

## **AR15 - RECORD COLLECTION – UNBILLED RECEIPT (UNCLEARED COLLECTIONS)**

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Source Document: Departments Payment Batch Header  
Check Copy

Module: Accounts Receivable (AR)

Roles: AR Payment Processor

This training describes the recommended procedures for recording collections of unbilled receipts when the purpose of the receipt cannot be determined, the cash is to be refunded to the payer, or an employee's payroll warrant is to be split between a check for the payment of a Payroll Accounts Receivable and a "balance due" check to the employee.

In this training, the AR Payment Processor will record the receipt to Uncleared Collections. Refer to the eLearning course list for AR Training on other receipt collections such as billed receipts and direct transfers.

Departments will use their existing business processes to deposit receipts to their bank prior to posting in FI\$Cal.

The **Source Documents** for recording the Uncleared Collections bank deposits are:

1. Departments Payment Batch Header
2. Copy of check

AR15 - Record Collection – Unbilled Receipt (Uncleared Collections) (cont'd)

An example of the **Departments Payment Batch Header** shown below shows a receipt in the amount of \$2,500 that will be posted to Uncleared Collections using the Journal Directly function.

**DEPARTMENT OF FINANCE  
PAYMENT BATCH HEADER**

<b>DEPOSIT ID #</b>	493
<b>BATCH TOTAL</b>	2,500.00
<b>BATCH COUNT</b>	1
<b>FM</b>	Apr-10

  

Pmt #	AMOUNT	TYPE	Inv No.	FY	ACCOUNT	REF & FUND / Comment
1	2,500.00	UNCLEARED COLLECTIONS		2015	2090100 uncleared	000000244 agency bank acct
	<b>2,500.00</b>					

Useful information such as bank deposit slip number and 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 #** 1244000254

**Bank Deposit Date** 4/15/2016

**Remittance Number** \_\_\_\_\_

**Remittance Date** \_\_\_\_\_

An example of another source document includes a copy of the incoming check.

FOR SECURITY PURPOSES, THE FACE OF THIS DOCUMENT CONTAINS A COLORED BACKGROUND AND MICROPRINTING IN THE BORDER

<b>John Smith &amp; Cindy Smith</b> 100 Somewhere Rd. San Francisco, CA (111) 111-1111, myemail@hotmail.com	<b>No. 109</b> 67-76900 <b>Date</b> 4/1/2016
<b>Pay To The</b> <b>Order Of</b> Dept. of Finance	<b>\$</b> \$2,500.00
Two thousand and five hundred dollars 00/100	
<b>My Bank</b> 123 Bank Road Nowhere, KY, 40000	<i>John Smith</i>
<b>For:</b> _____	_____
⑆ 1 23456789⑆ ⑆ 0 1 23456789 ⑆ 0 109	

The **AR Payment Processor** will create the deposit entry in the AR Module. Steps are:

- 1 - Navigate to Accounts Receivable>Payments>Online Payments>Regular Deposit
- 2 - Enter your Business Unit in the **Add a New Value** tab
- 3 - Click Add

The screenshot displays the 'Regular Deposit' page in the FI\$Cal system. At the top, a breadcrumb trail shows the navigation path: Favorites > Main Menu > Accounts Receivable > Payments > Online Payments > Regular Deposit. The FI\$Cal logo is visible below the breadcrumb. The page title is 'Regular Deposit'. There are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is active. Below the tabs, there are two input fields: 'Deposit Unit' with the value '8860' and 'Deposit ID' with the value 'NEXT'. Both fields have search icons. At the bottom, there is an 'Add' button. Three red numbers (1, 2, 3) are placed to the left of the corresponding elements: 1 next to the breadcrumb, 2 next to the input fields, and 3 next to the 'Add' button.

The **AR Payment Processor** will post the following fields on the **Totals** tab:

- 1 - Enter Accounting Date (Bank deposit date)
- 2 - Enter "STATE" for Bank Code
- 3 - Enter your agency Centralized State Treasury (CTS) Bank Account
- 4 - Enter "R" for Regular Deposit
- 5 - Enter the STO Report of Deposit number for Bank Deposit Number
- 6 - Enter "USD" for Control Currency

The screenshot shows the FISCAL AR Payment Processor interface. At the top, there is a navigation breadcrumb: Favorites > Main Menu > Accounts Receivable > Payments > Online Payments > Regular Deposit. Below this is the FISCAL logo. The interface has two tabs: 'Totals' (selected) and 'Payments'. Below the tabs, there are fields for 'Unit: 8860' and 'Deposit ID: NEXT', with a 'Delete Deposit' button to the right. The main form area contains several input fields with corresponding labels and values:

1*Accounting Date:	04/15/2016		6 Control Currency:	USD
2*Bank Code:	STATE	State Bank	Format Currency:	USD
3*Bank Account:	244	244	Rate Type:	CRRNT
4*Deposit Type:	R	Regular	Exchange Rate:	1.00000000
5 Bank Deposit Number:	1244000254		Identifier:	

The **AR Payment Processor** will continue to enter information in the **Controls Total** section of the Totals tab:

- 7 - Enter the **Control Total Amount** (should tie to the Report of Collection Batch Total)
- 8 - Enter **Count**
- 9 - Click on the **Payments** tab at the top

The screenshot shows the 'Payments' tab selected in the top navigation bar. Below it is the 'Control Totals' section with the following data:

Control Totals			
7	Control Total Amount:	<input type="text" value="2,500.00"/>	8*Count: <input type="text" value="1"/>
	Entered Total Amount:	0.00	Count: 1
	Difference Amount:	2,500.00	Count: 0
	Posted Total Amount:	0.00	Count: 0
	Journalled Total Amount:	0.00	Count: 0

The **AR Payment Processor** will post the following fields on the **Payments** tab:

- 1 - Enter Payment ID
- 2 - Enter Amount
- 3 - Click on the Journal Directly checkbox
- 4 - Select “Check” for Payment Method
- 5 - Under the Additional Payment Information, select “Check” for Payment Method and Gen Cash for Cash Type
- 6 - Optional – document notes or relevant information in the Notes box
- 7 - Scroll down and click Save

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

**FISCal**

Totals **Payments**

Unit: 8860 Deposit ID: NEXT Date: 04/15/2016 Balance: Not Balanced

Payment Information Find | View All First 1 of 1 Last

Payment Seq: 1 \*Payment ID: 1 UNCLEARED CC \*Accounting Date: 04/15/2016

Amount: 2 2500 Currency: USD

Rate Type: CRRNT Exchange Rate: 1.00000000

Payment Predictor  Journal Directly  Range of References

Payment Method: 4 Check Attachments (0)

Additional Payment Information Find | View All First 1 of 1 Last

Payment Method: 5 Check Reference Number: 109  Received by SCO

Cash Type: Gen Cash

Check Date: City Code:

Description: County Code:

Tax Amount:

Notes

Check rec'd from John Smith 6

NOTE: Payment ID, Reference Number, and Notes fields are flex fields for departments' use. Departments can use these fields according to their Business Process .

7 Save Notify Refresh

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Using the scroll bar, scroll back to the top of the page:

- 1 - After clicking Save, the NEXT functionality of FI\$Cal will assign a unique Deposit ID.
- 2 - The deposit will show “Balanced” when the payments match the control totals

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

**FI\$Cal**

Totals | **Payments**

Unit: 8860    Deposit ID: **1** 493    Date: 04/15/2016    Balance: **2**    Balanced

**Payment Information** Find | View All    First 1 of 1 Last

Payment Seq: 1    \*Payment ID: UNCLEARED CC    \*Accounting Date: 04/15/2016

Amount: 2500    Currency: USD

Rate Type: CRRNT    Exchange Rate: 1.00000000

Payment Predictor     Journal Directly     Range of References

Payment Method: Check    Attachments (0)

**Additional Payment Information** Find | View All    First 1 of 1 Last

Payment Method: Check    Reference Number: 109     Received by SCO

Cash Type: Gen Cash    City Code:

Check Date:    County Code:

Description:    Tax Amount:

**Notes**

Check rec'd from John Smith

Submit Bank Deposit Report of Collection and supporting documents to the AR Payment Approver to approve the deposit.

See AR17 – Approve Collection – Unbilled Receipt (Uncleared Collection)