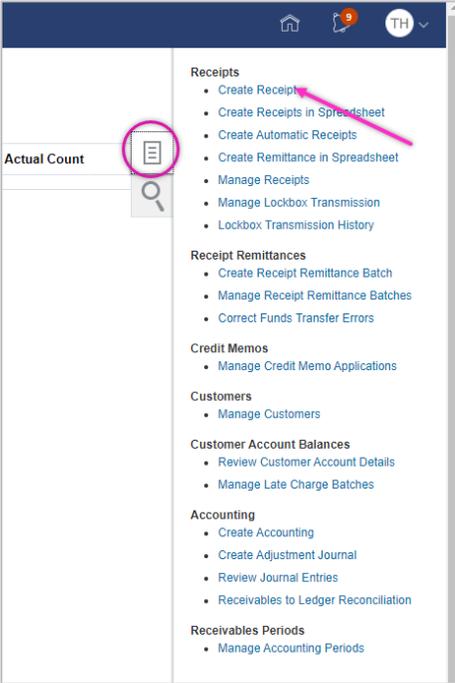


Process Name: Create a Transmittal

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



Fill in the following fields:

- **Receipt Type** = Miscellaneous
- ***Business Unit** = Choose TCNJ, TSCC or FNDN
- ***Receipt Method** = Select Student Accounts for checks and cash that will be taken to SA.
- ***Receipt Number** = date receipt was generated, followed by 1st 4 capitalized letters of last name, followed by the sequence # indicating the number of receipts generated by user for the day Ex) **191216MANF1**
- ***Receivables Activity** = Should only be "(TCNJ, FNDN, or TSCC) Departmental Deposit Receipt. based on Business Unit
- ***Entered Amount** = Enter total checks OR cash.
- ***Receipt Date** = Confirm date. Users must bring receipt to SA on the Receipt Date & Accounting Date entered.
- ***Accounting Date** = Confirm date. Users must bring receipt to SA on the Receipt Date & Accounting Date entered.
- **Attachments** = add any attachments. **Do Not** add attachments of scanned checks

Additional Information:

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

Note: Do not edit pre-populated fields

5

Create Receipt

Save Save and Close Cancel

Receipt Type: Miscellaneous

Status: New

* Business Unit: TCNJ

* Receipt Method: Student Accounts (TCNJ)

* Receipt Number: DMM - 10/29/2019

* Receivables Activity: TCNJ Departmental Deposit Receipt

Distribution Set

Reference

* Currency: USD - US Dollar

* Entered Amount: 950.37

Accounted Amount: 950.37

Tax Rate Code

Tax Account

* Receipt Date: 10/29/2019

* Accounting Date: 10/29/2019

Postmark Date: mm/dd/yyyy

Paid By: Payer's name

Attachments: None

Comments

Remittance Bank

* Name: SA Reconciliation

* Branch: Main SA

* Account: SA Reconciliation (TCNJ)

Currency: USD

* Deposit Date: 10/29/2019

Reference

Type

Number

Customer Name

Customer Account Number

Customer Site

Taxpayer Identification Number

Additional Information

* Receipt Type: Miscellaneous

* Receipt Preparer: Devon Manfredo

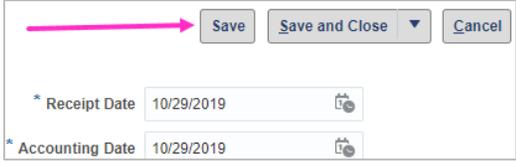
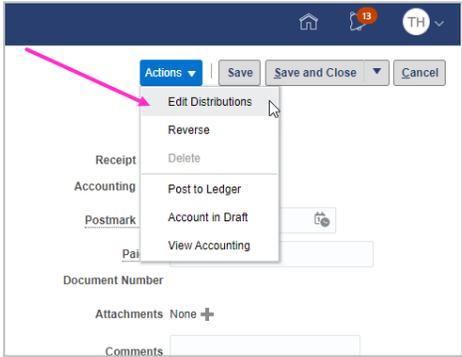
* Payer: Payer's name

* Tender: Check

Check Number: 1037

Check Date: 10/25/2019

* Verify Accounting Correct (Save>Actions>Edit Distributions): Yes

6	Click Save	
7	Click Actions Click Edit Distributions	
8	Enter Receipt COA - You can enter multiple distributions by clicking the “+” button Do not use Default COA values. Click Save	