

AR17 - APPROVE COLLECTION – UNBILLED RECEIPT (UNCLEARED COLLECTIONS – CTS FUND)

Source Document: Departments Payment Batch Header
Report of Deposit Form and
Supporting Documents

Module: Accounts Receivable (AR)

Roles: AR Payment Approver

AR17 - Approve Collection – Unbilled Receipt (Uncleared Collections – CTS Fund) (cont'd)

In training course AR15 Record Collection-Billed AR (Uncleared Collection – CTS Fund), the Department of Finance AR Payment Processor prepared a **Payment Batch Header** to document details of an Uncleared Collection receipt.

In this course, the **AR Payment Approver** will receive the Payment Batch Header and supporting documents to review and approve the transaction. In addition, the AR Payment Approver will create the **Accounting Entries** for a Direct Journal Payment.

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					

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

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 _____

The **AR Payment Approver** will create the Accounting Entries. Steps are:

- 1 - Enter your Business Unit;
- 2 - Enter the Deposit ID
- 3 - Click Search

Accounts Receivable > Payments > Direct Journal Payments > Create Accounting Entries

Create Accounting Entries

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

[Find an Existing Value](#)

▼ Search Criteria

Deposit Unit:	1	=	▼	<input type="text" value="8860"/>	
Deposit ID:	2	begins with	▼	<input type="text" value="937"/>	
Payment Sequence:		=	▼	<input type="text"/>	
Payment ID:		begins with	▼	<input type="text"/>	
User ID:		begins with	▼	<input type="text"/>	
Assigned Operator ID:		begins with	▼	<input type="text"/>	

Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

AR17 - Approve Collection – Unbilled Receipt (Uncleared Collections) (cont'd)

The **AR Payment Processor** will create the Accounting Entries. Steps are:

- 1 - Enter Amount as (-)
- 2 - Enter Fund (Finance’s General Checking Account is used in this example)
- 3 - Enter Account (2090100: Uncleared Collections – CTS Fund)
- 4 - Click Save
- 5 - Click the Lightning Bolt icon to create the cash offsetting entry

Accounting Entries

Deposit Control

Unit: 8860 Deposit ID: 937 Payment: UNCLEARED COLL Seq: 1

Amount: 2,500.00 USD

Complete Entry Event:

Budget Status:

Distribution Lines Personalize | Find | View All | | First 1 of 1 Last

ChartFields	Currency Details	Budget	Journal Reference Information						
Distribution Sequence	*GL Unit	Speed Type	Line Amount	Currency	Approp Ref	Fund	ENY	*Account	Alt Acct
1	1 8860	Speed Type	1 -2,500.00	USD		2 000000244		3 2090100	0000000000

Total

Lines: 0	Total Debits: 0.00	Currency: USD	Total Credits: 2,500.00	Currency: USD	Net: -2,500.00
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Save
 Return to Search
 Notify
 Refresh

AR17 - Approve Collection – Unbilled Receipt (Uncleared Collections) (cont'd)

- 6 - The system will create the cash offsetting entry and display the distribution line for Account 1109300 – Pending Cash – AR
- 7 - The net of the distribution lines should equal zero
- 8 - Click Save

Accounting Entries
Deposit Control

Unit: 8860
Deposit ID: 937
Payment: UNCLEARED COLL

Amount: 2,500.00 USD

Complete
Entry Event:

Budget Status:

Personalize | Find | View All |

Distribution Lines

ChartFields
Currency Details
Budget
Journal Reference Information

Distribution Sequence	GL Unit	Speed Type	Line Amount	Currency	Approp Ref	Fund	ENY	Account
1	1 8860	Speed Type	-2,500.00	USD		000000244		2090100
2	2 8860	Speed Type	2,500.00	USD		000000244	6	1109300

Total

Lines: 2 Total Debits: 2,500.00 Currency: USD Total Credits: 2,500.00 Currency: USD Net: 0.00

8 Save
 Return to Search
 Notify
 Refresh

AR17 - Approve Collection – Unbilled Receipt (Uncleared Collections) (cont'd)

9 - Check the Complete box

Accounting Entries | Deposit Control

Unit: 8860 Deposit ID: 937 Payment: UNCLEARED COLL Seq:

Amount: 2,500.00 USD

9 Complete Entry Event:

Budget Status:

Distribution Lines Personalize | Find | View All | | | First

ChartFields | Currency Details | Budget | Journal Reference Information

Distribution Sequence	GL Unit	Speed Type	Line Amount	Currency	Approp Ref	Fund	ENY	Account
1	1 8860	Speed Type	-2,500.00	USD		000000244		2090100
2	2 8860	Speed Type	2,500.00	USD		000000244		1109300

←

Total

Lines: 2 Total Debits: 2,500.00 Currency: USD Total Credits: 2,500.00 Currency: USD Net:

Save Return to Search Notify Refresh

AR17 - Approve Collection – Unbilled Receipt (Uncleared Collections) (cont'd)

10 - Click Save

11 - Direct Journal Certification screen will appear. Enter email and phone number. Click on the “I certify under penalty of perjury” box, and then click OK.

Since the payment application is within the CTS fund, the transaction will not require SCO approval.

The screenshot displays a software interface for 'Deposit Control'. The main window shows transaction details: Unit 8860, Deposit ID 000, Payment UNCLEARED COLL, and Seq 1. The amount is 2,500.00 USD. A 'Direct Journal Certification' dialog box is open, featuring a certification statement, a checked checkbox for 'I certify under penalty of perjury', and input fields for 'Email Address' (Peoplesoft@fiscal.ca.gov) and 'Phone Number' (916-555-5555). The dialog box also has 'OK' and 'Cancel' buttons. The background interface includes a 'Distribution Lines' table with two rows and a 'Total' summary row.

Distribution Sequence	GL Unit	Speed Type	Line Amount	Currency
1	1 8860	Speed Type	-2,500.00	USD
2	2 8860	Speed Type	2,500.00	USD

Lines	Total Debits	Total Credits	Total
2	2,500.00		2,500.00

AR17 - Approve Collection – Unbilled Receipt (Uncleared Collections) (cont'd)

12 - Click the Budget Check icon and wait for the budget check process to complete.

Accounting Entries | Deposit Control

Unit 8860 Deposit ID 000 Payment UNCLEARED COLL Seq 1

Amount 2,500.00 USD ⚡ **12** 

Complete Entry Event

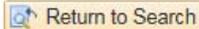
Budget Status Message Code

Distribution Lines Personalize | Find | View All |   First  1-2 of 2  Last

Distribution Sequence	GL Unit	Speed Type	Line Amount	Currency	Approp Ref	Fund	ENY	Account	Alt Acct	Pro
1	1 8860	<input type="button" value="Speed Type"/>	-2,500.00	USD		000000244		2090100	0000000000	
2	2 8860	<input type="button" value="Speed Type"/>	2,500.00	USD		000000244		1109300	9999999999	

Total

Lines	2	Total Debits	2,500.00	Currency	USD	Total Credits	2,500.00	Currency	USD	Net	0.00
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 Save  Return to Search  Notify  Refresh

Accounting Entries | Deposit Control

AR17 - Approve Collection – Unbilled Receipt (Uncleared Collections) (cont'd)

13 - The Budget Status should display “Valid”

14 - Click Save

Note: The transaction will not be sent to the GL module until the all payments for the entire AR Regular Deposit have been applied and completed.

Accounting Entries
Deposit Control

Unit 8860
Deposit ID 000
Payment UNCLEARED COLL
Seq 1

Amount 2,500.00 USD

Complete
Entry Event

Budget Status Valid **13**
Message Code

Distribution Lines
Personalize | Find | View All | First 1.2 of 2 Last

ChartFields
Currency Details
Budget
Journal Reference Information
Distribution Creation / Update Details

Distribution Sequence	GL Unit	Line Amount	Currency	Approp Ref	Fund	ENY	Account	Alt Acct	Program	PC Bu
1	1 8860	-2,500.00	USD		000000244		2090100	0000000000		
2	2 8860	2,500.00	USD		000000244		1109300	9999999999		

Total											
Lines	2	Total Debits	2,500.00	Currency	USD	Total Credits	2,500.00	Currency	USD	Net	0.00

Save
 Return to Search
 Notify
 Refresh

Accounting Entries | Deposit Control

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