Online Receipting User Guide

Online Receipting Version 4.0 University of Tennessee Knoxville Office of Information Technology Campus Information Systems July, 2015

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Login Page

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

THE UNIVERSITY OF TENNESSEE		Online Receipting
Bursar's Office »	Online Receipting	
	Please login below: NetID: Password: Please enable pop-ups for the system to work properly Login User Guide Video Tutorials	
	Adobe Reader™ is required - click here for free download	

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.

- 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 page.



9. On each page there is a question mark icon **example** at the top right of the page. Click on this to see the Help for the current

- 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 Content	s • 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 Universit	y 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 Netl sequential number for each NetID.	ID of the user who created the receipt, and a	unique
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	5.	
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.		
<u>Select User</u>	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.)

Online Receipting »	List My Receipts	• Bursar Test Department •	Welcome: Stout, Paula Blair 🛛 🔞
Receipts	DEPARTMENT:	UTIA Extension-Administration	▼.
New Receipt	RECEIVED OF: RECEIPT DESCRIPTION:		
List Receipts	IRIS RECEIPT:		
Deposits		Add New Receipt Cancel	
New Deposit			
List Deposits			
Reports			
Search			
Administrative			
Help			
User Guide			
Logout			

- 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.

Online Receipting »	Receipt Items • Bursar Te	est Department •	
Receipts	UTIA-34-pstout-000658 System generated receip		
New Receipt	Add a Receipt Item	Click the down arrow to see Received Of	◄
List Receipts	DESCRIPTION:		
Deposits	PAYMENT AMOUNT:	PAYMENT TYPE: Check	
	ACCOUNT #: Select	GL CODE: Select	
New Deposit	INVOICE #:	CHECK #:	
List Deposits	TEXT:		
Reports	Add Receipt	t Item Cancel	
Search		DTAL	
Administrative	Receipt Total	Print History	
Help		Notes	
User Guide	CREATED BY Stout, Paula Blair CREATED DATE 5/20/2010		
Logout			

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	E:	Check	~			
ACCOUNT #:	Select			GL CODE:		Select				
INVOICE #:				CHECK #:						
TEXT:										
			Add Receipt Item	Cance	el					
Receipt Items										
		RIPTION / EXT		INVOICE #		CHECK # / AMOUNT	ACCOUNT #	GL COL PAY TY		
Enter a description of this You can enter addition				123456789	1111	\$1,000.67	<u>A010500031</u>	800000	Check	Delete
Another receipt item with Additional text	the same check number			12345	1111	\$2,500.00	<u>N019001017</u>	700300	Check	Delete
TOTAL RECEIPT AMOU	INT					\$3,500.67				
Payment	Туре	# Checks	Total			Print Offi	ce Receipt	Delete	a receip	t item
Check		1	\$3,500.67				mer Receipt	Delete	d receip	c nem
Receipt Total \$3,500.67			\$3,500.67				<u>History</u>			
	Tota	of Checks and Cash	for Receipt				<u>otes</u> Receipt			
CREATED BY	Stout, Paul	a Blair				Links to Repor	ts and Email			
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

List Receipts	• ZZDevelopers ·	• ZZDevelopers - Lead •				Welcome: Stout, Paula Blair			
Click buttons to select date ange	Not In Deposit Today This Week	This Mo		All					
Select the Receipt # to view de	tails, edit, print or email Rec	eipts are displaye	d in reverse chro	nological or	der				
<u>Receipt #</u>	Received Of	Amount	Edited Date	<u>Editable</u>	<u>In</u> Deposit	Locked	IRIS		
BURSAR-33-jlane6-001677	Mail Log 8/21/13	\$327,149.84	8/22/2013		4		~		
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		~		4		
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		4		~		

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.

DEPARTMENT	Bursar			~		
DEPOSIT SLIP NUMBER	123456789112345678	892				
CHECK TOTAL	12300.45					
CURRENCY TOTAL	15.00	Amounts on hand				
COIN TOTAL	.50					
TOTAL CHECKS AND CASH	12,315.95	Calculated Total				
		Create New De	posit Cancel			

- 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

Online Receipting »	Display/Edit I	Deposit	t • 🛛 🛛 Welcome: Stout, Paula Blair 🚳				
Receipts	Non-IRIS Depo	sit for UTIA	Deposit Slip Number				
New Receipt	DEPARTMENT	UTIA Extension-Admina					
New Receipt	DEPOSIT SLIP NUMBER	Non-IRIS Deposit for UT	IA				
List Receipts	CHECK TOTAL	0.00					
Denesite	CURRENCY TOTAL	0.00	Totals counted for this deposit				
Deposits	COIN TOTAL	0.00					
New Deposit	IRIS DEPOSIT	Contains no	n-IRIS receipts				
	IRIS DOCUMENT #		Generat	ed by IRIS			
List Deposits	LOCKED?	Once locked t	he deposit can only be changed by the	e Bursar			
Reports		Sav	e Return To Deposit List	Cancel			
Search	Receipts for this Depos RECEIPT #		deposit RECEIVED OF	AMOUNT	DATE	REMOVE	
Administrative	UTIA-34-pstout-000612 Non-	IRIS receipt for UTIA		\$100,000,00	4/14/2010		Detail
,	UTIA-34-pstout-000590 test r	······································		\$1,500.00	4/8/2010		Detail
Help	Undeposited Receipts:	Receipts not in a dep	osit which can be added to this deposi	t			
Logout	RECEIPT #	F	RECEIVED OF	AMOUNT	DATE	ADD	
lau Donart	UTIA-34-pstout-000586 test r	non iris		\$1.00	4/7/2010		Detail
Report	PAYMENT TYPE	# Checks DI	EPOSIT TOTAL	Print Dep	osit Slin		
	Check	2	\$101,500.00	Print Depos	it History	Links to	
	TOTAL	\$101,500.00			Print ZK Report Print Checks List Reports		zĸ
		Totals of Checks and	cash in the receipts in this deposit	<u>Print Cne</u> Not		Documer	
	CREATED BY	Stout, Paula Blair				Notes	

- 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

7777777777777	77					
The deposit was success	sfully updated.					
DEPARTMENT	UTIA Extension-Administratio	on				
DEPOSIT SLIP NUMBER	77777777777777					
CHECK TOTAL	1,250.00					
CURRENCY TOTAL	0.00					
COIN TOTAL	0.00					
IRIS DEPOSIT						
IRIS DOCUMENT #						
LOCKED?	A locked deposit	can only be changed by the	Bursar's Office			
	Save	Return To Deposit Lis	t Cancel			
Receipts for this Dep	osit: Receipts that are part	of this deposit	Check to remove all r	eceipts from	deposit	
RECEIPT#		EIVED OF	AMOUNT	DATE	REMOVE	
UTIA-34-pstout-000658 E	nter who the money was received fro	m	\$1,250.00	5/20/2010		Detail
Undeposited Receipt	s: Receipts that are not p	Che	eck to remove individual recei	pt(s) from de	eposit	***************************************
RECEIPT #	•	CEIVED OF	AMOUNT	DATE	ADD	
UTIA-34-pstout-000610	New receipt for UTIA		\$15,125.50	4/14/2010		Detail
UTIA-34-pstout-000611	Another Receipt for UTIA		\$1,400.00	4/14/2010		Detail
UTIA-34-smcclai3-000002	Clay County		\$0.00	4/16/2010		Detail
PAYMENT TYPE	E # Checks DEPO	SIT TOTAL	Print Depo	sit Slip		
Check	1	\$1,250.00	Print Deposit Slip wi	th Receipt I	<u>tems</u>	
TOTAL		\$1,250.00	Print Deposi			
			<u>Print ZK F</u> Print Chec			
			Note			
CREATED BY	Stout, Paula Blair					
CREATED DATE	5/20/2010					
The deposit was success	sfully updated.					

- 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	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	V	
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	 Image: A set of the set of the	
243627	\$45,650.31	08/06/2013	08/06/2013	Kitts, Missy		
243626	\$24,992.65	08/02/2013	08/02/2013	Kitts, Missy	V	
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.

Online Receipting »	Search	Bursar Test Department	•	Welcome:	Stout,	Paula Blai	r 🔮	
 Bursar Test Department 	Select Search Type	Receipt • 3. Select Receipt,	Search all					
Stout, Paula Blair ^{1.} Select	Received Of:	ReceiptItem or Deposi test	E. Check to Search an	department	5			
Receipts and/or Use	Description		4. Enter criteria					
New Receipt	Customer Receipt Number: Edit Date:							
List Receipts		3/30/2010	6/30/2010					
Deposits	5. Click Sea							
New Deposit	Search	Clear search Click to en	er new search		Click	to export	to Exce	el
List Deposits	Click on Receipt # to view t	hat Receipt Click on column h	eading to sort by that col	umn		1		X
								IDIC
	<u>Receipt #</u>	Received Of / Description	Amount		Editable	In Deposit	Locked	IRIS
Reports	<u>Receipt #</u> BURSAR-33-pstout-000009 BURSAR-33-000015	Received Of / Description Test email, print	<u>Amount</u> \$22,232,222.00		Editable	e <u>In Deposit</u>	LOCKED	
Reports Search	BURSAR-33-pstout-000009 BURSAR-33-000015			6/29/2010	Editable	and the second sec		
	BURSAR-33-pstout-000009 BURSAR-33-000015 BURSAR-33-pstout-000005	Test email, print Test Invoice Number on basic receipt	\$22,232,222.00	6/29/2010 6/29/2010	Editable	and the second sec		
Search	BURSAR-33-pstout-000009 BURSAR-33-000015 BURSAR-33-pstout-000005 BURSAR-33-000010 BURSAR-33-pstout-000003	Test email, print Test Invoice Number on basic receipt Test again	\$22,232,222.00 \$100,000.00 \$110,000,000,001,100.49	6/29/2010 6/29/2010				
Search Administrative	BURSAR-33-pstout-000009 BURSAR-33-000015 BURSAR-33-pstout-000005 BURSAR-33-000010 BURSAR-33-pstout-000003 BURSAR-33-000006 BURSAR-33-pstout-000008	Test email, print Test Invoice Number on basic receipt Test again Test	\$22,232,222.00 \$100,000.00 \$110,000,000,001,100.49	6/29/2010 6/29/2010 6/11/2010 6/11/2010				
Search Administrative Help	BURSAR-33-pstout-000009 BURSAR-33-000015 BURSAR-33-pstout-000005 BURSAR-33-pstout-000003 BURSAR-33-pstout-000003 BURSAR-33-pstout-000006 BURSAR-33-pstout-000008 BURSAR-33-pstout-000008 BURSAR-33-pstout-000008 BURSAR-33-pstout-000008	Test email, print Test Invoice Number on basic receipt Test again Test Test Test	\$22,232,222.00 \$100,000.00 \$110,000,000,001,100.49 \$0.00	6/29/2010 6/29/2010 6/11/2010 6/11/2010				

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.

Online Receipting »	Search	• T	raining - I	Bursar's Office •			Welcome	: Stout, Pa	ula Blai	r 🔮	
 Training - Bursar's Office Select Stout, Paula BlairDepartmen 	Select Search Type	ReceiptItem	3. Select	Receipt Item		e <mark>arch all d</mark> e search all d					
Receipts and/or Use		E		4. Enter criteria							
New Receipt	Invoice Number: Check Number:										
List Receipts	Item Text: Payment Amount:	100	Matches amo	ounts within 10%							
Deposits	Edit Date:	3/30/2010		6/30/20	10						
New Deposit	5. Click Sea	arch									
List Deposits	Search	C	ear search	Click to enter new s	earch			Click	to expo	ort to E	xcel
Reports	Click on Receipt # to view t	hat receipt	Clic	k on column heading	j to sort l	by that colu	mn				X
Search Administrative	<u>Receipt #</u>	<u>Received</u> <u>Item Descri</u>		<u>Item Amount</u>	Invoice # Check #	<u>Account</u>	GL Code	<u>Edited</u>	<u>In</u> Deposit	Locked	IRIS
Help	BURSAR-33-pstout-000010 BURSAR-33-000016	Item: Item 1		\$100.00	111	E177050	102999	6/15/2010			
User Guide	BURSAR-33-pstout-000003 BURSAR-33-000006	Test again Item: Item		\$100.00	1	E177050		6/11/2010			
Logout	BURSAR-33-pstout-000002 BURSAR-33-000002	New receipt on wr2 Item: item		\$100.00	111	E177050		6/7/2010			

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.
- 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.)

Search		 Bursar Test 	• Bursar Test Department •			Welcome: Stout, Paula Blair		
Select Search Type	Deposit							
Deposit Slip Number:	test							
IRIS Document Number:								
Edited Date:					proving			
Edited Date:	1/15/2010		4,	(15/2010				
Edited Date:	alala Perenananan meneratakan di bahar	Clear search	4	15/2010				
	ch	Clear search Amount	4) IRIS Doc	15/2010	Edited Date	Created By	LockedIRIS	
Sear	ch nber	(20000000000000000000000000000000000000				<u>Created By</u> Stout, Paula Blair	Locked IRIS	
Sear Deposit Slip Nur	ch nber	Amount		Locked Date	Edited Date		Locked IRIS	

- 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.

Microsoft	t Office Excel
	The file you are trying to open, 'Receipt_Items5_20_2010_55232_PM[1].xls', is in a different format than specified by the file extension. Verify that the file is not corrupted and is from a trusted source before opening the file. Do you want to open the file now?
	<u>Y</u> es <u>N</u> o <u>H</u> elp

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.

Reports

• Bursar Test Department •

Reports Menu

<u>Receipt History</u> View the entire history of a selected receipt.

Deposit History

View the entire history of a selected deposit.

ZK Document Report

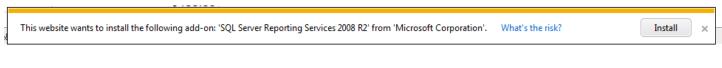
View the data for the ZK document for a selected deposit.

Notes Report

View all notes recorded for a selected receipt or deposit.

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:

Internet Ex	plorer - Security Warning
Do you	want to install this software?
	Name: SQL Server Reporting Services 2008 R2
	Publisher: Microsoft Corporation
× Mor	re options Install Don't Install
۲	While files from the Internet can be useful, this file type can potentially harm your computer. Only install software from publishers you trust. <u>What's the risk?</u>

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 <u>http://helpx.adobe.com/acrobat/using/display-pdf-browser-acrobat-xi.html</u>.

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)

Preferences	
Categories: Documents Full Screen General Page Display 3D & Multimedia Accessibility Acrobat.com Forms Identity International Internet JavaScript Measuring (2D) Measuring (2D) Measuring (3D) Measuring (Geo) Multimedia Trust (legacy) Reading Search Security Security (Enhanced) Spelling Tracker	Web Browser Options Display PDF in browser Allow fast web view Allow speculative downloading in the background Internet Options Connection speed: 56 Kbps Internet Settings
Tracker Trust Manager Units Updater	OK Cancel

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.

Online Receipting »	Edit Departments	• Bursar Test Depart	ment • 🛛 🛛 Welcome: Stout, Paula Blair 🥥
Bursar Test Department	Accou	nts GL Codes Departments	Users Permissions
Receipts			
New Receipt	Enter the information for a new department and click Use UT Search to find existing departments.	the Add button. 1. Click this button	3. Click down arrow after Show UT Search Hide UT search 🗙
List Receipts	Name:		Select Department Name from UT IRIS data:
Deposits	Title on Receipt: Subtitle on Receipt:		 4. Click down arrow to see all departments
New Deposit	Prefix for Receipt #: Note: Once set, prefix of	cannot be changed. <u>Prefix help.</u>	
List Deposits	Phone Number:		
Reports	IRIS Accounts Only:	2. Check this box	
Search	Auu	☑Allow adding a new department	
Administrative			

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		Accounts GL Codes Departments Users Perr	nissions
Receipts	[Add a User]	1. Click this button 2. Click	down arrow after Hide UT search 🔀
New Receipt		Employee Name:	LANGUAGE AND
List Receipts			
Deposits		3. Enter employee name or o the magnifying glass	department. Hit enter or click on
New Deposit			
List Deposits	NetID:		
Reports	Name:		
Search			
Administrative	Add		
Help			F

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.

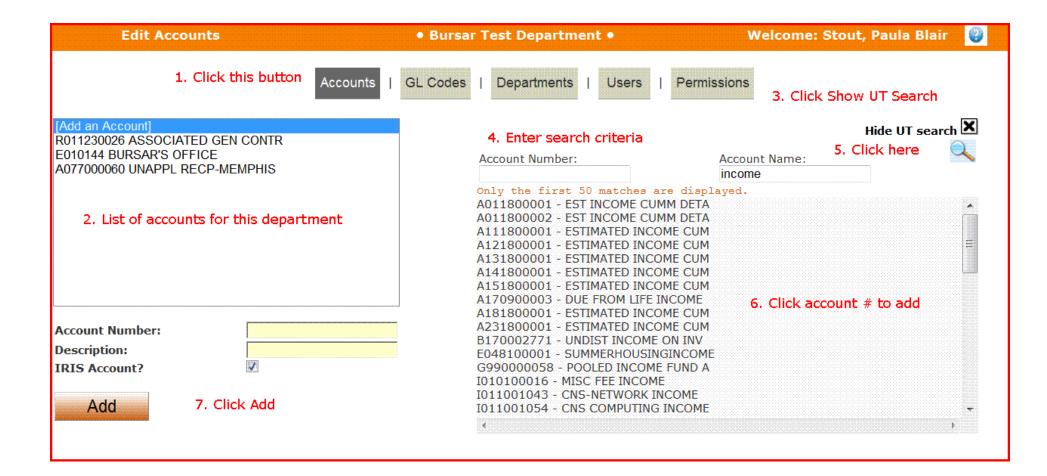
- 4. Check each permission you want each user to have. The changes take effect immediately.
- 5. For each change you should see the message: Permission was updated successfully.

Online Receipting »	Edit Permissions	• ADMINISTRATION-COLL OF MED	🔸 🦳 Welcome: Stout, Paula Blair 💡
ADMINISTRATION-COLL OF MED	Permission was updated successfully.	Accounts GL Codes Departments Users	Permissions
Receipts			
New Receipt	NetID CashierSupervisorAdministratorB	usiness OfficerEdit Help	
List Receipts	усаоб 🗹 🔲	Real Real	
Deposits	Check each permission tha	t you want each user to have	
New Deposit			
List Deposits			
Reports			
Search			
Administrative			

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 # dropdown 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.



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 dropdown 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.

2. List of GL Codes for this department	Accounts GL Codes Departments Users Permissions	3. Click down arrow
Add a new GL code]	1. Click GL Codes 4. Enter search criteria	Hide UT search 🗵
102012 FTB-GEN DANKCARD 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 GLCode: Description: 6. Click Add	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 OTHER OUT 102020 - FTB-PAYROLL ACC MSTR 102025 - FTB-PAYROLL OTHER IN 102027 - FTB-PAYROLL OTHER IN 102028 - FTB-PAYROLL OTHER IN 102029 - FTB-DISBRS ACCT MSTR 102030 - FTB-DISBRS OTHER IN 102037 - FTB-DISBRS CHKS OUT	de

Online Receipting Permissions

		R	eceipts			Deposits			Reports			Users	Depart	ments	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

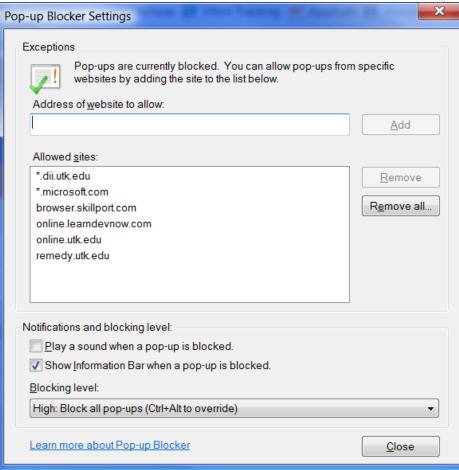
** Users in the Bursar's office and UTIA Extension Admin will only be able to view their own departments Only the Bursar's office or UTIA Extension Admin office can unlock a locked deposit

Enabling Pop-ups

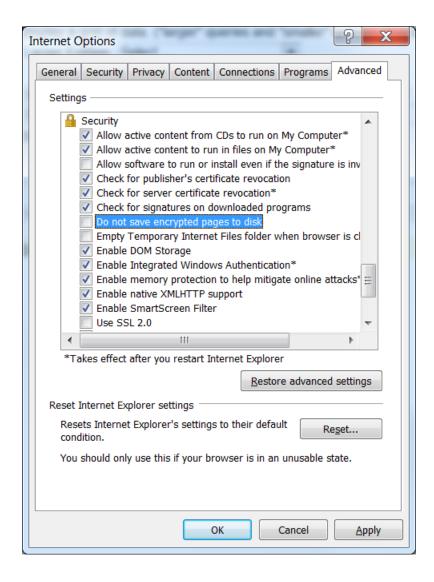
Pop-ups must be enabled for the Online Receipting system to work properly.

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 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

Options							×	
		Ţ		90		6	÷	
General	Tabs	Content	Applications	Privacy	Security	Sync	Advanced	
☑ <u>B</u> lock	pop-up w	indows				Exce	eptions	
Fonts & C	Colors							
<u>D</u> efault fo	ont: Time	es New Rom	an	•	<u>S</u> ize: 16	▼ Ad	vanced	
_								
							olors	
Language	s							
Choose y	our preferr	ed language	e for displaying p	oages		C	h <u>o</u> ose	
	OK Cancel <u>H</u> elp							
				UK	Cance		цер	

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

Vallowed Sites - Pop-ups	- • ×
You can specify which web sites are allowed to open pop-up the exact address of the site you want to allow and then click Address of web site:	
	Allow
Site Status	
*.utk.edu Allow localhost Allow web.dii.utk.edu Allow webapps.dii.utk.edu Allow	
Remove Site Remove All Sites	Close

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

Internet Options							
General Security Privacy Content Connections Programs Advanced							
Home page							
To create home page tabs, type each address on its own line.							
http://www.cnn.com/							
Use <u>c</u> urrent Use de <u>f</u> ault <u>U</u> se new tab							
Startup							
Start with tabs from the last session							
Start with home page							
Tabs							
Change how webpages are displayed in tabs. <u>Tabs</u>							
Browsing history							
Delete temporary files, history, cookies, saved passwords, and web form information.							
Delete browsing history on exit							
Delete Settings							
Appearance							
Colors Languages Fonts Accessibility							
OK Cancel Apply							

- 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

Tabbed Browsing Settings						
Enable Tabbed Browsing (requires restarting Internet Explorer) Warn me when closing multiple tabs						
 <u>A</u>lways switch to new tabs when they are created <u>S</u>how previews for individual tabs in the taskbar* Enable Quick Tabs (Ctrl+Q)* 						
 Enable Tab Groups* Open each new tab next to the current tab Open only the first home page when Internet Explorer starts 						
When a new tab is opened, open: The new tab page						
When a pop-up is encountered: C Let Internet Explorer decide how pop-ups should open Always open pop-ups in a new window						
 Always open pop-ups in a new tab Open links from other programs in: A new window A new tab in the current window 						
The current tab or window Takes effect after you restart your computer						
Restore defaults OK Cancel						

- 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

Options					1	1	×
		页		90		\bigcirc	÷ې
General	Tabs	Content	Applications	Privacy	Security	Sync	Advanced
🔽 Open r	new windo	ws in a new	<u>t</u> ab instead				
🔲 Warn <u>r</u>	<u>n</u> e when c	losing multi	ple tabs				
🔽 Warn r	ne when <u>o</u>	pening mult	tiple tabs might	slow down	Firefox		
🔽 Don't <u>I</u>	oad tabs u	ntil selected					
V When	l open a lir	nk in a new t	ab, <u>s</u> witch to it i	mmediately	/		
🔽 Show t	ab previev	vs in the Wir	idows tas <u>k</u> bar				
				ОК	Cance		<u>H</u> elp

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 \boldsymbol{X} at the top right of the Tabs window

Sample Reports

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		Office Receipt	
		Bursar	
		9744495	
Receipt Number	r:		Create Date:
BURSAR-33-jlane6-001664			08/05/2013
Customer Recei	ipt Number:		
BURSAR-33-008	3654		
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
	Burs	sar
	9744	495
Customer Rec	eipt Number:	Create Date:
BURSAR-33-0	08654	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: Jo

Joycann Lane

Receipt History BURSAR-33-jlane6-001670

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

Edit Ty	pe Edit Date	Edited	ву	Received Of	Description ka						
REATE	E 8/8/2013 2:33:	44 PM Joycar	nn Lane	State of Nebrask							
dit Co	nment						Ema	ail Addre	ss		
Edit Type	Edited Date	Edited By	Description		Invoice Number	Check Number	Account Number	GL Code	Pay Amount	Рау Туре	Deposit Numbe
REATE	8/8/2013 2:34:29 PM	Joycann Lane				21859019	1011000015	8000000	\$4,650.00	Check	
Edit Ty	pe Edit Date	Edited	l By	Received Of	Description						
PRINT	8/8/2013 2:34:	39 PM Joycar	nn Lane	State of Nebrask	а						
Edit Co	nment						Ema	ail Addre	SS		
Edit Type	Edited Date	Edited By	Description		Invoice Number	Check Number	Account Number	GL Code	Pay Amount	Рау Туре	Deposit Numbe
OPY	8/8/2013 2:34:39 PM	Joycann Lane				21859019	1011000015	8000000	\$4,650.00	Check	
Edit Ty	pe Edit Date	Edited	l By	Received Of			Des	cription			
JPDATE	E 8/8/2013 3:12:	04 PM Joycar	nn Lane	State of Nebrask	а						
Edit Co	nment						Ema	ail Addre	SS		
Edit Type	Edited Date	Edited By	Description		Invoice Number	Check Number	Account Number	GL Code	Pay Amount	Рау Туре	Deposit Numbe
COPY	8/8/2013 3:12:04 PM	Joycann Lane				21859019	1011000015	8000000	\$4,650.00	Check	237562
	pe Edit Date	Edited	і Ву	Received Of			Des	cription			
Edit Ty		04 PM Joycar	nn Lane	State of Nebrask	а						
-	8/8/2013 3:12:						Ema	ail Addre	SS		
OPY											
Edit Ty COPY Edit Cor Edit Type		Edited By	Description		Invoice Number	Check Number	Account Number	GL Code	Pay Amount	Pay Type	Deposit Numbe

Printed: 8/9/2013 2:46:53 PM

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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 Rece	into:	\$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

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
Deposi	t Total \$900.0	0 CashTotal	\$900.00 Check Total	\$0.00 Deposit Type	IRIS
Edit Comm	ient				

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

Printed: 8/9/2013 2:58:25 PM

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ZK Document

IRIS Document Number 1300001736

Deposit Number 237559

Deposit Date

ltem	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	

Printed: 8/9/2013 3:00:49 PM

Page: 1 of 1

Checks for Deposit

Bursar

9744495

Deposit Number:

Deposit Date:

237559

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

Printed: 8/9/2013 3:03:26 PM

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.

Printed: 8/9/2013 2:54:30 PM

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