# Pay-In Procedures

#### The top drop down menus do the following:

#### **General Revenues**

- A. Payment Processing
- A. Payment Entry

📕 Munis Main Menu - *TEST DATABASE MUNIS V10.3 Sep 13 2013* - krche:	se - 09/27/2013	
System Favorites Financials Human Resources/Payroll General Revenues Property	Revenues Departmental Functions	
A. Payment Processing 🔸	A. Payment Entry	
B. Accounts Receivable 🔸	B. Payments Proof	
	C. Payments Journal	
	E. Receipts	
	F. Print Receipt Images	
	I. Over-Short Adjustment Process	
	J. Transfer of Overpayments	
	K. Bill Refund Processing	
	L. Mail Payment Processing	
	M. Process Lockbox File	
	O. Mass Payment Processing	
	Q. Payment Batch Reversal	
	R. Setoff Debt Processing	
	S. Accounts Payable Remittance	
	T. Customer Statement	
	U. Special Conditions/Notes Import	
	V. Miscellaneous Cash Receipts Export	
	X. Payments by Charge Group Export	
	Y. Partial Payment Bill Notice Export	
	Z. Bill Notice Export	
	AA. Non-Sufficient Funds Notice	
	AB. Payment Plan Processing	
	AF. Calculate Amounts for Report Writer	

- 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. <u>Write down the batch number that is automatically</u> <u>generated by the system.</u>

- 5. In the DEPOSIT NUMBER field enter the year for which the revenue was earned in. This <u>MUST</u> be completed <u>January thru March of each year!</u>
- 6. Press ENTER or the GREEN CHECKMARK to go to the next screen.

🚾 Payment Entr	y - Munis [*TEST DATAB	ASE MUNIS V10.3 Sep 13	8 2013*]		
My File Edit 1	ſools Help				
Ø 🛛   X 🖻	$  \oslash \otimes   \texttt{X} \Rightarrow \texttt{C}   \heartsuit = \texttt{W}   \clubsuit   \clubsuit   \And   \And = \texttt{W}   \And   \And   \And   \And   \And   \And   \And   \And   \land   \And   \land   \And   \land   \land$				
	Payment Entry Options				
	Entry Date	09/27/2013 분3의			
	Clerk	krchesse	Please remember to		
	Receipt Option	1 - INDIV ONLY	enter your department		
	Department	21 AUDITOR	number into this box		
	Batch Number	10991			
	Deposit Number	<u> </u>			
	Interest Effective Date	09/27/2013			
	GL Effective Date	09/27/2013 Na Pie	ase enter the year for ich the revenue was		
	GL Year/Period	2013 9 St ear	ned. *NOTE* THIS MUST		
	Receipt Number	BE	COMPLETED JANUARY		
	Number of Receipts	<u> </u>	IARCH OF EACH YEAR!		
	Batch status	Unreleased 🔽			
	Validation Options				
	Auto Validate				
	Bank Code		✓		
	Bank Acct				
Validate transactions?			OVR		

- 7. Click the add icon in order to add a receipt..
- 8. Tab down to **PAID BY** and type **<u>BOTH</u>** 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:

2<sup>nd</sup> Box-This is **ALWAYS** 101000

1st Box-This is the fund to which the pay-in is going

	ous Receipts		
My File Edit	Tools Help		
	( h 🛍 🔍 🗆 🖬 🕂 🖉 😫 🐣	l I 🖫 🗐 🗐 🖂 🖼 🚿 🗰 👘 🖗 🖗 😨	)
Return to Chg Add Charge	Payment Detail Receipt 243793 Loc/dept Customer Q Paid by Royce Chesser x739 Comment Comment Comme	Charge Detail Charge code MISC MISCELLANEOUS Description Quantity 1.00 Price 1.00 Charge amount 1.00 Cash account 2113 101000 CASH** This This Description Remember to put your & PHONE NUMBER in X	is <u>ALWAYS</u> 00
	Total allocated 1.00 Totals Charge amount 1.00		
	Sales tax amt .00 Total amount 1.00 Batch Information Batch # 10991 Department Deposit 2013 Current Receipt	21 0.00 <b>Receipt Count</b> 0	

#### 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.

mu Miscellaneous	s Receipts	X
My File Edit T	Tools Help	
Ø 0 X		
Return to Chg Add Charge	Payment Detal   Receipt   Los/dept   Customer   0	
	an expense account or object code 101000!         Charge amount       1.00         Sales tax amt       .00         Total amount       1.00         Batch Information       Batch # 10991         Deposit       2013         Current Receipt       0.00         Receipt Count       0	
Revenue account org.	OVR	

 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	RCTMS40 - 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.				

# **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 (**Io**) is recommended.
- 5. A pop-up box will appear asking you if you would like to submit the batch. Click **YES**.



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

🚾 Payment Entr	y - Munis [*TEST DATAE	BASE MUNIS V10.3 Sep 13 2013*]		
My File Edit 1	Tools Help			
100 🛛 🗡 🖻	🛍 🔍 🔳 🖬 🕂	7 🗱 😃 🖪 🗔 🖳 🖳 🖳 🖾	) (me) »	
	Payment Entry Options			
Resume	Entry Date	09/27/2013 単美斗		
Lookup Batch	Clerk	krchesse		
Cudavat Dal	Receipt Option	1 - INDIV ONLY		
Output-Rei	Department	21 AUDITOR		
Settlement	Batch Number	10993		
	Deposit Number	2013		
	Interest Effective Date	09/27/2013	Think	witten beging the
	GL Effective Date	09/27/2013	This t	button begins the
	GL Year/Period	2013 9 SEP	proce	ss of releasing
	Receipt Number		the ba	atch
	Number of Receipts	1		
	Batch status	In Review 💟		
	Validation Options			
	Auto Validate			
	Bank Code 🗸 🗸			
	Bank Acct			
Print a proof list of cu Batch submitted for re	rrent batch, with option to re eview.	lease.	OVR	

## 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 <u>MUST</u> do this for <u>EACH</u> 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

### •ORDE

## CORR

This proce batch

R FOR IT TO POST				
	🧰 Payment Entr	y - Munis [*TEST DATA	BASE MUNIS V10.3 Sep 13 2013*]	
	My File Edit	Tools Help		
ECTLY!		🛍 🔍 🔳 🖬 🕂	2 🗱 😃 🖪 🖳 🖳 🖷 🗐 🖂 🖽 🚫 🖼 📸 …   🙀 🖓 🛽	9 🕐
		Payment Entry Options		
	Resume	Entry Date	09/27/2013 LXA	
	Lookup Batch	Clerk	krchesse	
	View-Rev	Receipt Option	1 - INDIV ONLY	
		Department	21 AUDITOR	
button begins the 📗 🦯	Output-Rel	Batch Number	10994	
an of reversing the	Deposit Rpt	Deposit Number	2013	
ess of reversing the	Settlement	Interest Effective Date	09/27/2013 HXA	
		GL Effective Date	09/27/2013 LXA	
		GL Year/Period	2013 9 SEP	
		Receipt Number		
		Number of Receipts		
		Amount lotal	1.00	
		Batch status	Released	
		Unlide Keel On Keele		
		Auto Validate		
		Bank Code	~	
		Bank Acct		
			1 of 1	
	Print a proof list of cu	rrent batch, with option to r	elease.	OVR .

