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.

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.

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 to post the transaction. If the transaction posts successfully the post button will gray out like this.

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