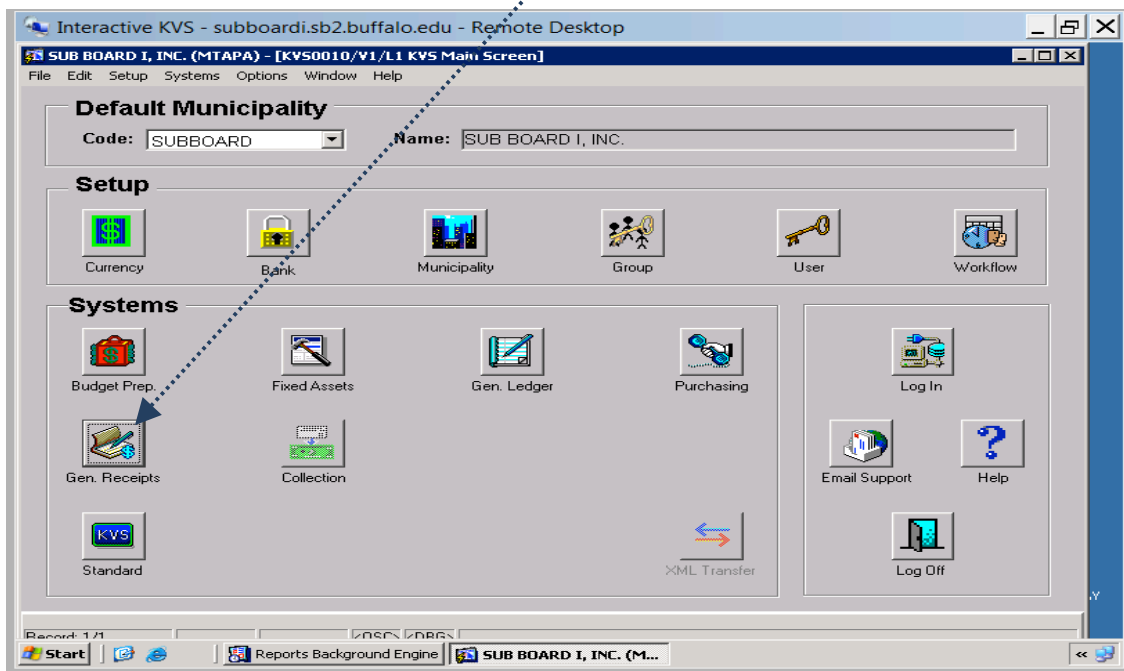


ON-Line General Receipts

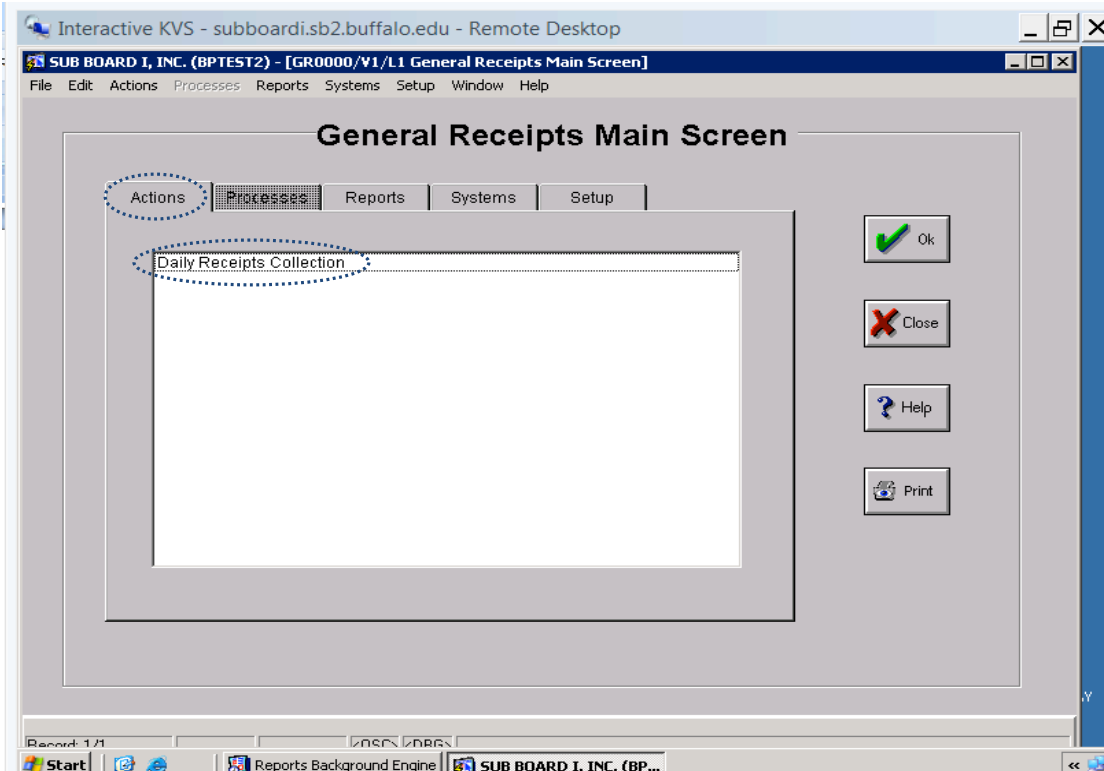
If you have been set up for General Receipts, you can enter your receipts on-line directly into the KVS Financial Management System. **PLEASE NOTE: The General Receipts module cannot be used for collection of Accounts Receivable.**

Getting Started: How to Enter a General Receipt

- Log on to the SBI Website (subboard.com)
- Click the “**Accounting**” tab.
- Click on “**KVS**”
- Click on “**Connect**” to connect to the Remote Terminal.
- Log onto the Remote Terminal with your UBIT Name and Password.
- At the KVS Login Screen, Log in with your UBIT Name and Password.
- After logging into KVS, select the **General Receipts** option from the Main Screen:



- At the General Receipts Main Screen, click on “**Daily Receipts Collection**” under the “**Actions**” Tab:



- This will open the General Receipts screen in **“Entry Mode”**. (If you are not in Entry Mode, click on the **“Plus Sign”** button to access Entry Mode):

- The General Receipts entry screen is pre-set with certain information, such as Year, Period, Batch No., etc. The **“Roll Type”** is the default value used to identify receipts for your organization. In *all* cases the Roll Type will include the Fund Number for your entity. In some cases the Roll Type may also include the Department Number for entities that enter receipts at the department level. For security reasons, you have access *only* to Roll Types that pertain to your organization. If your entity has more than one fund, there may be more than one Roll Type for your entity. You can use the pull-down arrow to see the Roll Types to which you have access, and to change the default Roll Type, if necessary.

Year: 2009 Period: 5 Trans Date: 05/17/2010 Status: Batch

Roll Type: 019 SCHOOL OF PHARMACY Batch No: GRUSER

Entered By: GRUSER 05/17/2010 Trans No: Source: Template Reverse

Description:

Attachments

Receipt Type	Description	Amount	GL

Payor Name: Customer: Reference: Receipt Printer:

Subtotal: 0.00 Tax: 0.00 Total: 0.00 Amt Paid: 0.00 Change: 0.00

Payment Breakdown: C&C Receipt No: — Select —

FRM-40105: Unable to resolve reference to item . . .

Record: 1/1

Start Reports Background Engine SUB BOARD I, INC. (G...

- You may now begin entering a General Receipt. First, you must enter a description of the receipt by placing your cursor in the **“Description”** box (or use the **Text Editor** button):

Year: 2009 Period: 5 Trans Date: 05/17/2010 Status: Batch

Roll Type: 019 SCHOOL OF PHARMACY Batch No: GRUSER

Entered By: GRUSER 05/17/2010 Trans No: Source: Template Reverse

Description: CO-SPONSORSHIP FROM DEAN'S OFFICE FOR RESEARCH SYMPOSIUM 4/8/10, PER ATTACHED AGREEMENT

Attachments

Receipt Type	Description	Amount	GL

Payor Name: Customer: Reference: Receipt Printer:

Subtotal: 0.00 Tax: 0.00 Total: 0.00 Amt Paid: 0.00 Change: 0.00

Payment Breakdown: C&C Receipt No: — Select —

Record: 1/1

Start Reports Background Engine SUB BOARD I, INC. (G...

- Next, you must enter a “**Receipt Type**”. For our purposes, the Receipt Type consists of the numbers remaining after the Roll Type that correspond to the correct Revenue Account number in your Revenue Budget. If you are not sure of the Receipt Type, you can use the pull-down arrow to see a list of Receipt Types for your organization; double click on the desired Receipt Type to send it to the Entry screen. The Receipt Type “**Description**” will automatically be displayed:

Interactive KVS - subboardi.sb2.buffalo.edu - Remote Desktop

SUB BOARD I, INC. (GRUSER) - [GR1040A/V1/L1 Daily Receipts Collection]

File Edit Query Record Field Setup Window Help

ENTRY MODE

Year: 2009 Period: 5 Trans Date: 05/17/2010 Status: Batch

Roll Type: 019 SCHOOL OF PHARMACY Batch No: GRUSER

Entered By: GRUSER 05/17/2010 Trans No: Source: Template Reverse

Description: CO-SPONSORSHIP FROM DEAN'S OFFICE FOR RESEARCH SYMPOSIUM 4/8/10, PER ATTACHED AGREEMENT

Attachments

Receipt Type	Description	Amount	GL
5300.0103.4363	APHA-ASP	0.00	

Payor Name: Customer: Reference: Receipt Printer:

Subtotal: 0.00 Tax: 0.00 Total: 0.00 Amt Paid: 0.00 Change: 0.00

Payment Breakdown: C&C

Receipt No: -- Select --

Enter value for Description Record: 1/1

Start Reports Background Engine SUB BOARD I, INC. (G...

In this example the **Roll Type** is “019” (Fund number) and the **Receipt Type** is “5300.0103.4363” (remainder of Account number), which corresponds to the Revenue Account number: **019 5300.0103.4363** for the club APHA-ASP. You may also add additional information on the Receipt Type Description line.

Interactive KVS - subboardi.sb2.buffalo.edu - Remote Desktop

SUB BOARD I, INC. (GRUSER) - [GR1040A/V1/L1 Daily Receipts Collection]

File Edit Query Record Field Setup Window Help

ENTRY MODE

Year: 2009 Period: 5 Trans Date: 05/17/2010 Status: Batch

Roll Type: 019 SCHOOL OF PHARMACY Batch No: GRUSER

Entered By: GRUSER 05/17/2010 Trans No: 39714 Source: Template Reverse

Description: CO-SPONSORSHIP FROM DEAN'S OFFICE FOR RESEARCH SYMPOSIUM 4/8/10, PER ATTACHED AGREEMENT

Attachments

Receipt Type	Description	Amount	GL
5300.0103.4363	APHA-ASP: SPRING SEMESTER PROGRAM #2	0.00	

Payor Name: Customer: Reference: Receipt Printer:

Subtotal: 0.00 Tax: 0.00 Total: 0.00 Amt Paid: 0.00 Change: 0.00

Payment Breakdown: C&C

Receipt No: -- Select --

Enter value for Receipt Type Record: 2/2

Start Reports Background Engine SUB BOARD I, INC. (G...

- Next, you must enter the amount received for this item in the “**Amount**” box. The amount you enter will automatically be carried to the “**Subtotal**”, “**Total**” and “**Amt Paid**” boxes:

Interactive KVS - subboardi.sb2.buffalo.edu - Remote Desktop

SUB BOARD I, INC. (GRUSER) - [GR1040A/V1/L1 Daily Receipts Collection]

File Edit Query Record Field Setup Window Help

ENTRY MODE

Year: 2009 Period: 6 Trans Date: 05/17/2010 Status: Batch

Roll Type: 019 SCHOOL OF PHARMACY Batch No: GRUSER

Entered By: GRUSER 06/03/2010 Trans No:

Description: CO-SPONSORSHIP FROM DEAN'S OFFICE FOR RESEARCH SYMPOSIUM 4/8/10, PER ATTACHED AGREEMENT

Attachments

Template Reverse

Receipt Type	Description	Amount	GL
5300.0103.4363	APHA-ASP: SPRING SEMESTER PROGRAM #2	250.00	

Payor Name: Customer: Reference: Receipt Printer:

Subtotal: 250.00 Tax: 0.00 Total: 250.00 Amt Paid: 250.00 Change: 0.00

Pay Type: C&C Payment Breakdown

Receipt No: - Select -

Report 1/1

Start Reports Background Engine SUB BOARD I, INC. (G...

- Enter the “**Payor Name**”. You may also enter additional information in the “**Reference**” box:

Interactive KVS - subboardi.sb2.buffalo.edu - Remote Desktop

SUB BOARD I, INC. (GRUSER) - [GR1040A/V1/L1 Daily Receipts Collection]

File Edit Query Record Field Setup Window Help

ENTRY MODE

Year: 2009 Period: 6 Trans Date: 05/17/2010 Status: Batch

Roll Type: 019 SCHOOL OF PHARMACY Batch No: GRUSER

Entered By: GRUSER 06/03/2010 Trans No:

Description: CO-SPONSORSHIP FROM DEAN'S OFFICE FOR RESEARCH SYMPOSIUM 4/8/10, PER ATTACHED AGREEMENT

Attachments

Template Reverse

Receipt Type	Description	Amount	GL
5300.0103.4363	APHA-ASP: SPRING SEMESTER PROGRAM #2	250.00	

Payor Name: UB FOUNDATION/SCH. OF PHARM Customer: Reference: PO 74956723 Receipt Printer:

Subtotal: 250.00 Tax: 0.00 Total: 250.00 Amt Paid: 250.00 Change: 0.00

Pay Type: C&C Payment Breakdown

Receipt No: - Select -

Report 1/1

Start Reports Background Engine SUB BOARD I, INC. (G...

- If this receipt has more than one item associated with it, you can add additional lines of detail to the receipt:

Interactive KVS - subboardi.sb2.buffalo.edu - Remote Desktop

SUB BOARD I, INC. (GRUSER) - [GR1040A/V1/L1 Daily Receipts Collection]

File Edit Query Record Field Setup Window Help

ENTRY MODE

Year: 2009 Period: 6 Trans Date: 05/17/2010 Status: Batch

Roll Type: 019 SCHOOL OF PHARMACY Batch No: GRUSER

Entered By: GRUSER 06/03/2010 Trans No: 39748 Source:

Description: CO-SPONSORSHIP FROM DEAN'S OFFICE FOR RESEARCH SYMPOSIUM 4/8/10, PER ATTACHED AGREEMENT

Attachments

Receipt Type	Description	Amount	GL
5300.0103.4363	APHA-ASP: SPRING SEMESTER PROGRAM #2	250.00	
5300.0103.4366	SPAWNY: RX LICENSE SEMINAR AT SYMPOSIUM	300.00	

Payor Name: UB FOUNDATION/SCH. OF PHARM Subtotal: 550.00

Customer: Tax: 0.00

Reference: PO 74956723 Total: 550.00

Receipt Printer: Amt Paid: 550.00

Change: 0.00

Pay Type: C&C

Receipt No: - Select -

Enter value for Receipt Type

Record: 3/3 List of Values <OSC> <DBG>

Start Reports Background Engine SUB BOARD I, INC. (G...

- You must then enter the “Pay Type”. If you click on the pull-down arrow, a box will open showing a “List of Valid Payment Types”. Double click on the desired payment type to send it to the General Receipt screen:

Interactive KVS - subboardi.sb2.buffalo.edu - Remote Desktop Connection

SUB BOARD I, INC. (MTAPA) - [GR1040A/V1/L1 Daily Receipts Collection]

Action Edit Query Block Record Field Window Help

ENTRY MODE

Year: Status: Held

Roll Type: Source:

Entered By: Template

Description: Reverse

Pay Type Code	Description	Amount	GL
AMEX	AMERICAN EXPRESS		
CC	CAMPUS CASH		
CASH	CASH		
G&C	CASH & CHECKS		
CHECK	CHECK(S)		
CHARGE	CREDIT CARD		
DI	DISCOVER		
INP	INTERNET PAYMENT		
MC	MASTERCARD		

Payor Name: Subtotal: 0.00

Customer: Tax: 0.00

Reference: Total: 0.00

Receipt Printer: Amt Paid: 0.00

Change: 0.00

Pay Type: - Select -

Check/Ref No: - Select -

Receipt No: - Select -

Record: 1/? <OSC> <DBG>

Start SUB BOARD I, INC. (M...

No longer used

Use the pull-down arrow to open a List of Valid Payment Types

Note: Pay Type “C&C” (Cash & Checks) is no longer a valid Payment Type.

You must select the Payment Type(s) that correspond to your deposit:

1. **Cash ONLY:** Use the Pay Type “Cash” if your deposit consists solely of cash (currency and coin)
2. **Checks ONLY:**
 - **One Check:** If your deposit consists of ONE check only, use the Pay Type “Check” AND enter the check number in the “Check/Ref No.” Box AND the “Payor Name”:

Interactive KVS - subboardi.sb2.buffalo.edu - Remote Desktop Connection

SUB BOARD I, INC. (MTAPA) - [GR1040A/V1/L1 Daily Receipts Collection]

File Edit Query Record Field Setup Window Help

ENTRY MODE

Year: 2011 Period: 1 Trans Date: 01/11/2012 Status: Held

Roll Type: Entered By: MTAPA Batch No.: Trans No.: Source: Template Reverse

Description: Attachments

Receipt Type	Description	Amount	GL

Payor Name: JOHN Q. SMITH Subtotal: 0.00 Pay Type: CHECK

Customer: Tax: 0.00 Check/Ref No: 123456

Reference: Total: 0.00 Receipt No: Select

Receipt Printer: Amt Paid: 0.00

Change: 0.00

Enter value for Payor Name Record: 1/1 <OSD> <DBG>

Enter Pay Type “Check” and check number

Enter the name of the payer from the front of the check

- **Multiple Checks:** If your deposit consists of more than one check, you may use the “Payment Breakdown” to list each check you are depositing with this receipt:

Interactive KVS - subboardi.sb2.buffalo.edu - Remote Desktop Connection

SUB BOARD I, INC. (MTAPA) - [GR1040A/V1/L1 Daily Receipts Collection]

Payment Breakdown

Pay Type	Check / Ref #	Amount	Auth Code
CHECK	89654	250.00	Delete
CHECK	25002637	195.94	Delete
CHECK	786	320.00	Delete
			Delete

Receipt Total: 765.94

Amount Paid: 765.94

Difference: 0.00

Ok Cancel Help

Payor Name: VARIOUS Subtotal: 765.94 Payment Breakdown

Customer: Tax: 0.00

Reference: Total: 765.94

Receipt Printer: Amt Paid: 765.94

Change: 0.00

Enter value for Pay Type Record: 4/4 List of Values <OSD> <DBG>

Clicking on the Payment Breakdown button will open a box which allows you to enter a list of each check in this deposit

Totals must match!

Note: The sum of the list of checks in your Payment Breakdown **must** equal the “**Total**” of the receipt. You may enter “**Various**” in the “**Payor Name**” box, since there are multiple checks on this receipt.

If the checks you are depositing are numerous, you may use the payment breakdown to enter a **total** of the checks you are depositing:

Interactive KVS - subboardi.sb2.buffalo.edu - Remote Desktop Connection

SUB BOARD I, INC. (MTAPA) - [GR1040A/V1/L1 Daily Receipts Collection]

ENTRY MODE

Payment Breakdown

Pay Type	Check / Ref #	Amount	Auth Code
CHECK	TOTAL OF CHECKS	765.94	

Receipt Total: 765.94
Amount Paid: 765.94
Difference: 0.00

Ok Cancel Help

Reference: Total: 765.94
Receipt Printer: Amt Paid: 765.94
Change: 0.00 Receipt No:

Enter value for Pay Type
Record: 2/2 List of Values <OSC> <DBG>

Start SUB BOARD I, INC. (M...

If the number of checks is too numerous to list individually, you may enter one total for all the checks in this deposit.

Totals must match!

3. **Multiple Payment Types:** If you are entering a receipt for a deposit that has more than one payment type (e.g., cash and checks, or checks and credit card payments, etc), you **must** use the “**Payment Breakdown**” feature to separate the various payment types:

Interactive KVS - subboardi.sb2.buffalo.edu - Remote Desktop Connection

SUB BOARD I, INC. (MTAPA) - [GR1040A/V1/L1 Daily Receipts Collection]

Payment Breakdown

Pay Type	Check / Ref #	Amount	Auth Code
CHECK	TOTAL OF CHECKS	354.00	
CASH	TOTAL CASH	186.45	
MV	TOTAL MC/VISA	165.42	
DI	TOTAL DISCOVER	60.07	

Receipt Total: 765.94
Amount Paid: 765.94
Difference: 0.00

Ok Cancel Help

Payor Name: VARIOUS Subtotal: 765.94
Customer: Address Tax: 0.00
Reference: Total: 765.94
Receipt Printer: Amt Paid: 765.94
Change: 0.00 Receipt No:

Enter value for Pay Type
Record: 5/5 List of Values <OSC> <DBG>

Start SUB BOARD I, INC. (M...

Enter each “Pay Type” for this deposit, with a total for each type.

Totals must match!

- After you have entered all information on the receipt, you can save it by clicking on the “**Diskette**” icon, or by clicking on the “**Blue Door**” icon:

- You should then run the “**Daily Receipts Register**” report (see below) and bring the deposit (cash, checks, etc), together with the report **and** any required documentation **as soon as possible**, to the SBI Accounting Office (341 Student Union), so that the funds can be deposited into the bank account. The amount of the deposit **must** equal the total of the General Receipt(s) on the Daily Receipts Register report. When you submit your deposit to the Sub-Board I Accounting Office, we will count each payment type in your deposit and compare it to the total(s) on your General Receipt and Payment Breakdown. If the totals do not match, or if you have not properly included the correct payment type(s), we will hold your deposit in the Accounting Office until you come in and make the necessary changes to the receipt.
- The General Receipt will remain “**Unposted**” (Held), until we receive the deposit from your organization that is associated with the General Receipt.

General Receipts Templates

If your organization makes deposits on a regular basis, or makes deposits that are repetitive in nature, you also have the ability to create General Receipt “**Templates**”. A Template is a receipt form that you create with pre-filled information, and is stored in a separate file in the General Receipts module. You can then use the “Template” whenever you need to enter a General Receipt by copying the Template to the General Receipts entry screen. This saves you the time

and trouble of entering the same basic information in the General Receipts entry screen for receipts that are prepared regularly, or that are similar or repetitive in nature.

- To create a Template you must be in General Receipts “Entry Mode”. Click on the “Template” button:

The screenshot shows the 'ENTRY MODE' window for 'SUB BOARD I, INC. (GRUSER)'. The title bar indicates the window is for 'GR1040A/V1/L1 Daily Receipts Collection'. The menu bar includes File, Edit, Query, Record, Field, Setup, Window, and Help. The toolbar contains various icons for navigation and actions. The main area contains several input fields: Year (2009), Period (6), Trans Date (06/11/2010), Status (Batch), Roll Type (019), SCHOOL OF PHARMACY, Batch No (GRUSER), Entered By (GRUSER), 06/11/2010, Trans No, and Description. A 'Template' button is highlighted with a blue arrow pointing to it from the text above. Below the input fields is a table for Receipt Type, Description, Amount, and GL. At the bottom, there are fields for Payor Name, Customer, Reference, Receipt Printer, Subtotal, Tax, Total, Amt Paid, Change, Pay Type, and Receipt No.

- This will open a list of available Templates for your entity. (The list will be empty if no Templates currently exist). To create a **new** Template, click on the “New” button:

The screenshot shows the 'GR Receipt Template' dialog box. The title bar indicates the window is for 'GR1040A/V1/L1 Daily Receipts Collection'. The dialog box has a 'Show' button and a table with columns Template Code, Description, Copy, and Del. A 'New' button is highlighted with a blue arrow pointing to it from the text above. The dialog box also has a 'Cancel' button and a 'Help' button.

- This will open the Template entry screen. You must first enter a **“Template Code”** and **“Description”** of your choosing that will be used to identify this particular Template for future use. You can then fill in the Template with the repetitive information that will be used whenever you need to create this particular General Receipt (not all information needs to be completed – you only need to enter the information that will make the Template useful for your needs):

Sub Board I, Inc. (GRUSER) - [GR1040B/V1/L1 GR Receipt Template]

File Edit Query Record Field Setup Window Help

ENTRY MODE

Template Code: Description: Save As

Roll Type: Batch No: Source:

Description:

Attachments

Receipt Type	Description	Amount	GL

Payor Name: Customer: Reference: Subtotal: Tax: Total:

Enter value for Template Code

Record: 1/1

Start Reports Background Engine SUB BOARD I, INC. (G...

- You can then save the template by clicking on the **“Diskette”** icon or the **“Blue Door”** icon:

Sub Board I, Inc. (MTAPA) - [GR1040B/V1/L1 GR Receipt Template]

File Edit Query Record Field Setup Window Help

ENTRY MODE

Template Code: PHARM-GR Description: PHARMACY DAILY CASH SALES Save As

Roll Type: 011.0703 Batch No: Source:

Description: PHARMACY DAILY CASH SALES FOR:

Attachments

Receipt Type	Description	Amount	GL
0102	PHARMACY - TOTAL DAILY SALES (PER INVOICES)	0.00	
0404	PHARMACY - (MINUS CAMPUS CASH)	0.00	
0103	PHARMACY - OVER/(SHORT)	0.00	

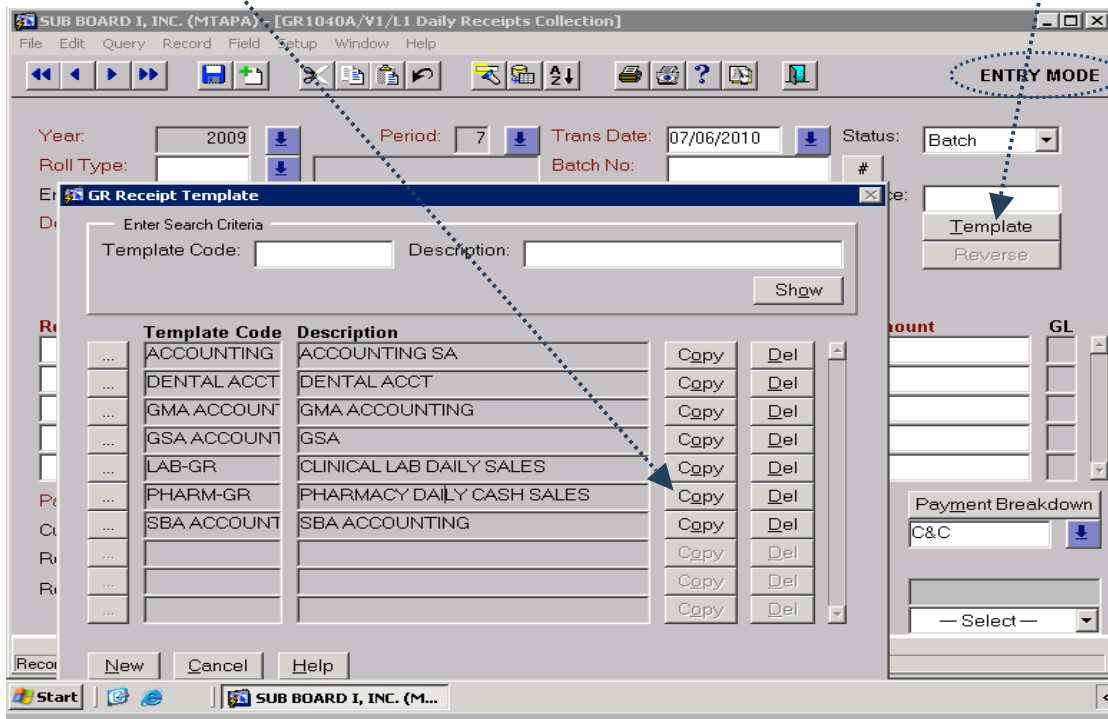
Payor Name: Customer: Reference: Subtotal: Tax: Total:

Enter value for Description

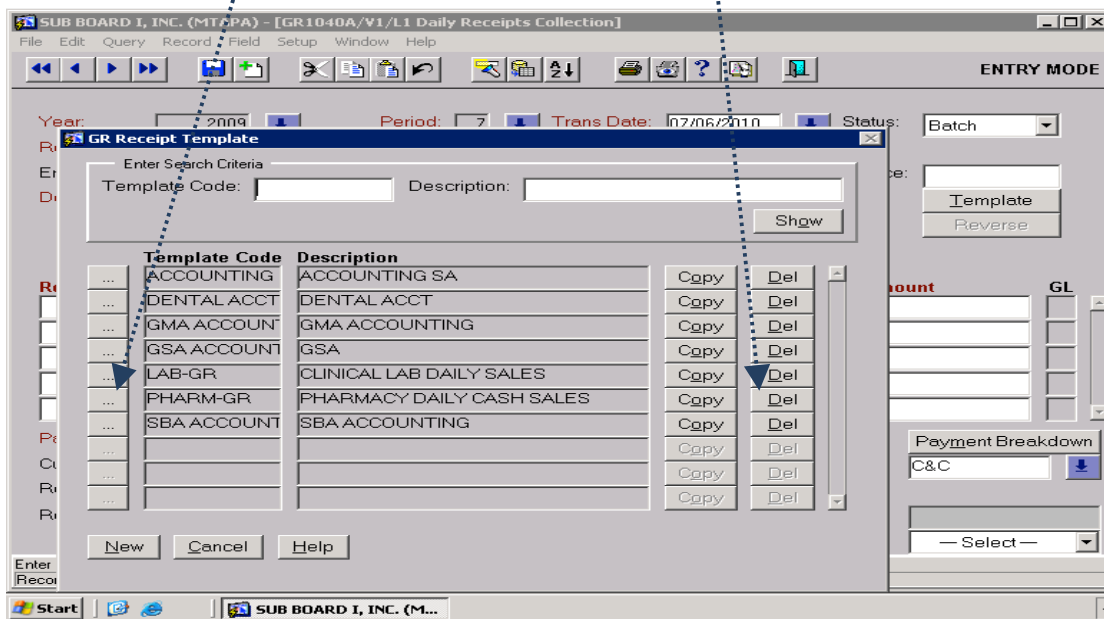
Record: 1/1

Start SUB BOARD I, INC. (M...

- When you want to use a Template to prepare a General Receipt, click on the **“Template”** button from the Entry screen. This will open the list of available Templates. You must then click on the **“Copy”** button to send the template to the entry screen:



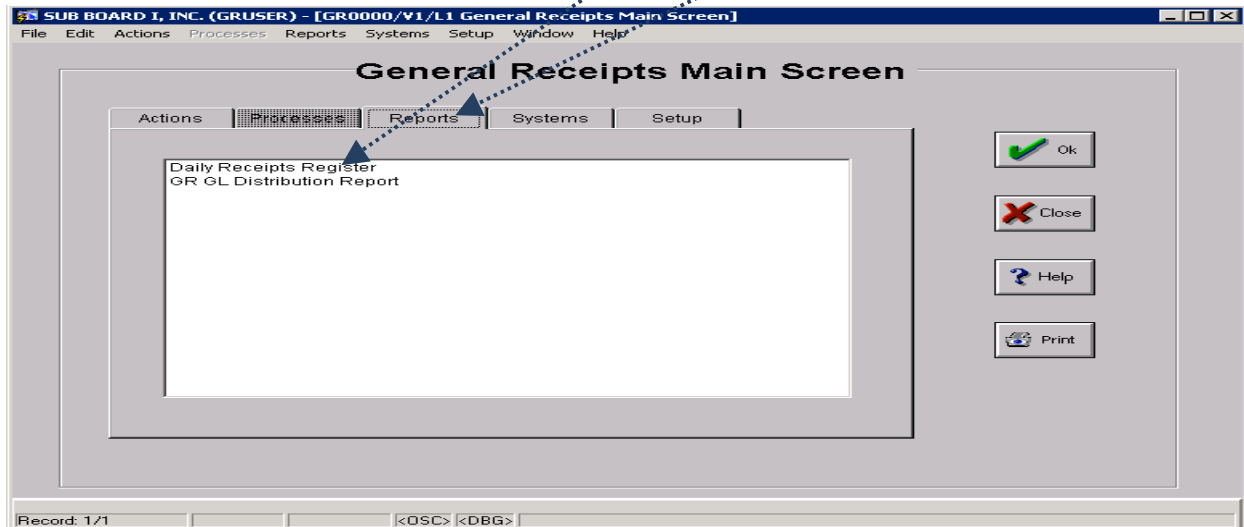
- You can modify or edit a Template at any time by opening the list of available Templates and clicking on the **“Update”** button on the left-hand side of the Template you wish to modify. This will open the Template allowing you to change any of the information on the Template. You can also delete a Template by clicking on the **“Delete”** button:



General Receipts Reports

As noted above, after entering General Receipts, you must run the **“Daily Receipts Register”** report that will accompany your deposit when you bring it to the SBI Accounting Office.

- To run the **“Daily Receipts Register”** report, click on the **“Reports”** tab from the **General Receipts Main Screen** and select the **“Daily Receipts Register”**:



- This will open the Daily Receipts Register report **“Selection”** screen. From the Selection screen, click on the **“Saved Report IDs”** tab:

A screenshot of the 'GR4010/V1/L1 Daily Receipts Register Report' application window. The window title is 'GR4010/V1/L1 Daily Receipts Register Report'. It has a menu bar with icons for Print, Copy, Paste, Find, and Help. Below the menu bar, there are fields for 'Report ID: GSA GR' and 'GSA GENERAL RECEIPTS REGISTER', followed by a 'Save' button. Below these fields are two tabs: 'Selection' and 'Saved Report IDs'. The 'Selection' tab is selected. It contains various input fields and checkboxes. On the left, there are fields for 'Report Date: 05/06/2010', 'Post Status: All', 'Receipt No:', 'Transaction Date:', 'Batch No:', 'Roll Type: 003', 'Summary Code:', 'Summary Only: No', 'Sort By: Receipt', and 'GR Print Receipt: Description'. On the right, there are 'To:' fields for 'Transaction Date: 05/06/2010', 'Batch No: 003', and 'Summary Code:'. Below these fields are several checkboxes for printing options: 'Print Account Numbers', 'Print Condensed Report', 'Print Distribution Totals By Batch', 'Print Distribution Totals By Date', 'Print District Totals', 'Print Grand Check Listing', 'Print Payor Address Lines', 'Print Purpose Detail', 'Print Reference', 'Roll Section Totals In Distribution', 'Summary Code Totals In Distribution', and 'Year/Sequence Totals In Distribution Totals'. At the bottom, there is a status bar that displays 'Record: 1/1' and some keyboard shortcuts '<OSC> <DBG>'. A dotted arrow points from the 'Saved Report IDs' tab to the 'GR Print Receipt' dropdown menu.

- From the “**Saved Report IDs**” screen click on the “**Open**” button for your organization from the list of reports (**IMPORTANT:** clicking anywhere else on the line, i.e. bold/underlined items, will automatically start running the report with the parameters that were saved from an earlier date; clicking on the “**Open**” button will allow you to update your report parameters on the **Selection** screen from the last time the report was saved):

Report ID: Save

Selection **Saved Report IDs**

Report ID	Description	Open	Del
GSA GR	GSA GENERAL RECEIPTS REGISTER	Open	Del
SBI-LAB	SBI CLINICAL LAB RECEIPTS REGISTER	Open	Del
SBI-PHARM	SBI PHARMACY RECEIPTS REGISTER	Open	Del
SBI-TO	SBI TICKET OFFICE RECEIPTS REGISTER	Open	Del
SPSA-GR	SPSA RECEIPTS REGISTER	Open	Del
		Open	Del
		Open	Del
		Open	Del

Record: 1/5 <OSC> <DBG>

- This will re-open the **Selection** screen for this particular saved **Report ID**. You can then update the report parameters by entering the correct **Report Date** and range of **Transaction Dates** for the General Receipts you wish to include in the report. (**IMPORTANT:** you should **not** change any of the other report parameters, such as the sorts and various check boxes):

Report ID: Save

Selection **Saved Report IDs**

Report Date: To:

Post Status: To:

Receipt No: To:

Transaction Date: To:

Batch No: To:

Roll Type: To:

Summary Code: To:

Summary Only: Within Receipt Sort:

Sort By:

GR Print Receipt:

☒ Print Account Numbers ☒ Print Payor Address Lines

☐ Print Condensed Report ☒ Print Purpose Detail

☐ Print Distribution Totals By Batch ☒ Print Reference

☐ Print Distribution Totals By Date ☐ Roll Section Totals In Distribution

☐ Print District Totals ☐ Summary Code Totals In Distribution

☒ Print Grand Check Listing ☐ Year/Sequence Totals In Distribution Totals

Record: 1/1 <OSC> <DBG>

- After entering the correct dates for the report, click on the green “Traffic Signal” icon to run the report:

Report ID: GSA GR GSA GENERAL RECEIPTS REGISTER Save

Selection Saved Report IDs

Report Date: 04/12/2010
Post Status: All
Receipt No:
Transaction Date: 04/12/2010
Batch No:
Roll Type: 003
Summary Code:
Summary Only: No
Sort By: Receipt
GR Print Receipt: Description

To:
To: 04/12/2010
To:
To: 003
To:

Within Receipt Sort: Entry

☒ Print Account Numbers
☒ Print Condensed Report
☐ Print Distribution Totals By Batch
☐ Print Distribution Totals By Date
☐ Print District Totals
☒ Print Grand Check Listing

☒ Print Payor Address Lines
☒ Print Purpose Detail
☒ Print Reference
☐ Roll Section Totals In Distribution
☐ Summary Code Totals In Distribution
☐ Year/Sequence Totals In Distribution Totals

Record: 1/1 <OSC> <DBG>

- This will generate a PDF version of the Daily Receipts register report:

subboardi/oracle/16251201006110746.pdf - Microsoft Internet Explorer

Go To Favorites Help

Search Favorites

Search Web

Pages

Attachments

Comments

Date Prepared: 07/06/2010 11:46 AM
Report Date: 04/12/2010

SUB BOARD I, INC.
Daily Receipts Register
(Posted and Unposted)

GR4010 1.0
Page 1 of 2
Prepared By: MTAPA

Vt/Seq/Bill No	District	Location	Receipt No / Batch	Trans Date	Trans Source	Col ID	Payment Type	Amount	Type	Trans Detail
AFRICAN & AFRICAN-AMERICAN STUDIES DEPT.	52839 / SLFRANK	04/12/2010	35524	GEN RECT	SLFRANK	CHECK 30485	50.00	MISC. REVENUE- CO-SPONSORSHIP	50.00	
									Trans Total:	50.00
AMERICAN STUDIES DEPT.	52840 / SLFRANK	04/12/2010	35525	GEN RECT	SLFRANK	CHECK 30486	50.00	MISC. REVENUE- CO-SPONSORSHIP	50.00	
									Trans Total:	50.00
INST. OF JEWISH THOUGHT & HERITAGE	52841 / SLFRANK	04/12/2010	35525	GEN RECT	SLFRANK	CHECK 511211	50.00	MISC. REVENUE- CO-SPONSORSHIP	50.00	
									Trans Total:	50.00
									Receipts Grand Total:	150.00

2 of 3

- You should print the report and make sure that the total on the report matches the total of your deposit. To close the report screen and return to the report **Selection** screen, click on the small “x” **within** the pdf screen. (**IMPORTANT:** do **not** click on the larger “X”; this will close your KVS session):

active KVS - subboardi.sb2.buffalo.edu - Remote Desktop

subboardi/oracle/16251201006110746.pdf - Microsoft Internet Explorer

Go To Favorites Help

Search Web

SUB BOARD I, INC.
Daily Receipts Register
(Posted and Unposted)

GR4010 1.0
Page 1 of 2
Prepared By: MTAPA

Date Prepared: 07/06/2010 11:46 AM
Report Date: 04/12/2010

Yr/Seq/Bill No	District	Location	Trans Date	Trans#	Col ID	Payment Type	Amount	Type	Trans Detail
AFRICAN & AFRICAN-AMERICAN STUDIES DEPT.		52839 / SLFRANK	04/12/2010	39524	SLFRANK	CHECK 30485	50.00	MISC. REVENUE- CO-SPONSORSHIP	50.00
				GEN RECT		TOTAL CHECK	50.00		
								Trans Total:	50.00
AMERICAN STUDIES DEPT.		52840 / SLFRANK	04/12/2010	39525	SLFRANK	CHECK 30486	50.00	MISC. REVENUE- CO-SPONSORSHIP	50.00
				GEN RECT		TOTAL CHECK	50.00		
								Trans Total:	50.00
INST. OF JEWISH THOUGHT & HERITAGE		52841 / SLFRANK	04/12/2010	39526	SLFRANK	CHECK 511211	50.00	MISC. REVENUE- CO-SPONSORSHIP	50.00
				GEN RECT		TOTAL CHECK	50.00		
								Trans Total:	50.00
								Receipts Grand Total:	150.00

- You may then save your current report parameters by clicking on the “Save” button. To exit the report screen, click on the “Blue Door” icon at the top of the screen:

GR4010/V1/L1 Daily Receipts Register Report

Report ID: GSA GR GSA GENERAL RECEIPTS REGISTER Save

Selection Saved Report IDs

Report Date: 04/12/2010

Post Status: All

Receipt No:

Transaction Date: 04/12/2010

Batch No:

Roll Type: 003

Summary Code:

Summary Only: No

Sort By: Receipt

GR Print Receipt: Description

To:

To: 04/12/2010

To:

To: 003

To:

Within Receipt Sort: Entry

☒ Print Account Numbers

☐ Print Condensed Report

☐ Print Distribution Totals By Batch

☐ Print Distribution Totals By Date

☐ Print District Totals

☒ Print Grand Check Listing

☒ Print Payor Address Lines

☒ Print Purpose Detail

☒ Print Reference

☐ Roll Section Totals In Distribution

☐ Summary Code Totals In Distribution

☐ Year/Sequence Totals In Distribution Totals

Record: 1/1

<QSC> <DBG>

General Receipts Workflow: Checking on the status of a General Receipt

To check on the status of a General Receipt, you must be in the “Search” screen in “Daily Receipts Collection”. You can then refer to the Status column (“St”):

Trans Date	Receipt No	Batch No	Payor Name	Reference	St	Amount	S
06/16/2010	53084	HQNGUYEN	JOHNSON-JOHN		B	500.00	
06/16/2010	53083	HQNGUYEN	HENRY SCHEIN		B	500.00	
06/16/2010	53082	HQNGUYEN	PATTERSON		B	500.00	
06/16/2010	53081	HQNGUYEN	QUINTESSENCE		B	300.00	
06/16/2010	53080	NMIW	MH		P	29.00	
06/16/2010	53079	NMIW	M. LETTMAN		P	64.56	
06/16/2010	53078	NMIW	BUFFALO MANA		P	250.00	
06/16/2010	53077	GMZ	CBE DEPARTME		P	139.50	
06/15/2010	53076	GMZ	MEDIA STUDY D		P	50.00	
Total:						45,298.63	

1. Status “**H**” (**Held**): The General Receipt has been entered but the deposit for this receipt has not yet been received by the SBI Accounting Office. The receipt will continue to be “Held” until you bring the Daily Receipts Register report, the deposit, and any required documentation to the SBI Accounting Office.
2. Status “**B**” (**Batch**): The SBI Accounting Office has received your Daily Receipts Register report and deposit, and has reviewed the General Receipt and the deposit for accuracy. After satisfactory review, the General Receipt will be “Unheld” and the status will be changed to “Batch”.
3. Status “**P**” (**Posted**): The General Receipt has been “Posted” (updated) to the General Receipts master file and the deposit has gone to the bank.