a name.
8. Click **Add**.
9. Each user added will be assigned the Cashier permission so they can use the system. You should see a message: **User successfully added with Cashier permissions. Assign additional Permissions for the new user as needed.** Other permissions must be explicitly granted (see below).
10. The new user will appear in the list on the left of the page.
11. To add another user, click **[Add a User]** in the list on the left, or enter new search criteria on the right.


Online Receipting »
Edit Users
• ADMINISTRATION-COLL OF MED •
Welcome: Stout, Paula Blair
ADMINISTRATION-COLL OF MED
Receipts
New Receipt
List Receipts
Deposits
New Deposit
List Deposits
Reports
Search
Administrative
Help
Accounts | GL Codes | Departments | Users | Permissions
[Add a User]
NetID:
Name:
Add
1. Click this button
2. Click down arrow after Show UT Search
Hide UT search
Employee Name:
Organization Name:
3. Enter employee name or department. Hit enter or click on the magnifying glass

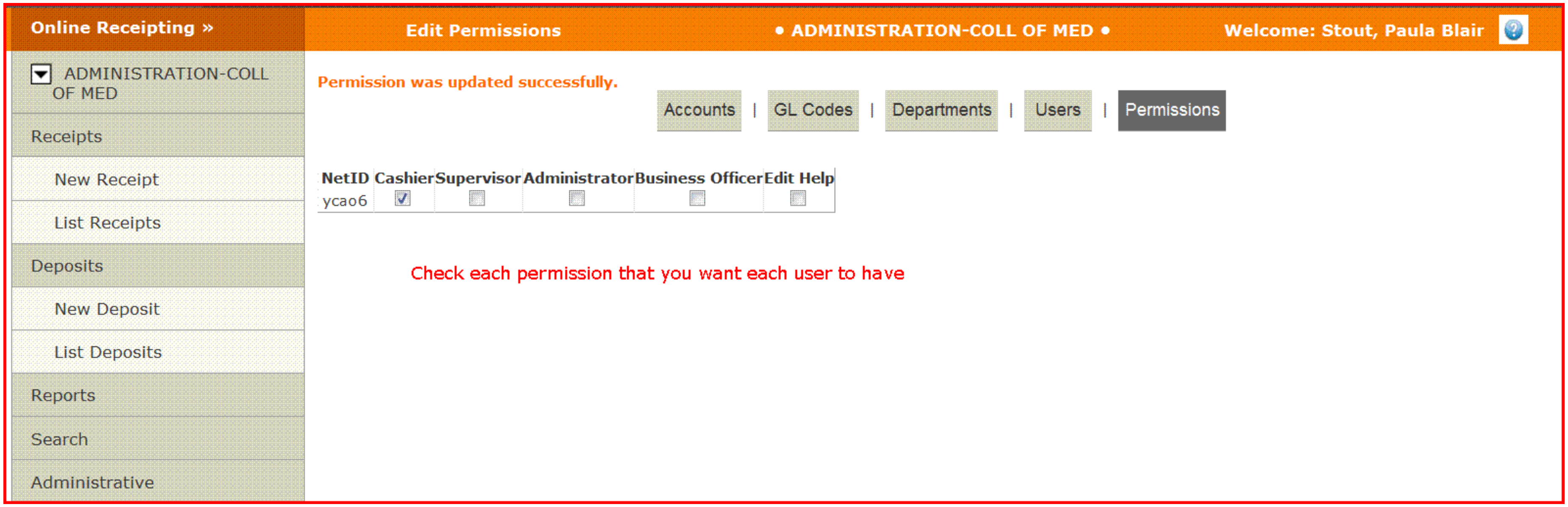
Assign Permissions to Users

Only users with Administrative permissions are able to access this part of the system.

When a user is added, he/she will be given Cashier permission so he/she can log into the system and create receipts.
To assign additional permissions for the new user(s):

1. Click the **Permissions** button at the top of the page.
2. You should see a list of all the users in the current department. Some users can select a different department in the menu at the left.
3. Users can have as many permissions as needed. Each permission adds to the functions the user can perform. The permissions are:
    a. **Cashier** – can create receipts and deposits; cannot void receipts or deposits, can lock deposits
    b. **Supervisor** – can perform cashier functions, can void receipts or deposits, and can lock deposits. (No one can void their own receipt or deposit.)
    c. **Business Officer** – can perform cashier and supervisor functions, and can add departments. (Bursar's Office and UTIA Extension Admin can unlock deposits)
    d. **Administrator** – can add/edit/remove Users, Permissions, Accounts and GL Codes for their department; cannot perform any cashier functions unless that have those permissions.
    e. **Edit Help** – can edit the online help text.

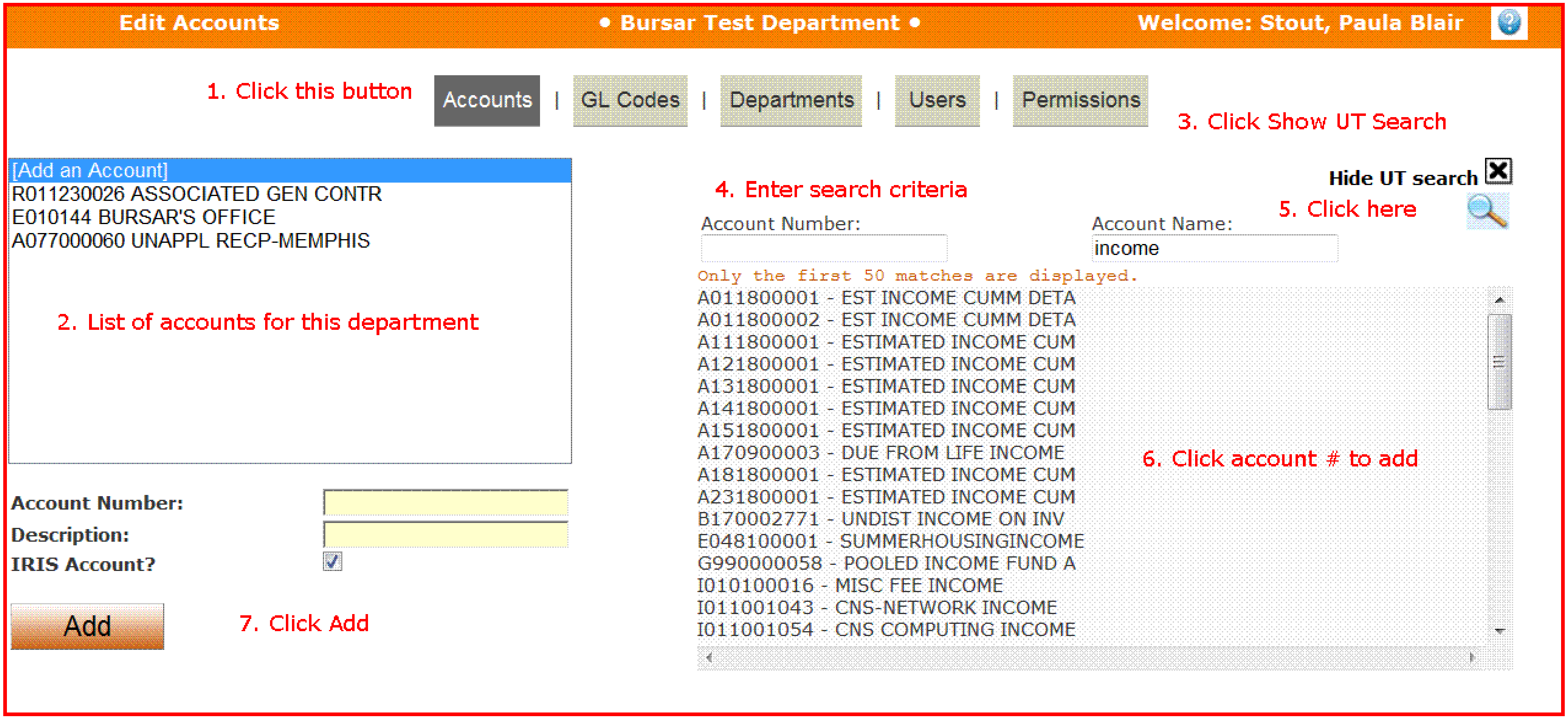
    For more detail, see the Permissions chart at the end of this material.
4. Check each permission you want each user to have. The changes take effect immediately.
5. For each change you should see the message: **Permission was updated successfully.**


Online Receipting »
Edit Permissions
• ADMINISTRATION-COLL OF MED •
Welcome: Stout, Paula Blair
ADMINISTRATION-COLL OF MED
Receipts
New Receipt
List Receipts
Deposits
New Deposit
List Deposits
Reports
Search
Administrative
Permission was updated successfully.
Accounts | GL Codes | Departments | Users | Permissions
NetID Cashier Supervisor Administrator Business Officer Edit Help
ycao6
Check each permission that you want each user to have

Add Accounts to Department

Only users with Administrative permissions are able to access this part of the system.

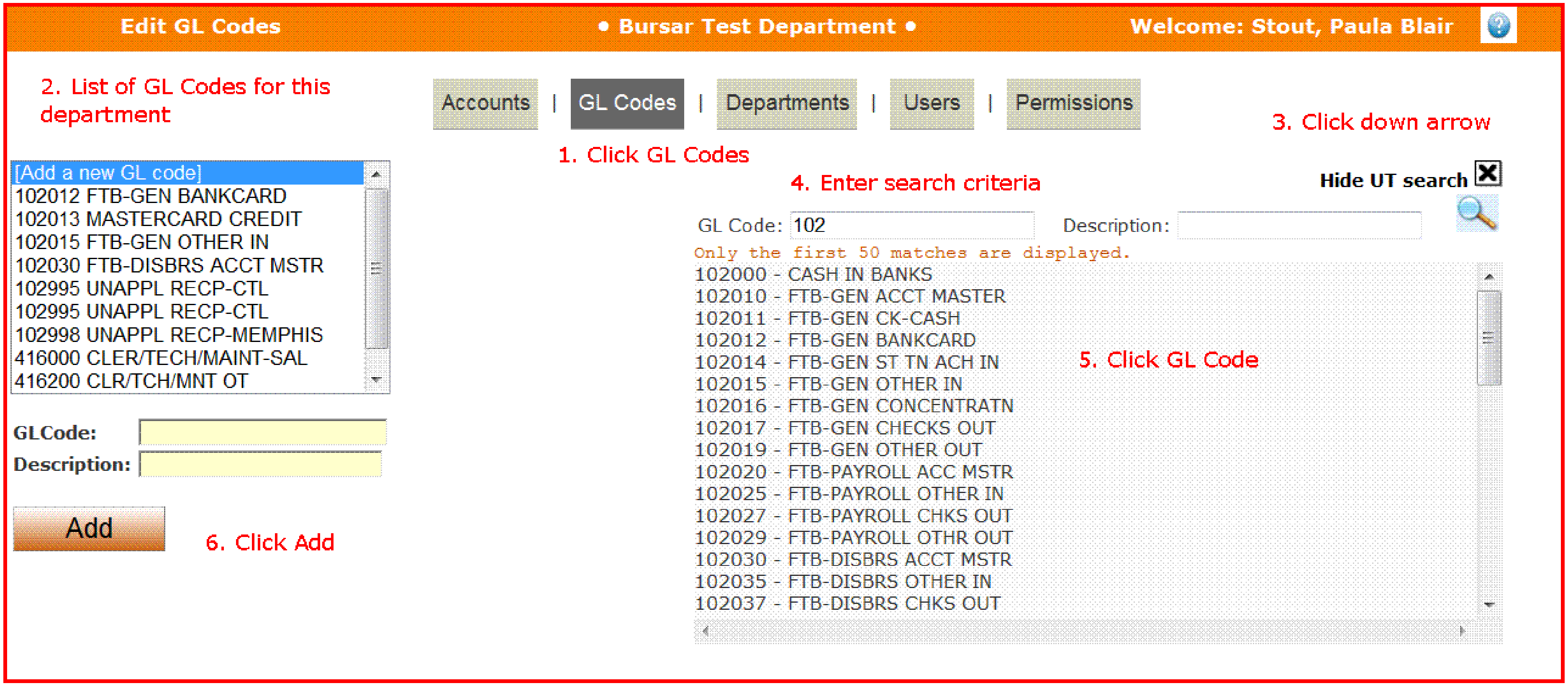
1. Click the **Accounts** button at the top of the Admin page.
2. Some users will be able to select the department in the menu on the left.
3. On the left is a list of the Accounts currently assigned to the department. This is the list that will appear in the Account # drop-down when you add receipt items.
4. On the right, click the down arrow to the right of **Show UT Search**. This allows you to search Banner data by entering the first part of an Account # or any part of the Account Name. Use * as a wildcard which will match any sequence of characters (e.g. A*300 will match any account that starts with A and contains 300)
5. Hit **Enter** or click on the magnifying glass.
6. A list of the accounts that match your search criteria will be displayed. (Only the first 300 matches are displayed.)
7. Click the **Account #** you want to add. This will copy its information to the fields at the left.
8. You can also add an Account manually. Click **[Add an Account**] at the top of the list on the left and enter the Account # and Description.
9. If this is a non-IRIS account, uncheck the **IRIS Account?** checkbox. (Only UTIA departments have this option).
10. Click **Add**.
11. The new account will display in the left-hand list.
12. Update an existing Account # by clicking on it in the list on the left. Make any changes. Click **Update**.
13. Delete an existing Account # from the department by clicking on it in the list on the left. Click **Delete.**


Edit Accounts
• Bursar Test Department •
Welcome: Stout, Paula Blair
1. Click this button
Accounts | GL Codes | Departments | Users | Permissions
3. Click Show UT Search
[Add an Account]
R011230026 ASSOCIATED GEN CONTR
E010144 BURSAR'S OFFICE
A077000060 UNAPPL RECP-MEMPHIS
2. List of accounts for this department
Hide UT search
4. Enter search criteria
5. Click here
Account Number:
Account Name:
income
Only the first 50 matches are displayed.
A011800001 - EST INCOME CUMM DETA
A011800002 - EST INCOME CUMM DETA
A111800001 - ESTIMATED INCOME CUM
A121800001 - ESTIMATED INCOME CUM
A131800001 - ESTIMATED INCOME CUM
A141800001 - ESTIMATED INCOME CUM
A151800001 - ESTIMATED INCOME CUM
A170900003 - DUE FROM LIFE INCOME
A181800001 - ESTIMATED INCOME CUM
A231800001 - ESTIMATED INCOME CUM
B170002771 - UNDIST INCOME ON INV
E048100001 - SUMMERHOUSINGINCOME
G990000058 - POOLED INCOME FUND A
I010100016 - MISC FEE INCOME
I011001043 - CNS-NETWORK INCOME
I011001054 - CNS COMPUTING INCOME
6. Click account # to add
Account Number:
Description:
IRIS Account?
Add
7. Click Add

Add GL Codes to Department

Only users with Administrative permissions are able to access this part of the system.

1. Click the **GL Codes** button at the top of the Admin page.
2. Some users will be able to select the department in the menu on the left.
3. On the left is a list of the GL Codes currently assigned to the department. This is the list that will appear in the GL Code drop-down when you add receipt items.
4. On the right, click down arrow to the right of **Show UT Search**.
5. You can search Banner data by entering the first part of a GL Code or any part of the Description. Use * as a wildcard which will match any sequence of characters (e.g. 102*3 will match any account that starts with 102 and contains 3)
6. Hit **Enter** or click on the magnifying glass.
7. A list of the GL Codes that match your search criteria will be displayed. (Only the first 300 matches are displayed.)
8. Click the **GL Code** you want to add. This will copy its information to the fields at the left.
9. You can also add a GL Code manually. Click **[Add a new GL Code]** in the list on the left and enter the GL Code and Description.
10. Click **Add**.
11. The new GL Code will display in the left-hand list.
12. Update an existing GL Code by clicking on it in the list on the left. Make any changes. Click **Update**.
13. Delete an existing GL Code from the department by clicking on it in the list on the left. Click **Delete.**


Edit GL Codes
• Bursar Test Department •
Welcome: Stout, Paula Blair
2. List of GL Codes for this department
Accounts | GL Codes | Departments | Users | Permissions
3. Click down arrow
1. Click GL Codes
4. Enter search criteria
Hide UT search
[Add a new GL code]
102012 FTB-GEN BANKCARD
102013 MASTERCARD CREDIT
102015 FTB-GEN OTHER IN
102030 FTB-DISBRS ACCT MSTR
102995 UNAPPL RECP-CTL
102995 UNAPPL RECP-CTL
102998 UNAPPL RECP-MEMPHIS
416000 CLER/TECH/MAINT-SAL
416200 CLR/TCH/MNT OT
GL Code: 102
Description:
Only the first 50 matches are displayed.
102000 - CASH IN BANKS
102010 - FTB-GEN ACCT MASTER
102011 - FTB-GEN CK-CASH
102012 - FTB-GEN BANKCARD
102014 - FTB-GEN ST TN ACH IN
102015 - FTB-GEN OTHER IN
102016 - FTB-GEN CONCENTRATN
102017 - FTB-GEN CHECKS OUT
102019 - FTB-GEN OTHER OUT
102020 - FTB-PAYROLL ACC MSTR
102025 - FTB-PAYROLL OTHER IN
102027 - FTB-PAYROLL CHKS OUT
102029 - FTB-PAYROLL OTHR OUT
102030 - FTB-DISBRS ACCT MSTR
102035 - FTB-DISBRS OTHER IN
102037 - FTB-DISBRS CHKS OUT
5. Click GL Code
GLCode:
Description:
Add
6. Click Add

Online Receipting Permissions

	Receipts				Deposits					Reports	Users	Departments		Accounts
	View	Edit	Print/ Email	Void	View	Edit	Void	Lock	Unlock		Note 1	Note 2	View All**	Note 3
Cashier	Y	Y	Y		Y	Y		Y		Y			Y	
Supervisor	Y	Y	Y	Y*	Y	Y	Y	Y		Y			Y	
Business Officer	Y	Y	Y	Y*	Y	Y	Y	Y	Y	Y			Y	
Admin											Y	Y	Y	Y

Any user can have multiple permissions and permissions are additive.

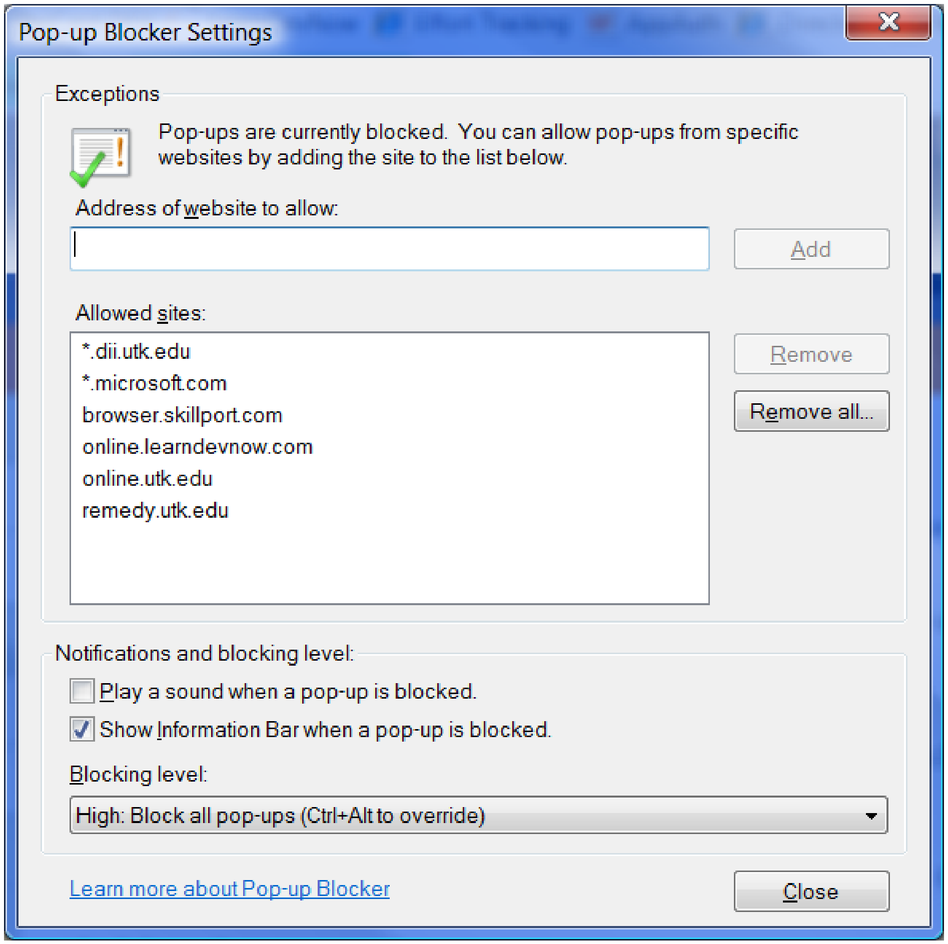
* Users will not be allowed to void their own receipts
** Users in the Bursar’s office and UTIA Extension Admin will only be able to view their own departments
Only the Bursar’s office or UTIA Extension Admin office can unlock a locked deposit

Enabling Pop-ups

Pop-ups must be enabled for the Online Receipting system to work properly.

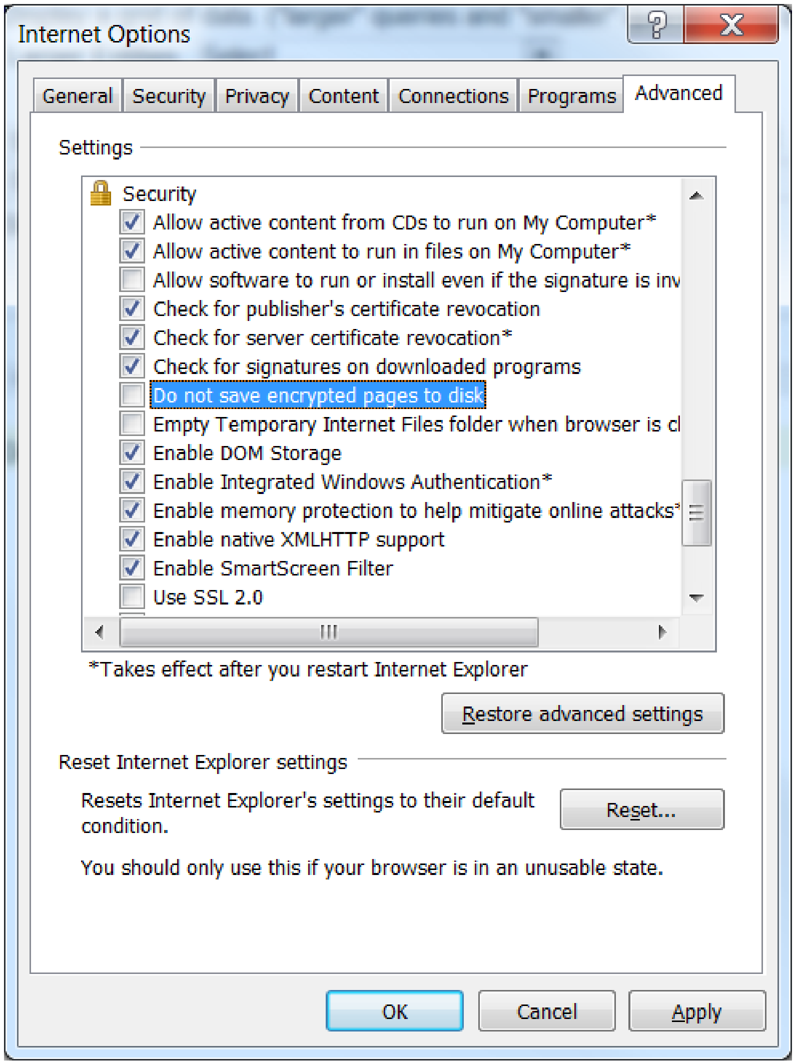
Internet Explorer:

1. In the menu at the top of the browser, click Tools -> Pop-up Blocker -> Pop-up Blocker Settings



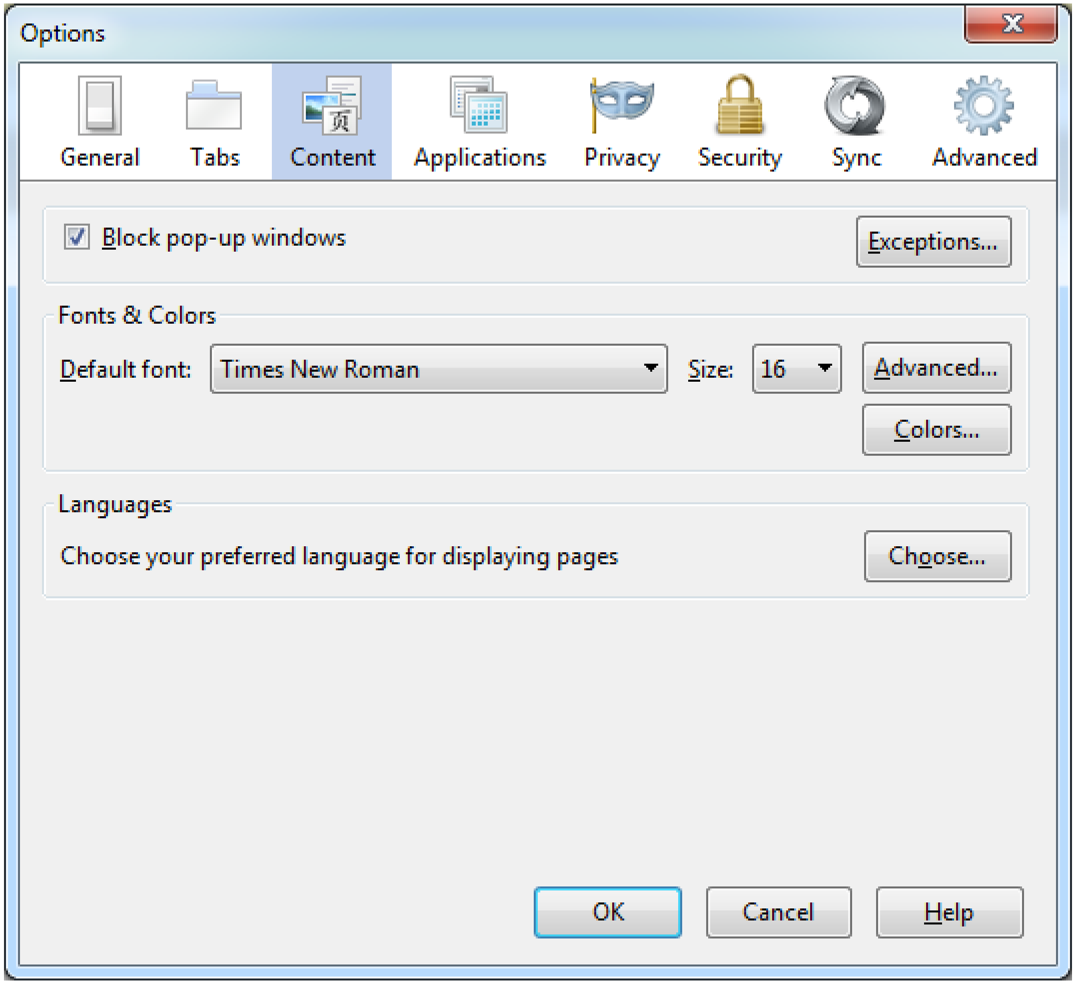
Type *.utk.edu into the Address of website to allow
Click Add
Click Close

2. For Internet Explorer there is another setting to be configured:
   Clicks Tools -> Internet Options -> Advanced tab
   Scroll to the bottom of the list to the Security section
   Uncheck the box for “Do not save encrypted pages to disk”
   Click Apply
   Click OK

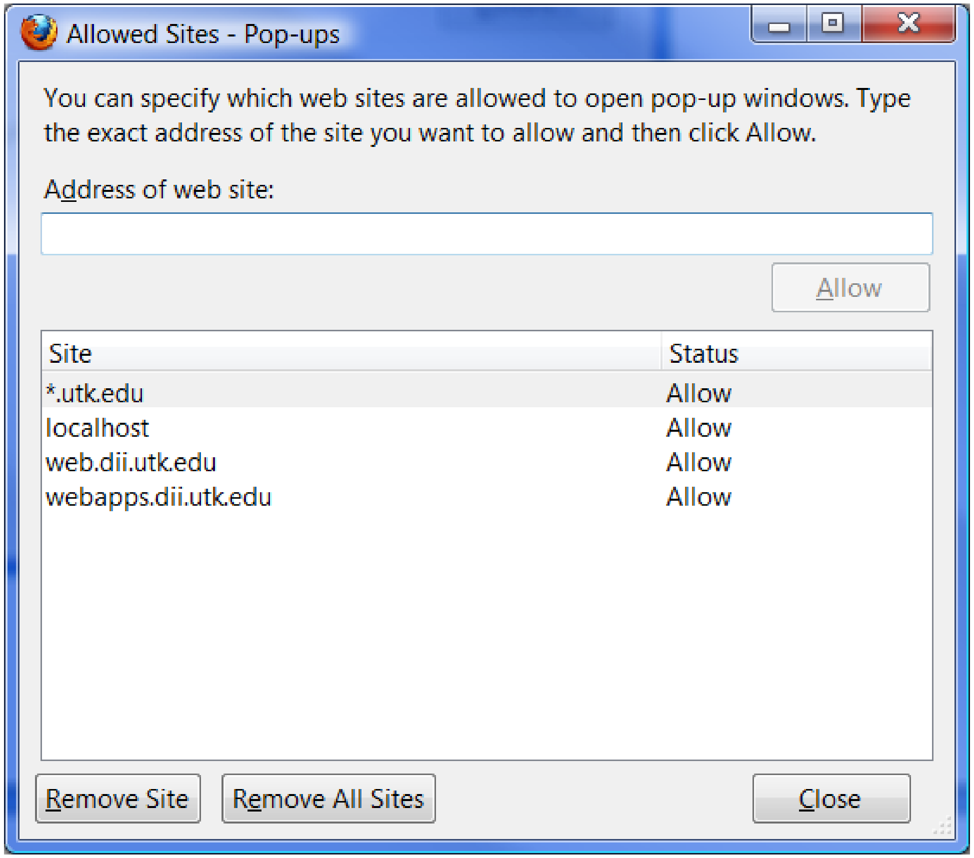


Mozilla Firefox:

In the menu at the top of the browser, click Tools -> Options -> Content



If Block pop-up windows is checked, click Exceptions:



Type *.utk.edu into the Address of web site
Click Allow
Click Close

Safari (MAC)
In the menu at the top of the screen, click **Safari**; If Block Pop-Up Windows is not checked, click on it.

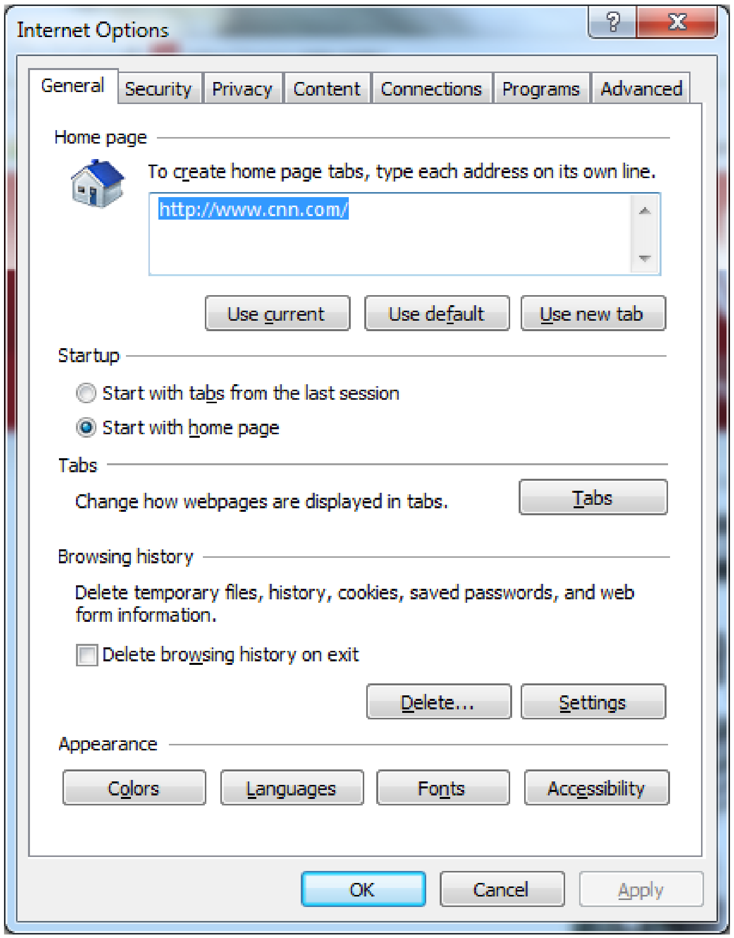
Safari (Windows)
In the menu at the top of the screen, click **Edit**. If **Block Pop-Up Windows** is not checked, click on it.

Browser Setting for Opening New Pages

You may want to have your browser to open new pages in a new tab instead of a new window. Here are instructions for the various browsers.

Internet Explorer

1. If you don't see a Menu at the top of the window, right click in an open area below the address bar and click **Menu Bar**
2. Go to **Tools** -> **Internet Options**



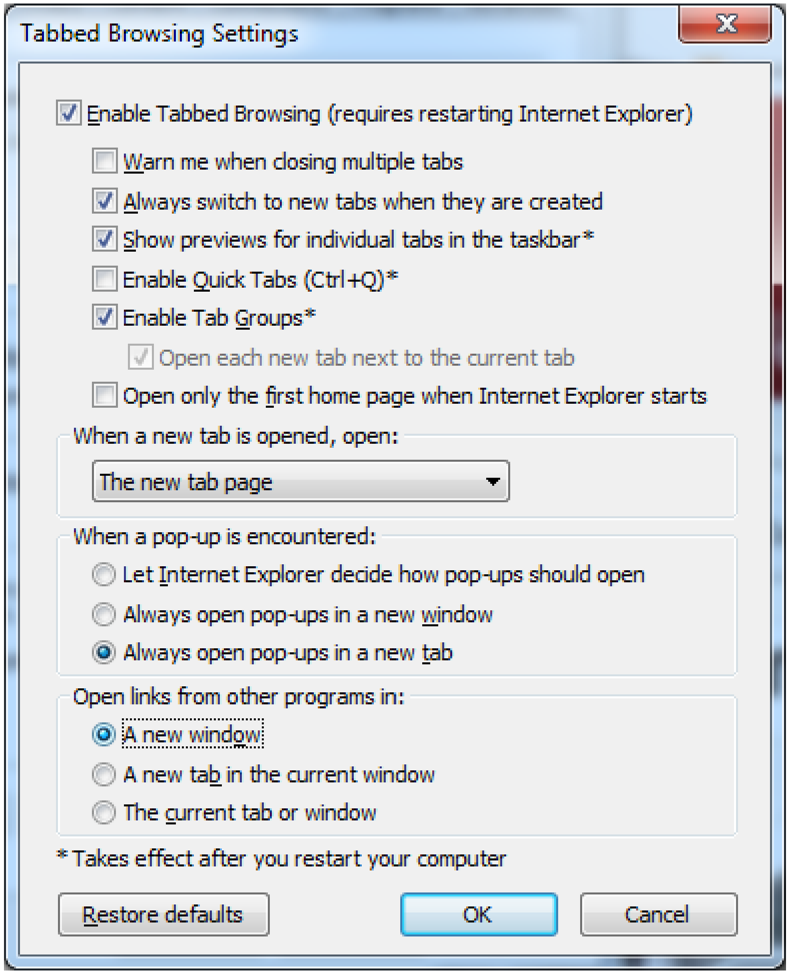
3. Click the **Tabs** button in the center of the window.
4. Set the following as shown below:

    Check **Enable Tabbed Browsing**

    Check **Always switch to new tabs when they are created**

    Under **When a new tab is opened, open**:, select **The new tab page**

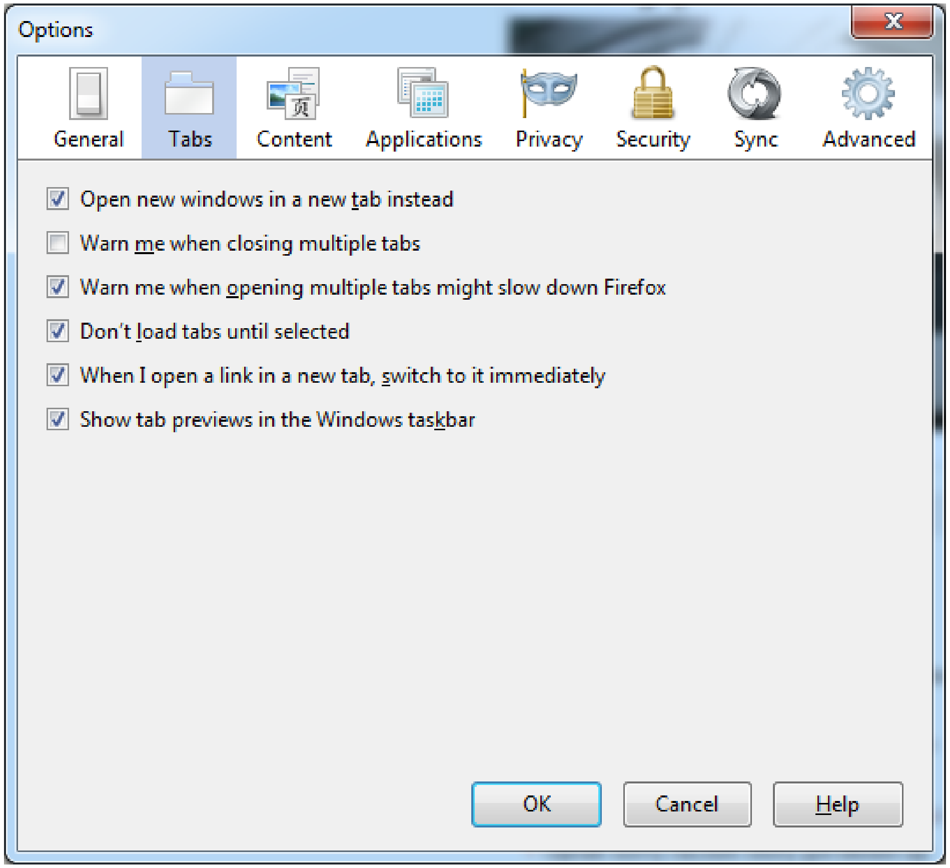
    Under **When a pop-up in encountered:**, select **Always open pop-ups in a new tab**



5. Click OK
6. Click Apply
7. Click OK

Mozilla Firefox

1. If you don't see a Menu at the top of the window, right click in an open area to the right of the + sign at the top of the window, and click **Menu Bar**
2. Go to **Tools** -> **Options**
3. Click **Tabs**
4. Check the following as shown below
   a. Check **Open new windows in a new tab instead**
   b. Check **When I open a link in a new tab, switch to it immediately**



5. Click OK

Safari

1. Go to **Edit** -> **Preferences**
2. Click **Tabs**
3. Check **Select tabs and windows as they are created**
4. Click the **X** at the top right of the Tabs window

Sample Reports

Receipts	Page
1. Office Receipt	52
2. Customer Receipt	53
3. Receipt History	54
4. Receipt Notes	55

Deposits	
1. Deposit Slip	56
2. Deposit Slip with Receipt Items	57
3. Deposit History	58
4. ZK Report	59
5. Checks List for Deposit	60
6. Deposit Notes	61

Office Receipt

Bursar

9744495

Receipt Number: BURSAR-33-jlane6-001664

Create Date: 08/05/2013

Customer Receipt Number: BURSAR-33-008654

Received of: Mail Log 8/2/13

Description:

$ Thirty-Two Thousand Three Hundred Thirty-Seven Dollars and 4 Cents

Description	Invoice Number	Check Number	Account Number	GL Code	Payment Amount	Pay Type
Sandia National Laboratories	90059661	1366421	A017000256	102995	$6,957.88	Check
DeRoyal	90059853	159038	A017000256	102995	$2,026.39	Check
Vanderbilt University	90059326	782302	A017000256	102995	$23,352.77	Check
				Total:	**$32,337.04**	

Payment Type	# Checks	Amount
Check	3	$32,337.04
	Grand Total:	**$32,337.04**

Receipt Total: **$32,337.04**

Created by: Joycann Lane

Customer Receipt

Bursar

9744495

Customer Receipt Number:

BURSAR-33-008654

Create Date:

08/05/2013

Received of: Mail Log 8/2/13

Description:

$ Thirty-Two Thousand Three Hundred Thirty-Seven Dollars and 4 Cents

Description	Invoice Number	Check Number	Account Number	GL Code	Payment Amount	Pay Type
Sandia National Laboratories	90059661	1366421	A017000256	102995	$6,957.88	Check
DeRoyal	90059853	159038	A017000256	102995	$2,026.39	Check
Vanderbilt University	90059326	782302	A017000256	102995	$23,352.77	Check

Total: **$32,337.04**

Payment Type	# Checks	Amount
Check	3	$32,337.04
	Grand Total:	**$32,337.04**

Receipt Total: **$32,337.04**

Created by: Joycann Lane

Receipt History BURSAR-33-jlane6-001670

Received 8/8/2013 2:33:44 PM

Edit Type	Edit Date	Edited By	Received Of	Description
CREATE	8/8/2013 2:33:44 PM	Joycann Lane	State of Nebraska	

Edit Comment **Email Address**

Edit Type	Edited Date	Edited By	Description	Invoice Number	Check Number	Account Number	GL Code	Pay Amount	Pay Type	Deposit Number
CREATE	8/8/2013 2:34:29 PM	Joycann Lane			21859019	I011000015	8000000	$4,650.00	Check	

Edit Type	Edit Date	Edited By	Received Of	Description
PRINT	8/8/2013 2:34:39 PM	Joycann Lane	State of Nebraska	

Edit Comment **Email Address**

Edit Type	Edited Date	Edited By	Description	Invoice Number	Check Number	Account Number	GL Code	Pay Amount	Pay Type	Deposit Number
COPY	8/8/2013 2:34:39 PM	Joycann Lane			21859019	I011000015	8000000	$4,650.00	Check	

Edit Type	Edit Date	Edited By	Received Of	Description
UPDATE	8/8/2013 3:12:04 PM	Joycann Lane	State of Nebraska	

Edit Comment **Email Address**

Edit Type	Edited Date	Edited By	Description	Invoice Number	Check Number	Account Number	GL Code	Pay Amount	Pay Type	Deposit Number
COPY	8/8/2013 3:12:04 PM	Joycann Lane			21859019	I011000015	8000000	$4,650.00	Check	237562

Edit Type	Edit Date	Edited By	Received Of	Description
COPY	8/8/2013 3:12:04 PM	Joycann Lane	State of Nebraska	

Edit Comment **Email Address**

Edit Type	Edited Date	Edited By	Description	Invoice Number	Check Number	Account Number	GL Code	Pay Amount	Pay Type	Deposit Number
COPY	8/8/2013 3:12:04 PM	Joycann Lane			21859019	I011000015	8000000	$4,650.00	Check	237562

Receipt Notes Report

Receipt Number: BURSAR-33-jlane6-001664

Date	Noted By	Note
8/9/2013 2:52:27 PM	Stout, Paula Blair	This is a receipt note. You can always add notes to a receipt, even if it is not editable. You can also add notes to a deposit. This is where you can put any additional information you need about a receipt or deposit.

Printed: 8/9/2013 2:52:30 PM

Page: 1 of 1

Deposit Slip

Bursar

9744495

Deposit Number

237561

Deposit Date

07/29/2013 9:17 AM

$ **Nine Hundred Dollars and 0 Cents**

Received Of	Receipt Number	Cash Amount	Check Amount
Industrial Engineering	BURSAR-33-kgalyon-000178	$900.00	

Totals:		**$900.00**	**$0.00**
Total Receipts:			**$900.00**

Payment Type	# Checks	Total
Check		
Cash		$900.00
	Total	**$900.00**

IRIS Document # 1300002184

Created By: Galyon, Kimberly C

Printed: 8/9/2013 2:56:54 PM

Deposit Slip with Receipt Item Detail

Bursar

9744495

Deposit Number

237561

Deposit Date

07/29/2013 9:17 AM

$ **Nine Hundred Dollars and 0 Cents**

Received Of	Receipt Number	Item Description	Check Number	Cash Amount	Check Amount
Industrial Engineering	BURSAR-33-kgalyon-000178	Industrial Engineering		$900.00	
			Totals:	**$900.00**	**$0.00**
			Total Receipts:		**$900.00**

Payment Type	# Checks	Total
Check		
Cash		$900.00
	Total	**$900.00**

IRIS Document # 1300002184

Created By: Galyon, Kimberly C

Printed: 8/9/2013 2:57:55 PM

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Deposit History for 237561

Deposit Date 07/29/2013 9:17 AM

Edit Type	Edit Date	Edited By	Created By	IRIS Document #	Status
LOCK	7/29/2013 9:17:52 AM	Galyon, Kimberly C	Galyon, Kimberly C	1300002184	LOCKED

Deposit Total $900.00 **CashTotal** $900.00 **Check Total** $0.00 **Deposit Type** IRIS

Edit Comment

Receipt Number	Received Of	Description	Receipt Total
BURSAR-33-kgalyon-000178	Industrial Engineering	Lean Summer Program - Xu Junping	$900.00
		Total of Receipts:	**$900.00**

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ZK Document

IRIS Document Number 1300001736

Deposit Number 237559

Deposit Date

Item	Account	Pay Amount	Cost Center	Fund	Text	Assignment
1		$106,591.47			BURSAR 9744495 Receipt Numbers: 1648-1648	237559
2		$106,591.47			BURSAR 9744495 Receipt Numbers: 1649-1649	237559
3		$106,591.47			BURSAR 9744495 Receipt Numbers: 1650-1650	237559
4		$106,591.47			BURSAR 9744495 Receipt Numbers: 1651-1651	237559
5		$106,591.47			BURSAR 9744495 Receipt Numbers: 1652-1652	237559
6		$106,591.47			BURSAR 9744495 Receipt Numbers: 1653-1653	237559
7	102995	($50,000.00)		A017000256	BURSAR-33-jlane6-001648	
8	416900	($10.00)	E014010	E014010	BURSAR-33-jlane6-001649	
9	414900	($1,200.00)	E011760008	E011760008	BURSAR-33-jlane6-001650	
10	421409	($91.80)	E011760008	E011760008	BURSAR-33-jlane6-001650	
11	421109	($120.00)	E011760008	E011760008	BURSAR-33-jlane6-001650	
12	102995	($4,577.90)		A017000256	BURSAR-33-jlane6-001651	
13	102995	($5,793.91)		A017000256	BURSAR-33-jlane6-001651	
14	102995	($18,259.90)		A017000256	BURSAR-33-jlane6-001652	
15	102995	($3,116.60)		A017000256	BURSAR-33-jlane6-001653	
16	102995	($3,712.28)		A017000256	BURSAR-33-jlane6-001653	
17	102995	($515.07)		A017000256	BURSAR-33-jlane6-001653	
18	102995	($735.14)		A017000256	BURSAR-33-jlane6-001653	
19	102995	($17,422.52)		A017000256	BURSAR-33-jlane6-001653	
20	102995	($1,036.35)		A017000256	BURSAR-33-jlane6-001653	

Checks for Deposit

Bursar

9744495

Deposit Number: 237559

Deposit Date:

Check Number	Check Amount
103536	$50,000.00
11760	$735.14
12024	$17,422.52
1454734	$3,712.28
234589	$515.07
41319395	$1,411.80
422	$1,036.35
4894	$4,577.90
50047895	$5,793.91
564617	$18,259.90
76144	$10.00
871108	$3,116.60
Number of Checks:	**12**
Grand Total:	**$106,591.47**

IRIS Document # 1300001736

Created By: Joycann Lane

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Deposit Notes Report

Deposit Number: 237562

Date	Noted By	Note Text
8/9/2013 2:54:28 PM	Stout, Paula Blair	This is a deposit note. You can also add notes to a receipt, even if it is not editable. This is where you can put any additional information you need about a receipt or deposit.

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