ACCOUNTS RECEIVABLE

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AGENDA

- Services provided by DOS
- Agency deposit cycle
- Entering a deposit in SABHRS
- Creating accounting entries
- Approving a deposit
- Modifying accounting entries
- Deleting a deposit
- Deposit Sequencing
- Budget checking
- Foreign deposits
- Dishonored checks
- Incoming funds
- Wire transfers

AR SERVICES PROVIDED BY DOS

Bank reconciliations	Incoming wires/ACH transactions	Outgoing wire transfers	ACH Returns	Manual ACH returns
Cash concentration	Foreign check deposits	Returned check processing	Deposit corrections	Agency deposits

AGENCY DEPOSIT CYCLE – CASH/CHECKS TO BANK

Agency receives payment

↓

Deposit slip is prepared (sequenced if for bank code 028)

↓

SABHRS AR deposit is completed the same day as the bank deposit – one-for-one
Deposit Slip Sequence is entered in SABHRS for bank code 028

↓

Deposit is submitted to bank (outside or main)

↓

Outside banks – AR deposit ticket and deposit slip copies submitted to DOS

↓

DOS staff reconcile bank statements to SABHRS

Daily for main account	Monthly for outside banks	Sequence on MICR line of deposit slips is used

↓

Outstanding items or discrepancies are communicated with agencies

AGENCY DEPOSIT CYCLE – OED CHECK DEPOSITS

Agency receives check payment(s) → Agency logs into Single Point and scans checks using OED machine

Single Point generates a sequenced deposit identifier → Completed deposits are posted to main bank account

SABHRS AR deposit is completed the same day using bank code 028 and deposit identifier is entered in the bank reference field → Deposits are reconciled by matching deposit identifier in Single Point and SABHRS

AGENCY DEPOSIT CYCLE – CASH TO DOS

Agency receives cash payment(s)

→

Sequenced deposit slip is prepared

→

SABHRS AR deposit is completed the same day as the deposit using bank code 028

Deposit slip sequence is entered in SABHRS

→

Deposit information is submitted in ServiceNow prior to transmitting deposit to DOS

Deposit is transmitted to DOS and put in deposit drop box

→

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

ENTERING A DEPOSIT – TOTALS PAGE

ENTERING A DEPOSIT – DEPOSIT REFERENCE PAGE

ENTERING A DEPOSIT – PAYMENTS PAGE

ENTERING A DEPOSIT – PAYMENTS PAGE

ENTERING A DEPOSIT - ATTACHMENTS

CREATE ACCOUNTING ENTRIES

CREATE ACCOUNTING ENTRIES – ACCOUNT CODING

CREATE ACCOUNTING ENTRIES – ACCOUNT CODING

CREATE ACCOUNTING ENTRIES - SPEEDCHARTS

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

CREATE ACCOUNTING ENTRIES - SPEEDCHARTS

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QUESTIONS?

APPROVING A DEPOSIT

APPROVING A DEPOSIT

MODIFY ACCOUNTING ENTRIES

MODIFY ACCOUNTING ENTRIES

Directly Journalled Payments	Deposit Control	Deposit Reference

Unit 61010   Deposit ID 10628   Payment TESTING2   Seq 2

Currency Details

Amount	35.00	Currency	USD
Base	35.00	Currency	USD

☑ Complete   **Budget Status**

Distribution Lines ⑦

ChartFields	Currency Details	Budget	Journal 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 Debits	35.00	Currency	USD	Total Credits	35.00	Currency	USD	Net	0.00

DELETING A DEPOSIT – NO JOURNAL LINES EXIST

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DELETING A DEPOSIT – JOURNAL LINES EXIST

DELETING A DEPOSIT – APPROVED

DELETING A DEPOSIT – APPROVED

Directly Journalled Payments	Deposit Control	Deposit Reference

Unit 61010   Deposit ID 10628   Payment TESTING   Seq 1

Currency Details

Amount	15.00	Currency	USD
Base	15.00	Currency	USD

☐ Complete   Budget Status   Not Chk'd

Distribution Lines ⍰

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

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 Debits	30.00	Currency	USD	Total Credits	30.00	Currency	USD	Net	0.00

Save	Return to Search	Previous in List	Next in List	Notify

DELETING A DEPOSIT – APPROVED

DELETING A DEPOSIT – APPROVED

SABHRS AR DEPOSIT PAGES IN ORDER

Entering Deposit

Regular Deposit

Modify Accounting Entries

Create Accounting Entries

Deleting Deposit

Modify Accounting Entries

Regular Deposit

Create Accounting Entries
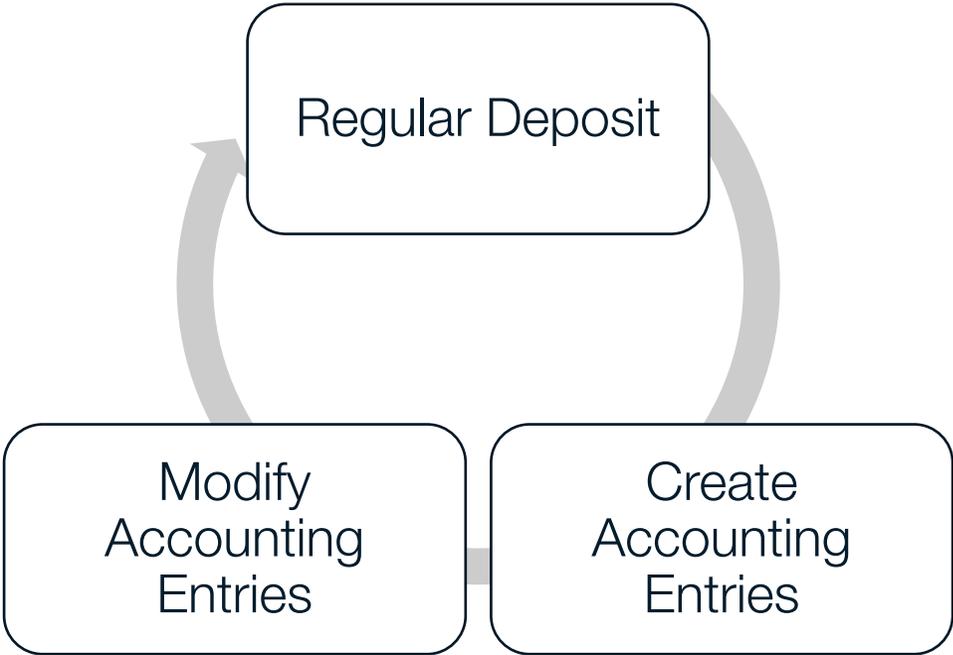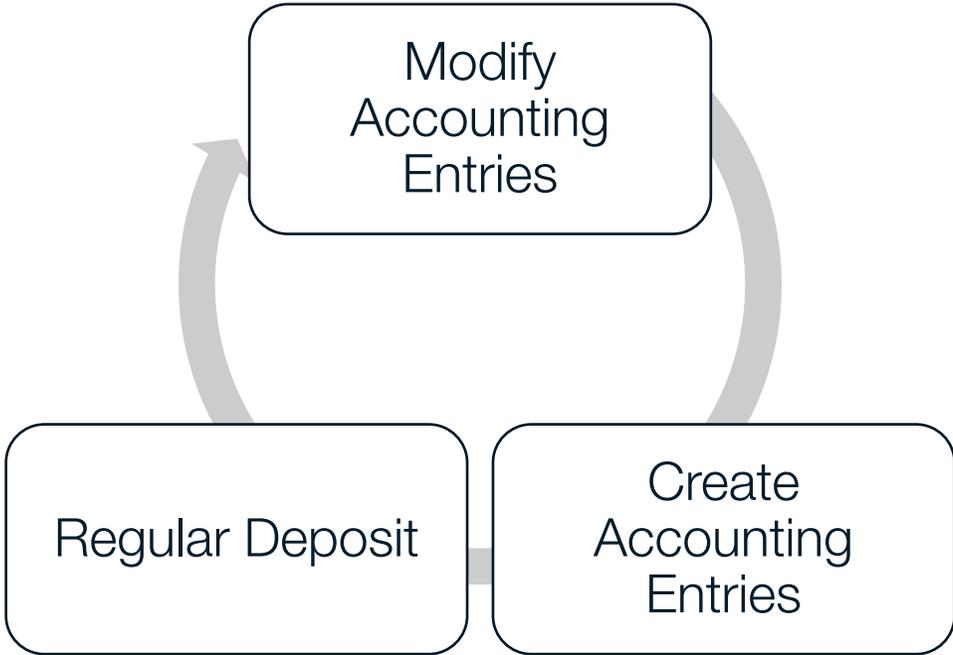
QUESTIONS?

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_IDENTIFER - 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

BUDGET CHECKING

BUDGET ERRORS

BUDGET ERRORS

BUDGET ERRORS

BUDGET ERRORS

Explain ✕

Message:
One of the required Chartfields is blank: Budget Definition REV/EST, SetID 61010, RuleSet DEFAULT.

Description:
Budget Checking requires the Key Chartfield values when the value required flag is enabled in the budget definition. Please correct the transactions.

Return

BUDGET ERRORS

BUDGET ERRORS

Receivables Miscellaneous Payment Line Drill Down   ✕

Transaction Line Identifiers

Deposit Unit 61010   Deposit ID 10630

Payment Sequence 1   Line 1

Transaction Line Details

Account	Fund Code	Organization	
581200	01100	305	

Line Status Error

Budget Date 02/14/2020

Line Amount -20.00   USD

[OK]

BUDGET ERRORS

BUDGET ERRORS

Commitment Control Budget Exceptions

Budget Type	REV/EST Dept of Administration REV/EST
Business Unit	61010 Department of Administration
Budget Period	2020

1-4 of 4

ChartField	ChartField Value	Description	
Account	581200	State Grants / Contracts	
Fund Code	01100	General Fund	
Organization	ALL	All Organizations Rollup	
Program Code			

*Exception Type   Error   Maximum Rows   100

☐ More Transactions Exist

Advanced Transaction Criteria   Budget Detail   ⓘ   **Search**

Transactions with Budget Exceptions

1-1 of 1 | View All

Transaction Data | Budget Override | ▮▶

Drill Down	Date	Transaction Type	Exception	Amount	Currency	ID Name	ID Value	
🔍	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

SABHRS AR deposit must match the deposit information submitted to the bank

Even if an error is noticed after submitting

SAB receives notification from US Bank or outside bank detailing discrepancy

SAB creates any entries necessary for the correction

Account 2559 for bank code 028

Account 2554 for outside banks

SAB sends the agency the documentation for the correction

Agency makes necessary entries to clean up the clearing account

DISHONORED CHECKS

Most banks will try to run the item twice before returning

↓

SAB receives dishonored item, creates SABHRS AR deposit to appropriate bank code

Account 2553

↓

SAB notifies agency of dishonored item

| SABHRS AR deposit information | Negotiable item, if applicable |

↓

Agency is responsible for cleaning up the clearing account

INCOMING FUNDS

SAB runs daily reports of incoming funds

SAB identifies the receiving agencies

Transactions are processed differently based on agency

Agency – SAB creates SABHRS AR deposit, agency completes and approves accounting entries	Query – Agencies create, complete, and approve SABHRS AR deposit	Clearing Account– SAB creates SABHRS AR deposit using a clearing account, agency uses GL journal to move funds from clearing account

INCOMING FUNDS - QUERIES

MTAR_INTERFACE_TREAS_WIRE: Interface wire funds

MTTR_AGENCY_WIRES: Regular ACH or Fed Wire funds

MTTR_CLEARING_ACCT_TRANS: Credit card funds

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

Agency completes appropriate form in ServiceNow
- Domestic
- International
- Book transfer

Wires over $5 million require prior approval from SAB
- Do not create SABHRS AR Deposit until approval has been granted

SABHRS AR Deposit completed by agency the same day as the wire

Funds usually transmitted to receiving entity on the same business day

SAB completes wire on date specified by agency

QUESTIONS?

CONTACT INFORMATION

ServiceNow

Phone: 444-3092

DEPARTMENT OF ADMINISTRATION | STATEWIDE ACCOUNTING BUREAU