

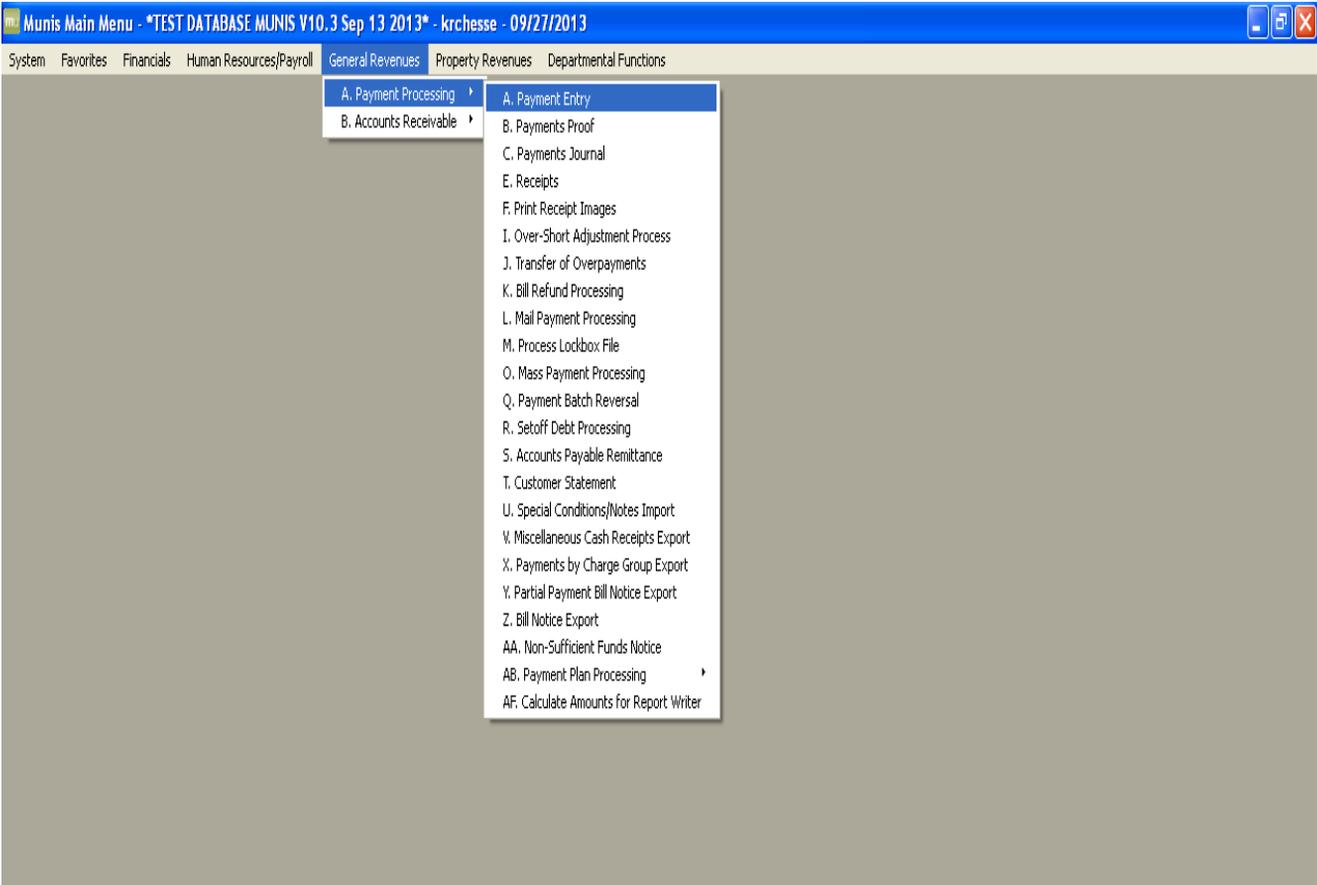
Pay-In Procedures

The top drop down menus do the following:

General Revenues

A. Payment Processing

A. Payment Entry



1. Click the add icon in order to add a batch.
2. Tab down to **RECEIPT OPTIONS** and type 1 for **INDIV.**
3. Tab down to **DEPARTMENT** and enter your agency's department number.
4. **Write down the batch number that is automatically generated by the system.**
5. In the **DEPOSIT NUMBER** field enter the year for which the revenue was earned in. ***This MUST be completed January thru March of each year!***
6. Press **ENTER** or the **GREEN CHECKMARK** to go to the next screen.

Payment Entry - Munis [*TEST DATABASE MUNIS V10.3 Sep 13 2013*]

My File Edit Tools Help

Payment Entry Options

Entry Date	09/27/2013
Clerk	krchesse
Receipt Option	1 - INDIV ONLY
Department	21 AUDITOR
Batch Number	10991
Deposit Number	2013
Interest Effective Date	09/27/2013
GL Effective Date	09/27/2013
GL Year/Period	2013 9
Receipt Number	
Number of Receipts	0
Batch status	Unreleased

Validation Options

Auto Validate

Bank Code

Bank Acct

Validate transactions? OVR

Please remember to enter your department number into this box

Please enter the year for which the revenue was earned. *NOTE* THIS MUST BE COMPLETED JANUARY - MARCH OF EACH YEAR!

7. Click the add icon in order to add a receipt..
8. Tab down to **PAID BY** and type **BOTH** your **NAME** and **PHONE NUMBER**.
9. Tab to **CHARGE CODE** and type **MISC**.
10. In the box next to **CHARGE CODE** delete what is automatically generated and type your description of the pay-in into the box.
11. Tab to **PRICE** and type in **TOTAL** amount of batch.
12. Tab to **CASH ACCOUNT** and type in the following:
 - 1st Box-This is the fund to which the pay-in is going
 - 2nd Box-This is **ALWAYS** 101000

Miscellaneous Receipts

My File Edit Tools Help

Payment Detail

Receipt: 243793
 Loc/dept: ...
 Customer: 0...
 Paid by: Royce Chesser x7390
 Comment: ...

Charge Detail

Charge code: MISC MISCELLANEOUS
 Description: ...
 Quantity: 1.00
 Price: 1.00
 Charge amount: 1.00
 Cash account: 2113 101000 CASH**

GL Payment Allocation

Seq	Org	Obj	Description
1			1.00

Total allocated: 1.00

Totals

Charge amount: 1.00
 Sales tax amt: .00
 Total amount: 1.00

Batch Information

Batch #: 10991 Department: 21
 Deposit: 2013 Current Receipt: 0.00 Receipt Count: 0

Revenue account org. OVR

13. Tab to **G/L PAYMENT ALLOCATION**

- Type in **ORG**
- Tab to **OBJ** and type in OBJECT CODE- **THIS IS USUALLY NOT AN EXPENSE ACCOUNT OR OBJECT CODE 101000!**
- Tab to **PROJ** and type in PROJECT NUMBER (*Only if applicable*)

14. **REF 1** should be the **BATCH NUMBER** that was written down earlier.

15. **REF 2** can be an additional description if needed (*up to 10 characters*).

16. Tab to **AMOUNT** and type in the amount of the line you are entering.

17. Tab to **DESCRIPTION** and type the description for each **INDIVIDUAL** line of the receipt.

18. Once the entire Pay-In has been entered press **ENTER** or **GREEN CHECKMARK** to go to the next screen.

Miscellaneous Receipts

My File Edit Tools Help

Return to Chg
Add Charge

Payment Detail

Receipt: 243793
Loc/dept: ...
Customer: 0 ...
Paid by: Royce Chesser x7390
Comment:

Charge Detail

Charge code: MISC ... MISCELLANEOUS
Description:
Quantity: 1.00
Price: 1.00
Charge amount: 1.00
Cash account: 2113 ... 101000 ... CASH**

GL Payment Allocation

Seq	Org	Obj	Proj	Acct Desc	Ref 1	Ref 2	Amount	Description
1		...			1		1.00	1.00

Total allocated:

Totals

Charge amount: 1.00
Sales tax amt: .00
Total amount: 1.00

Batch Information

Batch # 10991 Department 21
Deposit 2013 Current Receipt 0.00 Receipt Count 0

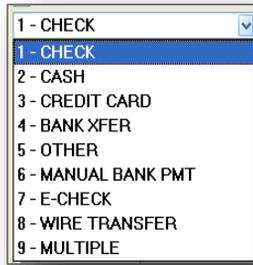
Revenue account org. OVR

This is **USUALLY NOT** an expense account or object code **101000!**

The batch number should go in the REF 1 field

19. In **PAYMENT METHOD** you may choose the following:

Choose the option that best describes the payment type of the Pay In you are doing.



20. In the **CHECK/REFERENCE #** field put either the check number of the Pay In or some identifying marker

21. Tab to **PRINTER** and specify which printer you would like the receipt to print on.

22. Tab to **PRINT GL ACCOUNTS** and check box inserting a green check into the field.

23. Tab to **REFERENCE** and type in the batch number you recorded from the first screen.

24. **ENTER** or **GREEN CHECKMARK**.

25. This will take you to a pop-up screen that asks how many copies you want. **CHANGE THIS TO 3.**

26. Retrieve the copies of the pay-in receipt from the printer and check to make sure there are no errors.

Completing Receipt 243794

File Edit Tools Help

Complete Receipt

Last receipt for customer

Payment method: 1 - CHECK

Check/reference #: 179471

Add'l payment ref:

Receipt option: 1 - INDIV ONLY

Receipt copies: 1

Indv. receipt format: RCTM540 - RECEIPT-MS-40WIDE

Printer: lo

Print GL accounts

Validate

Effective date: 09/27/2013

Total this receipt:

Total for customer:

Reference: 10993

Paid by customer #: 0

Paid by reference: Royce Chesser x7390

Total remitted: 1.00

Change due: .00

Enter NSF check data

More Options Continue

Enter a General Ledger reference. OVR

Releasing the Batch

1. Exit out of the detail sheet to return to the header. You can do this by clicking the X in the upper right hand corner of the screen.
2. Click on the **OUTPUT-REL** button on the left side toolbar.
3. A report options box will appear. Press the **GREEN CHECK MARK**.
4. Choose your printer options. Local Printer (**lo**) is recommended.
5. A pop-up box will appear asking you if you would like to submit the batch. Click **YES**.



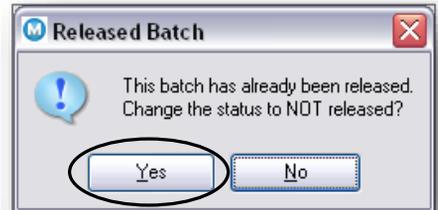
6. A pop-up box will appear asking if you wish to change the default batch deposit number. **JANUARY THRU MARCH YOU MUST ENTER THE YEAR THE REVENUE WAS EARNED!**

Correcting a Pay-In *Reversing a Batch

**You may reverse a batch when a mistake has been made or the Pay In will not make it to the Treasurer by the date it was entered on. Please REMEMBER to reverse your batch if for any reason the Pay In is in correct or not with the Treasurer.*

First Step: Unrelease the batch

- Click **OUTPUT-REL**.
- Pop-up box will appear asking if you want to unrelease the batch. Click **YES**.
- You have now unreleased the batch



Second Step: Reversing the entry

- Click the **VIEW-REV** button of the left side toolbar
- Click the **GREEN CHECK MARK** to reverse the highlighted receipt
- Select **REVERSE** (side menu)
- Type **REASON 1**
- You **MUST** do this for **EACH** receipt in the batch
- You **CAN** release only certain receipts within the batch

Third Step: Releasing the batch

- Follow the procedure for releasing a batch to release the reversal
- YOU MUST RELEASE THE REVERSAL IN**

ORDER FOR IT TO POST

CORRECTLY!

This button begins the process of reversing the batch

