This audio job aid helps you complete the Café Systems Express Form for the revenue business role.

For each function that you need below, make the corresponding selections on the Express form.

### Help for the Café Express Security Access Form

1. **Recording revenue from external sales or services?**
   Select **CRT Entry** and **CRT Inquiry** under the NUFinancials heading.

   ![NUFinancials – Data Entry and Inquiry](image)

2. **Collecting revenue via invoices to an external customer?**
   Select **CRT Entry** and **CRT Inquiry** under the NUFinancials heading.

   Non-grant users work with Financial Operations, Accounting Services, to obtain NU Invoices and to conduct accounts receivable (AR) business processes, including AR Accruals if necessary.

   In most cases, revenue received from invoices is recorded in the NUFinancials Cash Receipt Ticket (CRT).