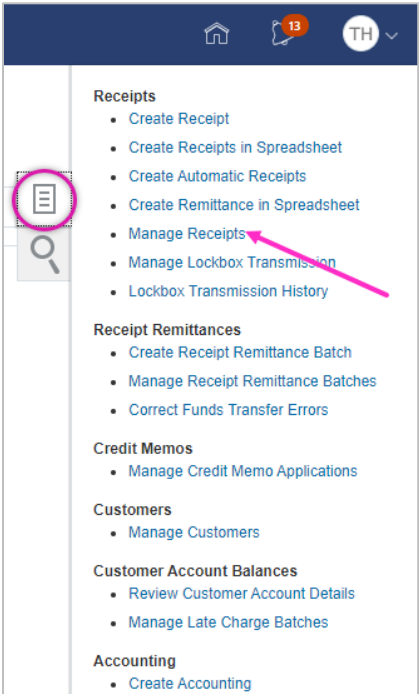
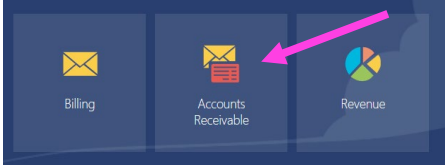


Process Name: Search for a Transmittal

STEP	DETAIL
1	<p>Sign in to Oracle Cloud through TCNJ Today app bar Click Company Single Sign-On Username: TCNJ login Password: your password Click Home button in upper Right corner</p>
2	<p>Click Receivables from the scroll menu</p>
3	<p>Click the Accounts Receivable infotile</p>
4	<p>Click the Task Library</p> <ul style="list-style-type: none"> Click Manage Receipts.



5

Click **Advanced**

Manage Receipts

Search

Business Unit

** Receipt Number Starts with

** Customer Name

** Customer Account Number

Advanced Saved Search All Receipts

** At least one is required

7

Add the **Created By** field

Basic Saved Search All Receipts

** At least one is required

- Accounted Amount
- Accounting Date
- AllowPaymentDeletion
- At Risk
- At Risk
- Batch Number
- BillingBFEnabled
- Business Unit
- CreatedBy
- CreationDate
- CreationMethodCode
- Currency
- Customer Account Number
- Customer Bank
- Customer Bank Account

Search Reset Save... Add Fields Reorder

Number	Entered Amount	Unapplied Amount	Business Unit

8

- Add your name to the **Created By** field
- Enter a value to any field with “**”
- Click **Search**

Manage Receipts

Search

Business Unit

** Receipt Number Starts with

** Customer Name

** Customer Account Number

** Receipt Date Equals

** Batch Number

** Receipt Method **Student Accounts (TCNJ)**

Status Equals

Remittance Bank

State Equals

Currency Equals

Entered Amount Equals

Receivables Specialist

Receipt Type Equals

Document Number Equals

** Customer Site

Maturity Date Equals

** Deposit Date Equals

Remittance Bank Branch

** Remittance Bank Account

Remittance Batch

Remittance Method Equals

Receivables Activity

Accounting Date Equals

CreatedBy Starts with

Receipt Type Equals

Basic Saved Search All Receipts

** At least one is required

Done

Search Reset Save... Add Fields Reorder

9

Click Receipt Number link to open the receipt.

Manage Receipts

Search

Actions View Reassign Receipts Detach

Receipt Number	Status	Receipt Method	Customer Name	Customer Account Number	Receipt Date	Batch Number	Entered Amount	Unapplied Amount	Business Unit
DMM - 10/31/2019	Remitted	Student Account...			10/31/2019		950.37 USD	0.00 USD	TCNJ
TWH - 10.24.19 (2)	Cleared	Student Account...			10/24/2019		18,429.34 USD	0.00 USD	TCNJ
TWH - 10.24.19 (3)	Cleared	Student Account...			10/24/2019		165,065.01 USD	0.00 USD	TCNJ

Basic Saved Search All Receipts

Done