Using Cash Receipt Ticket (CRT) Templates

This document describes how to create a CRT template that can be reused, how to find the template after created, and how to use the template for increased efficiency and accuracy.

Contents

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

- Access the Cash Receipt Ticket (CRT)
- Find existing CRTs
- Save a CRT as a template
- Name and describe the template
- Create a new CRT from the template

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.

Before you begin the CRT…

Obtain the chart string(s) to which the revenue will be posted:

- Fund and Department ID (identifying the school, unit, or department)
- Account (identifying the source of the revenue)
- Other categories, if applicable, such as Project and Activity IDs, Program, or ChartField1.

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

1. From the NUPortal, 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, login to NUFinancials. From the Main Menu, click NU Interfaces and Processes > NU Cash Receipt Ticketing.

Who has access?

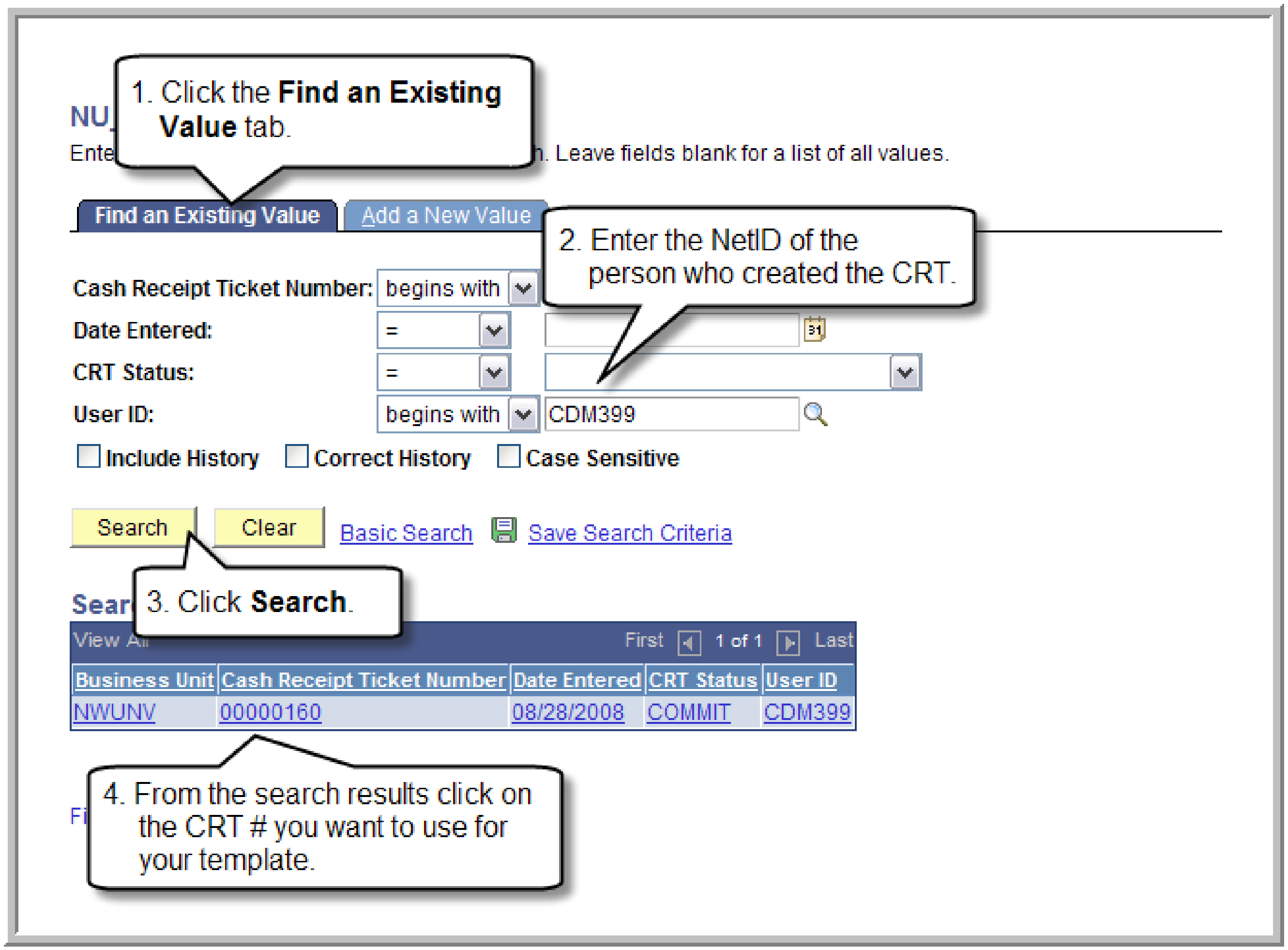
Departments and units that receive revenue and are established as a Cash Handling Unit with Financial Operations, Depository Services.

Where do I get help?

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

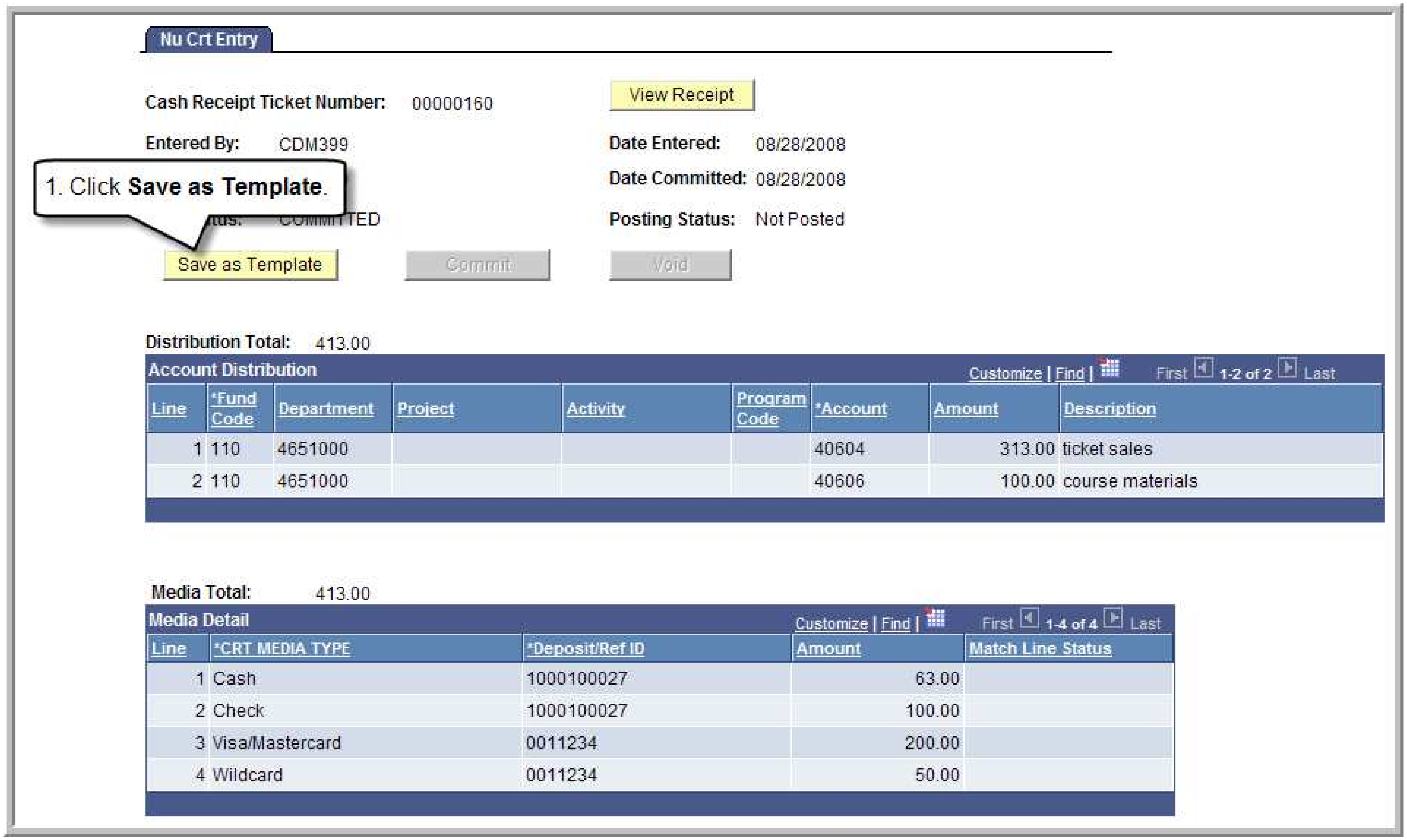
Step 1: Find the CRT from which you want to create a template

This example shows you how to find a CRT – that you previously created – and save it as a template. You may also create a CRT and then save it as a template.

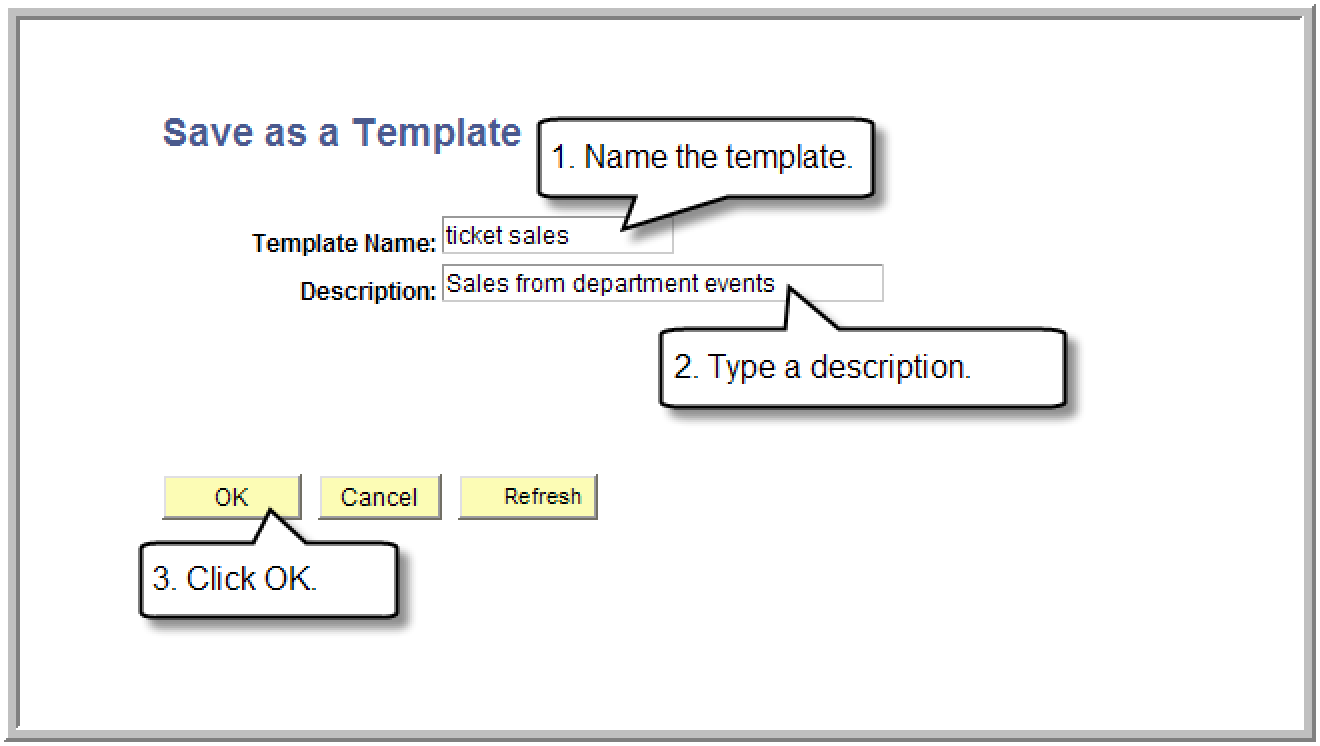


Step 2: Save the CRT as a template

You may click *Save as Template* on any CRT.

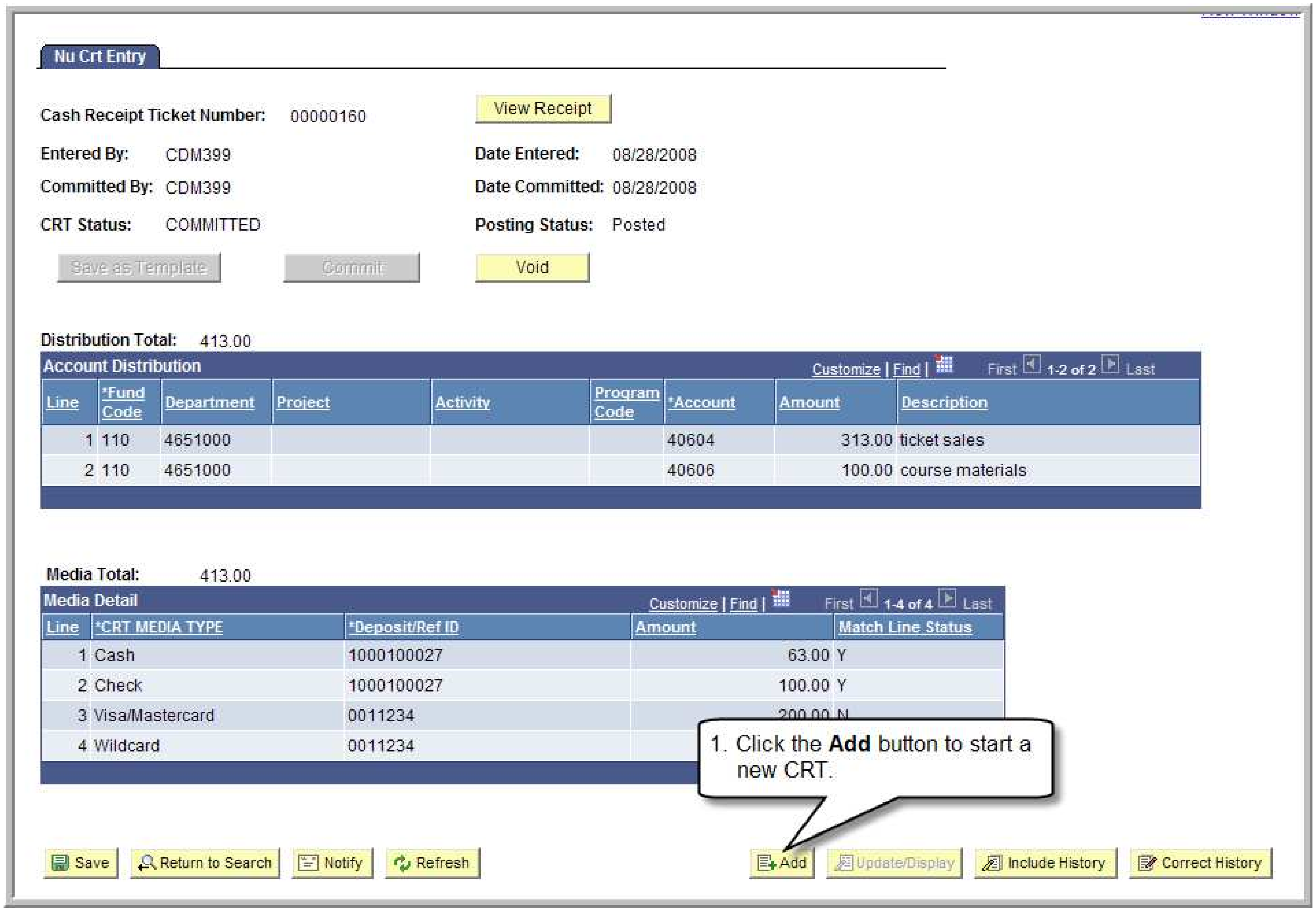


Step 3: Name and describe the template

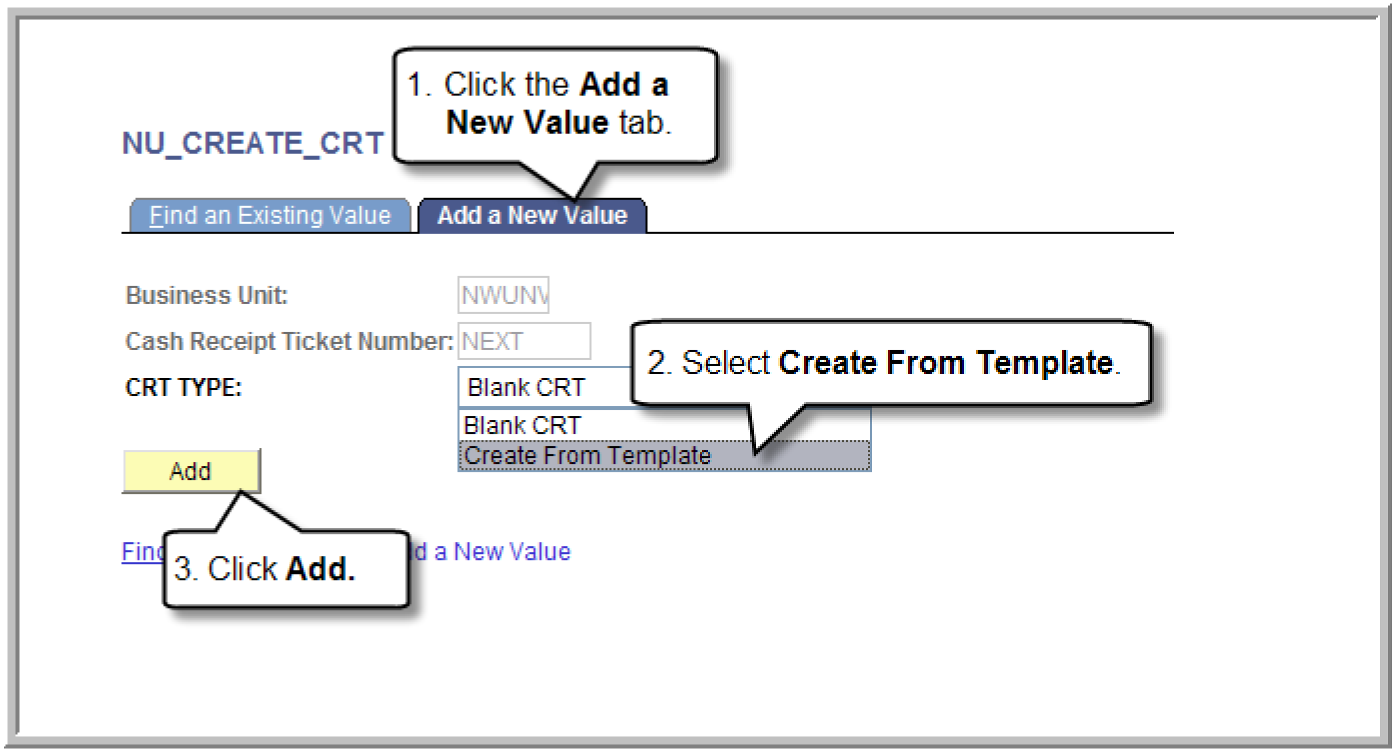


Step 4: Navigate to the CRT creation page

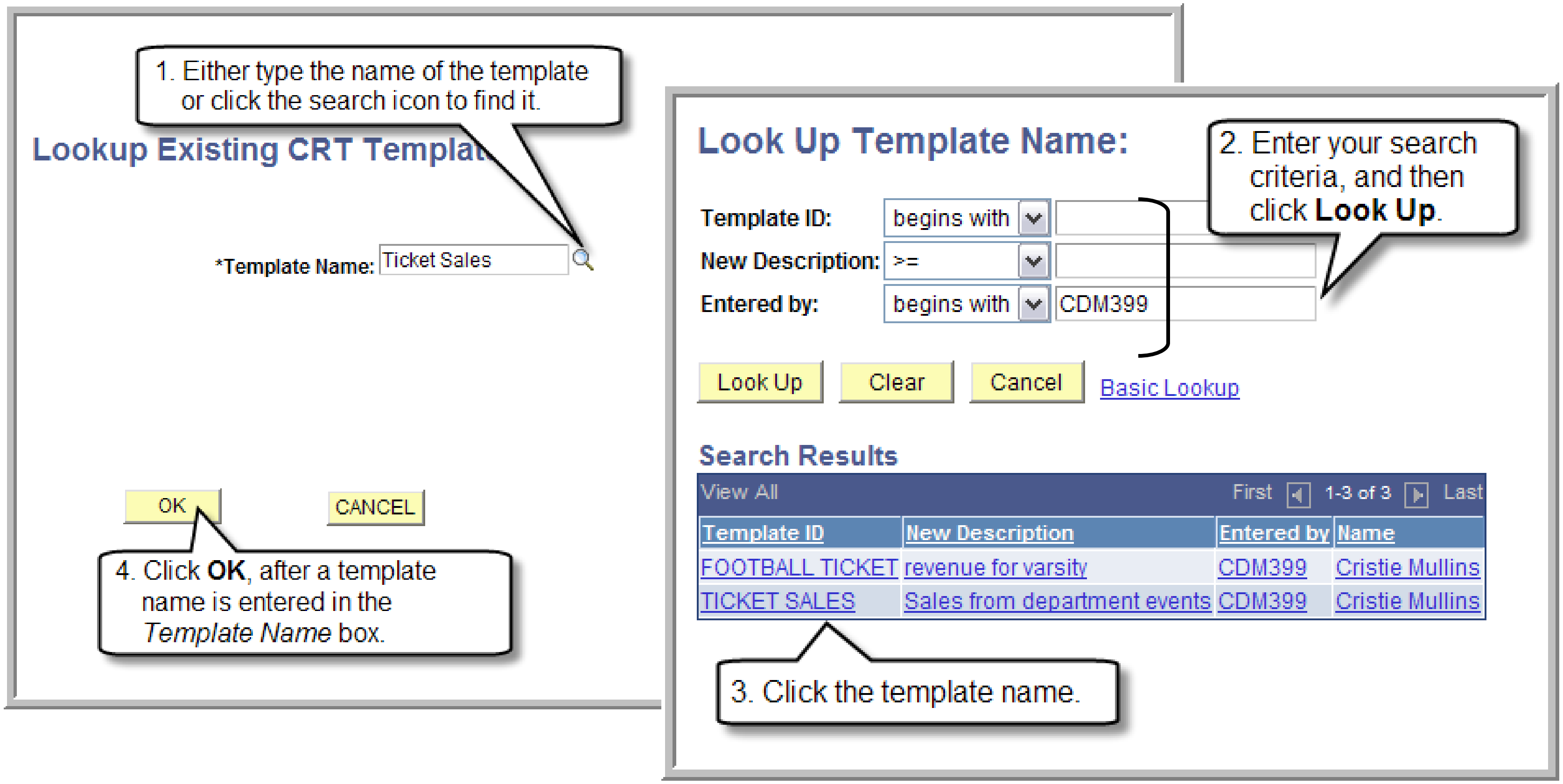
The CRT used to create your template appears. The *Save as Template* button is grey which indicates that the template was created.



Step 5: Create a new CRT from your template

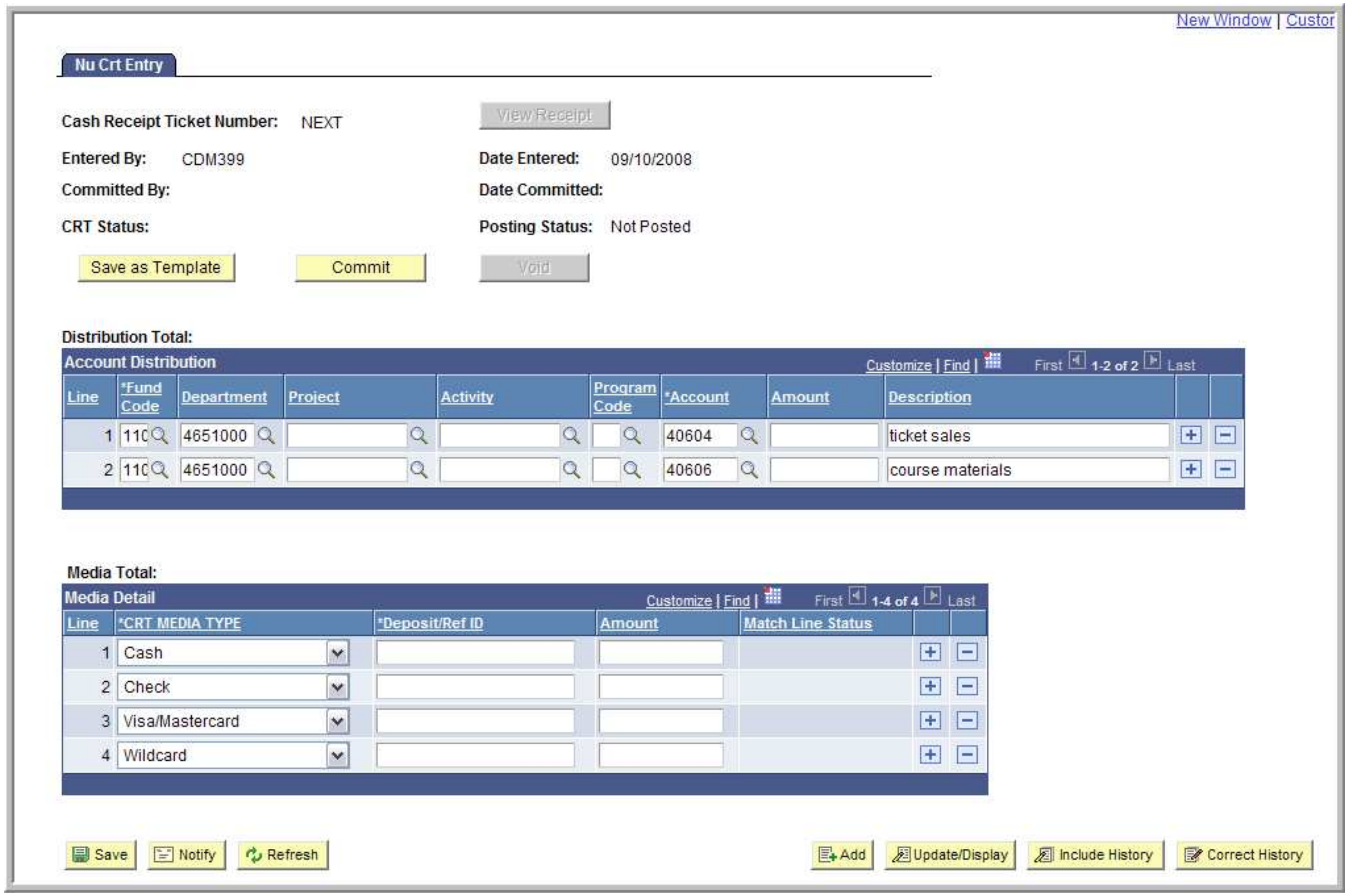


Step 6: Select your template



Step 7: Complete the new CRT

The template keeps the chart strings, descriptions, and media types you select. You must fill in the amounts and Deposit/Ref IDs. Complete the template as you would normally complete the CRT.



What happens next?

Complete the CRT and commit it for processing.

Summary

Access the CRT in one of two ways:

- From the NUPortal, click Financials and locate the link Dept Deposits / CRT
- From the NUFinancials Main Menu, click NU Interfaces and Processes > NU Cash Receipt Ticketing

Step 1: Find the CRT you want to create a template from

Step 2: Save the CRT as a template

Step 3: Name and describe the template

Step 4: Navigate back to the CRT creation page

Step 5: Create a new CRT from your template

Step 6: Select your template

Step 7: Complete the new CRT

What happens next?

Commit the CRT for processing.