

MICHIGAN STATE UNIVERSITY

July 27, 2010

RE: Interpreting the Cashier's Office Validation

Effective immediately, the Cashier's Office has implemented new cashiering software. While the functionality of the software remains the same, the validation on your receipt will appear slightly different. Below is an explanation on how to translate the validation into the reference that will appear on your ledger.

Validation appears as:

1020801-2 0004 07/27/2010 001 21
DEPT DEP \$100.00

Where 2 is the file number, 004 is the transaction number and 21 is the teller number.



Reading the highlighted numbers left to right, the validation would translate into:

GL Reference Number CSH210042

OFFICE OF THE CONTROLLER

Cashier Services

Michigan State University
110 Administration Building
East Lansing, MI
48824-1046

517/355-5023
FAX: 517/353-9640
<http://ctrl.msu.edu/>

For Expense Abatements, DEPT DEP will be replaced with EXP ABT in the validation and the ledger reference will begin with EXA instead of CSH.

Note: Duplicate reference numbers will happen as they did previously, though NEVER on the same date.

Please call the Cashier's Office with any questions you may have.