

AR15 - RECORD COLLECTION – UNBILLED RECEIPT (UNCLEARED COLLECTIONS – CTS FUND)

Source Document: Departments Payment Batch Header
Check Copy

Module: Accounts Receivable (AR)

Roles: AR Payment Processor

AR15 - Record Collection – Unbilled Receipt (Uncleared Collections – CTS Fund) (cont'd)

This training describes the recommended procedures for recording collections of unbilled receipts when the purpose of the receipt cannot be determined, the cash is to be refunded to the payer, or an employee's payroll warrant is to be split between a check for the payment of a Payroll Accounts Receivable and a "balance due" check to the employee.

In this training, the AR Payment Processor will record the receipt to Uncleared Collections – CTS Fund. Refer to the eLearning course list for AR Training on other receipt collections such as billed receipts and direct transfers.

Departments will use their existing business processes to deposit receipts to their bank prior to posting in FI\$Cal.

The **Source Documents** for recording the Uncleared Collections bank deposits are:

1. Department's Payment Batch Header
2. Copy of check

AR15 - Record Collection – Unbilled Receipt (Uncleared Collections – CTS Fund) (cont'd)

An example of the **Departments Payment Batch Header** shown below shows a receipt in the amount of \$2,500 that will be posted to Uncleared Collections – CTS Fund using the Journal Directly function.

**DEPARTMENT OF FINANCE
PAYMENT BATCH HEADER**

DEPOSIT ID #	937
BATCH TOTAL	2,500.00
BATCH COUNT	1
FM	Nov - 5

Pmt #	AMOUNT	TYPE	Inv No.	FY	ACCOUNT	REF & FUND / Comment
1	2,500.00	UNCLEARED COLLECTIONS -CTS		2018	2090100 uncleared	000000244 agency bank acct
	2,500.00					

2,500.00 Total Deposit

AR Payment Processor Notes:

BANK ACCT 244

Set up on Payment Tab: Check, Check, GEN CASH

For non-AR payments, select the Journal Directly Box

Bank Deposit Slip # 2244000005

Bank Deposit Date 11/09/2018

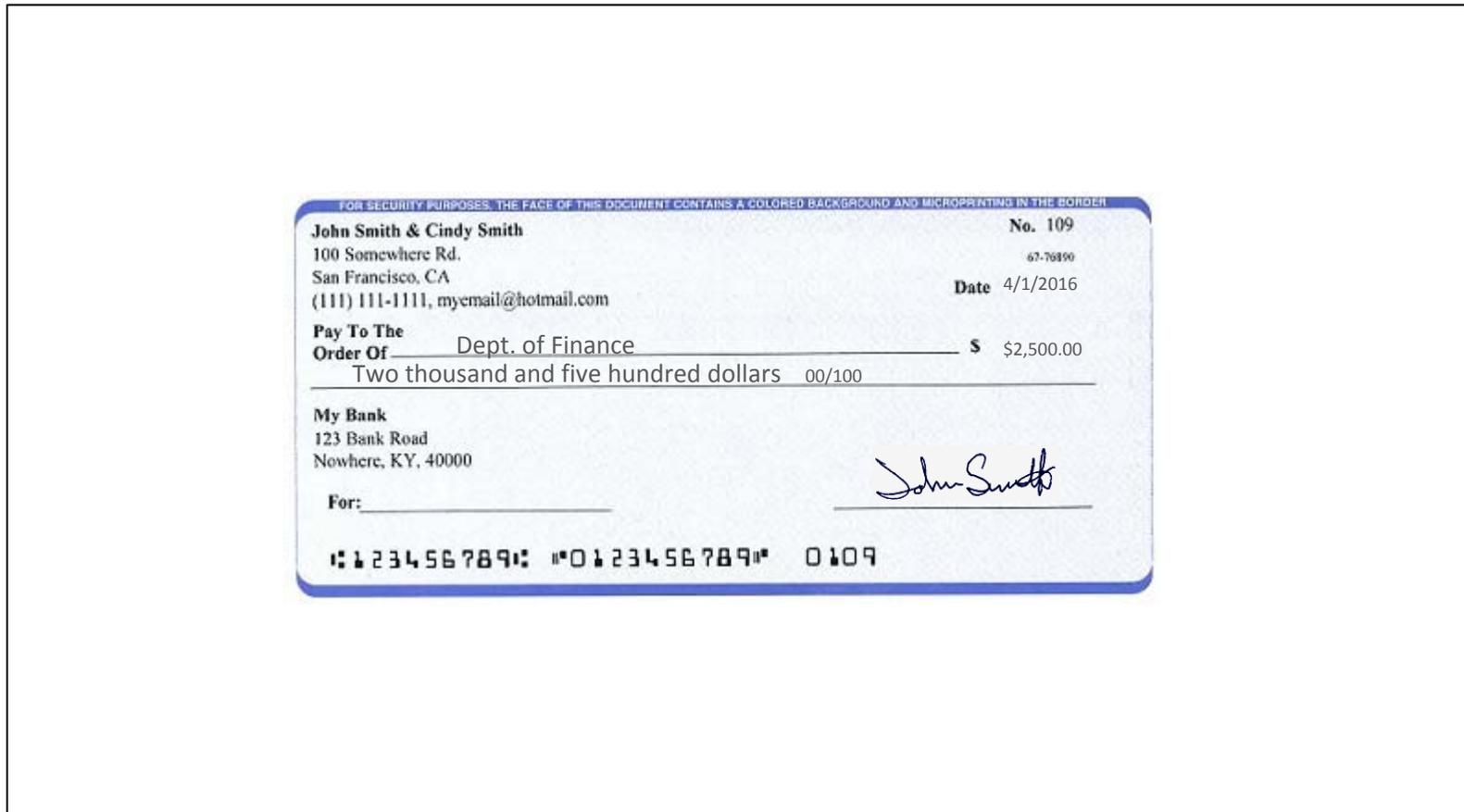
Remittance Number _____

Remittance Date _____

Useful information such as bank deposit slip number and date are included on this form.

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An example of another source document includes a copy of the incoming check.



AR15 - Record Collection – Unbilled Receipt (Uncleared Collections – CTS Fund) (cont'd)

In this training exercise, we will assume that a Deposit Slip entry process has been completed and the corresponding AR Regular Deposit has been created in FI\$Cal (refer to job aid FI\$Cal.389).

The **AR Payment Processor** will find the existing system generated AR Regular Deposit. Steps are:

- 1 - Navigate to Accounts Receivable>Payments>Online Payments>Regular Deposit
- 2 - Enter your Business Unit and the Deposit ID in the **Find an Existing Value** tab
- 3 - Click Search

1 Favorites ▾ Main Menu ▾ > Accounts Receivable ▾ > Payments ▾ > Online Payments ▾ > Regular Deposit

Regular Deposit

Enter any information you have and click Search. Leave fields blank for a list of all values.

2 Find an Existing Value Add a New Value

▼ Search Criteria

Deposit Unit = ▾ 8860 🔍

Deposit ID begins with ▾ 937

User ID begins with ▾ 🔍

Assigned Operator ID begins with ▾ 🔍

Case Sensitive

Search Clear Basic Search 🔍 Save Search Criteria

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The **AR Payment Processor** will verify the data in the following fields on the **Totals** tab:

- 1 - Accounting Date (Bank deposit date)
- 2 - Bank Code is "STATE"
- 3 - Bank Account is the CTS account
- 4 - Deposit Type
- 5 - Bank Deposit Number
- 6 - Control and Format Currency

The screenshot shows the 'Regular Deposit' page in the AR Payment Processor. The 'Totals' tab is selected and highlighted with a blue box. The page displays the following information:

- Unit: 8860
- Deposit ID: 937
- Buttons: Delete Deposit, View Audit Logs
- Fields:
 - 1 *Accounting Date: 11/09/2018
 - 2 *Bank Code: STATE (State Bank)
 - 3 *Bank Account: 244 (244)
 - 4 *Deposit Type: S (Standard)
 - 5 Bank Deposit Number: 1244000005
 - Control Currency: USD
 - 6 Format Currency: USD
 - Rate Type: CRRNT
 - Exchange Rate: 1.00000000
 - Location: 000

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The **AR Payment Processor** will verify the information in the Control Totals section of the Totals tab and update as necessary:

- 6 - Verify the Control Total Amount (should tie to the Deposit Slip)
- 7 - Update the Total Count
- 8 - Click on the Payments tab at the top

The screenshot shows the AR Payment Processor interface. At the top, there are two tabs: "Totals" and "Payments". The "Payments" tab is selected and highlighted with a blue border, and a red "8" is next to it. Below the tabs is a section titled "Control Totals" with a light blue header. Inside this section is a table with the following data:

Control Totals			
6	Control Total Amount	2,500.00	*Count 1 7
	Entered Total Amount	0.00	Count 1
	Difference Amount	2,500.00	Count 0
	Posted Total Amount	0.00	Count 0
	Journalled Total Amount	0.00	Count 0

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The **AR Payment Processor** will post the following fields on the **Payments** tab:

- 1 - Enter Payment ID
- 2 - Enter Amount
- 3 - Click on the Journal Directly checkbox
- 4 - Select “Check” for Payment Method
- 5 - Under the Additional Payment Information, select “Check” for Payment Method and “Gen Cash” for Cash Type
- 6 - Optional – document notes or relevant information in the Notes box
- 7 - Scroll down and click Save

The screenshot displays the FISCal AR15 form for recording a payment. The breadcrumb trail at the top reads: Favorites > Main Menu > Accounts Receivable > Payments > Online Payments > Regular Deposit. The FISCal logo is visible in the top left. The form is divided into several sections:

- Totals** and **Payments** tabs are at the top, with **Payments** selected.
- Unit:** 8860, **Deposit ID:** NEXT, **Date:** 11/09/2018, **Balance:** Not Balanced.
- Payment Information** section includes:
 - Payment Seq:** 1
 - Amount:** 2500 (annotated with 2)
 - Rate Type:** CRRNT
 - Payment Method:** Check (annotated with 4)
 - *Payment ID:** UNCLEARED CC (annotated with 1)
 - Currency:** USD
 - Exchange Rate:** 1.00000000
 - *Accounting Date:** 04/15/2016
 - Journal Directly** checkbox is checked (annotated with 3)
 - Range of References** checkbox is unchecked.
- Additional Payment Information** section includes:
 - Payment Method:** Check (annotated with 5)
 - Cash Type:** Gen Cash
 - Reference Number:** 109
 - Received by SCO** checkbox is unchecked.
- Notes** section contains the text: "Check rec'd from John Smith" (annotated with 6).
- At the bottom, there are buttons for **Save** (annotated with 7), **Notify**, and **Refresh**.

A blue-bordered note box at the bottom right states: "NOTE: Payment ID, Reference Number, and Notes fields are flex fields for departments' use. Departments can use these fields according to their Business Process."

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Using the scroll bar, scroll back to the top of the page:

- 1 - After clicking Save, the NEXT functionality of FI\$Cal will assign a unique Deposit ID.
- 2 - The deposit will show “Balanced” when the payments match the control totals

Navigation: Favorites > Main Menu > Accounts Receivable > Payments > Online Payments > Regular Deposit

FI\$Cal

Totals | **Payments**

Unit: 8860 Deposit ID: **1** 493 Date: 11/09/2018 Balance: **2** Balanced

Payment Information Find | View All First 1 of 1 Last

Payment Seq: 1 *Payment ID: UNCLEARED CC *Accounting Date: 04/15/2016

Amount: 2500 Currency: USD

Rate Type: CRRNT Exchange Rate: 1.00000000

Payment Predictor Journal Directly Range of References

Payment Method: Check Attachments (0)

Additional Payment Information Find | View All First 1 of 1 Last

Payment Method: Check Reference Number: 109 Received by SCO

Cash Type: Gen Cash

Check Date: City Code: County Code: Tax Amount:

Description: Tax Amount:

Notes

Check rec'd from John Smith

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Submit Bank Deposit Report of Collection and supporting documents to the AR Payment Approver to approve the payment application.

See AR17 – Approve Collection – Unbilled Receipt (Uncleared Collections – CTS Fund)