**Creating a Cash Receipt Ticket (CRT)**

The Cash Receipt Ticket (CRT) in NUFinancials is part of the bank deposit process. Money from external sources is recorded on the CRT – whether cash, check, credit, ecommerce, or wire transfer. The CRT enables Northwestern University staff to reference the bank deposit and credit the amount(s) deposited to the appropriate chart string(s).

**Contents**

Upon completion of this guide, you will be able to:

- Create a Cash Receipt Ticket (CRT) following this process:
  1. Add a New CRT
  2. Enter chart strings in Distribution Detail
  3. Enter amounts in Media Detail
  4. Save and Total the CRT
  5. Commit and Validate the CRT
  6. Print the CRT
  7. Check the status of the CRT
- Recognize Media Types and Deposit References
- Troubleshoot CRT errors
- Find and apply chart string combination rules

**How do I access the Cash Receipt Ticket (CRT)?**

1. From the [NUPortal](https://www.northwestern.edu), click Financials. Locate the link Dept Deposits / CRT under the heading Financial Related Links at the bottom of the page.

2. From the [Financial Applications Gateway](https://financial.northwestern.edu), login to NUFinancials. From the Main Menu, click NU Interfaces and Processes > NU Cash Receipt Ticketing.

**Who has access?**

Departments and units that receive revenue and are established as Cash Management Units with Financial Operations, Depository Services.

**What do I get help?**

For assistance, contact NUIT Support Center at 847-491-HELP (4357) or e-mail consultant@northwestern.edu.

**Related Resources**

- Refer to your revenue budget – or to the Office of Budget and Planning website – for the revenue account codes that apply.
- Refer to the Financial Operations, Depository Services, website for deposit processes, policy, and contacts.
- Obtain all deposit equipment and materials – such as deposit tickets and deposit bags – from Depository Services.
Step 1: Add a New CRT

The NU_CREATE_CRT page appears with Add a New Value (in blue) on display.

1. On Add a New Value, in the CRT TYPE field, “Blank CRT” defaults.
   ▪ Change this value only if you want to use a saved template instead.
   ▪ Find assistance for using saved templates on the Café Training website.

2. Click Add. Result: The CRT Entry page appears (shown next page).

Find an Existing Value

How do you search for a CRT? Click Find an Existing Value and enter your choice of search values. Search for a CRT using one or more of the following values:

- Your NetID
- The NetID of the creator
- The date the CRT was created
- The CRT number
  ▪ Find the CRT number in the Description column of the GL008.

Find more assistance for searching for CRTs on the Café Training website.
Step 2: Enter Distribution Detail

In the Account Distribution area, record the chart string and revenue.

1. Enter the full chart string. (External revenue account codes are in the 40000 series.)
2. Enter the amount associated with the chart string.
3. Describe the sales and provide any necessary detail. There is a 30-character limit.
4. Click to add a line for the next chart string, if applicable, and repeat steps 1-3.
   - Click to delete lines.

Tip!
Click the magnifying glasses to look up account codes or other chart field values based on keywords or other search criteria that you provide.

Use external revenue account codes in the 40000 series (beginning with 4) to record revenue. In the example shown, 40604 is revenue from ticket sales. Provide further detail in the description.
Step 2: Enter Distribution Detail (continued)

You may add as many lines of revenue as required to record all sales and receipts. You may also add multiple chart strings to the CRT. Any chart string within your security access profile qualifies.

It is very important to enter the correct chart strings. Incorrect chart strings may require a Correction Journal and delay completion of the transaction.

Refer to Appendix A to verify that your chart string is valid.
Step 3: Enter Media Detail

In the Media Detail area, record amounts of each media type, that is, how much was received in cash, in checks, in credit card sales, or other. The Media Total must equal the Distribution Total.

1. Select a Media Type (cash, check, credit, or other).
2. Enter the deposit reference. For cash and check deposits, enter the deposit slip number, the ten-digit number at the bottom of your deposit slip.
3. Enter the amount received per media type.
4. Click the plus sign to add the next media type.
Step 4: Save and Total

After you enter the remaining media (Media Type, Deposit/Ref ID, and Amount), click Save.

When you save, NUFinancials calculates the totals. If they match, NUFinancials will save the CRT.

- The Media Total and Distribution Total appear (in dollars). If the amounts do not match, you receive an error message and the CRT does not save. Edit the amounts you provided to fix the error.
- If the save is successful, a Cash Receipt Ticket Number appears at the top of the page and CRT Status is SAVED.
Step 5: Commit and Validate

After you save, you may involve a colleague to review your work. Either you or a colleague must click Commit to finish the CRT.

When you click Commit, NUFinancials validates the chart strings and displays the result in the ChartString Status field.
Step 5: Commit and Validate, continued

When you click Commit, NUFinancials validates the chart strings and displays the result in the ChartString Status field. If valid, the field reads Valid. If not valid, the field reads Error and an X appears on the line(s) in question. Click the X to see a message that explains. Once valid and committed, the CRT enters the queue for Depository Services. They will match the CRT with the bank’s confirmation. You may now print the CRT for your records.

Click View Receipt to get a printable copy of the CRT for your records.
Step 6: Print the CRT

After you click View Receipt, use your internet browser’s print function to print the receipt for your records.

Click Return. Result: the CRT appears.
Step 7: Check the status of your deposit

After the CRT is committed and a confirmation file received from the bank, NUFinancials matches the amounts on the CRT with amounts in the confirmation file received from the bank. When cash and check amounts match the bank’s confirmation file, NUFinancials changes the status of your CRT to *Posted*, Match Line Status to *Y*, and journal entries are created.

Quick Navigation

From the NUPortal, click Financials > Dept Deposits / CRT > Find an Existing Value.

**CRT Search Options**

You may search with one or a combination of four search criteria.

- **CRT Number.** Find the CRT number in the Description column of the GL008 Revenue and Expense Activity Report.
- **Date Entered.** Date the CRT was saved.
- **User ID.** Your NetID or someone else’s.
- **CRT Status.** Saved, Committed, or Voided.

Click **Save Search Criteria** to name and reuse a search.

**Steps**

To search for Committed CRTs:

1. In CRT Status, select Committed.
2. In the User ID, enter the NetID of the person who created the CRT.
3. Click Search.
4. Click the appropriate CRT number.

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Cash Receipt Ticket Number</th>
<th>Date Entered</th>
<th>CRT Status</th>
<th>User ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>NWUNV</td>
<td>00092384</td>
<td>10/03/2013</td>
<td>COMMIT</td>
<td>MAC110</td>
</tr>
<tr>
<td>NWUNV</td>
<td>00092336</td>
<td>10/22/2013</td>
<td>COMMIT</td>
<td>MAC110</td>
</tr>
<tr>
<td>NWUNV</td>
<td>00092388</td>
<td>10/28/2013</td>
<td>COMMIT</td>
<td>MAC110</td>
</tr>
<tr>
<td>NWUNV</td>
<td>00092400</td>
<td>11/06/2013</td>
<td>COMMIT</td>
<td>MAC110</td>
</tr>
<tr>
<td>NWUNV</td>
<td>00092461</td>
<td>11/08/2013</td>
<td>COMMIT</td>
<td>MAC110</td>
</tr>
</tbody>
</table>
Step 7: Check the status of your deposit (continued)

Verify that Posting Status is *Posted* and that Match Line Status of lines with check and cash are Y.

Y means the bank’s count matched your CRT. Only verify the status of cash and checks. Credit lines are always N.

Posting Status is *Posted* when the Match Line Status of all cash and check lines are Y.
Summary

Step 1: Add a New CRT

Step 2: Enter the chart string(s) in Distribution Detail

Step 3: Enter the amount(s) Media Detail

See Appendix A: Deposit and Reference Number ID Explanations

Step 4: Save and Total the CRT

Step 5: Commit and Validate the CRT

See Appendix B: Troubleshooting CRT Errors

Step 6: Print the CRT

Step 7: Check the status of the CRT.

What happens next?

After the CRT is posted and journal lines are posted, the revenue appears on the GL008 Revenue and Expense Activity Report as a journal transaction. The first three characters of the Journal ID are CRT, and the remaining digits of the Journal ID are generated sequentially. If you used multiple chart strings on the CRT, you may have to run multiple reports.

The CRT number is not the Journal ID. Find the CRT number in the Description column of the GL008 Revenue and Expense Activity Report to search for and check the status of the CRT.

Are there adjustments to your revenue?

It is important to continue monitoring budget statements for adjustments.

When necessary, adjustments to revenue are made by Depository Services or by credit card agencies. They may include deductions for bad checks, bad check processing fees, check fraud, credit card disputes, credit card fraud, or refunds. Adjustments also appear on your budget statement, most commonly under account 40702 – Cashier Overages and Shortages.

What do the CRT statuses mean?

- **Saved.** CRTs in this status passed a validation of Distribution and Media Totals and were saved.
- **Committed.** CRTs in this status passed the chart string validation and are eligible to be matched with the bank’s confirmation file by Depository Services.
- **Voided.** Only Depository Services can void a CRT.
# Appendix A: Deposit and Reference Number IDs

The Deposit/Ref ID number varies according to the media types in your deposit. Use this table to determine what you should enter in the Deposit/Ref ID box on the CRT form.

## Departments or Units

<table>
<thead>
<tr>
<th>CRT Media Type</th>
<th>Deposit/Ref ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Express</td>
<td>Enter the 3 digit location and 4 digit batch number produced by the credit card terminal or online/ecommerce.</td>
</tr>
<tr>
<td>Cash</td>
<td>Enter the 10-digit deposit ticket number shown at the bottom of the deposit slip.</td>
</tr>
<tr>
<td>Check</td>
<td>Enter the 10-digit deposit ticket number shown at the bottom of the deposit slip.</td>
</tr>
<tr>
<td>Wildcard</td>
<td>Enter the 3 digit location and 4 digit batch number produced by the credit card terminal or online/ecommerce.</td>
</tr>
<tr>
<td>Visa/MC/Disc</td>
<td>Enter the 3 digit location and 4 digit batch number produced by the credit card terminal or online/ecommerce.</td>
</tr>
</tbody>
</table>

## Central or Administrative Offices

<table>
<thead>
<tr>
<th>CRT Media Type</th>
<th>Deposit/Ref ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Endowment ACH</td>
<td>Automated Clearing House (ACH) reference number provided by Depository Services.</td>
</tr>
<tr>
<td>Endowment Cash</td>
<td>Enter the deposit ticket number shown at the bottom of the preprinted endowment deposit slip.</td>
</tr>
<tr>
<td>Endowment Check</td>
<td>Enter the deposit ticket number shown at the bottom of the preprinted endowment deposit slip.</td>
</tr>
<tr>
<td>Endowment Wire</td>
<td>Wire reference number provided by Depository Services.</td>
</tr>
<tr>
<td>Evanston ACH 0574</td>
<td>ACH reference number provided by Depository Services.</td>
</tr>
<tr>
<td>Evanston ACH 1065</td>
<td>ACH reference number provided by Depository Services.</td>
</tr>
<tr>
<td>Evanston ACH 1111</td>
<td>ACH reference number provided by Depository Services.</td>
</tr>
<tr>
<td>Evanston Wire 0574</td>
<td>Wire reference number provided by Depository Services.</td>
</tr>
<tr>
<td>Evanston Wire 1065</td>
<td>Wire reference number provided by Depository Services.</td>
</tr>
<tr>
<td>Evanston Wire 1111</td>
<td>Wire reference number provided by Depository Services.</td>
</tr>
</tbody>
</table>
Appendix B: Troubleshooting CRT Errors

Use this table to determine how to respond to CRT error messages.

<table>
<thead>
<tr>
<th>Error Messages</th>
<th>May Occur When</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Distribution amount of Media Detail amount are zero</td>
<td>You click Save</td>
<td>Enter the revenue amounts for each chart string and CRT Media Type.</td>
</tr>
<tr>
<td>Total Account Distribution amount are not equal to Total Media Detail amount</td>
<td>You click Save</td>
<td>Fix the CRT Media Type Amounts so that they match what is recorded as revenue in the Account Distribution Area. The Media Total must match the Distribution Total because both totals should equal the amount of revenue you are recording. Accounting Distribution lists the chart strings that will receive the revenue. Media Distribution indicates how the cash was received and provides an important reference number for the reconciliation.</td>
</tr>
<tr>
<td>Highlighted fields are required</td>
<td>You click Save</td>
<td>The required fields/boxes are highlighted in red. Enter a valid value in each red box.</td>
</tr>
<tr>
<td>Activity must have a value when a Project is entered</td>
<td>You click Save</td>
<td>If you used a Project value in your revenue chart string, you must enter an Activity value. The Activity value is usually 01.</td>
</tr>
<tr>
<td>Invalid ChartField combination</td>
<td>You click Commit</td>
<td>One or more ChartFields in the chart string entered are invalid together. For more detail, refer to Appendix C: CRT Chart String Construction Rules.</td>
</tr>
<tr>
<td>Deposits may not be applied to revenue accounts for sponsored projects</td>
<td>You click Commit</td>
<td>The chart string belongs to a grant or other sponsored project and may not be used with a revenue account on the CRT. Use an expense account allowed by the grant budget. Refer to Accounting Services for Research and Sponsored Projects (ASRPS) for policy guidance.</td>
</tr>
<tr>
<td>No budget exists. Deposits may only be applied to ChartStrings with budgets</td>
<td>You click Commit</td>
<td>The chart string lacks a budget that would make it valid for cash receipts. Use an active chart string with an expense or revenue budget.</td>
</tr>
</tbody>
</table>
Appendix C: CRT Chart String Construction Rules

Use this table to determine if a chart string is correct. Starting with Fund at left, follow across to see what rules apply to each ChartField, if any, and to see allowable account values. Refer to Notes for general guidance on account numbers.

<table>
<thead>
<tr>
<th>Fund 3 digits</th>
<th>Dept ID 7 digits</th>
<th>Project ID 8 digits</th>
<th>Activity 2 digits</th>
<th>Account 5 digits**</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>011 – 029</td>
<td>Any valid #</td>
<td>Not allowed</td>
<td>Not allowed</td>
<td>Any valid #</td>
<td>Use external revenue accounts starting with 4 to record revenue. Accounts Payable (AP) may use expense accounts*.</td>
</tr>
<tr>
<td>030 – 039</td>
<td>Any valid #</td>
<td>Not allowed</td>
<td>Not allowed</td>
<td>See note</td>
<td>No revenue or expense accounts are allowed. Use accounts that begin with 1, 2, 3.</td>
</tr>
<tr>
<td>100 – 169</td>
<td>Any valid #</td>
<td>Not allowed</td>
<td>Not allowed</td>
<td>Any valid #</td>
<td>Use external revenue accounts starting with 4 to record revenue. Accounts Payable (AP) may use expense accounts*.</td>
</tr>
<tr>
<td>170 – 179</td>
<td>Any valid #</td>
<td>First digit = 1</td>
<td>01</td>
<td>Any valid #</td>
<td></td>
</tr>
<tr>
<td>191 – 199</td>
<td>Any valid #</td>
<td>First digit = 6</td>
<td>01 or other valid #</td>
<td>Any valid #</td>
<td></td>
</tr>
<tr>
<td>300 – 320</td>
<td>Any valid #</td>
<td>First digit = 3</td>
<td>01</td>
<td>Any valid #</td>
<td></td>
</tr>
<tr>
<td>330</td>
<td>Any valid #</td>
<td>First digit = 3</td>
<td>01</td>
<td>See note</td>
<td>No expense accounts are allowed. Use accounts starting with 1 - 5, or 8.</td>
</tr>
<tr>
<td>410 – 483</td>
<td>Any valid #</td>
<td>First digit = 4 or use 30000001</td>
<td>01</td>
<td>Any valid #</td>
<td>Use external revenue accounts starting with 4 to record revenue. Accounts Payable (AP) may use expense accounts**.</td>
</tr>
<tr>
<td>500 – 540</td>
<td>Any valid #</td>
<td>First digit = 5</td>
<td>01</td>
<td>Any valid #</td>
<td></td>
</tr>
<tr>
<td>600 – 650</td>
<td>Any valid #</td>
<td>First digit = 6</td>
<td>01 or other valid #</td>
<td>See note</td>
<td>Use other expense accounts that begin with 7 and that rollup to categories on the grant budget.</td>
</tr>
<tr>
<td>700 – 740</td>
<td>Any valid #</td>
<td>First digit = 7</td>
<td>01</td>
<td>See note</td>
<td>Use accounts starting with 1 – 7, or 9.</td>
</tr>
<tr>
<td>750</td>
<td>Any valid #</td>
<td>First digit = 7</td>
<td>01</td>
<td>Any valid #</td>
<td>Use external revenue accounts starting with 4 to record revenue. Accounts Payable (AP) may use expense accounts*.</td>
</tr>
<tr>
<td>800 – 840</td>
<td>Any valid #</td>
<td>First digit = 8</td>
<td>Any</td>
<td>Any valid #</td>
<td></td>
</tr>
</tbody>
</table>

* If you receive vendor rebates, refunds, or adjustments, you may forward those items to Accounts Payable (AP) who can complete the deposit on your behalf and record the amounts on the CRT with the applicable Other Expense account.

** Balance sheet accounts (10000-39999) are not subject to ChartField combination rules.