

## Business Process Procedures

### 1.55 POST RECEIPTS

**Overview** These procedures walk an operator through the step-by-step process of posting receipts that did not post initially.

**Key Points** It is possible, when VCCS colleges experience performance problems, that one or more receipts will not post automatically from the Student Payment or Corporate Payment pages. If this happens, operators should use this page to manually post the payments.

**Navigation** [Main Menu](#) > [Student Financials](#) > [Cashiering](#) > [Cash Management](#) > [Post Receipts](#)

#### Detailed Directions

**Step 1** Navigate to Post Receipts. A dialog window displays.

**Post Receipts**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**


**Business Unit:** =


**Cashier's Office:** begins with

**Current Business Date:** =

[Basic Search](#)

Enter **NV280** as the Business Unit or click  to lookup.

Enter the Cashier's Office name or click  to lookup, or click  to search for a name. If you chose to search for the Cashier's Office name, then choose the appropriate value from the search results.

Enter the Current Business Date or click  to look up, or click  to search for a date. If you chose to search for the date, then choose the appropriate value from the search results.

**Step 2** The Post Receipts panel displays.

**Post Receipts**

**Business Unit:** NV280      **Business Date:** 07/11/2005  
**Cashier's Office:** LOBO      Loudoun Business Office

**First Receipt Seq Nbr:** 3      **Last Receipt Seq Nbr:** 3  
**Total Number of Receipts:** 1      Seq 3 to 3

Unposted Receipts									
Customize   Find   View All   First 1 of 1 Last									
	Seq Nbr	Receipt Number	Register	Cashier	Total Amount	Trans Date	Time	Trans Type	ID
Post	3	800000116665	LO02	0529537	575.84	07/11/2005	2:59:58PM	Student Payment	0830621

**Step 3** If there are any unposted transactions they will be listed in the Unposted Receipts details section of the page.

**Step 4** Locate the transaction you would like to post. Click Post to post the transaction. If the transaction posts successfully the post button will gray out like this Post.

**Note** If you encounter an error while manually posting a transaction, contact your manager for guidance.