Receiving Depositing Revenue

Course Guide

This is an introductory course.

Intended Audience

Anyone recording revenue from point-of-sale (cashiering), credit/debit card terminals, or e-commerce

Course Format

This course is online only, but access to learning is continuous and on demand. You may start learning at any time and review the learning materials at any time. Course support is available via e-mail from an instructor. Contact admin-systems-training@northwestern.edu.

Enrollment and Completion

- Course Registration: Registration via FASIS Self Service is encouraged but optional. Begin the course at any time from the Finance, Facilities, and Research Training Curriculum. Course sessions are monthly. The purpose of enrollment is to update your Training Summary in FASIS.
- Course Completion: At the end of each month, the instructor marks complete all who enrolled during the month. At that time, Training Summaries are updated.

Learning Sequence

Below is the recommended learning sequence and timeframes.

#	Title	Type	Notes
1	Revenue Overview	Online	Watch this overview if you want to know how the Cash Receipt Ticket (CRT) fits into the context of University revenue.
Part 1: Deposit Process and Policy			
1	Sealed Bag Bank Deposit Process	Demonstration	Learn the recommended sequence of steps when using the Cash Receipt Ticket (CRT) with sealed bag bank deposits of cash and checks.
Part 2: Creating Cash Receipt Tickets (CRTs)			
1	Cash Receipt Tickets (CRT)	Demonstration	In this demonstration, you watch your instructor create a CRT for the Norris Center that becomes the subject of a CRT search in part three.
2	Create Cash Receipt Ticket (CRT)	Exercise	
3	Add Overages or Shortages to CRT	Exercise	
Part 3: Searching for Cash Receipt Tickets (CRT)			

1	Search For Cash Receipt Tickets (CRT)	Demonstration	Learn how to search for a CRT and what to look for when you do.
Supplemental Materials			
NA	Creating a Cash Receipt Ticket (CRT)	Training Guide	This guide complements part two above.
NA	Creating and Using a CRT Template	Training Guide	This guide complements part three above.

Related Resources

These are links to related business processes and policy.

Helpful Policy Links

The policy organization governing Revenue is Depository Services.

http://www.northwestern.edu/financial-operations/controller/treasury-operations/depository-services/

For questions about NU account codes, refer to Accounting Services "Guide to Accounts."

http://www.northwestern.edu/financial-operations/policies-procedures/reporting/guide-to-accounts.html

Helpful Resources

Refer to the Cash Handling manual published by Depository Services for guidance related to policy and processes.

http://www.northwestern.edu/financial-operations/controller/treasury-operations/depository-services/cash-policy.pdf

Helpful Reports

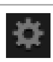
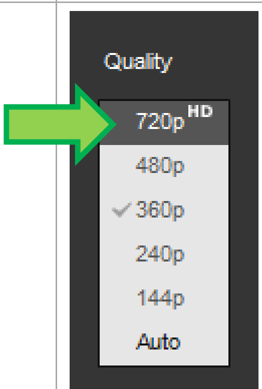
All journalized deposits are visible in the Cognos GL008 Revenue and Expense Activity Report. Revenue is summarized by account code and chart string on the Cognos GL005 Budget Summary Report.

Helpful Inquiries

Revenue activity is visible in the NUFinancials budget searches Budget Details and Budget Overview.

Using YouTube

YouTube has functionality that can enhance your experience of the videos.

Icon	Label	Description
	Pause	YouTube videos start playing by default. The pause button enables you to stop the video.
	Play	The play icon appears after you pause a video. Pause and play are a toggle.
	Volume	The audio controls in YouTube are separate from your computer. We recommend that you keep audio at maximum on the YouTube toolbar and control volume in a single place on your computer.
	Closed Captioning	Closed Captioning is available from YouTube. YouTube converts audio to a written script that it displays on command. The quality of closed captioning is surprisingly good, but imperfect. A full script in document form is available on request.
	Settings	 YouTube controls the visual quality of the video and presents the video at medium quality by default. To sharpen the video (improve clarity), click the cog icon and select 720HD. Doing so is especially important on large screens and HD television screens.
	Large Player	YouTube displays video in a small viewport by default. Use the large player to see a larger display.
	Full Screen	Use the Full Screen option to see the maximum size on your monitor or HD television.

NEED HELP? Contact IT Support Center • 841-491-4357 (1-HELP) • consultant@northwestern.edu