**University of Connecticut**
**Student Activities Banking Services**

*Using Your Online Receipt Book*

## General Information

- **A receipt should ALWAYS be written when there is no other form of verification being submitted:**
  o One receipt must be completed for each individual/company.
- **All money collected <u>must</u> be deposited**:
  o The total amount of receipts should equal the total funds being deposited for those receipts.
- If you do not yet have an online receipt book, or have used all of the receipts in your current receipt book, please request a new one using this form: Online Receipt Book Request.
- **You <u>cannot</u> reuse receipts. Be sure to request more if needed.**
- Upon receiving your online receipt book, save it to your computer in an easily accessible location

## Using your Online Receipt book

1. Open your online receipt book
2. If depositing cash, select "Cash". If depositing check(s), select "Check" and enter the check number
   - Each receipt corresponds to **one** person from whom you have received payment. If you received payment from multiple people, you will need to fill out **multiple** receipts
3. In "Received From": Enter the name of the person who submitted payment
4. In "Income Code": Choose the appropriate code from our Chart of Accounts (under Forms/Financial Tools on our website). If you are unsure of which code to use, please contact our office for assistance
   - If the total payment received corresponds to multiple income codes, please enter the appropriate information in **separate lines**
5. In "Description": Enter what the payment is for, where/for whom it is being used, and when it was received
   - For example, if a member paid you for a club t-shirt on 04/30/22, enter "*T-shirt, Member, 04/30/22*"
6. In "Amount": Enter the payment amount
7. In "Received By": Enter the name of the person who collected the money being deposited
8. In "Date": Enter the date the money was received
9. In "Total": Enter the total of the individual amounts above
10. Repeat for each person from whom you have received money
11. File → Save

12. To submit your receipts to Business Services: Submit only completed receipts that correspond to your current deposit. Please do not submit receipts from previous and/or future deposits:
    - File → Print
    - Printer: "Microsoft Print to PDF"
    - Under "Pages to Print", select "Pages" and enter the page range of the appropriate receipts
    - Click "Print"
    - Choose a location to save your file
        o Suggested file name: [*Date of Deposit* – Deposit – *Total Deposit Amount*]
    - Click "Save"
13. Email your receipts to Business Services using dsabusinessservices@uconn.edu with the subject line "Org. #[XXX] Receipts for Deposit of [Total Deposit Amount] on [Date of Deposit]"
    - Be sure to add your file as an attachment!
    - As an alternative, you may print your receipts and bring them to the office with your deposit
14. Take a screenshot of each completed receipt and send it to the corresponding individual/company that the money was received from.