



ACCOUNTS RECEIVABLE

KYNDRA COZZIE

APRIL 2021

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

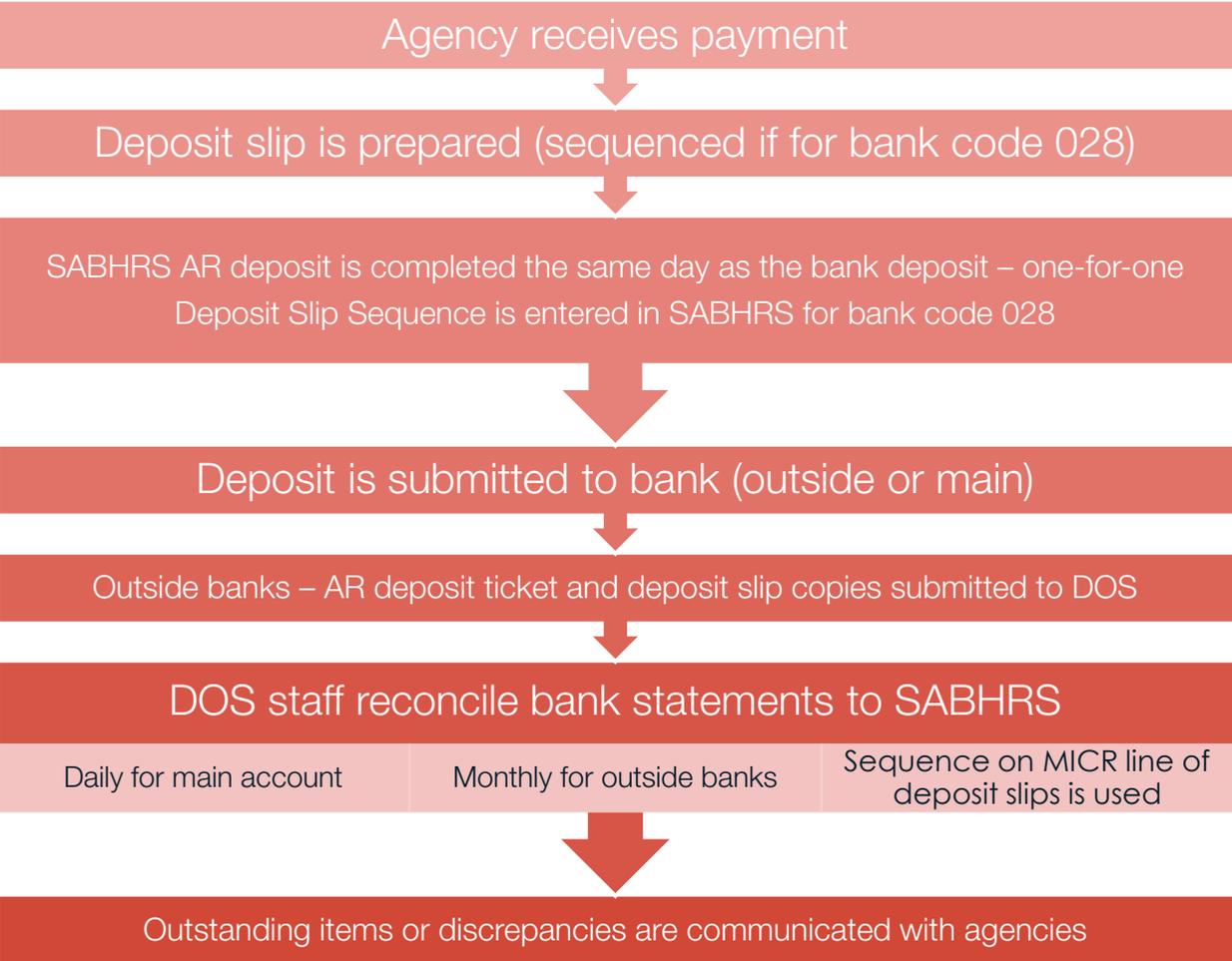
Returned check processing

Deposit corrections

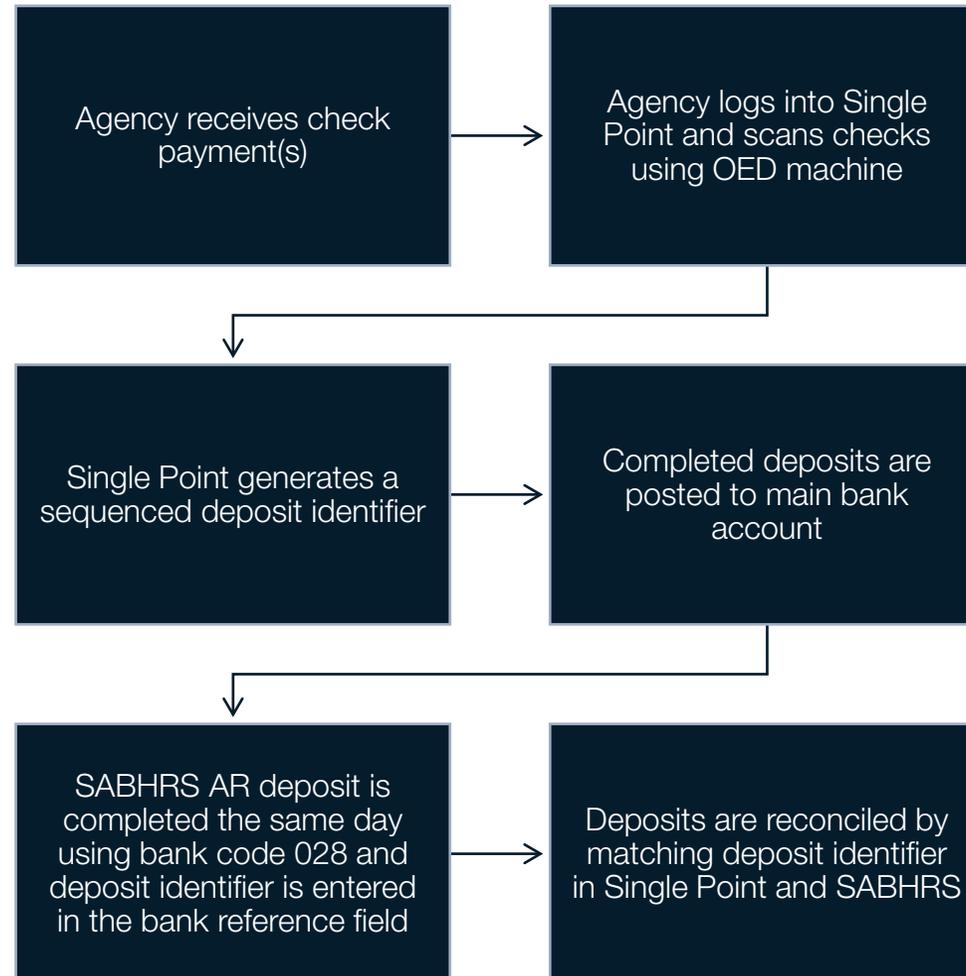
Agency deposits



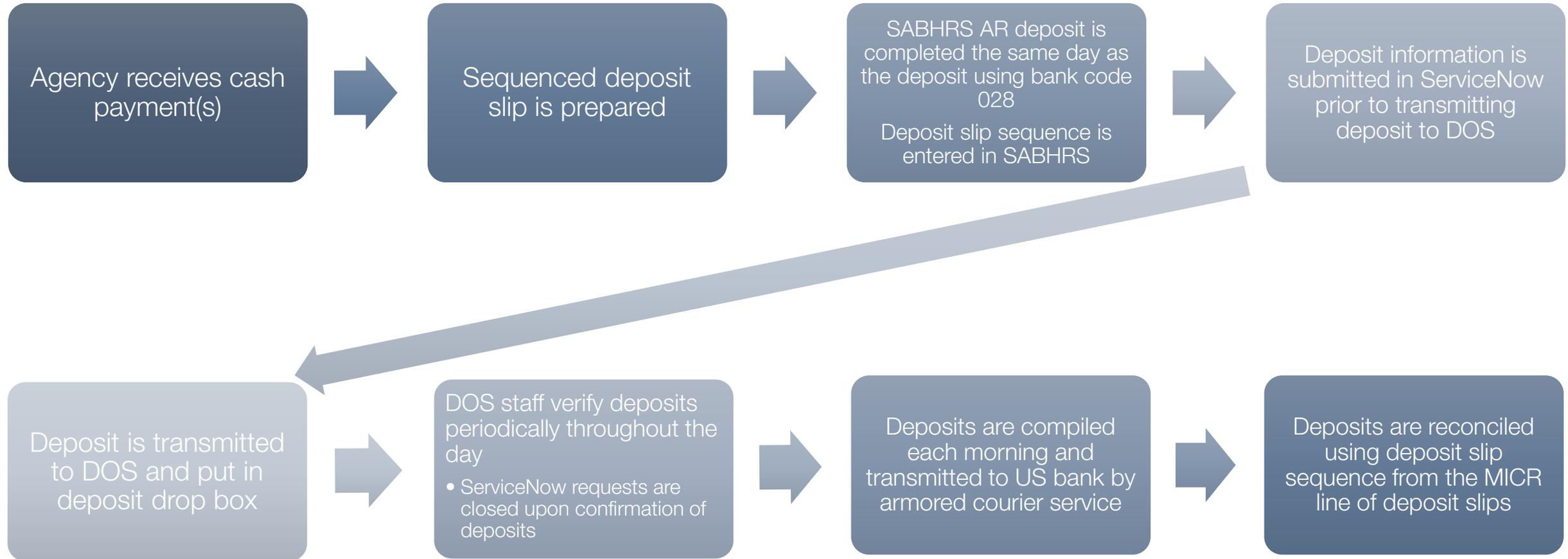
AGENCY DEPOSIT CYCLE – CASH/CHECKS TO BANK



AGENCY DEPOSIT CYCLE – OED CHECK DEPOSITS



AGENCY DEPOSIT CYCLE – CASH TO DOS



DEPOSIT CYCLE QUESTIONS?



ENTERING A DEPOSIT

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

STATE OF MONTANA
SABHRS FS

Regular Deposit

Deposit Unit

Deposit ID



ENTERING A DEPOSIT – TOTALS PAGE

Totals
Deposit Reference
Payments

Unit 33010
Deposit ID NEXT
Delete Deposit

*Accounting Date

*Bank Code USB-HELENA

*Bank Account

*Deposit Type Regular

Control Currency

Format Currency

Rate Type

Exchange Rate

Control Totals

Control Total Amount	<input type="text" value="20.00"/>	*Count	<input type="text" value="1"/>
Entered Total Amount	0.00	Count	1
Difference Amount	0.00	Count	-1
Posted Total Amount	0.00	Count	0
Journalled Total Amount	0.00	Count	0

Control Data

*Received

*Entered

Posted

Assigned

User CM0612

ENTERING A DEPOSIT – DEPOSIT REFERENCE PAGE

Totals **Deposit Reference** Payments

Unit: 33010 Deposit ID: NEXT

Bank Reference: **Deposit Slip Sequence Number:**

Description: Treasury Comment:

ENTERING A DEPOSIT – PAYMENTS PAGE

Totals

Deposit Reference

Payments

Unit 33010
Deposit ID NEXT
Date 02/14/2020
Balance Not Balanced

Payment Information 1 of 2 | View All

Payment Seq

Amount

Rate Type

Payment Predictor

Payment Method

*Payment ID

Currency

Exchange Rate

Journal Directly

*Accounting Date

Range of References

Customer Information 1 of 1 | View All

Customer ID

Remit From Name

Corporate SubCust1

MICR ID

Business Unit

Remit SetID

Corporate SetID

SubCust2

Link MICR

Detail References

Reference Information 1-1 of 1 | View All

	Qual Code	Reference	To Reference		
1					



ENTERING A DEPOSIT – PAYMENTS PAGE

Totals
Deposit Reference
Payments

Unit 33010
Deposit ID 110292
Date 02/14/2020
Balance Balanced

Payment Information 2 of 2 | [View All](#)

Payment Seq 2

Amount 10.00

Rate Type CRRNT

Payment Predictor

Payment Method Check

Payment ID TESTING2

Currency USD

Exchange Rate 1.00000000

Journal Directly

*Accounting Date 02/14/2020

Range of References

[Apply Payment](#)

View Audit Logs

Customer Information 1 of 1 | [View All](#)

Customer ID

Remit From Name

Corporate SubCust1

MICR ID

Business Unit

Remit SetID

Corporate SetID

SubCust2

Link MICR

Detail References

Reference Information 1-1 of 1 | [View All](#)

	Qual Code	Reference	To Reference
1			



ENTERING A DEPOSIT - ATTACHMENTS

Totals | Deposit Reference | **Payments**

Unit 33010 Deposit ID NEXT Date 09/15/2020 Balance Not Balanced

Payment Information 1 of 1 | View All

Payment Seq: 1 *Payment ID: TESTING *Accounting Date: 09/15/2020
 Amount: 10.00 Currency: USD
 Rate Type: CRRNT Exchange Rate: 1.00000000
 Payment Predictor Journal Directly Range of References
 Payment Method: Check Attachments (0)

Customer Information 1 of 1 | View All

Customer ID: [] Business Unit: []
 Remit From: [] Remit SetID: []
 Name: []
 Corporate: [] Corporate SetID: []
 SubCust1: [] SubCust2: []
 MICR ID: [] Link MICR: []

[Detail References](#)

Reference Information 1-1 of 1 | View All

	Qual Code	Reference	To Reference
1			

Totals | Deposit Reference | Payments



CREATE ACCOUNTING ENTRIES

[Favorites](#) > [Main Menu](#) > [Accounts Receivable](#) > [Payments](#) > [Direct Journal Payments](#) > [Create Accounting Entries](#)

STATE OF MONTANA
SABHRS FS

All Search

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 = 33010

Deposit ID begins with 110292

Payment Sequence =

Payment ID begins with

User ID begins with

Assigned Operator ID begins with

Case Sensitive

Limit the number of results to (up to 300): 300

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

Search Results

View All 1-2 of 2

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

Accounting Entries

Deposit Control

Unit 33010
Deposit ID 110292
Payment TESTING
Seq 1

Currency Details

Amount
10.00 USD

⚡
🌐

SpeedChart

Multiple SpeedCharts

Complete
 Entry Event

Distribution Lines

ChartFields

Currency Details

Journal Reference Information

Distribution Creation / Update Details

||>

Distribution Sequence	*GL Unit	Speed Type	Line Amount	Currency	*Account	Fund	Org	Program	Sub-Class	Project
1	1 33010 <input style="width: 20px;" type="text"/>	<div style="border: 1px solid #ccc; padding: 2px 5px; background-color: #f0f0f0;">Speed Type</div>	<input style="width: 40px;" type="text" value="-10.00"/>	USD	<div style="background-color: yellow; border: 1px solid #ccc; padding: 2px 5px;">503301 <input style="width: 20px;" type="text"/></div>	<div style="background-color: yellow; border: 1px solid #ccc; padding: 2px 5px;">07301 <input style="width: 20px;" type="text"/></div>	<input style="width: 40px;" type="text"/>			



CREATE ACCOUNTING ENTRIES – ACCOUNT CODING

Accounting Entries

Deposit Control

Unit 33010

Deposit ID 110292

Payment TESTING

Seq 1

Currency Details

Amount

10.00 USD

SpeedChart

Multiple SpeedCharts

Complete

Entry Event

Distribution Lines

ChartFields

Currency Details

Journal Reference Information

Distribution Creation / Update Details

▶▶

Distribution Sequence	GL Unit	Speed Type	Line Amount	Currency	Account	Fund	Org	Program	Sub-Class
1	1 33010	Speed Type	-10.00	USD	503301	07301			
2	3 33010	Speed Type	10.00	USD	1104	07301			

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

Accounting Entries

Deposit Control

Unit 33010
Deposit ID 110292
Payment TESTING
Seq 1

Currency Details

Amount
10.00 USD

SpeedChart

Multiple SpeedCharts

Complete
 Entry Event

Distribution Lines

ChartFields

Currency Details

Journal Reference Information

Distribution Creation / Update Details

||>

Distribution Sequence	*GL Unit	Speed Type	Line Amount	Currency	*Account	Fund	Org	Program	S
1	1 33010 <input style="width: 20px;" type="text"/>	<input style="width: 40px;" type="button" value="Speed Type"/>	-10.00	USD	503301 <input style="width: 20px;" type="text"/>	07301 <input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>



CREATE ACCOUNTING ENTRIES - SPEEDCHARTS

SpeedChart Key Multiple SpeedCharts

Look Up SpeedChart Key [X]

SetID 33010

SpeedChart Key begins with

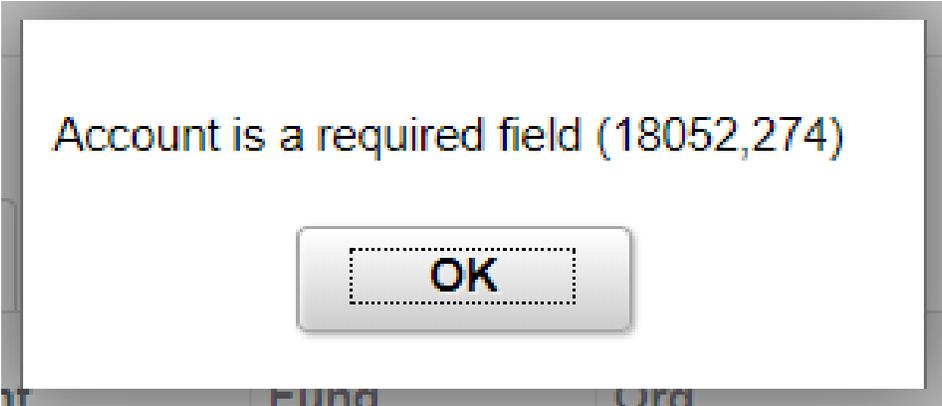
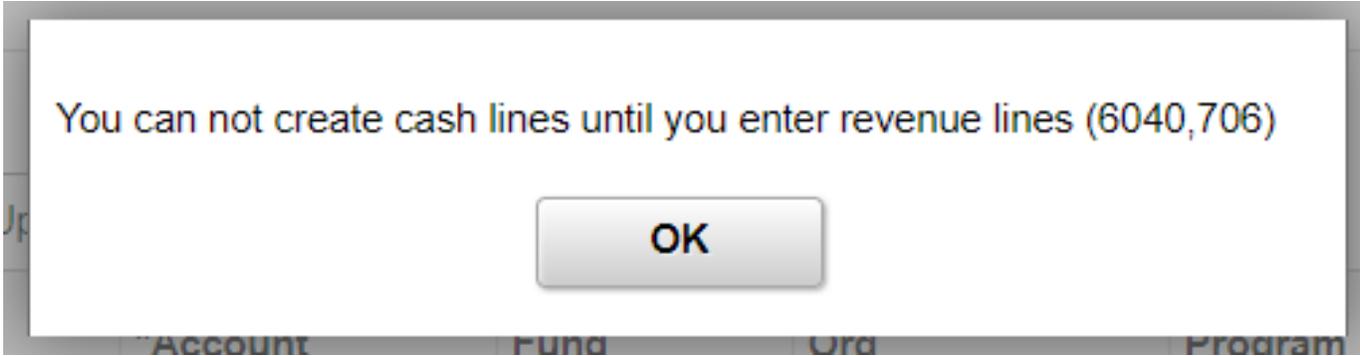
Search **Clear** **Cancel** [Basic Lookup](#)

Search Results

View 100 | 1-1 of 1

SpeedChart Key	Description
SPEED	Speed

CREATE ACCOUNTING ENTRIES - SPEEDCHARTS



CREATE ACCOUNTING ENTRIES - SPEEDCHARTS

Deposit Unit 66020 Deposit ID 61618 Payment ID TEST 1 Payment Sequence 1

[Go to Accounting Entries](#) **Explode!!** Balance: 0.00

? 🔍 | ⏪ ⏩ 1-3 of 3 ▾ ▶▶ | View All

SpeedChart Key:	Description:	Amount:	Currency	Account:		
<input type="text" value="#131"/> 🔍	Part Pay PATH CABS GF	<input type="text" value="-100.000"/>		<input type="text" value=""/> 🔍	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text" value="#132"/> 🔍	Part Pay PATH CET GF	<input type="text" value="-25.000"/>		<input type="text" value=""/> 🔍	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text" value="#133"/> 🔍	Part Pay PATH DIFE GF	<input type="text" value="-25.000"/>		<input type="text" value=""/> 🔍	<input type="button" value="+"/>	<input type="button" value="-"/>

CREATE ACCOUNTING ENTRIES - SPEEDCHARTS

Accounting Entries

Deposit Control

Unit 66020
Deposit ID 61618
Payment TEST 1
Seq 1

Currency Details

Amount
150.00 USD

⚡
🌐

SpeedChart

Multiple SpeedCharts

Complete

Entry Event

Budget Status

Distribution Lines

☰
🔍

ChartFields

Currency Details

Budget

Journal Reference Information

Distribution Creation / Update Details

⏪

Distribution Sequence	*GL Unit	Speed Type	Line Amount	Currency	*Account	Fund	Org	Program	Sub-Class	Project
1	1 66020 <input style="width: 20px;" type="text"/>	<div style="border: 1px solid #ccc; padding: 2px 5px; background-color: #f2f2f2;">Speed Type</div>	-100.00	USD	<input style="width: 20px;" type="text"/>	02242 <input style="width: 20px;" type="text"/>	120113 <input style="width: 20px;" type="text"/>	2020 <input style="width: 20px;" type="text"/>	790QA <input style="width: 20px;" type="text"/>	PATH_CABS_S19# <input style="width: 20px;" type="text"/>
2	2 66020 <input style="width: 20px;" type="text"/>	<div style="border: 1px solid #ccc; padding: 2px 5px; background-color: #f2f2f2;">Speed Type</div>	-25.00	USD	<input style="width: 20px;" type="text"/>	02242 <input style="width: 20px;" type="text"/>	120113 <input style="width: 20px;" type="text"/>	2020 <input style="width: 20px;" type="text"/>	790QA <input style="width: 20px;" type="text"/>	PATH_CET_S19# <input style="width: 20px;" type="text"/>
3	3 66020 <input style="width: 20px;" type="text"/>	<div style="border: 1px solid #ccc; padding: 2px 5px; background-color: #f2f2f2;">Speed Type</div>	-25.00	USD	<input style="width: 20px;" type="text"/>	02242 <input style="width: 20px;" type="text"/>	120113 <input style="width: 20px;" type="text"/>	2020 <input style="width: 20px;" type="text"/>	790QA <input style="width: 20px;" type="text"/>	PATH_DIFE_S19# <input style="width: 20px;" type="text"/>



QUESTIONS?



APPROVING A DEPOSIT

Favorites ▾ Main Menu ▾ > Accounts Receivable ▾ > Payments ▾ > Direct Journal Payments ▾ > Create Accounting Entries

STATE OF MONTANA
SABHRS FS FSSY

All ▾ Search

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 = ▾ 61010 🔍

Deposit ID begins with ▾ 10628 🔍

Payment Sequence = ▾ 2

Payment ID begins with ▾

User ID begins with ▾

Assigned Operator ID begins with ▾

Case Sensitive

Limit the number of results to (up to 300): 300

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

Search Results

View All 1-2 of 2

Deposit Unit	Deposit ID	Payment Sequence	Payment ID	User ID	Assigned Operator ID	Non Customer Dist 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 Entries

Deposit Control

Unit 61010 Deposit ID 10628 Payment TESTING

Currency Details

Amount	15.00 USD	\$	📄	
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SpeedChart
Multiple S

Complete Entry Event

Budget Status

Distribution Lines

ChartFields

Currency Details

Budget

Journal Reference Information

Distribution Creation / Update Details

||>

Distribution Sequence	GL Unit	Speed Type	Line Amount	Currency	Account	Fund	Org
1	1 61010	Speed Type	-15.00	USD	2552	01100	
2	3 61010	Speed Type	15.00	USD	1104	01100	

Total

Lines	2	Total Debits	15.00	Currency	USD	Total Credits	15.00	Currency	USD	Net
-------	---	--------------	-------	----------	-----	---------------	-------	----------	-----	-----

Save
Return to Search
Previous in List
Next in List
Notify
Refresh

Accounting Entries | [Deposit Control](#)

MODIFY ACCOUNTING ENTRIES

Favorites ▾ Main Menu ▾ > Accounts Receivable ▾ > Payments ▾ > Direct Journal Payments ▾ > Modify Accounting Entries

STATE OF MONTANA
SABHRS FS FSSY

All ▾ Search

Modify 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 = ▾ 🔍

Deposit ID begins with ▾ 🔍

Payment Sequence = ▾

Budget Status = ▾

Payment ID begins with ▾

User ID begins with ▾

Assigned Operator ID begins with ▾

Case Sensitive

Limit the number of results to (up to 300):

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



DELETING A DEPOSIT – NO JOURNAL LINES EXIST

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

STATE OF MONTANA
SABHRS FS FSSY

All Search

Regular Deposit

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

Search Criteria

Deposit Unit =

Deposit ID begins with

User ID begins with

Assigned Operator ID begins with

Case Sensitive

Limit the number of results to (up to 300):

[Basic Search](#)

Search Results

View All 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 Reference | Payments

Unit 61010 Deposit ID 10629 **Delete Deposit**

*Accounting Date: 02/14/2020 
*Bank Code: 028  USB-HELENA
*Bank Account: DEP 
*Deposit Type: R  Regular

Control Currency: USD 
Format Currency: USD 
Rate Type: CRRNT
Exchange Rate: 1.00000000 

Control Totals

Control Total Amount	20.00	*Count	1
Entered Total Amount	20.00	Count	1
Difference Amount	0.00	Count	0
Posted Total Amount	0.00	Count	0
Journalled Total Amount	0.00	Count	0

Control Data

*Received: 02/14/2020 
*Entered: 02/14/2020 
Posted:
Assigned: CM0612 
User: CM0612

Save | **Return to Search** | **Notify** | **Refresh** **Add** | **Update/Display**



DELETING A DEPOSIT – JOURNAL LINES EXIST

Navigation: Favorites > Main Menu > Accounts Receivable > Payments > Direct Journal Payments > Create Accounting Entries

STATE OF MONTANA
SABHRS FS FSSY

All Search

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 =

Deposit ID begins with

Payment Sequence =

Payment ID begins with

User ID begins with

Assigned Operator ID begins with

Case Sensitive

Limit the number of results to (up to 300):

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

Search Results

View All 1-1 of 1

Deposit Unit	Deposit ID	Payment Sequence	Payment ID	User ID	Assigned Operator ID	Non Customer Dist Balanced	Entered Date
61010	10629	1	TESTING3	CM0612	CM0612	No Dist	02/14/2020



DELETING A DEPOSIT – JOURNAL LINES EXIST

Accounting Entries
Deposit Control

Unit 61010
Deposit ID 10629
Payment TESTING3
Seq 1

Currency Details

Amount 20.00 USD

SpeedChart
Multiple SpeedCharts

Complete

Entry Event

Budget Status

Distribution Lines

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

Distribution Sequence	GL Unit	Speed Type	Line Amount	Currency	Account	Fund	Org	Program
1	1 61010	Speed Type	-20.00	USD	2552	01100		
2	3 61010	Speed Type	20.00	USD	1104	01100		

Total



DELETING A DEPOSIT – JOURNAL LINES EXIST

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

STATE OF MONTANA
SABHRS FS FSSY

All ▾ Search >> Advanced Search

Totals Deposit Reference Payments

Unit 61010 Deposit ID 10629 **Delete Deposit**

*Accounting Date 02/14/2020 
*Bank Code 028  USB-HELENA
*Bank Account DEP 
*Deposit Type R  Regular

Control Currency USD
Format Currency USD 
Rate Type CRRNT
Exchange Rate 1.00000000 

Control Totals

Control Total Amount	20.00	*Count	1
Entered Total Amount	20.00	Count	1
Difference Amount	0.00	Count	0
Posted Total Amount	0.00	Count	0
Journalled Total Amount	0.00	Count	0

Control Data

*Received 02/14/2020 
*Entered 02/14/2020 
Posted
Assigned CM0612 
User CM0612

Save **Return to Search** **Notify** **Refresh** **Add** **Update/Display**

DELETING A DEPOSIT – APPROVED

Favorites > Main Menu > Accounts Receivable > Payments > Direct Journal Payments > Modify Accounting Entries

STATE OF MONTANA
SABHRS FS FSSY

All Search >> Advanced S

Modify 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 = 61010

Deposit ID begins with 10628

Payment Sequence =

Budget Status =

Payment ID begins with

User ID begins with

Assigned Operator ID begins with

Case Sensitive

Limit the number of results to (up to 300): 300

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

Search Results

[View All](#) 1-2 of 2

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	10628	2	TESTING2	(blank)	CM0612	CM0612	Complete	02/14/2020



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

[Favorites](#) > [Main Menu](#) > [Accounts Receivable](#) > [Payments](#) > [Direct Journal Payments](#) > [Create Accounting Entries](#)


STATE OF MONTANA
SABHRS FS FSSY

[Advanced Search](#)

[Accounting Entries](#) | [Deposit Control](#)

Unit 61010 Deposit ID 10628 Payment TESTING Seq 1

Currency Details

Amount 15.00 USD 

Complete Entry Event

Budget Status Not Chk'd

Distribution Lines

[ChartFields](#) | [Currency Details](#) | [Budget](#) | [Journal Reference Information](#) | [Distribution Creation / Update Details](#) ||>

Distribution Sequence	GL Unit	Speed Type	Line Amount	Currency	Account	Fund	Org	Program
1	1 61010	<input type="button" value="Speed Type"/>	-15.00	USD	2552	01100		
2	3 61010	<input type="button" value="Speed Type"/>	15.00	USD	1104	01100		

Total

Lines	2	Total Debits	15.00	Currency	USD	Total Credits	15.00	Currency	USD	Net	0.00
-------	---	--------------	-------	----------	-----	---------------	-------	----------	-----	-----	------



DELETING A DEPOSIT – APPROVED

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

STATE OF MONTANA
SABHRS FS FSSY

All Search >> Advanced Search

Totals | Deposit Reference | Payments

Unit 61010 Deposit ID 10628 **Delete Deposit**

*Accounting Date: 02/14/2020
*Bank Code: 028 USB-HELENA
*Bank Account: DEP
*Deposit Type: R Regular

Control Currency: USD
Format Currency: USD
Rate Type: CRRNT
Exchange Rate: 1.00000000

Control Total Amount	Entered Total Amount	Difference Amount	Posted Total Amount	Journalled Total Amount	*Count	Count
50.00	50.00	0.00	0.00	0.00	2	2
					0	0
					0	0
					0	0

*Received	02/14/2020
*Entered	02/14/2020
Posted	
Assigned	CM0612
User	CM0612

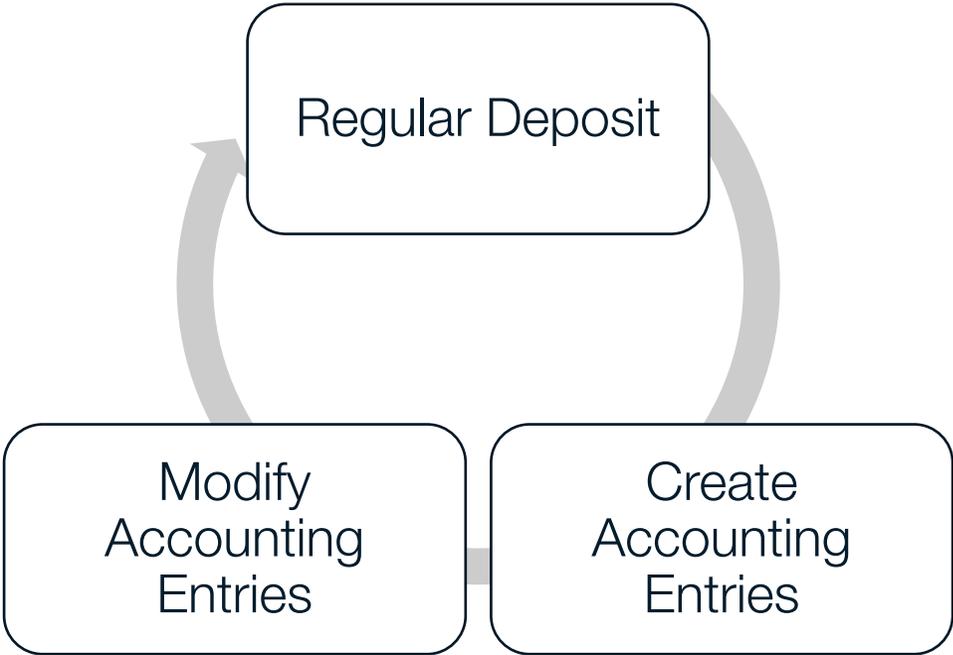
Buttons: Save | Return to Search | Notify | Refresh | Add | Update/Display

Totals | Deposit Reference | Payments

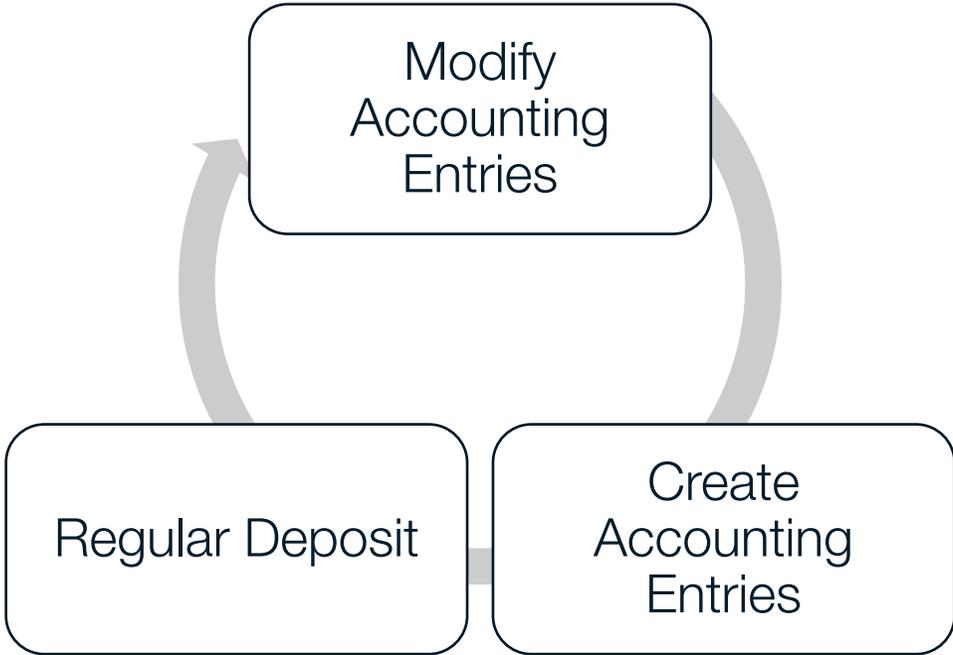


SABHRS AR DEPOSIT PAGES IN ORDER

Entering Deposit



Deleting Deposit



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%)

> Trans Date 

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

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STATE OF MONTANA
SABHRS FS FSSY

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Unit 61010 Deposit ID 10629 Payment TESTING3 Seq 1

Currency Details

Amount 20.00 USD  

[SpeedChart](#) [Multiple SpeedCharts](#)

Complete Entry Event

Budget Status

Distribution Lines



[ChartFields](#) | [Currency Details](#) | [Budget](#) | [Journal Reference Information](#) | [Distribution Creation / Update Details](#) | [||>](#)

Distribution Sequence	GL Unit	Speed Type	Line Amount	Currency	Account	Fund	Org	Program
1	1 61010	Speed Type	-20.00	USD	2552	01100		
2	3 61010	Speed Type	20.00	USD	1104	01100		

Total

Lines	2	Total Debits	20.00	Currency	USD	Total Credits	20.00	Currency	USD	Net	0.00
-------	---	--------------	-------	----------	-----	---------------	-------	----------	-----	-----	------

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BUDGET CHECKING

Accounting Entries
Deposit Control

Unit 61010
Deposit ID 10629
Payment TESTING3
Seq 1

Currency Details

Amount 20.00 USD

SpeedChart
Multiple SpeedCharts

Complete
Entry Event

Budget Status Valid

Distribution Lines

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

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			

Total

Lines	2	Total Debits	20.00	Currency	USD	Total Credits	20.00	Currency	USD	Net	0.00
-------	---	--------------	-------	----------	-----	---------------	-------	----------	-----	-----	------

Save
Return to Search
Previous in List
Next in List
Notify
Refresh



BUDGET ERRORS

Accounting Entries | Deposit Control

Unit 61010 Deposit ID 10630 Payment TESTING4 Seq 1

Currency Details

Amount 20.00 USD 

Complete Entry Event

Budget Status Error

Distribution Lines

| | | | ||>

Distribution Sequence	GL Unit	Line Amount	Currency	Account	Fund	Org	Program	Sub-Class	Project
1	1 61010	-20.00	USD	581200	01100	305			
2	3 61010	20.00	USD	1104	01100				

Total

Lines	2	Total Debits	20.00	Currency	USD	Total Credits	20.00	Currency	USD	Net	0.00
-------	---	--------------	-------	----------	-----	---------------	-------	----------	-----	-----	------



BUDGET ERRORS

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](#) ⓘ

[Go to Transaction Exceptions](#) [Go To Activity Log](#)

[OK](#) [Cancel](#) [Refresh](#)



BUDGET ERRORS

Misc. Payment Exceptions
Line Exceptions

Deposit Unit 61010
Deposit ID 10630
Payment Sequence 1

*Exception Type Error

Maximum Rows

Override Transaction

More Budgets Exist

Advanced Budget Criteria

[i](#) [🔍](#) [🔍](#)

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Budgets with Exceptions

🔍
1-1 of 1
View All

Budget Override
Budget Chartfields
||▶

	Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1	🔍	61010	REV/EST	Required key CF is blank	More Detail	<input type="checkbox"/>	Go To ... 📄

Save
Return to Search
Notify

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

Misc. Payment Exceptions
Line Exceptions

Deposit Unit 61010
Deposit ID 10630
Payment Sequence 1

*Exception Type Error

Maximum Rows 100

Override Transaction

More Budgets Exist

[Advanced Budget Criteria](#)

i 🔍 🔍

Search

Budgets with Exceptions

🔍
1-1 of 1

Budget Override
Budget Chartfields

	Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1	🔍	61010	REV/EST	Required key CF is blank	More Detail	<input type="checkbox"/>	Go To ...

Save
Return to Search
Notify

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



BUDGET ERRORS

Misc. Payment Exceptions | Line Exceptions

Deposit Unit: 61010 | Deposit ID: 10630 | Payment Sequence: 1

*Exception Type: Error | Override Transaction | More Budgets Exist

Maximum Rows: 100 | [Advanced Budget Criteria](#)

Budgets with Exceptions

Budget Override | Budget Chartfields

	Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1		61010	REV/EST	Required key CF is blank	More Detail	<input type="checkbox"/>	Go To ...

Please select one of the following links:

[Go to Budget Exceptions](#)

[Go to Budget Inquiry](#)

BUDGET ERRORS

Commitment Control Budget Exceptions

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

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

*Exception Type Maximum Rows
 More Transactions Exist

[Advanced Transaction Criteria](#)

[Budget Detail](#)

Transactions with Budget Exceptions

Drill Down	Date	Transaction Type	Exception	Amount	Currency	ID Name	ID Value
<input type="button" value="Q"/>	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”)

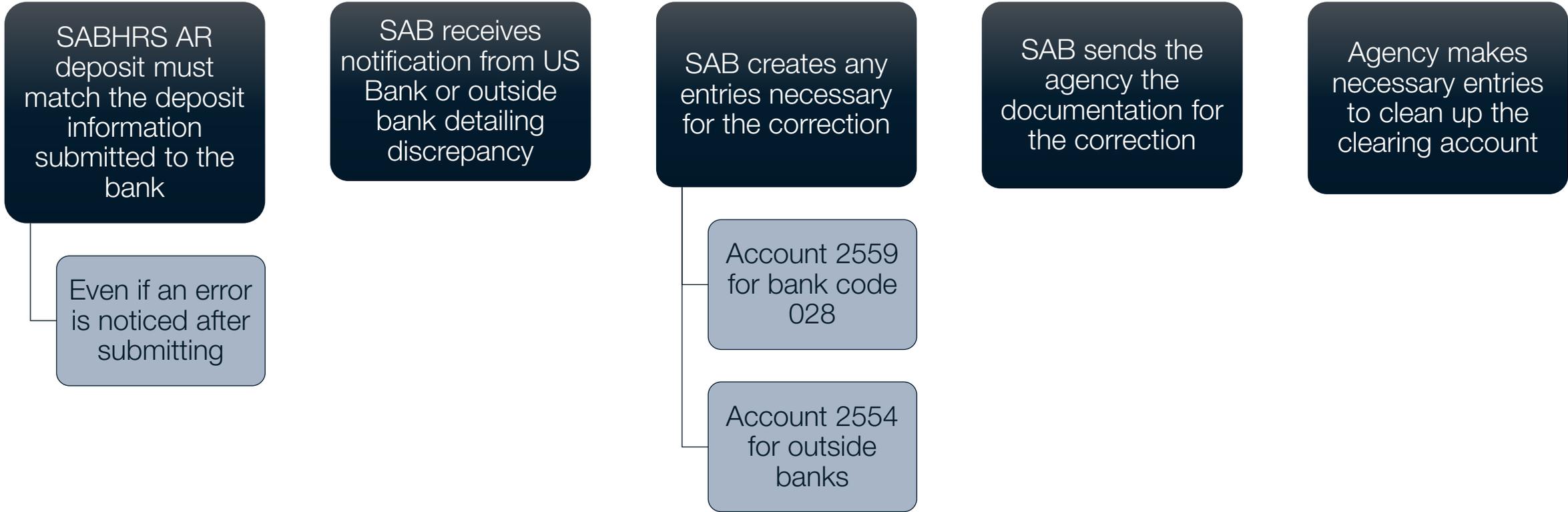
Deposit submitted to SAB similarly to normal deposits

No SABHRS entry until notification from SAB

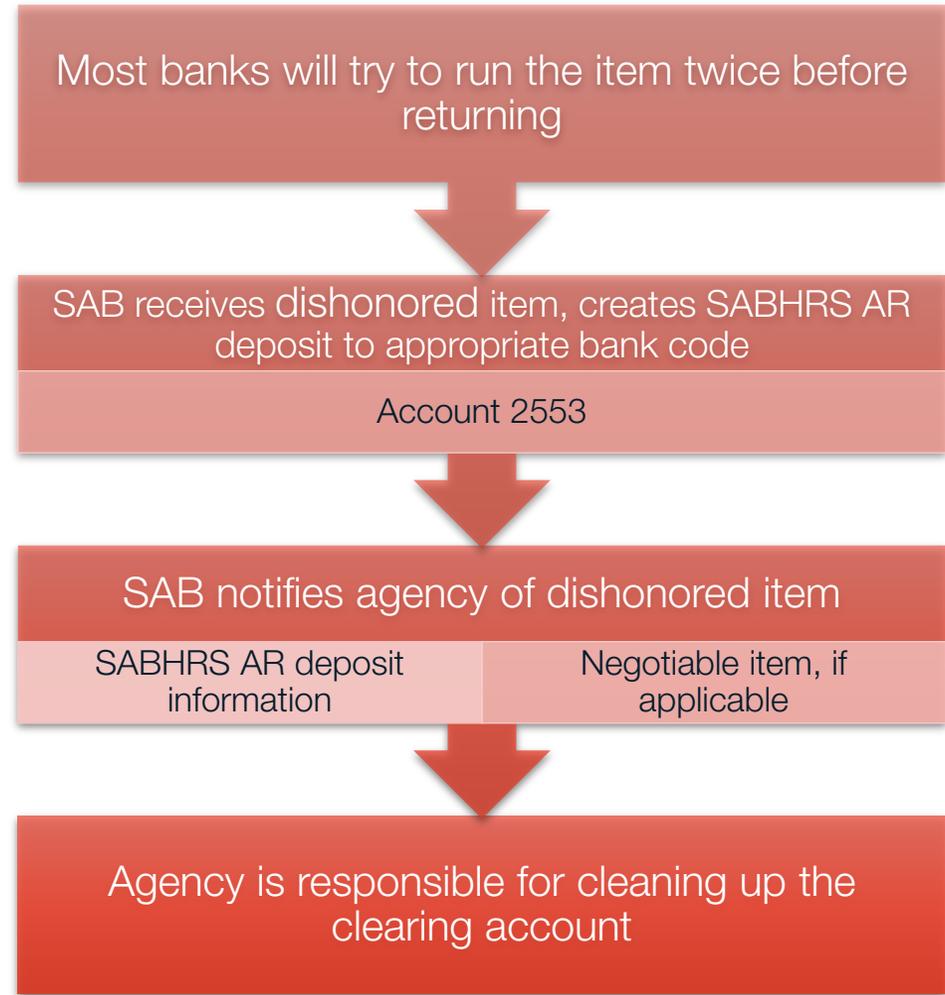
US Bank will not accept foreign coins, but will accept bills



DEPOSIT CORRECTIONS



DISHONORED CHECKS



INCOMING FUNDS

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

MTRR_AGENCY_WIRES: Regular
ACH or Fed Wire funds

MTRR_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

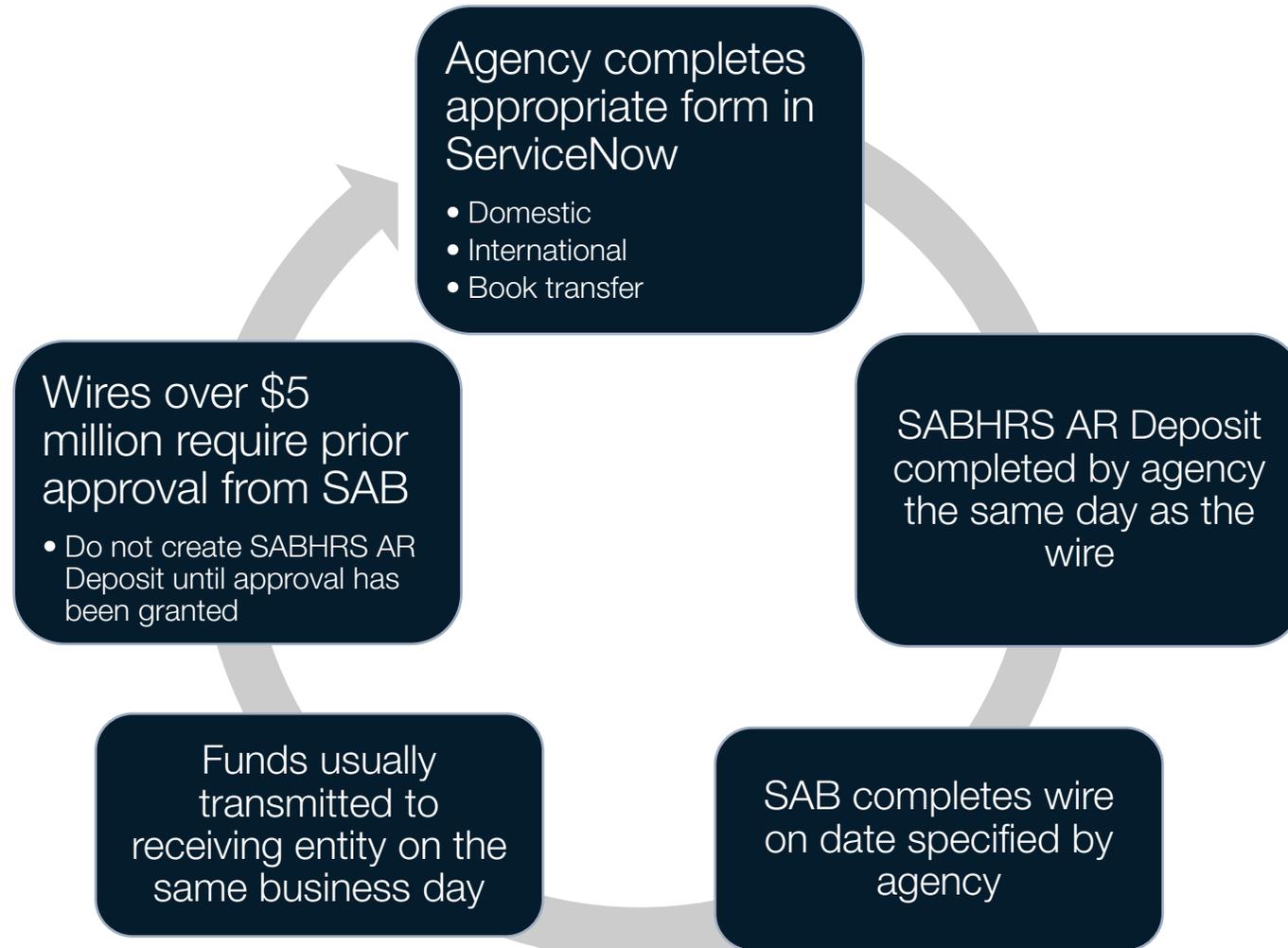
Prior approval required

If wire transfer payment is reportable, agency's responsibility

Agency must have valid W-9 on file



WIRE TRANSFERS



QUESTIONS?



CONTACT INFORMATION

[ServiceNow](#)

Phone: 444-3092

