

Customer invoice receipting for cashiering services — check deposit

Departments are responsible for completing the below PeopleSoft screen when making a customer invoice check deposit. Once completed and a document ID is assigned, departments will provide cashiering staff a printed copy of the “Departmental Cash Receipting” screen to satisfy the customer invoice receipt process.

Users can navigate to the below screen and click “Add.”



Department Cash Receipting

Affiliate

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The following screen will prompt users only to complete the fields outlined in red. **Note:** Please leave the driver worktags and additional worktags options blank.

Document ID NEW Date Entered 03/03/2021

Receipt Descr CI-0006258 Cloudy Day Consult Date Processed

Receipt Amt 250.00 FA Item Type N

Cash Receipt Detail Find | View All First 1 of 1 Last

SpeedType Key:

You must press enter to auto-populate the SpeedType values.

If you choose a Cost Center you must also choose either a Program or Fund, Ledger and Campus below.

Cost Center:

Driver Worktags (Please select at least one)

Program: Fund:

Grant: Ledger:

Project: Campus ID:

Gift: Spend Cat:

Revenue Cat:

Optional Additional Worktags

Dept Reporting Roll: Academic Employee:

Dept Reporting:

Tuition & Fee Type:

Audit Report:

Debt:

Required

*Amount:

*Deposit ID:

*Payment Type:

Cust/Sponsor Invoice: Number MID0003037 Amount 12651.91

IFAS Account Number: IFAS Batch Number:

Required fields:

- **Receipt Descr:** This field **must** be populated with the customer invoice number, where the payment should be applied and the customer name. This field is limited to 30 characters, so abbreviating the customer name may be necessary.
- **Amount:** Amount of check payment — please note this cannot exceed the invoice amount.
- **Deposit ID:** This will default to the general university depository of 111111.
- **Payment Type:** This should be populated with “Check.”
- **Customer/Sponsor Invoice:** This field is required to ensure the payment is applied to the correct customer invoice. The user should note that it cannot exceed the total invoice amount.

Only one customer invoice can be receipted on a departmental cash receipt.

Note: If information needs to be changed or updated, the user must click on the “Clear All Details” icon.

- The user should click on “Save,” and a document ID will be assigned. The user should print a copy of this screen once the document ID has been given, attach it to their check payment and forward it to ASU Cashiering for deposit and processing. To ensure checks are applied accordingly, checks cannot be delivered to Cashiering without a copy of this departmental deposit screen document.

Security role required in PeopleSoft for department cash receipting

- Users must first request the “Department Entry” Role in PeopleSoft to deposit checks. This action can be done through My ASU under “Access Requests” and then navigating to the PeopleSoft access request option.