Receiving and 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 m-cody@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.

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<tr>
<th>#</th>
<th>Title</th>
<th>Type</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Revenue Overview</td>
<td>Online</td>
<td>Watch this overview if you want to know how the Cash Receipt Ticket (CRT) fits into the context of University revenue.</td>
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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

<table>
<thead>
<tr>
<th>NA</th>
<th>Creating a Cash Receipt Ticket (CRT)</th>
<th>Training Guide</th>
<th>This guide complements part two above.</th>
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<tbody>
<tr>
<td>NA</td>
<td>Creating and Using a CRT Template</td>
<td>Training Guide</td>
<td>This guide complements part three above.</td>
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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.


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.