

Post a Departmental Receipt

Purpose: Use this document as a reference for generating a department receipt in ctcLink.

Audience: Student Financials Staff.

! You must have at least one of these local college managed security roles:

- ZZ SF Cashiering
- ZD_DS_QRY_STUDENT_FINANCE
- ZZ SF Charges and Payments
- ZD_DS_QRY_SF_BANK_HIGHSSENS
- ZD_DS_QRY_STUDENT_FINANCE

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.


! Department Receipts should only be created with a single target and tender entry due to fund balancing requirements. If multiple lines are created, i.e. multiple GL entries, these should be created as individual department receipts. Optionally, use the Reference Nbr field to enter the linked department receipts number.

Post a Departmental Receipt

Navigation: Student Financials > Cashiering > Collect Department Receipts

1. The Department Receipts search page displays.
2. Enter the **Business Unit** and the **Cashiers Office**.
3. ctcLink will auto-assign the **Receipt Number**, leave as default.
4. Select the **Add** button.
5. The Department Receipts page displays.
6. Optional: Enter a **Reference Number**.
7. In the **Target Detail** section, enter the **Amount**.
8. In the Target Detail section, enter what the payment is for, using either the **Speed Type** field or the Chartfields (select the Chartfields Link to open)
9. Select the **SpeedType** link to select from a list.
10. In the **Tender Detail** section, enter or search for the **Tender**.

11. In **Tender Detail** section, enter the **Amount** again.
12. Select the **Create and Print Receipt** button.
13. The receipt opens in a new window.
14. **Optional:** Back on the Department Receipts page, select the **New Transaction** button to process another department receipt.
15. Process complete.

 Navigate to [Student Financials > Cashiering > Review Department Receipts](#) to search for and review receipts.

Video Tutorial

The video below demonstrates the process actions described in steps listed above. There is no audio included with this video. Select the play button to start the video

Video Tutorial via Panopto

View the external link to [Collect Department Receipt](#). This link will open in a new tab/window.