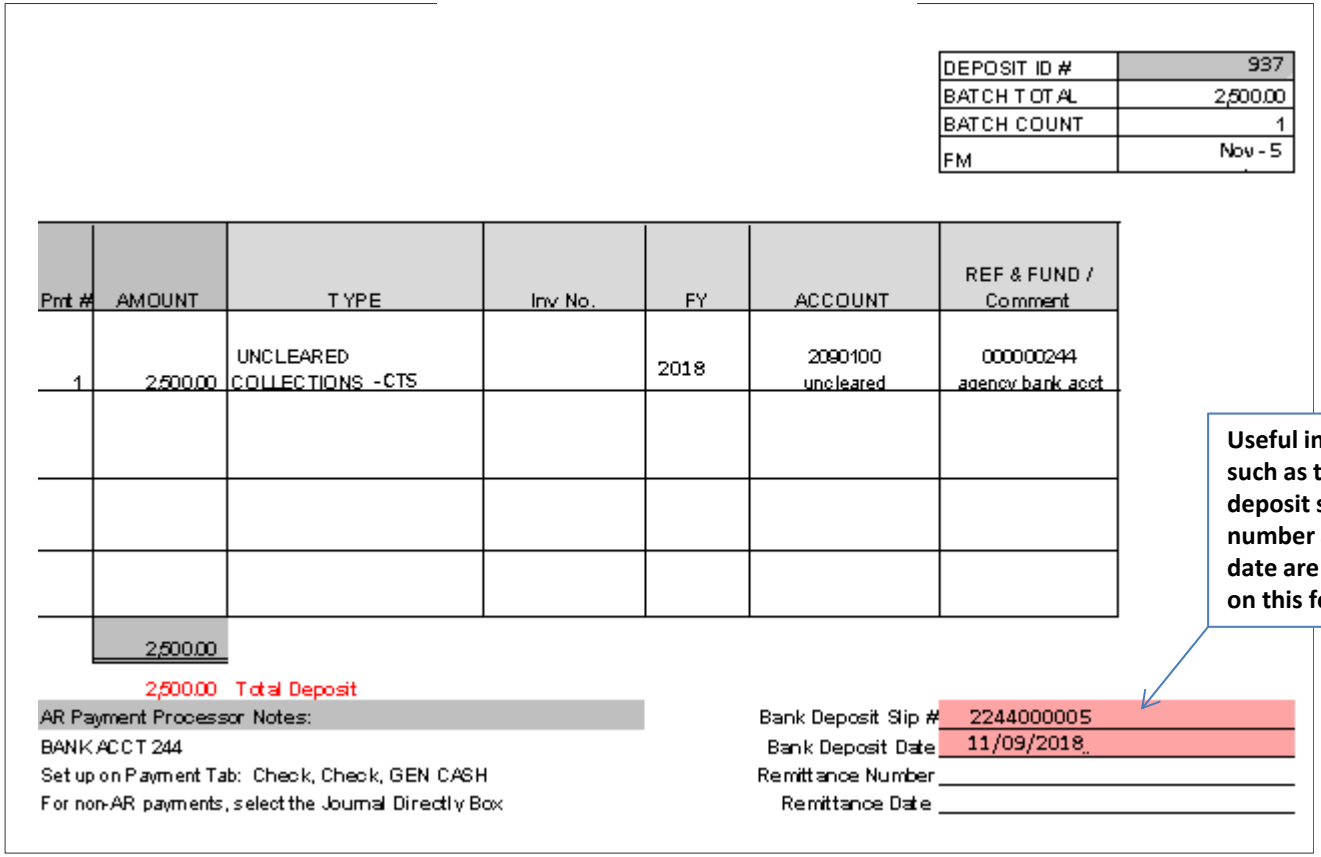
AR17 - APPROVE COLLECTION – UNBILLED RECEIPT (UNCLEARED COLLECTIONS – CTS FUND)

Source Document:	Departments Payment Batch Header Report of Deposit Form and Supporting Documents
Module:	Accounts Receivable (AR)
Roles:	AR Payment Approver

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					

2,500.00 Total Deposit

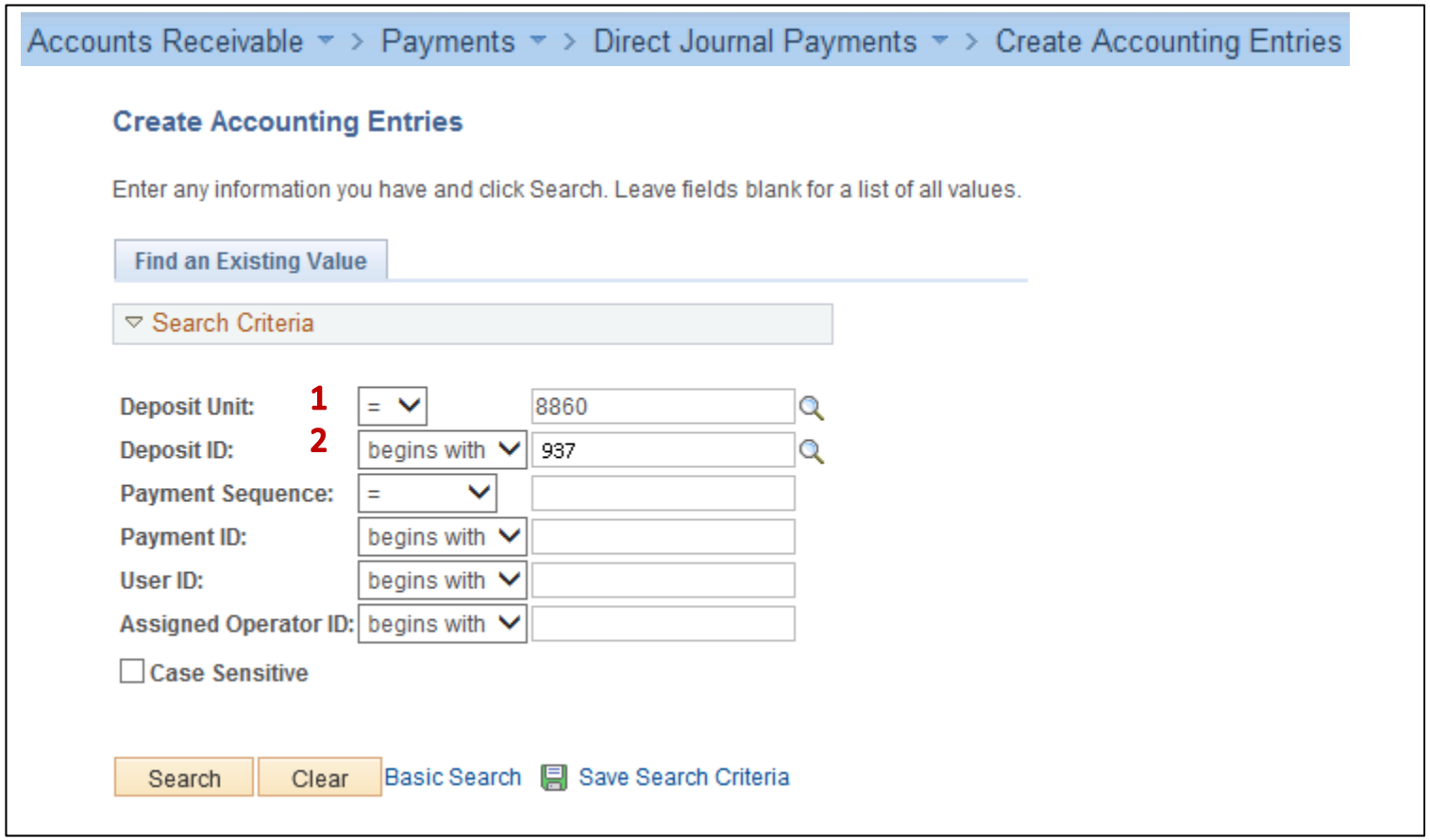
AR Payment Processor Notes:
BANK ACCT 244
Set up on Payment Tab: Check, Check, GEN CASH
For non-AR payments, select the Journal Directly Box

Bank Deposit Slip # 2244000005
Bank Deposit Date 11/09/2018
Remittance Number
Remittance Date

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

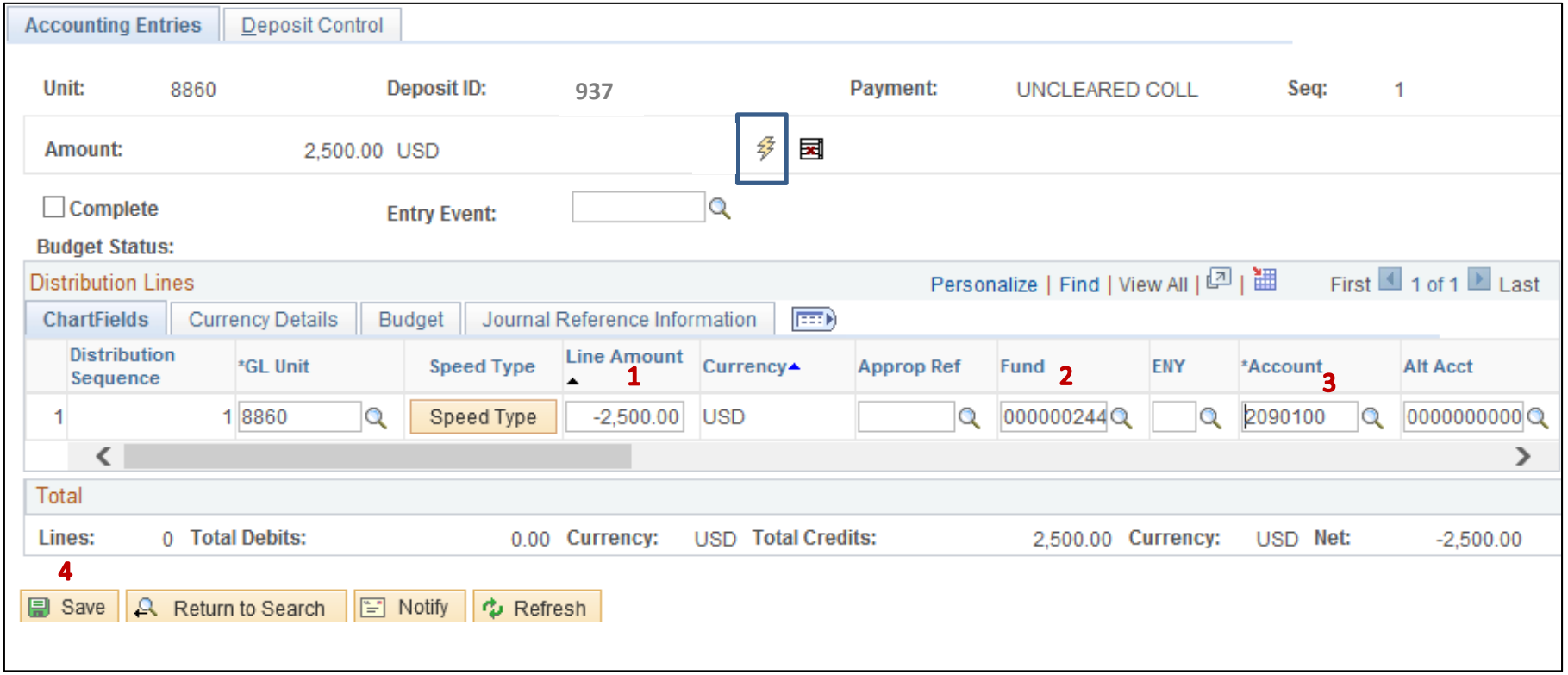
The **AR Payment Approver** will create the Accounting Entries. Steps are:

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



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

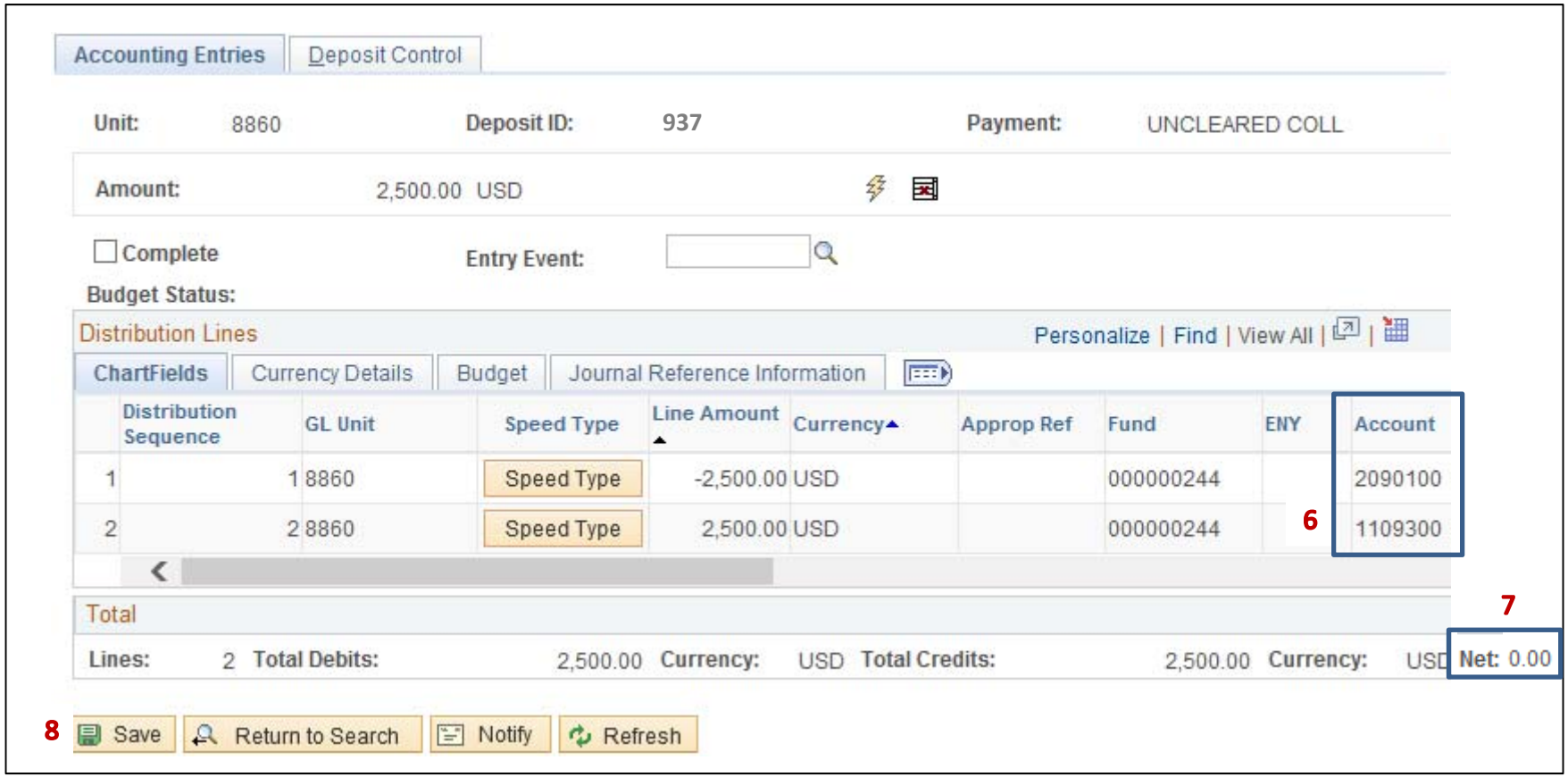
1 - Enter Amount as (-)
2 - Enter Fund (Finance's General Checking Account is used in this example)
3 - Enter Account (2090100: Uncleared Collections – CTS Fund)
4 - Click Save
5 - Click the Lightning Bolt icon to create the cash offsetting entry



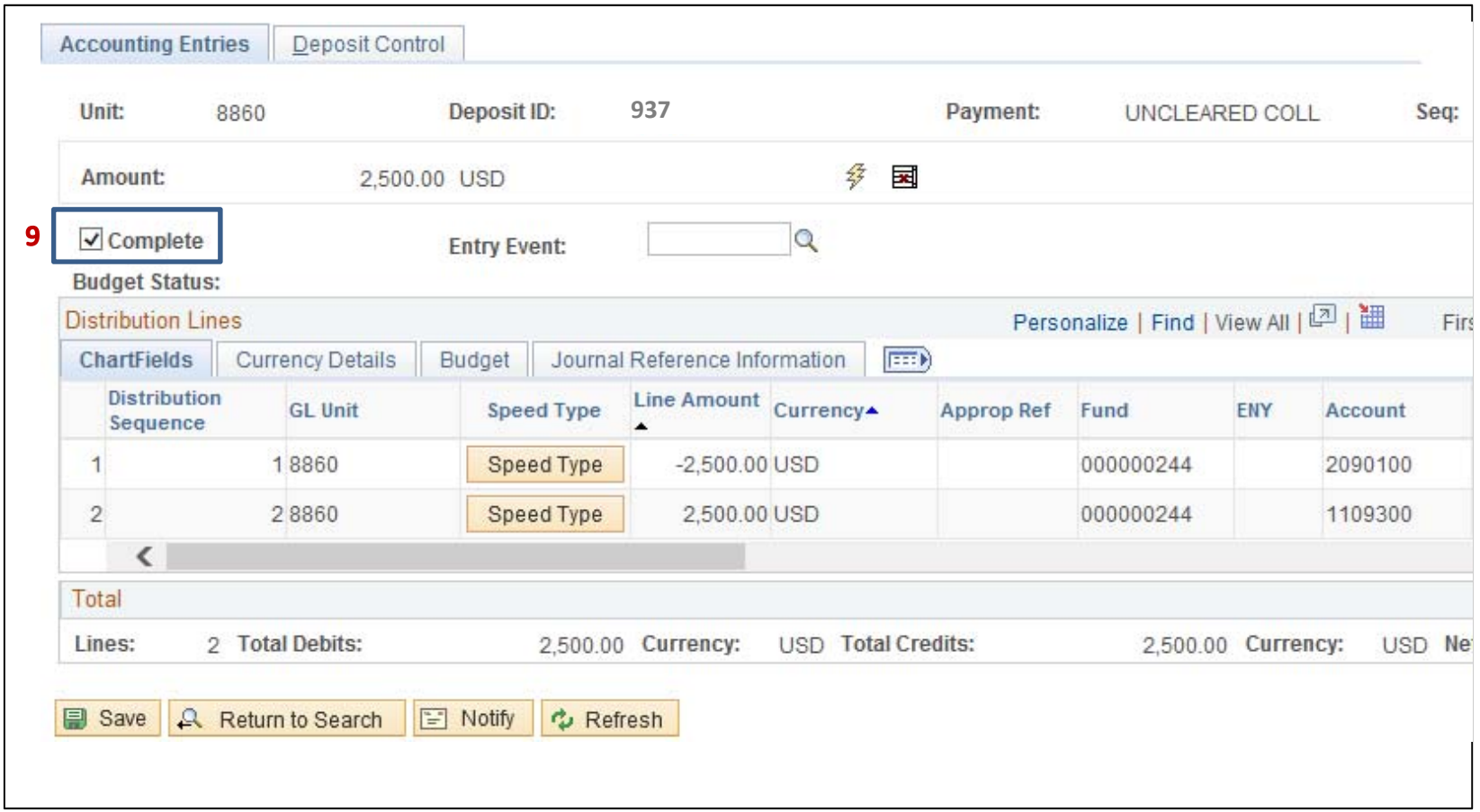
6 - The system will create the cash offsetting entry and display the distribution line for Account 1109300 – Pending Cash – AR

7 - The net of the distribution lines should equal zero

8 - Click Save



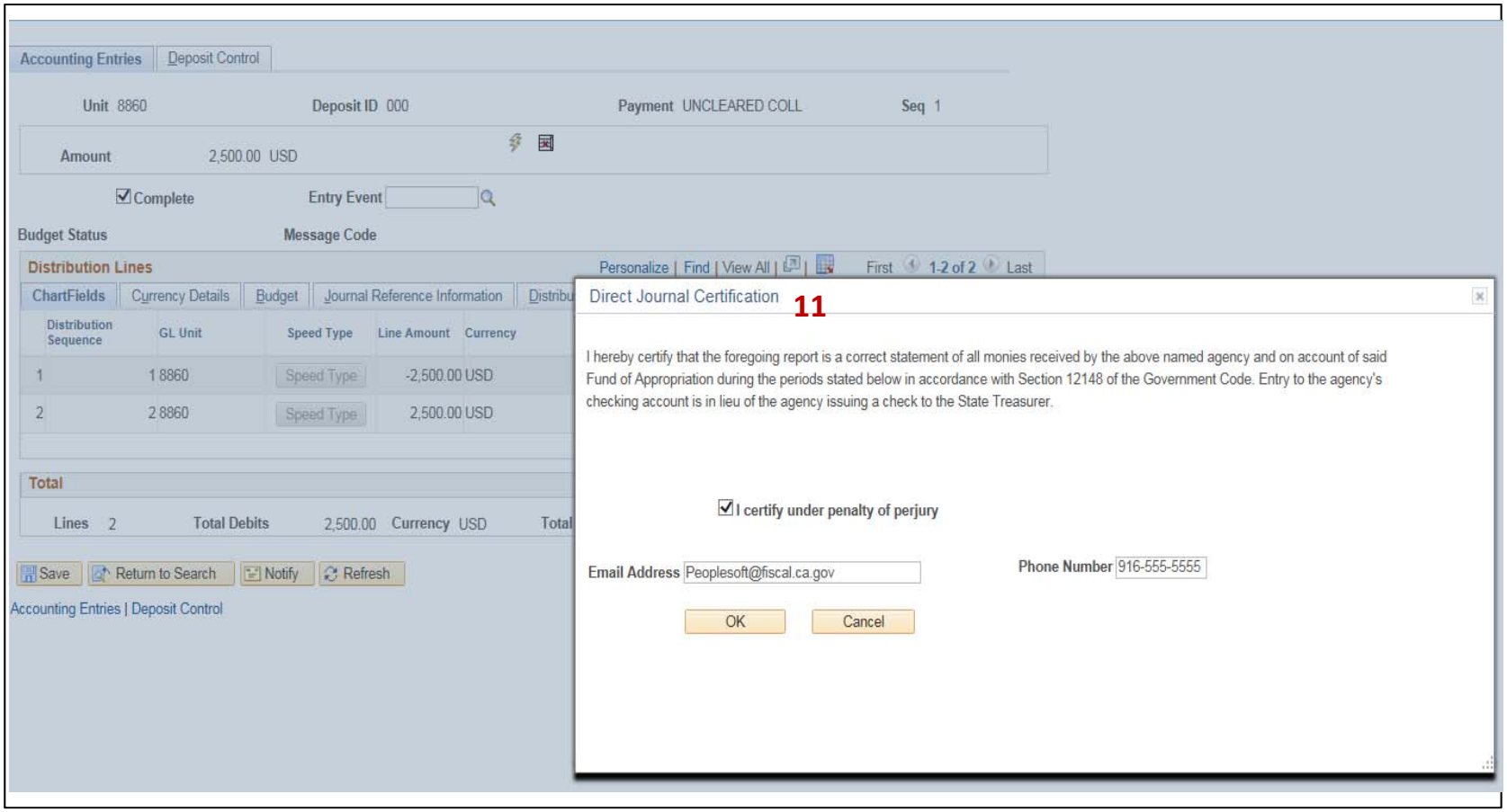
9 - Check the Complete box



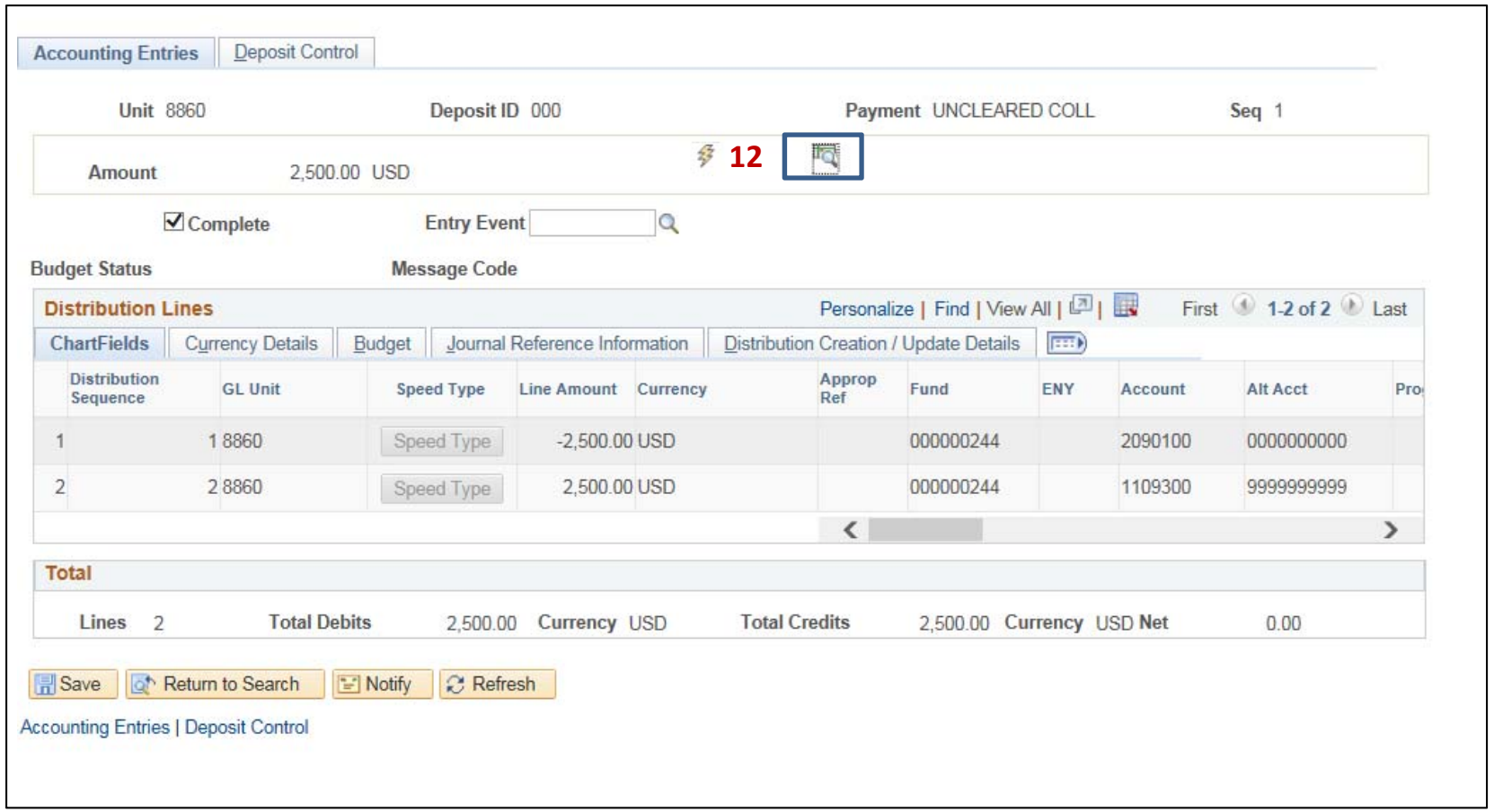
10 - Click Save

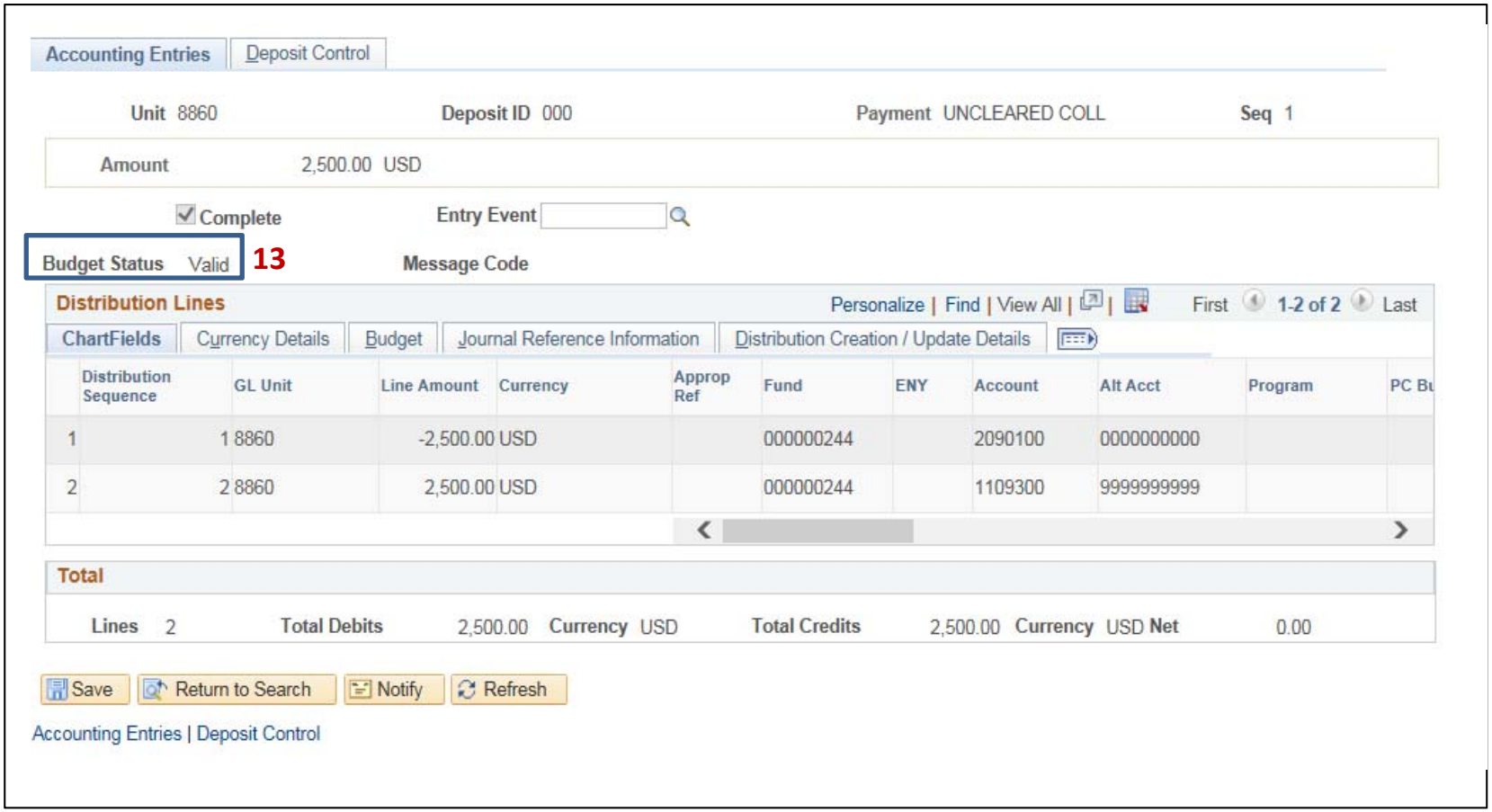
11 - Direct Journal Certification screen will appear. Enter email and phone number. Click on the "I certify under penalty of perjury" box, and then click OK.

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



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



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.