



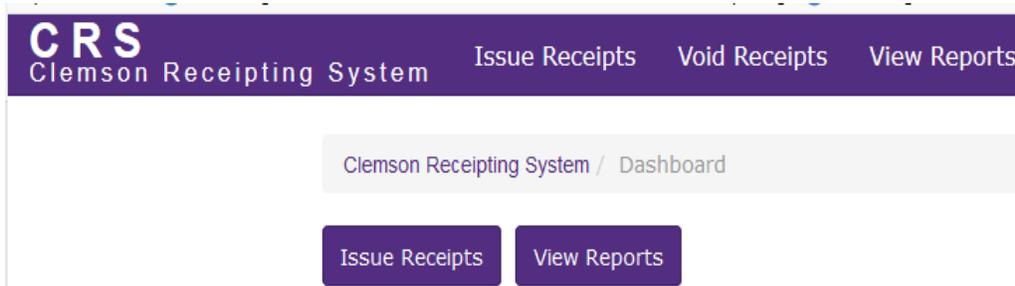
ELECTRONIC RECEIPTING SYSTEM\*\*\*\*\*This system replaces the paper receipt books. Receipt books may still be used when access to a computer is not available.

Employees may log in using their CU user name and password at:

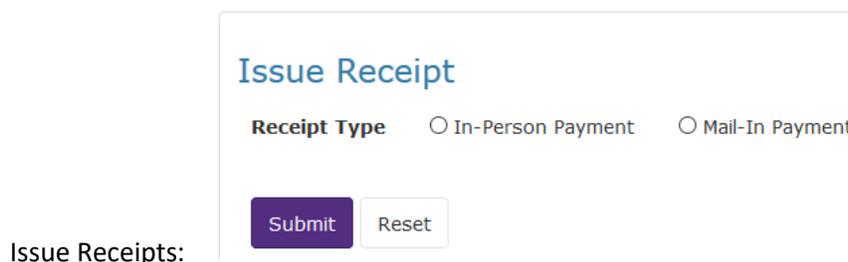
<https://receipts.app.clemson.edu/>



After logging in you will see the below with the options: Issue Receipts & View Reports. The Void Receipts option will only be visible if you have authorization to void receipts.



Click on your desired function: **Issue Receipts or View Reports**



Issue Receipts:

Select In person payment or mail in payment

Complete all fields marked required. Please note that Customer name (individual) **or** Company (Business) name are required. This means that one of the fields must be filled in, **not both**.

If your customer requests that a copy of the receipt be emailed to them, you should enter the email address for the customer in the box "customer Email", the option to email will auto populate at the bottom of the receipt and you should click in the box email to customer. You also have the option to mail a copy of the receipt to yourself and to print a copy of the receipt for the customer by selecting the desired box.

Payment Details: Enter information to describe what the payment is for. Examples: Invoice number, Conference Registration (Conference name), T-shirt sale, Soil sample. For security purposes, do NOT enter credit card numbers.

Click submit after you have entered all the required information for the receipt. Your receipt will be in sequential order with your department number first. Example: 5314-1, 5314-2, 5314-3 etc.....

**\*\*\*WARNING: IF SUBMIT IS CLICKED MORE THAN ONCE RECEIPT MAY BE DUPLICATED\*\*\***

### Issue Receipt

**Receipt Type**    In-Person Payment    Mail-In Payment

Department Number (required)   Receipt Amount (required)

Customer First Name   Customer Last Name (required) **OR** ]

Company

Customer Email

**Payment Type**  (required)

Payment Details Required - Do not enter credit card numbers

Print Receipt    Email Receipt to Me

Sample copy of receipt below



Thank you for your payment!

### Your Clemson University Receipt

**Receipt Number:** 5314-1  
**Paid To Department:** 5314 Cash and Treasury Services  
**Customer Name:** Sarah [REDACTED]  
**Paid With:** Check 1115  
**Receipt Amount:** \$25.18  
**Payment Details:** Dept Petty Cash advance QB 1553 partial payment

### View Reports

To search for previous receipts, click View Reports

#### Receipt Report

**Receipt Type**  
  In-Person Payments  
  Mail-In Payments  
  All Receipts

**Report Filters**

Department Number	Receipt Amount	Check Number	Payment Type <span style="float: right;">▼</span>
First Name	Last Name	Company	

**Receipt Range**

Start Receipt Number	End Receipt Number
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**Report Date**

Year to Date  
  Month to Date  
  Today

<input type="text" value="Start Date"/>	<input type="text" value="End Date"/>
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**Voided**

Download
Print

Reset
Search

You may search "All Receipts" by clicking "All Receipts", then click on the Search button. Your results may be downloaded to an excel spreadsheet by clicking "Download" in the top right corner. You also have the option to search for a specific receipt by selecting any of the below filters and entering your search by detail.....

- Department Number
- Receipt Amount
- Check Number
- Payment Type
- Name –for Individual or Company Name
- Receipt Numbers\*\*
- By Date(s)

\*\*If searching by receipt number, you will need to enter the Department number in the Department Field and the sequential number in the number field

**How to Void a Receipt (option only visible for use by a Supervisor)**

**\*\*\*Supervisors must login to the CR System initially in order to be given access to void receipts. Log in to the system and then send an email to Gail Winchester at [gailg@clermson.edu](mailto:gailg@clermson.edu) requesting access to void receipts. After access has been granted, you will see the option "Void Receipts"**

Click on "Void Receipts"



Search for desired receipt.

**Search Receipts**

Department Number	Receipt Number	Receipt Amount	Check Number
First Name	Last Name	Start Date	End Date
Customer Email	Payment Type	Company	

**Voided**

Select desired receipt, and click the red VOID button.

5314-5	2018-05-02	Target	\$100.00	check	15689	View Details +	cbradly@clermson.edu	cbradly	Void
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Click Ok to void or cancel to leave the void option.

Are you sure you want to void this receipt?

You must enter a reason for void, then click void receipt.

✕

### Enter Void Reason

Void Receipt

Cancel

“Y” for yes will appear under the voided column

Receipt Num	Date	Payer	Payment		Check Number	Details	Email	Username	Voided
			Amount	Type					
5314-1	2018-03-06	Gail Winchester	\$100.00	check	1215	View Details +	gailg@clemsun.edu	gailg	Void
5314-2	2018-03-06	Gail Winchester	\$10.00	check	0327	View Details +	gailg@clemsun.edu	gailg	Void
5314-3	2018-03-07	Gail Winchester	\$15.00	check	2348	View Details +	gailg@clemsun.edu	gailg	Void
5314-4	2018-03-07	Gail Winchester	\$25.00	check	3498	View Details +	gailg@clemsun.edu	gailg	Void
5314-5	2018-05-02	Target	\$100.00	check	15689	View Details +	cbradly@clemsun.edu	cbradly	Y
5314-6	2018-07-24	Smith Sarah	\$137.00	check	1825	View Details +	sarahsmi123@gmail.com	gailg	Y