The CMT data entry process consists of updating the Cash Management databases beginning with the CMT Web Check Log, the AR database and the Holding Account report (if needed). This process occurs after the receipts have been received from Financial Services Business Office and can be completed by the CMT student employees. Complete the data entry in the following order:

Update the CMT Web Check Log: (Only Check receipts are logged here)

1. Go to https://webapp3.asu.edu/cashmanagement/search.aspx.

2. Enter your ASURITE ID and password.

3. Enter the deposit date in the Receipt Start Date Search field.

4. Enter the deposit date in the Receipt End Date Search field.

5. Using the C1s for the check deposit, find the record of the Check Name, verify the dollar amount of the C1 is the same, and press View/Edit.

6. Enter the deposit date in the Date field.

7. Enter the Account number on the C1 in the Account field.

8. Enter the Revenue Code on the C1 in the Revenue field.

9. Enter the Fund on the C1 in the Fund field.

10. For C1s with 2 or more sponsored accounts, click 'disburse' button and fill in:

- Dollar amount,
- Account #,
- Rev code,
- Fund code and
- Deposit date for each line on the C1.

11. Press Update (at the bottom of the screen).

12. Repeat steps 5 through 10 for each Check C1 (only) and put the C1s with the Wire C1s.

13. For checks not intended for sponsored accounts, click view/edit and change 'Revenue Flag' from 'yes' to 'NO'.

14. Close the application.

Update the AR Database:

1. In SharePoint, go to https://pride2.asu.edu/ar/index.php?id=29

2. Enter your ASURITE User ID and password.

3. Click on the Search Tab.

4. Type in the Account number on the Invoice.

5. Click on the Invoice number being paid on the C1.

6. Click on Log Payment.

7. Enter the amount received and the date of the deposit.

8. Click on Status and Choose Received (if invoice was paid in full – Leave as Pending if partial payment was made.

9. Click Update Status.

10. Repeat steps 3 through 9 for each C1.

Deposit Receipts:

1. Wire Receipts from Cashiers will have one receipt for each C1.

2. Check Receipts from Cashiers will only have one receipt with a grand total amount on the receipt. Make a copy of this receipt for each Check C1 for the days' deposit.

3. Combine the C1 and receipt into one pdf and save to the advantage folder located here: ACCTG>ADVANTAGE DOCUMENTS>CURRENT YEAR.

- Notify Financial Services Cashier's Office or CMT GCO of any discrepancies.