

#### **ACCOUNTS RECEIVABLE**

#### KYNDRA COZZIE

APRIL 2021

### AGENDA



### **AR SERVICES PROVIDED BY DOS**





#### **AGENCY DEPOSIT CYCLE – CASH/CHECKS TO BANK**



#### **AGENCY DEPOSIT CYCLE – OED CHECK DEPOSITS**



EPARTMENT OF ADMINISTRATION | STATEWIDE ACCOUNTING BUREAU

#### **AGENCY DEPOSIT CYCLE – CASH TO DOS**





#### DOS staff verify deposits periodically throughout the day

 ServiceNow requests are closed upon confirmation of deposits Deposits are compiled each morning and transmitted to US bank by armored courier service Deposits are reconciled using deposit slip sequence from the MICR line of deposit slips

#### **DEPOSIT CYCLE QUESTIONS?**



#### **ENTERING A DEPOSIT**

Favorites 🔻	Main Menu 🔻	>	Accounts Receivable 🔻	>	Payments 🔻	>	Online Payments 🔻	>	Regular Deposit
STATE OF	<sup>MONTANA</sup> RS FS								

#### **Regular Deposit**

<u>F</u> ind an E	xisting Valu	e Add	a New Value
Description	baada		
Deposit Unit	β3010	Q	
Deposit ID	NEXT	(	<b>α</b>
Add			
	_		

## **ENTERING A DEPOSIT – TOTALS PAGE**

Totals	Deposit <u>R</u> eference	<u>P</u> ayments						
	Unit	33010		Depos	sit ID NEXT		Delete	Deposit
	*Accounting Date	02/14/2020				Control Currency	USD Q	•
	*Bank Code	028 <b>Q</b>	USB-HELENA			Format Currency	USD Q	
	*Bank Account	DEP Q				Rate Type	CRRNT	
	*Deposit Type	R Q	Regular			Exchange Rate		1.00000000
ontrol Totals						Control Data		
Co	ontrol Total Amount		20.00	*Count	1	*Received	02/14/2020	]
Ente	ered Total Amount		0.00	Count	1	*Entered	02/14/2020	
	Difference Amount		0.00	Count	-1	Posted		
Po	osted Total Amount		0.00	Count	0	Assigned	CM0612	Q
Journ	alled Total Amount		0.00	Count	0	User	CM0612	



#### **ENTERING A DEPOSIT – DEPOSIT REFERENCE PAGE**

Totals Deposit Reference	Payments
Unit: 33010 Deposit ID:	NEXT
Bank Reference:	
Description:	
Description.	



### **ENTERING A DEPOSIT – PAYMENTS PAGE**

otals Deposi	t <u>R</u> eference	Payments					
	Unit 33	3010	Deposit ID	NEXT	Date	02/14/2020	Balance Not Balanced
yment Informatio	on						Q     I of 2 • • • I View
Payme	ent Seq 1			*Pa	yment ID	TESTING	*Accounting Date 02/14/2020
A	mount 10	00		c	Currency	USD	
Rat	te Type CR	RNT	_	Excha	nge Rate	1.0000000	
		Payment Predictor	r			Journal Directly	y Range of References
Payment N	Method Ci	neck •					
ustomer Informa	ation						Q     1 of 1 v
Custome	r ID	٥	•	Business Unit		Q	+ -
Remit Fr	rom			Remit SetID			
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### **ENTERING A DEPOSIT – PAYMENTS PAGE**

<u>T</u> otals Deposit <u>R</u> ef	erence Payments	•		
Unit	33010 De	eposit ID 110292 Date	€ 02/14/2020	Balance Balanced
Payment Information				Q     4 4 2 of 2 v   View All
Payment Seq	2	*Payment ID	TESTING2	*Accounting Date 02/14/2020 👬
Amount	10.00	Currency	USD	
Rate Type	CRRNT	Exchange Rate	1.00000000	
	Payment Predictor	•	Journal Directly	Range of References
Payment Method	Check •			Apply Payment
			View Audit Logs	
Customer Information				Q    4 4 1 of 1 •  >
Customer ID		Q Business Unit	C	X + -
Remit From		Remit SetID		
Name				
Corporate		Corporate SetID		
SubCust1		SubCust2		
MICR ID		٩	Link MICR	
	Detail References			
Reference Information				
₽ Q				I I I I I I I I I I I I View All
Qual Code	Refere	nce	То	Reference
1				

### **ENTERING A DEPOSIT - ATTACHMENTS**

Totals Depos	it <u>R</u> eference	Payments	]			
U	Init 33010	Depo	sit ID NEXT	Date	09/15/2020	Balance Not Balanced
yment Information	n					Q I II I I I I I View All
Payment S	eq 1			*Payment ID	TESTING	*Accounting Date 09/15/2020 🗰 🗕 —
Amou	int 10.00			Currency	USD	
Rate Ty	CRRNT			Exchange Rate	1.0000000	
	Paymen	t Predictor			Journal Directly	Range of References
Payment Meth	od Check	~			Attachments (0)	
Customer Informat	tion					Q    4 4 1 of 1 🗸 🕨
Customer	D	Q	]	Business Unit	Q	+ -
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1						
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Is   Deposit Referer	ice   Payment	5				

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### **CREATE ACCOUNTING ENTRIES**

Favorites 🔻 🛛 I	Main Menu 🔻	> Accounts Receivable	e 🔻 > Payments	s 🔻 > Dire	ct Journal Payments 🔻 > Cre	eate Accounting Entries	
SABHRS	S FS					All 👻 Search	
Create Aco	counting mation you h Existing Val	Entries nave and click Search. I	Leave fields bl	ank for a li	st of all values.		
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Dep	osit Unit	= • 33010	)	Q	]		
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Limit the numb	er of results	to (up to 300): 300					
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Deposit Unit	Deposit ID	Payment Sequence	Payment ID	User ID	Assigned Operator ID	Non Customer Dist Balanced	Entered Date
33010	110292	1	TESTING	CM0612	CM0612	No Dist	02/14/2020
33010	110292	2	TESTING2	CM0612	CM0612	No Dist	02/14/2020



#### **CREATE ACCOUNTING ENTRIES – ACCOUNT CODING**

A	Accounting Entri	ies <u>D</u> eposit Control										
	Unit 330	10	Deposit ID 110292		Paymer	nt TESTING		Seq	1			
Cur	rency Details											
	Amount	10.00 USD		<i>\$</i> <b>2</b>		SpeedCl	hart	Multiple SpeedChart	5			
Distr	Complete Entry Event Q Distribution Lines											
	Q											
C	ChartFields	Currency Details	Journal Reference Inform	ation <u>D</u> istribu	ution Creation / Update Details							
	Distribution Sequence	*GL Unit	Speed Type	Line Amount	Currency *Acco	unt	Fund	Org	Program	Sub-Class	Project	
1		1 33010 <b>Q</b>	Speed Type	-10.00	USD 5033	<mark>)1</mark> Q	07301 Q	Q	Q	٩		Q
1	Q ChartFields Distribution Sequence	Currency Details           *GL Unit           1         33010         Q	Journal Reference Inform Speed Type Speed Type	ation <u>D</u> istribu Line Amount -10.00	ution Creation / Update Details Currency *Accc USD 5033	unt Q1Q	Fund 07301 Q	Org	Program	Sub-Class	Project	



#### **CREATE ACCOUNTING ENTRIES – ACCOUNT CODING**

	Accounting Entries	Deposit Contro	I									
	Unit 33010		Deposit ID 110292			Payment	TESTIN	IG	Seq	1		
С	urrency Details											
	Amount	10.00 USD		<u> </u>			Speed	lChart	Multiple SpeedCha	rts		
Dis	Complete Entry Event Q Distribution Lines											
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	Distribution Sequence	GL Unit	Speed Type	Line Amount	Currency	Account		Fund	Org	Program	Sub-Clas:	
1		1 33010	Speed Type	-10.00	USD	503301		07301				
2		3 33010	Speed Type	10.00	USD	1104		07301				



Saved set of accounting values that can be used repeatedly when coding transactions in the system Reduces amount of manual entry Established and maintained by each agency based on their needs, processes, and budgets



Accounting Entries	Deposit Control										
Unit 33010		Deposit ID 110292				Payment	TESTING		S	eq 1	
Currency Details											
Amount	10.00 USD		\$	×		_					
							SpeedO	Chart	Multiple Speed	Charts	
stribution Lines	lete	Entry Event	۹								
ChartFields C <u>u</u>	rrency Details	ournal Reference Inform	ation	<u>D</u> istributio	on Creation / Up	date Details	⊪				
Distribution Sequence	*GL Unit	Speed Type	Line Am	ount	Currency	*Accou	int	Fund	Org	Pr	rogram
1 1	33010 <b>Q</b>	Speed Type	-1	10.00	USD	50330	1 <b>Q</b>	07301 <b>Q</b>		٩	Q



SpeedChart	Key	Multiple SpeedCharts	
	Look	Jp SpeedChart Key	×
	SetID SpeedChart Key begin	33010	]
on / Update Detail: y *Acco	Search Clear Search Results	Cancel Basic Lookup	
5033	View 100	-1 of 1 🔻 🕨	
	SpeedChart Key	Description	
_	SPEED	Speed	
edits esh			



[	You can not create cash lines until you enter revenue lines (6040,706)
F	οκ
	Account Fund Ord Prodram





Deposit Unit 66020 Deposit ID 6	61618	Payment ID	TEST 1		Paymer	nt Seque	nce 1
Go to Accounting Entries			Explo	ode!!	Balar	nce:	0.00
?		Q			1-3 of 3 🔹		View All
SpeedChart Key:Description:#131QPart Pay PATH C.	ABS GF	Amount: -100.	<b>Cu</b>	rrency	Account:	٩	+ -
#132 Q Part Pay PATH C	ET GF	-25.	000		(	۹	+ -
#133 Q Part Pay PATH D	IFE GF	-25.	000		(	۹	+ -



	Accounting En	tries	Deposit Cont	trol													
	Unit 60	6020		Deposi	t ID 61618			Payment TEST 1				Seq	1				
C	urrency Details	\$															
	Amount		150.00 U	SD		<i>\$</i> <b>X</b>		Speed	Chart		Multiple Spee	edChart	s				
		Comp	lete	Entry E	vent	Q											
Bu	dget Status																
Dis	tribution Lines																
	⇒ <																
	ChartFields	Cu	rrency Details	<u>B</u> udget	Journal Re	eference Information	<u>D</u> istribution	n Creation / Update Detai	ls ∥▶								
	Distribution Sequence		*GL Unit	s	peed Type	Line Amount	Currency	*Account	Fund		Org		Program		Sub-Class		Project
1	1	1	66020	ک <mark>ا</mark>	peed Type	-100.00	USD	٩	02242	Q	120113	Q	2020	Q	790QA	Q	PATH_CABS_S19# Q
2	2	2	66020	ک <mark>ا</mark>	peed Type	-25.00	USD	٩	02242	Q	120113	Q	2020	Q	790QA	Q	PATH_CET_S19# Q
3	3	3	66020	ک <mark>ا</mark>	peed Type	-25.00	USD	٩	02242	Q	120113	Q	2020	Q	790QA	Q	PATH_DIFE_S19# Q



#### **QUESTIONS?**



### **APPROVING A DEPOSIT**

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Deposit Unit	Deposit ID	Payment Sequence	Payment ID	User ID	Assigned Operator ID	Non Customer Dist E	Balanced	Entered Date
61010	10628	1	TESTING	CM0612	CM0612	No Dist		02/14/2020
61010	10628	2	TESTING2	CM0612	CM0612	No Dist		02/14/2020

### **APPROVING A DEPOSIT**

	Accounting Ent	tries	Deposit Control								
	Unit 61	1010		Deposit ID 10	628			Payment	TESTING		
C	urrency Details	6									
	Amount		15.00 USD		\$	Ig					
									SpeedCha	rt	Multiple S
	<b>e</b>	Com	olete	Entry Event	Q						
В	udget Status			and y arent	~						
Di	stribution Lines	5									
	≣; Q										
	ChartFields	Cu	rrency Details	<u>B</u> udget <u>J</u> ourr	nal Reference Infor	mation	Distribution (	Creation / Upd	ate Details	IIÞ	
	Distribution Sequence		GL Unit	Speed Type	e Line Amou	unt Cu	rrency	Account	Fu	nd	Org
	1	1	61010	Speed Typ	e -	15.00 US	D	2552	01	100	
	2	3	61010	Speed Typ	e	15.00 US	D	1104	01	100	
т	otal										
ſ	Lines 2		Total Debits	15.00	Currency USD		Intal Credits	15	00 Curren	ov USD	Net
	Lines 2		Iotal Debits	15.00	currency 03D		otal credits	13.	oo curren	cy 03D	Net
	Save Detu	rn to (	Brovio	us in List	ovt in List	lotify	Defrech				
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### **MODIFY ACCOUNTING ENTRIES**

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Modify Accountin	ig Entries					
Enter any information you	u have and click S	earch. Leave f	ïelds blank for a	list of all values.		
Find an Existing V	/alue					
Search Criteria						
Deposit Unit	= •	þ1010	0	L.		
Deposit ID	begins with •	10628	٥	L.		
Payment Sequence	= •		2			
Budget Status	= •			T		
Payment ID	begins with <b>•</b>					
User ID	begins with <b>•</b>					
Assigned Operator ID	begins with •					
Case Sensitive						
	to to (up to 200).	300				

### **MODIFY ACCOUNTING ENTRIES**

Directly Journal	led Payments	Deposit <u>C</u> ontrol	Deposit Reference					
Unit	61010	Depos	sit ID 10628	Payment	TESTING2	Seq	2	
Currency Details								~
Amount		35.00 Currenc	y USD					
Base		35.00 Currend	y USD					
6	Complete	Budget St	atus					1
Distribution Lines	(?)							
₽₽ Q								
ChartFields	Currency De	tails <u>B</u> udget <u>J</u> our	rnal Reference Information	Distribution Creation	/ Update Details	⊪		
Distribution Sequence	GL Unit	Debit Amount	Credit Amount	Line Amount	Foreign Currency	Account	Fund Code	Org
1	61010		35.00	-35.00	USD	2553	01100	
3	61010	35.00		35.00	USD	1104	01100	
Total								
Lines 2	Total Deb	oits 35.00 (	Currency USD Tota	al Credits	35.00 Currency	USD Net	0.00	



#### **DELETING A DEPOSIT – NO JOURNAL LINES EXIST**

Favorites 🔻 🛛 N	lain Menu 🔻	> Accou	nts Receivable 🔻 > Paymen	its 🔻 > Online	Payments 🔻 > Reg	gular Deposit		
STATE		A S FSS				All	<ul> <li>Search</li> </ul>	
		0						
Regular De	eposit							
Enter any inforr	nation you h	ave and cl	ck Search. Leave fields t	blank for a list	of all values.			
Find an E	xisting Valu	ie <u>A</u>	dd a New Value					
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Depo	osit Unit =	- •	β1010	Q				
De	posit ID t	begins with	▼ 10629					
	User ID	begins with	•	Q				
Assigned Ope	erator ID t	begins with	•	Q				
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Search	Clear	asic Searc	h 🖉 Save Search Crite	ria				
Search Results								
View All						M	1-1 of 1	▼ ▶ ▶
Deposit Unit	Deposit ID	User ID	Assigned Operator ID	Bank Code	Bank Account	Deposit Balance	Entered Date	Posted Date
61010	10629	CM0612	CM0612	028	DEP	Yes	02/14/2020	(blank)

#### **DELETING A DEPOSIT – NO JOURNAL LINES EXIST**

Totals	Deposit <u>R</u> eference	Payments							
	Unit	61010		Deposit II	0 10629		Delet	te Deposit	
	*Accounting Date	02/14/2020				Control Currency	USD	Q	
	*Bank Code	028 <b>Q</b>	USB-HELENA			Format Currency	USD	Q	
	*Bank Account	DEP Q				Rate Type	CRRNT		
	*Deposit Type	R <b>Q</b>	Regular			Exchange Rate		1.00000000	∎‡ ≣
Control	Totals					Control Data			
	Control Total Amount		20.00	*Count	1	*Received	02/14/2020		
	Entered Total Amount		20.00	Count	1	*Entered	02/14/2020		
	Difference Amount		0.00	Count	0	Posted			
	Posted Total Amount		0.00	Count	0	Assigned	CM0612		Q,
	Journalled Total Amount		0.00	Count	0	User	CM0612		
Save	Return to Search	Notify Re	fresh				A	.dd Update/	Display

#### **DELETING A DEPOSIT – JOURNAL LINES EXIST**

<u>Favorites</u> ▼ Ma	ain Menu 🔻	> Accounts Receivable	Payments	s▼ > Dire	ct Journal Payments 🔻 > Cre	ate Accounting Entries			
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Create Acc	ounting nation you h	Entries have and click Search. L	eave fields bl	ank for a li	st of all values.				
Find an E	xisting Valu	ue							
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Dep	posit ID	begins with 🔹 10629		Q	]				
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Search Results									
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Deposit Unit	Deposit ID	Payment Sequence	Payment ID	User ID	Assigned Operator ID	Non Customer Dist E	Balanced	Entered D	ate
61010	10629	1	TESTING3	CM0612	CM0612	No Dist		02/14/2020	C

#### **DELETING A DEPOSIT – JOURNAL LINES EXIST**

Unit 61010 Deposit ID 10629 Payment TESTING3 Seq     Currency Details     Amount 20.00 USD     Image: Complete     Entry Event     Q     Image: Currency Details     Image: Complete     Entry Event     Q     Image: Currency Details     Image: Distribution											ntrol	Deposit Cor	Entries	Accounting	
Currency Details       Image: Currency Details       Image: Currency Details       Multiple SpeedChart         Amount       20.00 USD       Image: Currency Details       Multiple SpeedChart         Image: Complete       Entry Event       Q         Budget Status       Distribution Lines         Image: Currency Details       Budget       Journal Reference Information       Distribution Creation / Update Details       III         Distribution       GL Unit       Speed Type       Line Amount       Currency       Account       Fund       Org	Seq 1	Seq		STING3	ayment TEST				10629	Deposit ID			61010	Unit	
Amount       20.00 USD       Image: Complete integration integrated integration integrated integrated integrated integrated i													ails	rrency Det	Cu
Complete       Entry Event       Q         Budget Status       Distribution Lines         Image: ChartFields       Currency Details       Budget         Journal Reference Information       Distribution Creation / Update Details       III>         Distribution       GL Unit       Speed Type       Line Amount       Currency       Account       Fund       Org	Charts	Multiple SpeedCha	ırt	SpeedChar	Spo			9 <b>B</b>			JSD	20.00 L		Amount	
Budget Status         Distribution Lines         Image: ChartFields       Currency Details         Budget       Journal Reference Information         Distribution       GL Unit         Speed Type       Line Amount         Currency       Account         Fund       Org								٩		Entry Event		lete	Comp		
Distribution Lines         Image: ChartFields       Currency Details       Budget       Journal Reference Information       Distribution Creation / Update Details       IIII         Distribution       GL Unit       Speed Type       Line Amount       Currency       Account       Fund       Org														get Status	Bud
Image: ChartFields       Currency Details       Budget       Journal Reference Information       Distribution Creation / Update Details       III         Distribution       GL Unit       Speed Type       Line Amount       Currency       Account       Fund       Org													nes	ribution Li	Dist
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Sequence	Program	Org	nd	Fun	ccount	rrency	с	Line Amount	Туре	Speed		GL Unit	n	Distributio Sequence	
1 1 61010 Speed Type -20.00 USD 2552 01100			100	0110	552	D	10 U	-20.00	Туре	Speed		61010	1		1
2 3 61010 Speed Type 20.00 USD 1104 01100			100	0110	104	D	0 U	20.00	Туре	Speed		61010	3		2

Total



#### **DELETING A DEPOSIT – JOURNAL LINES EXIST**

	s Receivable + > Payr	ments • > Onlin	e Payments * > Regular Depos	sit.	
SABHRS FS				All 👻 Search	Advanced Search
Totals Deposit <u>R</u> eference	Payments				
Unit	61010		Deposit ID 10629		Delete Deposit
*Accounting Date	02/14/2020			Control Currency	USD
*Bank Code	028 <b>Q</b>	USB-HELENA		Format Currency	USD Q
*Bank Account	DEP Q			Rate Type	CRRNT
*Deposit Type	R Q	Regular		Evaluation Data	
		-		Exchange Rate	1.0000000
ontrol Totals				Control Data	1.00000000 暗
ntrol Totals Control Total Amount		20.00	*Count 1	Control Data	02/14/2020
ntrol Totals Control Total Amount Entered Total Amount		20.00	*Count 1 Count 1	Control Data *Received *Entered	1.00000000 ा≣ 02/14/2020 ा≣ 02/14/2020 ा≣
ontrol Totals Control Total Amount Entered Total Amount Difference Amount		20.00 20.00 0.00	*Count 1 Count 1 Count 0	Control Data *Received *Entered Posted	1.00000000 ा≣ 02/14/2020 ा≣ 02/14/2020 ा≣
Control Totals Control Total Amount Entered Total Amount Difference Amount Posted Total Amount		20.00 20.00 0.00 0.00	*Count 1 Count 1 Count 0 Count 0	Control Data *Received *Entered Posted Assigned	1.00000000 ा≣ 02/14/2020 ा≣ 02/14/2020 ा≣ CM0612 ♀



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Payment S	equence =				_			
Budge	et Status =			•				
Pay	/ment ID b	begins with 🔹						
	User ID b	begins with 🔹						
ssigned Op	erator ID b	egins with •						
Case Sensi	tive							
imit the numb	er of results t	o (up to 300): 300						
Search Search Results	Clear B	asic Search 🖉 Save	Search Criteri	ia				
View All							1-2 of 2	<b>v</b>
Deposit Unit	Deposit ID	Payment Sequence	Payment ID	Budget Status	User ID	Assigned Operator ID	Non Customer Dist Balanced	Entered Date
61010	10628	1	TESTING	(blank)	CM0612	CM0612	Complete	02/14/2020
61010	10629	2	TECTINICO					



Directly Journall	ed Payments	Deposit <u>C</u> ontrol	Deposit Reference							
Unit 6	1010	Depo	osit ID 10628	Payment	TESTING	Seq	1			
Currency Details										
Amount		15.00 Curren	cy USD							
Base		15.00 Curren	cy USD							
Distribution Lines	Complete	Budget S	tatus Not Chk'd							
III Q										
ChartFields       Currency Details       Budget       Journal Reference Information       Distribution Creation / Update Details       III										
Distribution Sequence	GL Unit	Debit Amount	Credit Amount	Line Amount	Foreign Currency	Account	Fund Code	Org		
1	61010			-15.00	USD	2552	01100			
3	61010			15.00	USD	1104	01100			
Total										
Lines 4	Total Deb	oits 30.00	Currency USD Tot	al Credits	30.00 Currency	USD Net	0.00			
Save	n to Search	Previous in List	Next in List Notify							

Favor	ites 🔻 🛛 Maii	n Menu 🔻	> Accounts Receivab	le 🔻 > 🛛 Payments 🔻	> Direct Journal Payme	nts 🔻 > Create	Accounting Entries				
	SABF	F MONTAN	S FSSY				All 👻 Search		»	Advanced Search	
	Accounting	Entries	Deposit Control								
	Unit	61010		Deposit ID 10628			Payment	TESTING		Seq	1
Сι	irrency Det	ails									
	Amount		15.00 USD		\$ <mark>.</mark>						
								SpeedCha	rt Mult	tiple SpeedCharts	5
Bud Dis	Iget Status tribution Lin Q ChartFields	Not Chk'd nes ; C <u>u</u>	d rrency Details	udget Journal F	Reference Information	n <u>D</u> istribu	tion Creation / Up	odate Details	•		
	Distributio Sequence	'n	GL Unit	Speed Type	Line Amount	Currency	Account	Fu	nd Org	3	Program
1		1	61010	Speed Type	-15.00	USD	2552	011	100		
2		3	61010	Speed Type	15.00	USD	1104	011	100		
То	tal										
	Lines	2	Total Debits	15.00 Cur	rrency USD	Total Credi	ts 1	5.00 Curren	cy USD Net	t 0.00	0



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SAE	of montana BHRS FS <b>FSSY</b>					All 👻 Search			» Advanced	l Search
Totals	Deposit <u>R</u> eference	Payments								
	Unit	61010		Depo	sit ID 10628		De	ete Dep	osit	
	*Accounting Date	02/14/2020				Control Currency	USD			
	*Bank Code	028 <b>Q</b>	USB-HELENA			Format Currency	USD	Q		
	*Bank Account	DEP Q				Rate Type	CRRNT			
	*Deposit Type	R <b>Q</b>	Regular			Exchange Rate		1	.00000000	
Control Tot	als					Control Data				
	Control Total Amount		50.00	*Count	2	*Received	02/14/2020			
	Entered Total Amount		50.00	Count	2	*Entered	02/14/2020			
	Difference Amount		0.00	Count	0	Posted				
	Posted Total Amount		0.00	Count	0	Assigned	CM0612		c	2
Jo	ournalled Total Amount		0.00	Count	0	User	CM0612			
Save	Return to Search	Notify Re	fresh					Add	Update/[	Display



## **SABHRS AR DEPOSIT PAGES IN ORDER**



#### **QUESTIONS?**



#### **DEPOSIT SEQUENCING – BANK CODE 028**

Required of all agencies, including interfacing

Sequenced deposit slips required

MOM 325 (ServiceNow)

MTAR\_OED\_CASH\_IDENTIFIER

MTAR\_OED\_IDENTIFIER



## MTAR\_OED\_CASH\_IDENTIFIER

- Both OED and cash deposits will be shown
- Search by OED node number (may be more than one)
- Search by four-digit business unit for cash deposits
- Wildcard % can be used to search across multiple nodes



# MTAR\_OED\_IDENTIFIER

- Only OED deposits will be shown
- Search by OED node number (may be more than one)
- Wildcard % can be used to search across multiple nodes



#### **QUERY EXAMPLE**

#### MTAR\_OED\_CASH\_IDENTIFIER - AGENCY'S UNIQUE OED&CASH #

4 Digit NODE/CASH BU(like%) 57%

> Trans Date 07/01/2020 🛐

4 DIGIT Business Unit	> TRANSACTION DATE	OED(ELECTRONIC%)/CASH(KB%DEN%)	AMOUNT	RECONCILIATION STATUS	BANK REF/DEPOSIT SLIP SEQ
5709	7/2/2020	ELECTRONIC DEPOSIT,05709000020/	782.000		5709000020
5702	7/2/2020	ELECTRONIC DEPOSIT,05702000101/	80417.070	REC	5702000101
5710	7/6/2020	ELECTRONIC DEPOSIT,05710000034/	830.440	REC	5710000034
5711	7/6/2020	ELECTRONIC DEPOSIT,05711000017/	1020.000	REC	5711000017
5701	7/6/2020	ELECTRONIC DEPOSIT,05701000022/	3864.000	REC	5701000022
5706	7/6/2020	ELECTRONIC DEPOSIT,05706000088/	45799.300	REC	5706000088
5702	7/6/2020	ELECTRONIC DEPOSIT,05702000102/	109734.850	REC	5702000102
5706	7/7/2020	KB2315 DEN8356620760,05706000685	1095.000		000685
5711	7/7/2020	ELECTRONIC DEPOSIT,05711000018/	1335.000	REC	5711000018
5703	7/7/2020	ELECTRONIC DEPOSIT,05703000009/	9050.000	REC	5703000009
5702	7/7/2020	ELECTRONIC DEPOSIT,05702000103/	12024.650	REC	5702000103
5706	7/7/2020	ELECTRONIC DEPOSIT,05706000089/	146630.390	REC	5706000089
5706	7/8/2020	KB2235 DEN8655265314,05706000362	205.000		000362
5702	7/8/2020	ELECTRONIC DEPOSIT,05702000104/	3075.850	REC	5702000104
5707	7/8/2020	ELECTRONIC DEPOSIT,05707000033/	4159.600		5707000033
5706	7/8/2020	ELECTRONIC DEPOSIT,05706000090/	6367.970		5706000090
5704	7/9/2020	ELECTRONIC DEPOSIT,05704000010/	25.000		5704000010
5702	7/9/2020	ELECTRONIC DEPOSIT,05702000105/	18177.890	REC	5702000105
5706	7/9/2020	ELECTRONIC DEPOSIT,05706000091/	22939.800	REC	5706000091
5706	7/10/2020	KB2016 DEN9254574727,05706001204	240.000		001204
5706	7/10/2020	KB2197 DEN9255201145,05706002256	440.000		002256



#### **QUESTIONS?**



#### **BUDGET CHECKING**

avori	ites 🔻 🛛 Main I	Menu 🔻	> Accounts Receivable	e ▼ > Payments ▼ > Dire	ect Journal Payments 🔻	> Create Accounti	ng Entries			
	SABH	MONTANA RS FS	FSSY				All 👻 Search		>> Advanced	Search
	Accounting E	Intries	Deposit Control							
	Unit	61010		Deposit ID 10629			Payment T	ESTING3		Seq 1
С	urrency Deta	ils								
	Amount		20.00 USD		\$			SpeedChart	Multiple Spee	edCharts
Bue Dis	dget Status tribution Lin ₮ Q	es	lete	Entry Event	Q					
	ChartFields	Cu	rrency Details	<u>J</u> ournal Re	ference Information	<u>D</u> istributio	n Creation / Update	Details III		
	Distribution Sequence		GL Unit	Speed Type	Line Amount	Currency	Account	Fund	Org	Program
1		1	61010	Speed Type	-20.00	USD	2552	01100		
2	2	3	61010	Speed Type	20.00	USD	1104	01100		
To	utal Lines	2	Total Debits	20.00 Curre	ency USD	Total Credits	20.00	Currency USD	Net	0.00

### **BUDGET CHECKING**

Accounting En	tries	Deposit Control							
Unit 61	1010	ſ	Deposit ID 10629	)		Payment	TESTING3		Seq 1
Currency Details	S								
Amount		20.00 USD					SpeedChart	Multiple Speed	Charts
৶ Iget Status <u>v</u> tribution Lines য় Q	Comple alid s	ete	Entry Event	Q					
ChartFields	Curr	ency Details <u>B</u> u	dget <u>J</u> ournal	Reference Informatio	on <u>D</u> istribution C	Creation / Upda	te Details II▶		
Distribution Sequence		GL Unit	Line Amount	Currency	Account	Fund	Org	Program	Sub-Class
1	1	61010	-20.00	USD	2552	01100			
2	3	61010	20.00	USD	1104	01100			
intel									
Lines 2		Total Debits	20.00 Cu	rrency USD	Total Credits	20.0	0 Currency USD	) Net	0.00
Save	ırn to Se	arch Previous	in List Next	in List Notify	Refresh				

ſ	Accounting Entries	5	Deposit Control										
	Unit 61010	)		Deposit ID 10630				Payment T	ESTING4		Sec	q 1	
C	urrency Details												
	Amount		20.00 USD			Q			SpeedCha	rt	Multiple SpeedCh	arts	
Bı	✓ Co udget Status Error	mpl	ete	Entry Event	Q								
Di	stribution Lines												
	<b>□</b> Q												
	ChartFields	Curr	ency Details <u>B</u> u	idget <u>J</u> ournal	Reference Information	Di	istribution Cr	eation / Update	e Details	II			
	Distribution Sequence		GL Unit	Line Amount	Currency	Accourt	it	Fund	Org		Program	Sub-Class	Project
	1	1	61010	-20.00	USD	581200		01100	305				
	2	3	61010	20.00	USD	1104		01100					
Т	otal												
	Lines 2		Total Debits	20.00 Cu	rrency USD	Total	Credits	20.00	Curren	cy USD	Net	0.00	
		_											



Commitment	Control	×
Commitment Control Details		
Source Transaction Type	Miscellaneous Payment	
Budget Checking Header Status	Error in Budget Check	
Commitment Control Amount Type	Actuals, Recognize and Collect	
Commitment Control Tran ID	0033681361	
Commitment Control Tran Date	02/14/2020 Override Transaction	
Budget Check		
OK       Cancel       Refresh	Go To Activity Log	



Debosi	t Unit 61010	Deposit I	D 10630	Payment Sequen	ice 1	
*Exception		-	Override Transaction	() R		
Maximum	Rows 100	J	More Budgets Exist			
Search			Advanced Budget Criteria			
ets with Exceptio	ns					
Q						1 of 1 ▼ ▶ ▶   V
udget Override	Budget Chartfields					
		Ladaan Caasa	Exception	More Detail	Override Budget	Transfer
Details	Business Unit	Leager Group				
Details Đ	Business Unit 61010	REV/EST	Required key CF is blank	More Detail		Go To 💻



Explain	×
Message: One of the required Chartfields is blank: Budget Definition REV/EST, SetID 610 RuleSet DEFAULT.	10,
Description: Budget Checking requires the Key Chartfield values when the value required fla enabled in the budget definition. Please correct the transactions.	ıg is
Return	



	Misc. Payment Exceptio	ons Line Exce	ptions				
	Deposit U	nit 61010	Deposit ID	10630 🗏	Payment Sequence	1	
	*Exception Ty	ype Error	¥	Override Transaction	<b>1</b>	μ.C.	
	Maximum Ro	ows 100		More Budgets Exist			
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Buc	lgets with Exceptions						
≣	Q					I≪ <b>1-1</b> ¢	of 1 ▼ ▶ ▶
	Budget Override	Budget <u>C</u> hartfields	IÞ				
	Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
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	Save Return to Sea	arch Notify					



	Receivables Miscellaneous Payment Line Drill Down							
Transaction Line Identifiers								
	Deposit Unit 61010	Deposit ID	) 10630 <sup>月</sup>					
	Payment Sequence 1	Line	e 1					
	Transaction Line Details							
	Account	Fund Code	Organization					
	581200	01100	305					
	Line StatusErrorBudget Date02/14/2020Line Amount-20.00USD							



N	/lisc. Payment Exce	ptions	ptions				
Deposit Unit 61010			Deposit IE	10630周	Payment Sequence	1	
	*Exceptio	on Type Error	T	Override Transaction	<b>i</b>	 7	
	Maximun	n Rows 100		More Budgets Exist			
	Search			Advanced Budget Criteria			
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5	Q					I	of 1 🔹 🕨 🔛
Budget Override Budget Chartfields							
	Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1	Ð	61010	REV/EST	Required key CF is blank	More Detail		Go To 🗐
Sa	ave Return to	Search Notify	Please sele Go to Budg Go to Budg Cancel	ect one of the following lin let E <u>xceptions</u> let <u>I</u> nquiry	nks:		



#### Commitment Control Budget Exceptions

				5	551/1507			
	Budget Type REV/EST Dept of Administration F			REV/EST				
	Business Unit 61010 Department of Adminis			stration				
	Budget I	Period 2020						
•								
≣; Q							I-4 of 4 🔻 🕨	
ChartField ChartField Value			Value	Description				
Account 581200				State Grants / Contracts				
Fund Code 01100				General Fund				
Organization ALL				All Organizations Rollup				
Program Coo	de							
*	Exception Type	Error		Maximum Day	100			
	Exception Type	LIN	-	maximum Kow	More Transaction	s Exist		
Advanced Tra	ancaction Critoria			Budget Detail				
				Dudget Detail			Search	
Transaction	s with Budget I	Exceptions						
₽Ş Q							€ € 1-1 6	of 1 🔹 🕨 👂 View All
Transacti	ion Data B	udget Override	₽					
Drill Down	Date	Transaction T	уре	Exception	Amount	Currency	ID Name	ID Value
Ð	02/14/2020	AR_MISCPAY		Required key CF is blank	-20.00	USD	Deposit ID:	10630



#### **QUESTIONS?**



### **FOREIGN DEPOSITS**

If item is in U.S. Funds, it can be combined with other deposits

If in foreign funds, separate deposit slip and SABHRS entry

• Deposit slip must indicate the foreign currency type (e.g. "Canadian")

Deposit submitted to SAB similarly to normal deposits

No SABHRS entry until notification from SAB

US Bank will not accept foreign coins, but will accept bills

### **DEPOSIT CORRECTIONS**





## **DISHONORED CHECKS**



### **INCOMING FUNDS**



### **INCOMING FUNDS - QUERIES**





#### WIRE TRANSFERS

SABHRS Accounts Payable Module must be used whenever possible

Outgoing wire transfers do not generate 1099-MISC information If wire transfer payment is reportable, agency's responsibility

Agency must have valid W-9 on file

Prior approval required



### WIRE TRANSFERS



DEPARTMENT OF ADMINISTRATION | STATEWIDE ACCOUNTING BUREAU

#### **QUESTIONS?**



## **CONTACT INFORMATION**

#### <u>ServiceNow</u>

#### Phone: 444-3092

