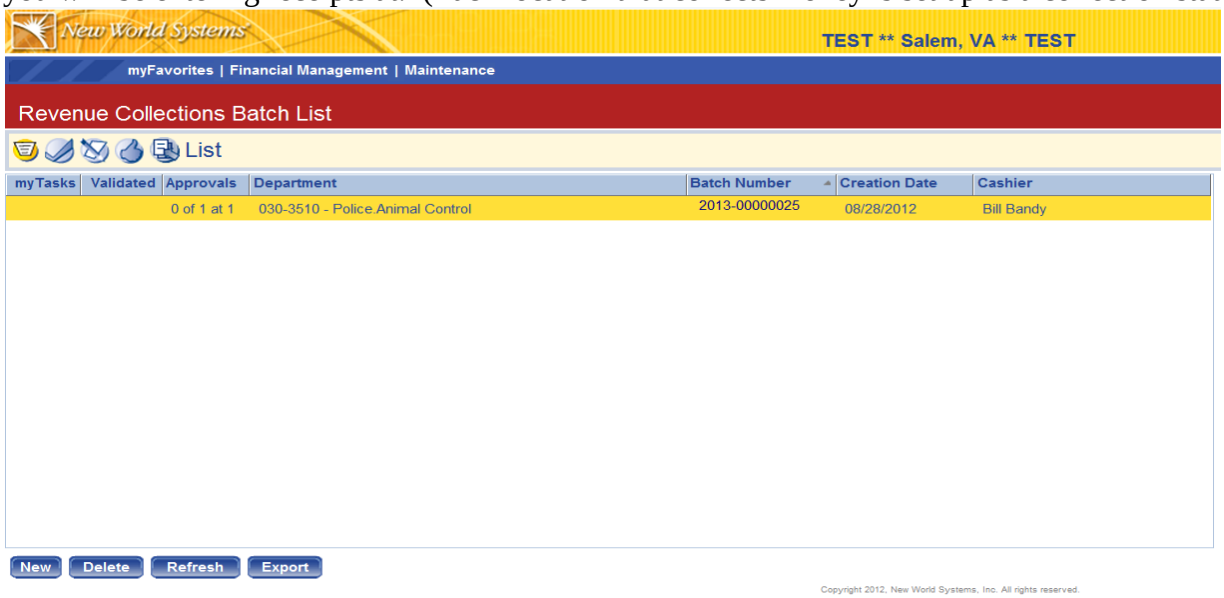
Revenue Collection – 8/8/2014

To enter deposits and counter receipts:

FM→Revenue Collection

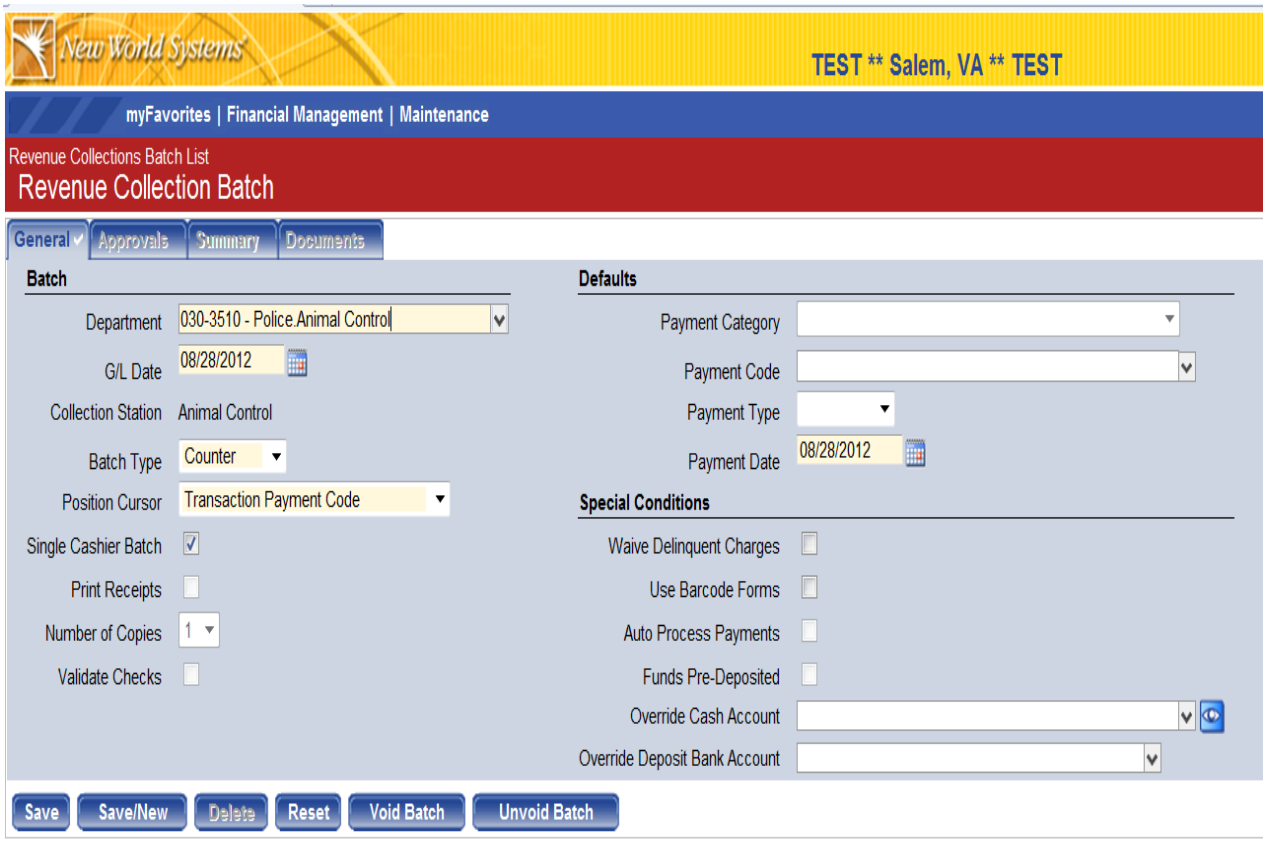
The Revenue Collections Batch List is displayed, which will show all the revenue batches that you or someone else in your department have created that are yet to be posted.

You may get a prompt that asks you to select a collection station. Go ahead and select the collection station you will be entering receipts at. (Each location that collects money is set up as a collection station.)



To create a new batch, hit the "New" button in the bottom left hand part of the screen. To open a batch on your list, click on the "Batch Number" and continue adding receipts to the batch.

If you create a new batch, the screen to setup your receipt batch criteria and defaults is displayed. The defaults will carry forward while you enter receipts until you decide to change the defaults. The batch criteria and default page will look like the following.



Fields shaded in yellow are required.

BATCH CRITERIA

Department: Will default to your home department unless you are set up to enter collections for multiple departments. In that case, you can select the Department collecting the receipts from the drop down menu.
GL Date: Will fill in automatically with today's date. Can be changed if needed.
Collection Station: The collection station associated with the receipt batch will be listed.
Batch Type: Will either use a "Counter Receipt" or a "Deposit Receipt"

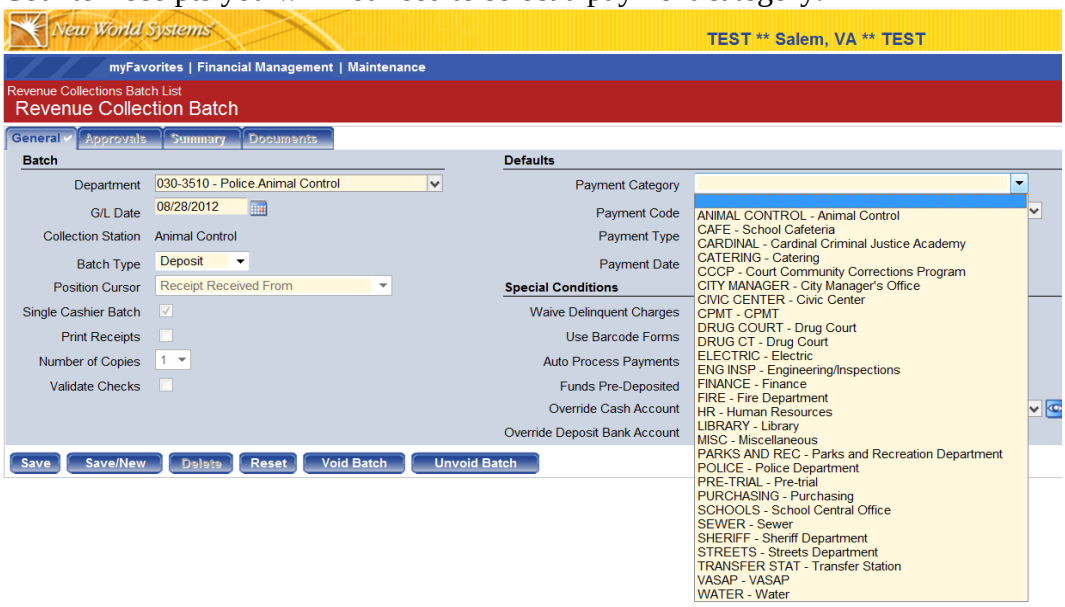
> **Counter Receipt**: Is used when payment is posted to a single payment code. This will allow you to do a quick receipt entry and will automatically print a receipt if you have the "Print Receipts" box checked.
>
> **Deposit Receipt**: Is used to record deposits that will hit multiple payment codes. If you select the batch type "Deposit" then you will have to pick a Payment Category that the deposit is for.

Position Cursor: Can be changed if entering a counter receipt. Not applicable if entering a deposit receipt. Can be used to select which box you're prompted to key when you enter receipts.
Single Cashier Batch: Uncheck if multiple users will be entering receipts in your batch. If multiple users enter receipts in a batch, they will be prompted on the entry screen to enter user name and password.
Print Receipts: If this is checked, every time you do a counter receipt and hit save/new it will automatically print a receipt to your default printer. If unchecked then you will have to manually print the receipt.
Number of Copies: If the print receipts option is checked, this determines how many copies will be printed each time.
Validate Checks: Only used for slip printers**, so this will never apply.**

DEFAULTS

Payment Category: This only applies to deposit receipts. Payment category is a reference to department in most cases. Once you select the Deposit batch type it will force you to select a payment category for that deposit. While you will see payment categories for all departments in the drop down menu, you must select a

payment category for your department or MISC or you will not be able to enter receipts. If you are doing Counter receipts you will not need to select a payment category**.**



Payment Code: If you are doing a counter receipt you can select a default payment code. This will pull in the payment code you select into all of your counter receipts**. Normally would not set a default because each counter receipt could be hitting a different payment code each time.**

Payment Type: You can select a default payment type if you choose. Applies only to counter receipts. If you set the payment type to "check", for each counter receipt you enter payment type will be defaulted to "check". You would have to change it manually if you received cash/charge/etc. **Normally would not use this unless you only accepted checks, since each person could be paying in a different method.**

Payment Date: Defaults to today's date and represents the day the payment has been made. Should be the same as G/L Date.

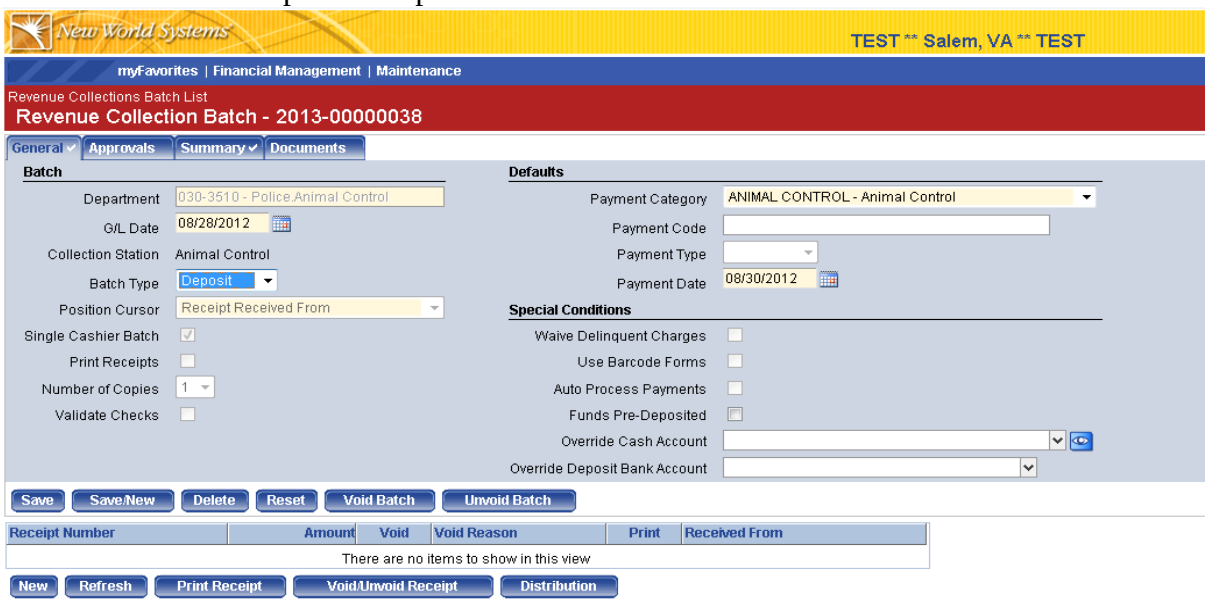
SPECIAL CONDITIONS

All items under the special conditions header can be ignored because they have nothing to do with the receipts module.

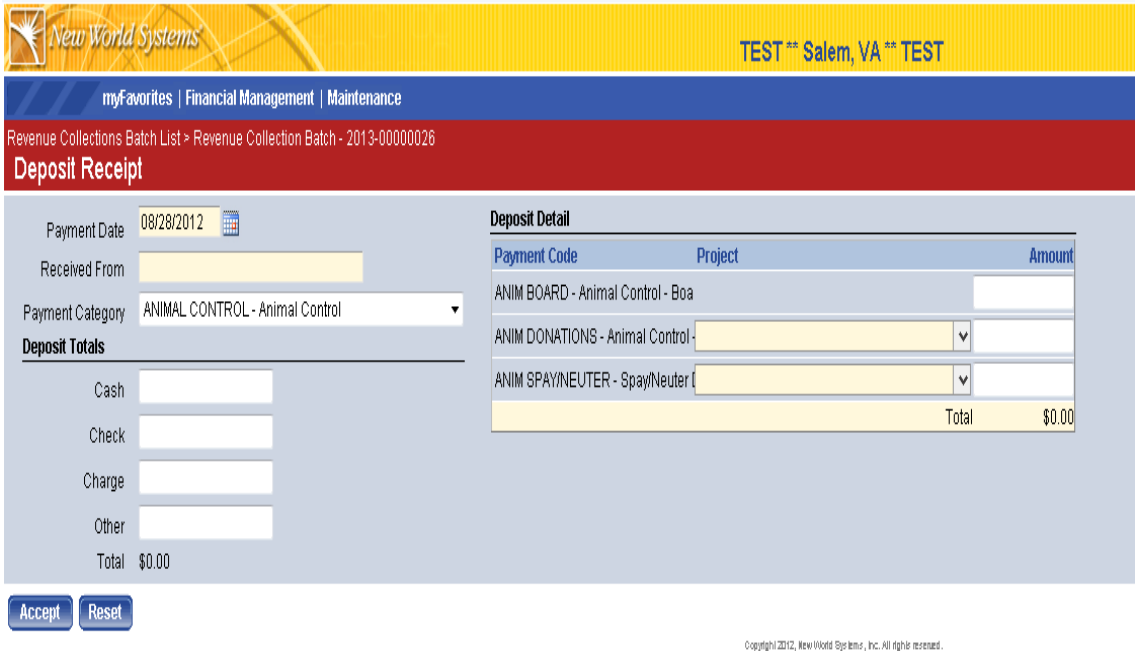
Save: Will save your batch settings/defaults

Save/New: Will save your current settings and prompt you to create a new batch. Usually wouldn't hit Save/New unless you were ready to create a brand new batch.

Deposit Receipt Example: Your defaults will look like the following when you are setting up a deposit receipt. Once the batch settings and defaults are setup hit the "Save" button and you will notice the screen now has 5 additional buttons on the bottom of the screen. You will want to hit the "New" button in the bottom left to create a new deposit receipt.



Once you hit the New button, you will see the following screen, with your department's payment codes listed.



In this example, the payment category "Animal Control" was selected on the batch default screen so all of the payment codes assigned to this category are displayed under Deposit Detail on the right side of the screen. Payment codes are set up in the system with a G/L account already assigned to them.

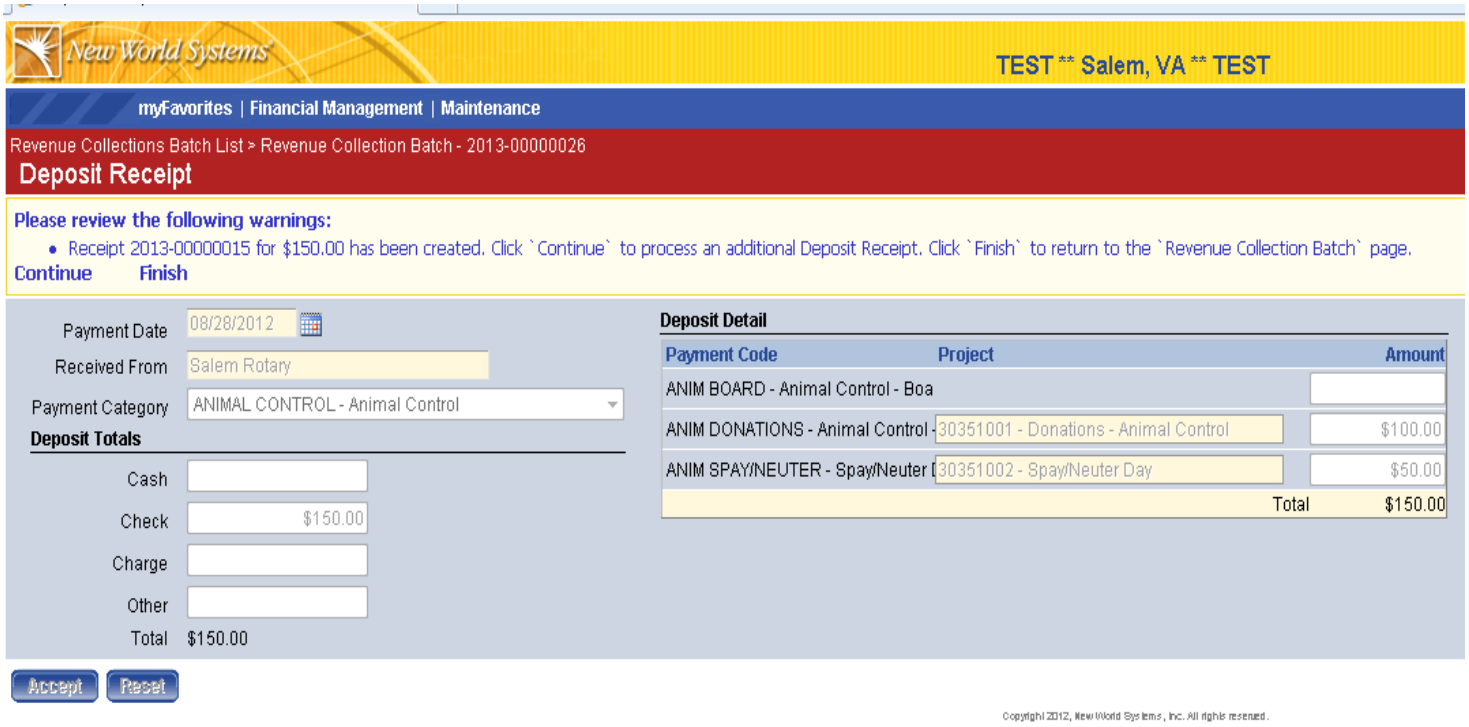
Payment Date: Fills in automatically with date entered as batch default.
Received From: Enter who the deposit is received from. Is a required field.
Payment Category: Defaulted in because you were required to select a payment category in the batch default screen when you selected a deposit batch type. You can use the drop down menu to change the category if

you wish. If depositing multiple payment categories, you may enter a deposit for this category and hit Accept. You can then enter additional deposit receipts for another category in the same receipt batch.

Deposit Totals: Will need to equal the deposit detail amount. Enter the amount you are depositing for each payment code, and then get the sum of all the cash, check, charge, and other and enter them in the correct fields. You will not be able to process the deposit receipt unless the deposit totals match the payment code total show under Deposit Detail.

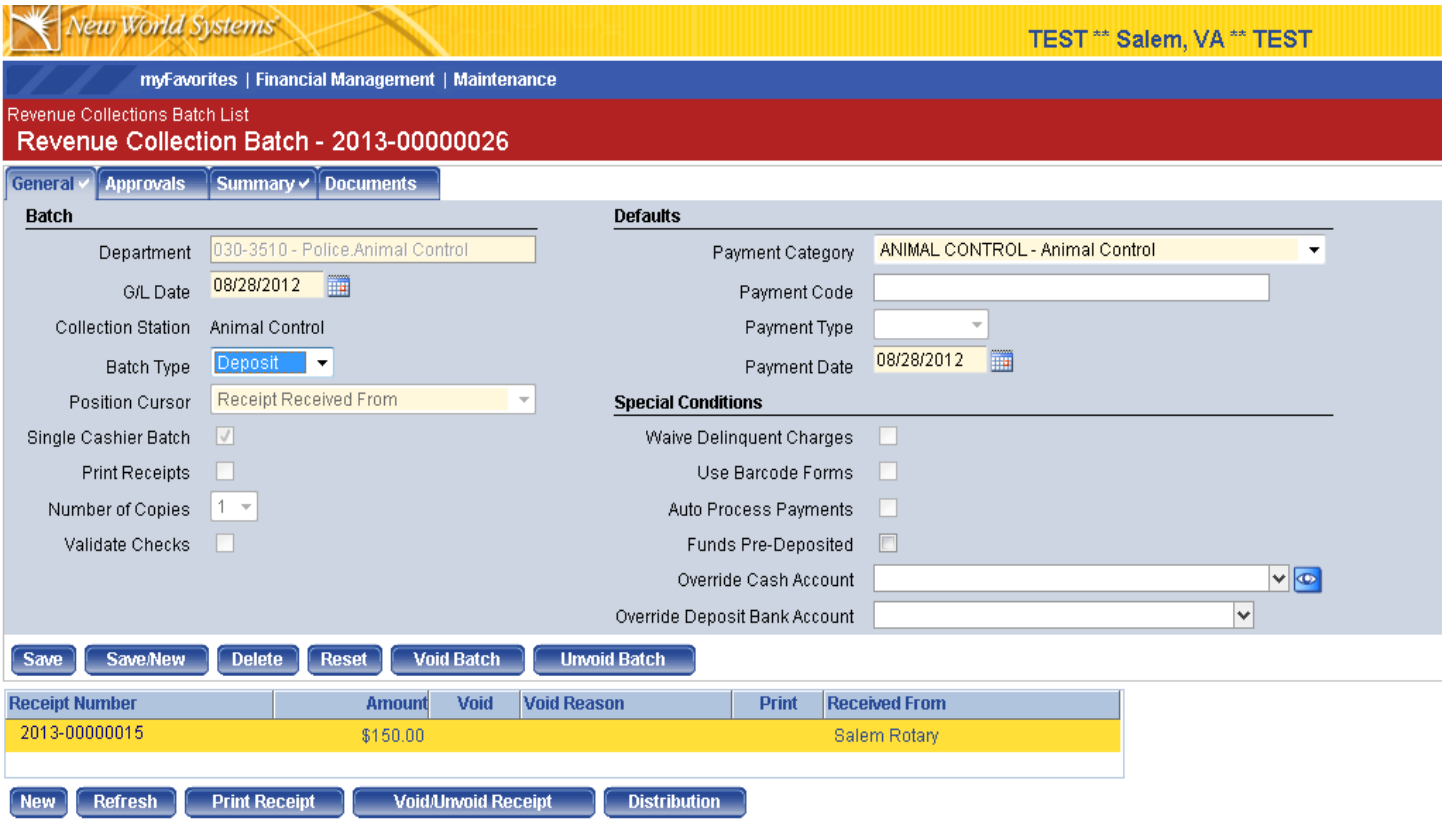
Deposit Detail: This should list all of the payment codes associated with the payment category you selected. Enter your total received for each payment code. Totals will calculate at the bottom of your payment code list. This should match up with your deposit totals amount on the left hand part of the screen.

Accept: Once you've entered all of your deposit information hit the "Accept" button in the lower left. You will then get a message that asks if you are finished or if you would like to continue to enter more deposit receipts. It will look like the following.

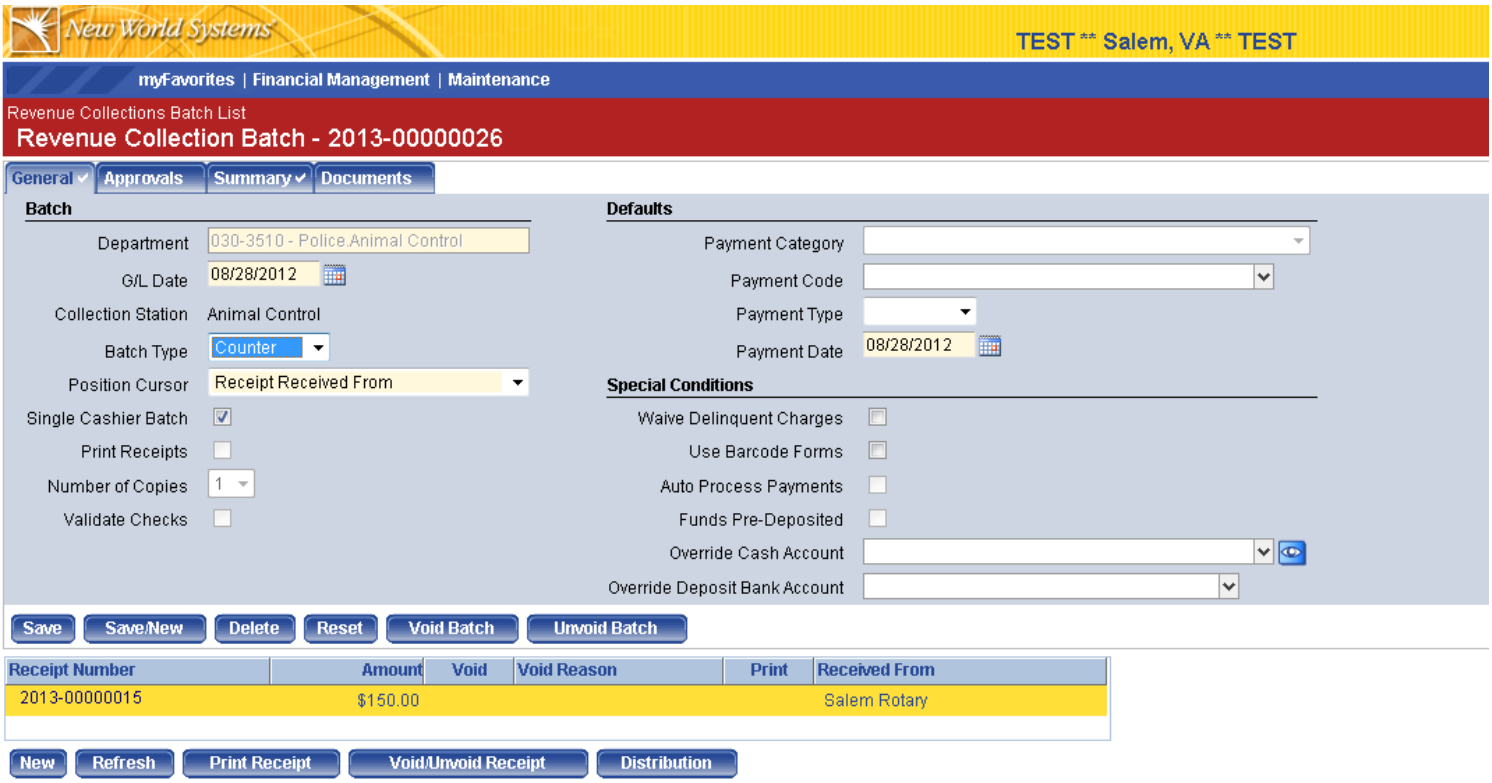


You can hit "Continue" to keep entering deposit receipts or "Finish" to return to the receipt batch.

Once you click “Finish” you will be taken to the following screen. At the bottom of the screen you will see a list of all the receipts you have entered. The screen below shows that one receipt has been entered so far.

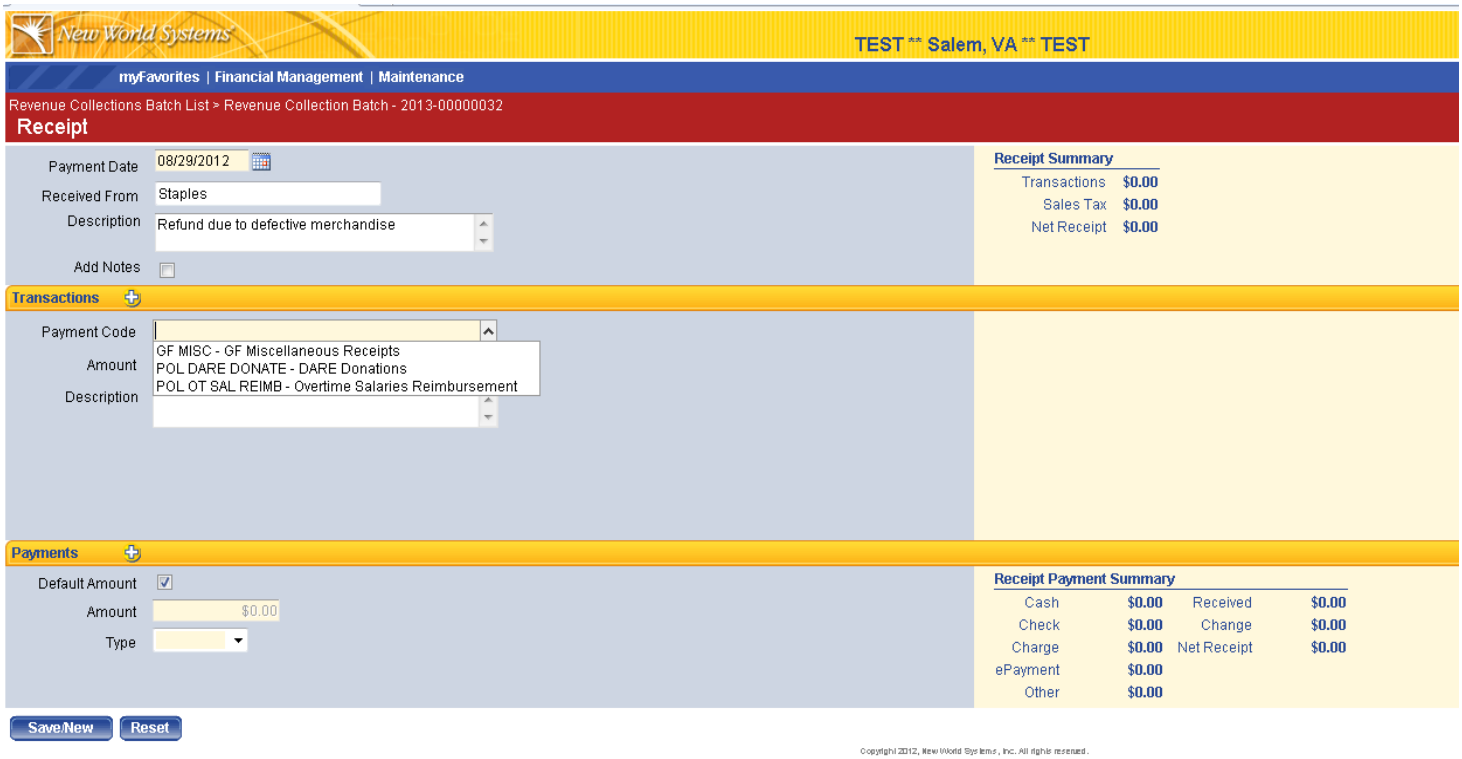


At this point you can change your batch type to “Counter” and hit save. This will allow you to enter counter receipts in your batch. (You can have both counter and deposit receipts in one batch by changing the Batch Type to either deposit or counter and clicking “Save”.) Once you hit “Save” and then “New” in the bottom left, you can enter counter receipts if that is what you selected. (See instructions on page 8 for entering a counter batch.)



New: Will prompt you to enter either a counter or deposit receipt depending on which batch type was selected.
Print Receipt: Select the receipt you want to print by highlighting it in yellow and hit the print receipt button. You can manually print as many receipts as you wish.
Void/Unvoid: Highlight the receipt you wish to void/unvoid and hit void button. You will then be prompted to enter your username and password before voiding. Once the receipt batch has been posted, the only way to void a receipt is to enter a negative receipt.
Distribution: Allows you to view the G/L Distribution for receipts entered under your departmental payment codes. If you entered a receipt under the MISC payment code, you could change the G/L distribution by highlighting the receipt you wish to change and hit the distribution button. You can view and/or change which accounts the receipt will be hitting. Payment codes are setup with correct GL accounts attached to them so you will normally only change G/L Distribution when using the MISC payment code.

Entering a counter receipt: Change your batch type to "Counter" and hit the save button. This will change the batch settings to allow you to enter counter receipts from that point on until you decide to change it back to "deposit" receipts. Once you hit "new" you will see the following screen except with the fields blanked out.



Payment Date: Defaults to what was entered in batch.
Received From: Enter who the receipt was received from
Description: Enter a description.

Transactions:

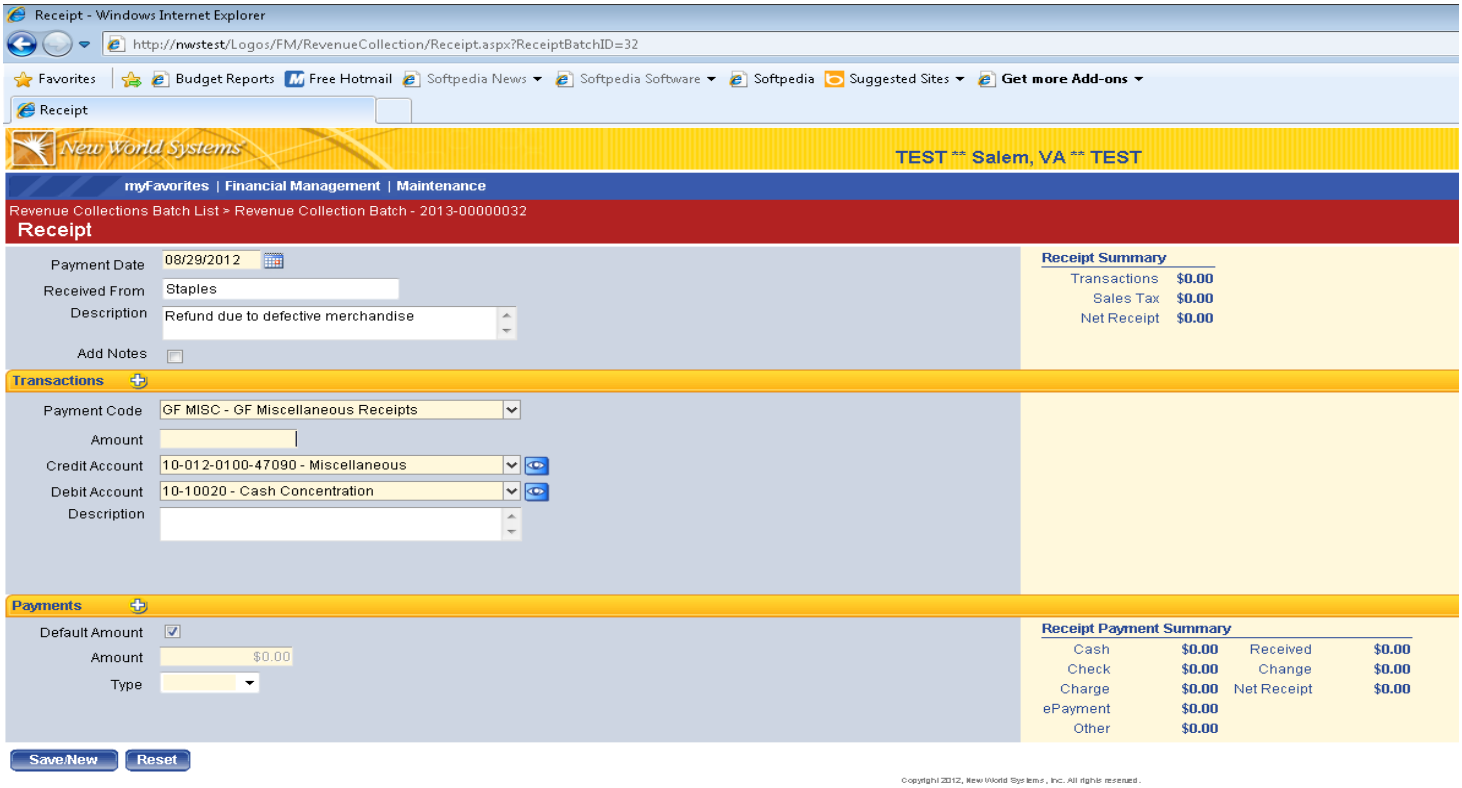
Payment Code: You can type in the first few letters of the payment code and it will find all payments codes that contain those letters. You can also search from the drop down menu and select the appropriate payment code.

Amount: Enter the amount of receipt.

Description: Enter description if you wish.

If you want to add multiple payments for one receipt, hit the icon next to "Transactions" and you can enter as many additional payment codes as you want. Normally you would only be entering one payment code.

Users should have access to a MISC payment code when processing a counter receipt. Selecting this pay code allows you to enter a G/L account for the receipt. You would use this option if there is no payment code specifically set up for what you're collecting. A common example of this would be vendor refunds. Selecting the MISC payment code displays the following screen:



Transactions:

Payment Code: Select MISC payment code for your fund.

Credit Account: Defaults to miscellaneous revenue G/L account. Enter the appropriate G/L account or click on the icon to search for the correct G/L Account to credit. This field will not be displayed unless you select the MISC payment code.

Debit Account: Should not be changed. It will be the concentration account for the applicable fund. This field will not be displayed unless you select the MISC payment code.

Payments:

Default Amount: Uncheck this box if you received an amount that is not equal to what is owed. For example, if a customer owes you $40, but gives you $50 in cash, unchecking this box allows you to enter the actual amount of $50 you received.

Amount: If the Default Amount box is not checked, enter the amount received. A breakdown of tender received and any change that would need to be returned to customer is displayed on the right side of the screen under Receipt Payment Summary. If you received the exact amount and the Default Amount is checked, amount is defaulted from what was entered in "Transactions" section.

Type: You can select from cash, check, charge (credit card), or other. If you select check, the system will prompt you to enter the check number.

You can receive multiple types of payment for each receipt. Hit the button next to Payments to enter multiple payment types. For example, if a customer gives you cash and a check to pay, you could click the icon and enter both payment types. If a check payment is received, the system will prompt you to enter check number.

Once your finished entering the receipt information hit the "Save/New" button. A copy of the receipt is automatically printed at your default printer if you had the "Print Receipts" box checked on your batch settings. You may get a message that prompts you to hit OK. Go ahead and hit OK. You can then continue entering counter receipts, or you may want to breadcrumb back to see all of the receipts entered for your batch.

Breadcrumb: This is a term used for going back to the previous screen. The breadcrumbs are always in the upper left hand part of the screen and enable you to hop back to previous screens if you choose.

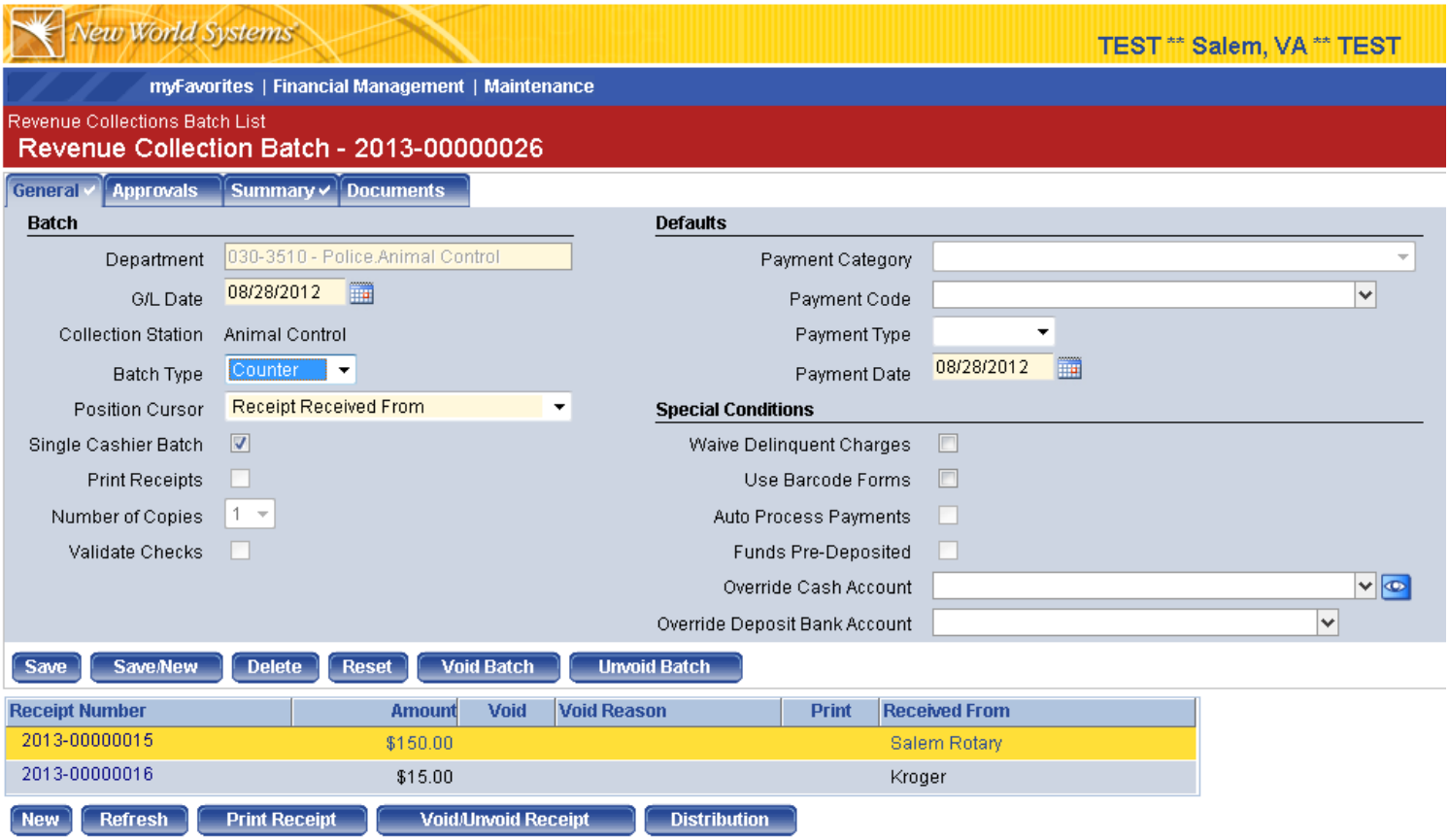
In the image above, the screenshot shows two breadcrumbs.

Revenue Collections Batch List Revenue Collection Batch - 2013-00000032

Clicking on Revenue Collection Batch -2013-00000032 would take you back to your batch and list all of the receipts input into the batch so far.

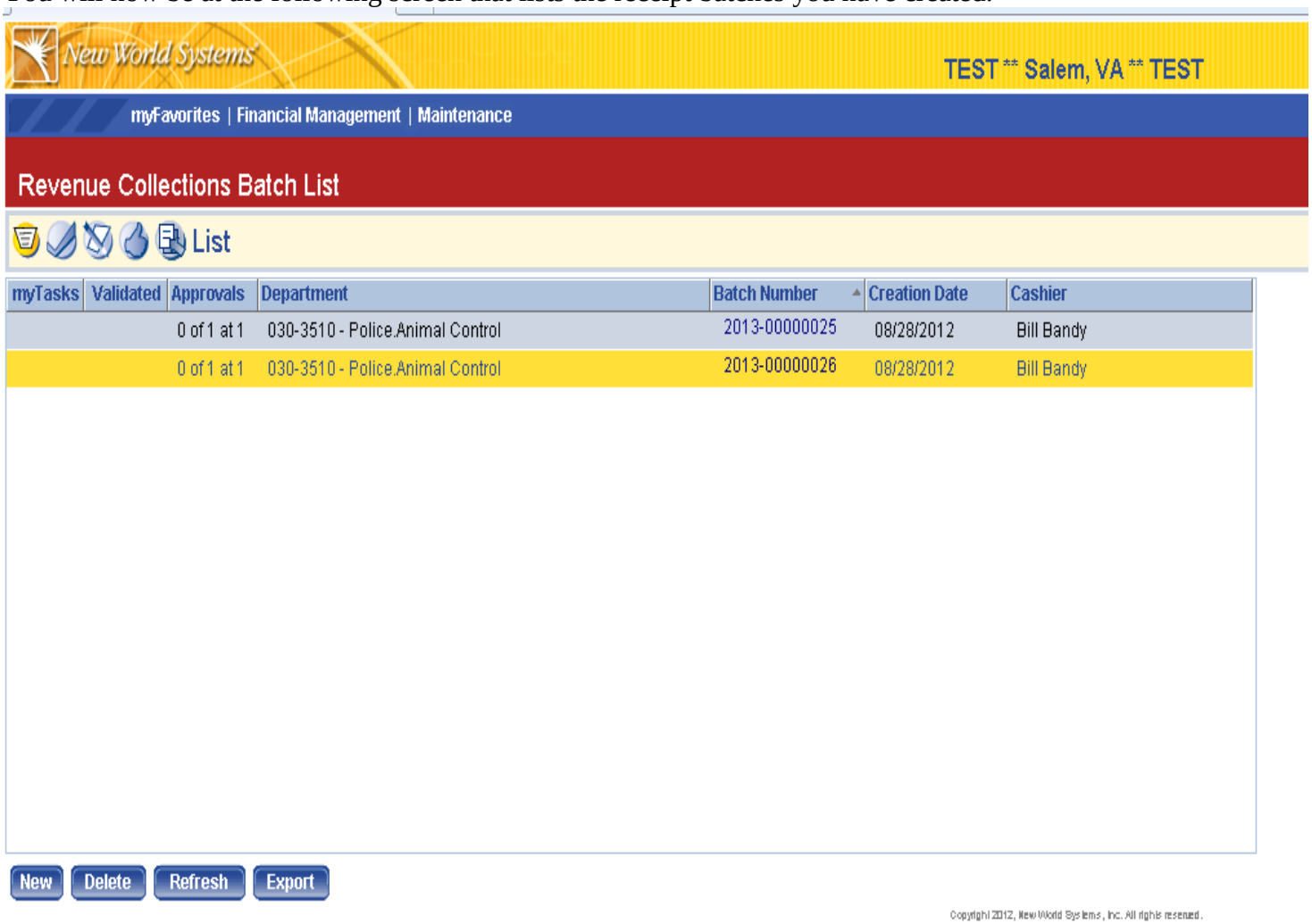
If you were to breadcrumb back to the Revenue Collections Batch List, you'll be back to your initial starting screen and the list of all the batches that you have created. Usually you would create just one batch each day and just keep adding receipts to your one batch throughout the day.

Following is the screen displayed when the user bread crumbed back to the individual batch that was in process. Batch settings and defaults along with all the receipts in the batch are displayed. You can see that there are currently two receipts in this batch.



After all receipts are entered in the batch for the day, go to the "Revenue Collections Batch List" by breadcrumbing back to it, or by menus Financial Management→Revenue Collections.

You will now be at the following screen that lists the receipt batches you have created.



At this point you now need to run the batch through the workflow buttons.
Workflow Process: Validate→Print Edit Listing→Approve→Post

Work Flow Buttons

We go from left to right through the workflow buttons.

LIST BUTTON: Shows all unposted batches you've created and shows the status of each batch (i.e. has it been validated, approved, etc.)

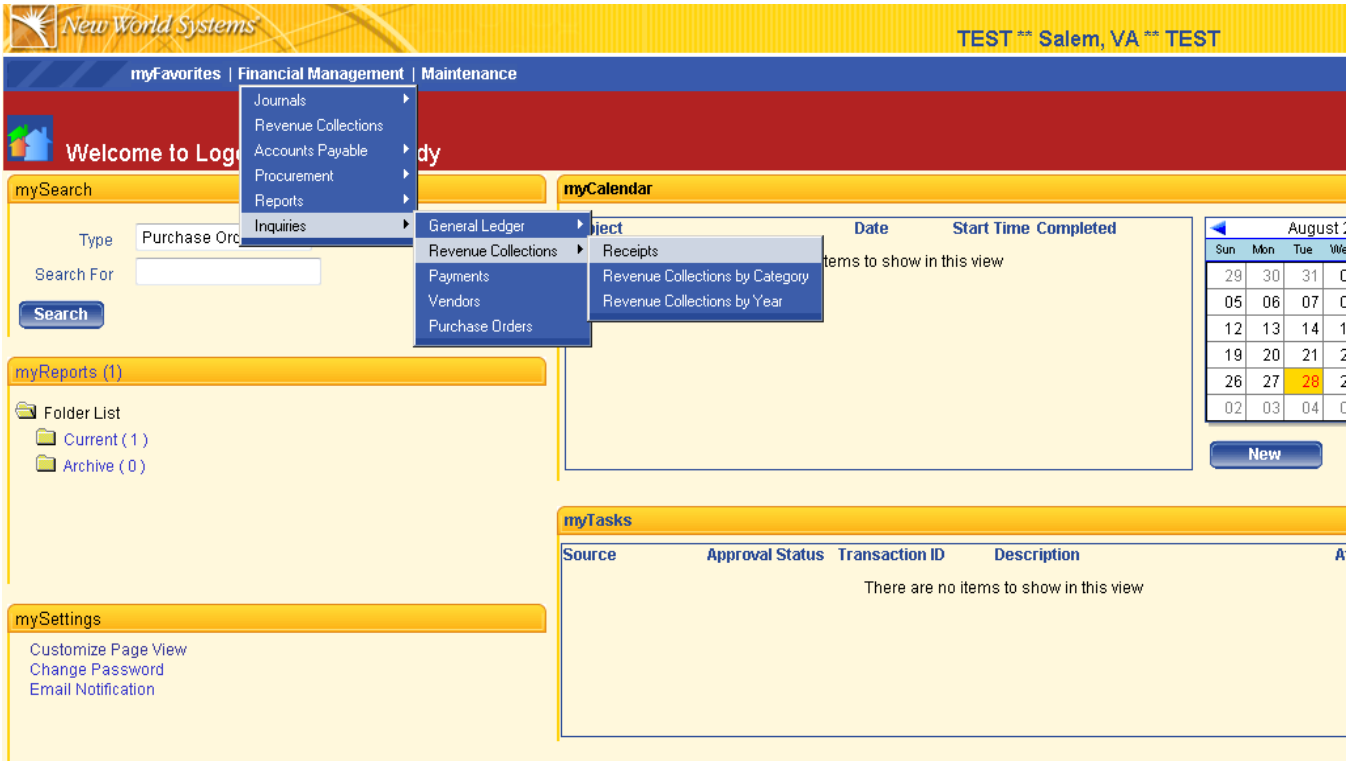
VALIDATE BUTTON: Is the computer check on the receipt batch. Hit the validate button, select the checkbox next to each batch you wish to validate, and hit the submit button. You will then get a message at the bottom of the screen informing you if the batch was valid.

PRINT EDIT LISTING: Hit the Print Edit listing button and select the checkbox next to the batch you want to print an edit listing for. Before you hit submit, go to the upper right hand corner of the screen and hit "show preferences" this should give you a list of items to include on your Edit Listing. Make sure the "Include G/L Distribution Information" box is checked. Hit submit once you've selected your preferences. You then need to go to "My Reports" icon in the upper right hand part of the screen to view and print the edit listing. A copy of the edit listing should be submitted to the Treasurer or Utility Collections office with the money to deposit.

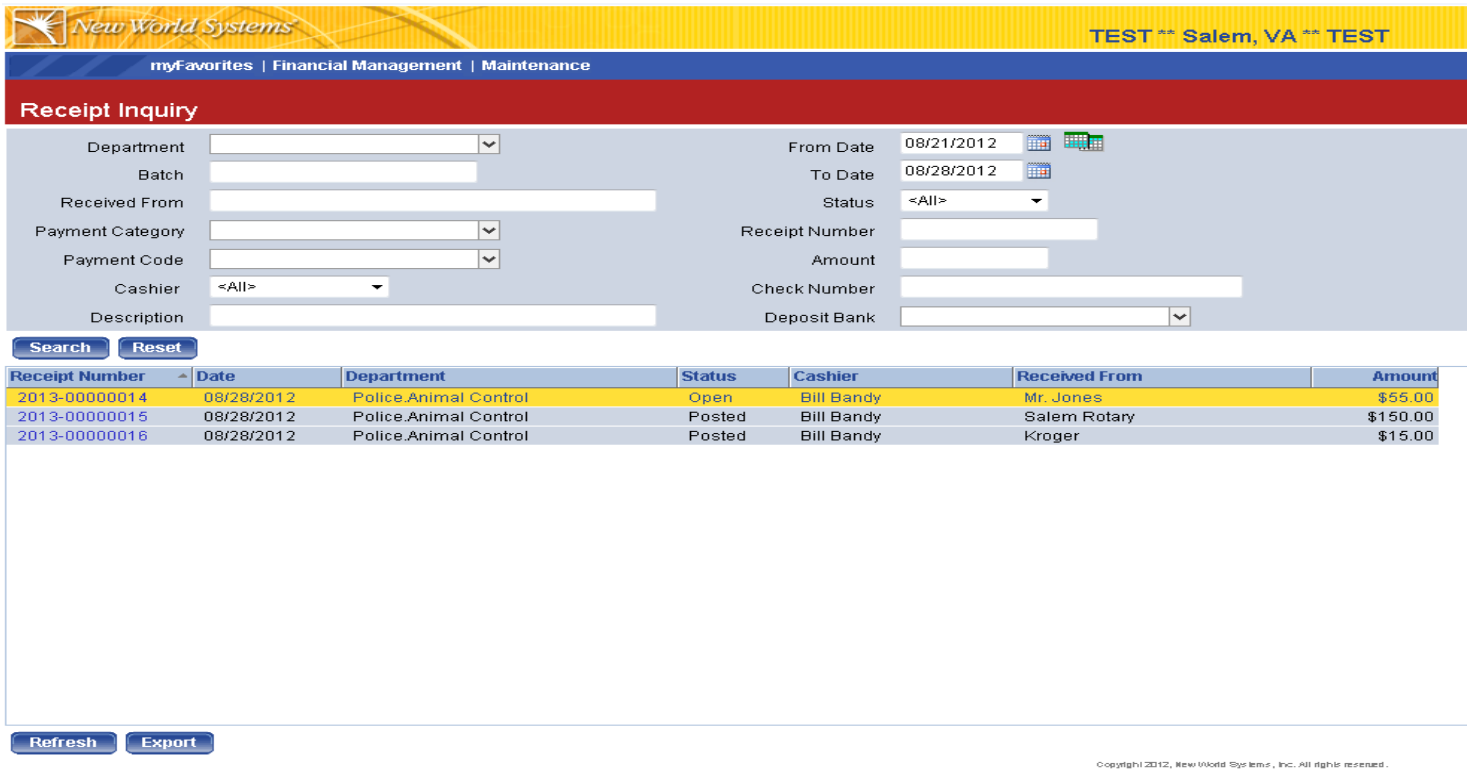
APPROVE: Hit the approve button and place a checkbox next to the batches you wish to approve. This is a human approval. Once you've approved your batch, you are done. Money collected and the batch edit listing should be delivered to the appropriate office. Your batches will be posted by either Treasurer or Utility Collections. (General Fund departments take money to Treasurer's Office. Enterprise Fund departments take money to Utility Collections.) Once posted, you will no longer see the batch on the Batch List screen.

Reports/Inquiries:

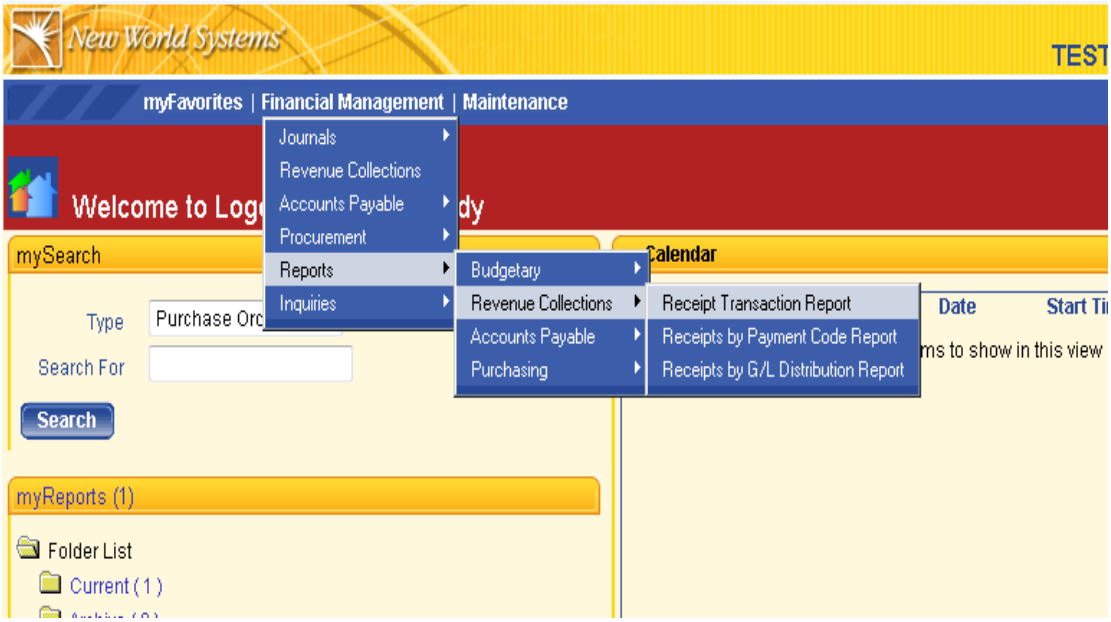
You can run reports and inquire on the receipts. To inquire about receipts, Financial Management→Inquiries→Revenue Collections and then select the type of inquiry you'd like to perform.



If you select the option shown above, "Receipts", and click "Search", your receipts will be displayed along with their status. In the following example, Receipt Number 2013-00000014 is open (not posted by Treasurer.) The other two receipts have been posted by the Treasurer's office. You can click on the Receipt Number to view details of each transaction.

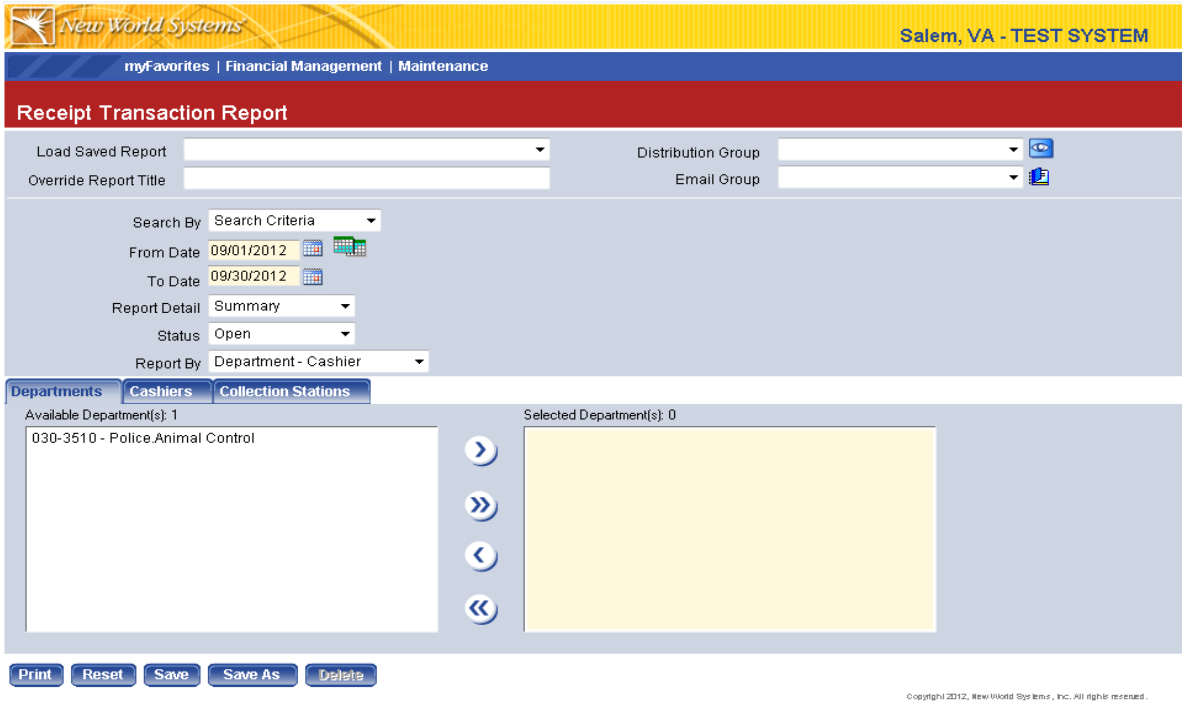


To run reports, Financial Management→Reports→Revenue Collections: Select the report you wish to create, select the criteria, and when you hit print it sends it to "My Reports" where you can view and print it.

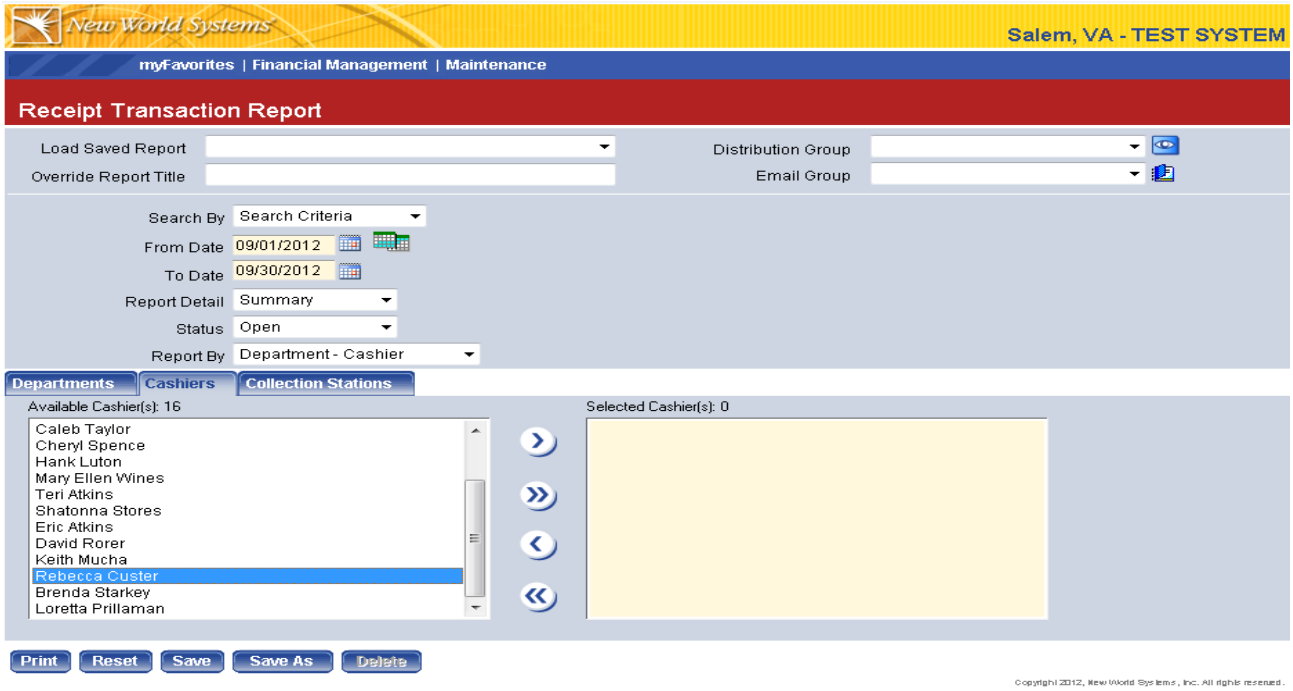


Criteria must be selected for each of the three tabs displayed, Department, Cashiers, Collection Stations.

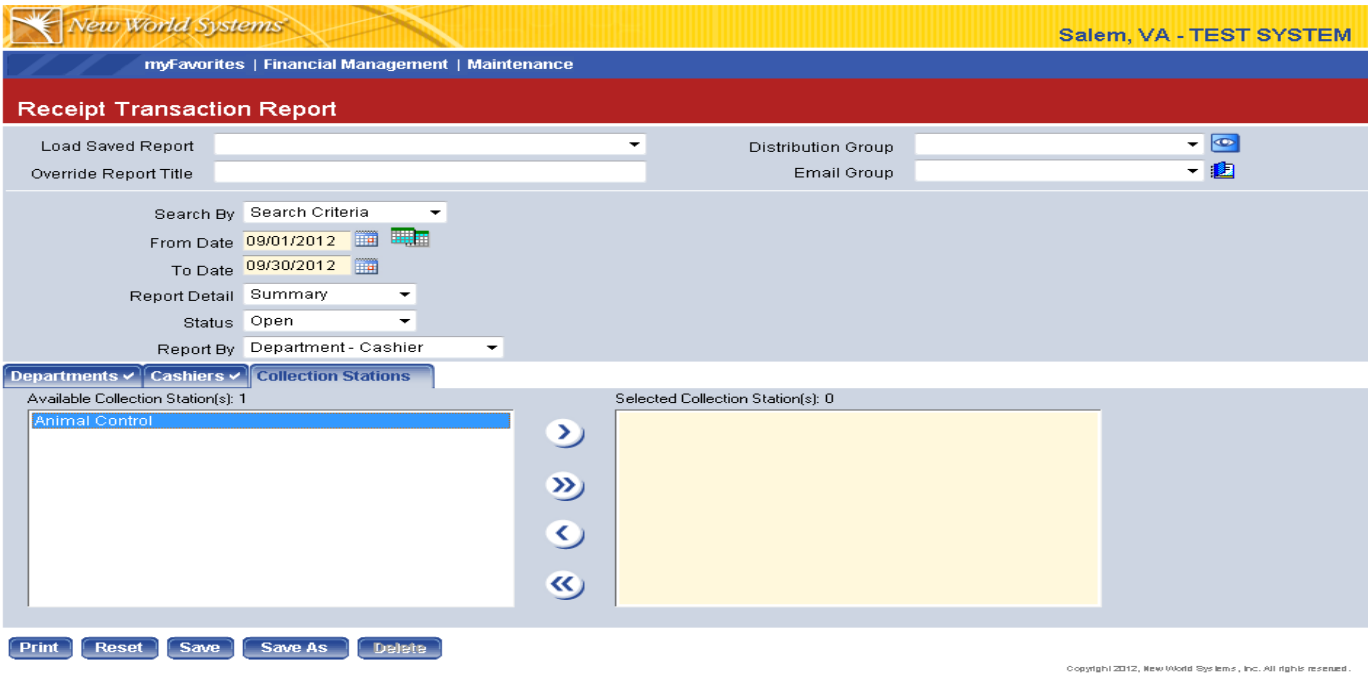
Department: Only departments you have access to should be displayed. Highlight the department and click on “>” to select for the report.



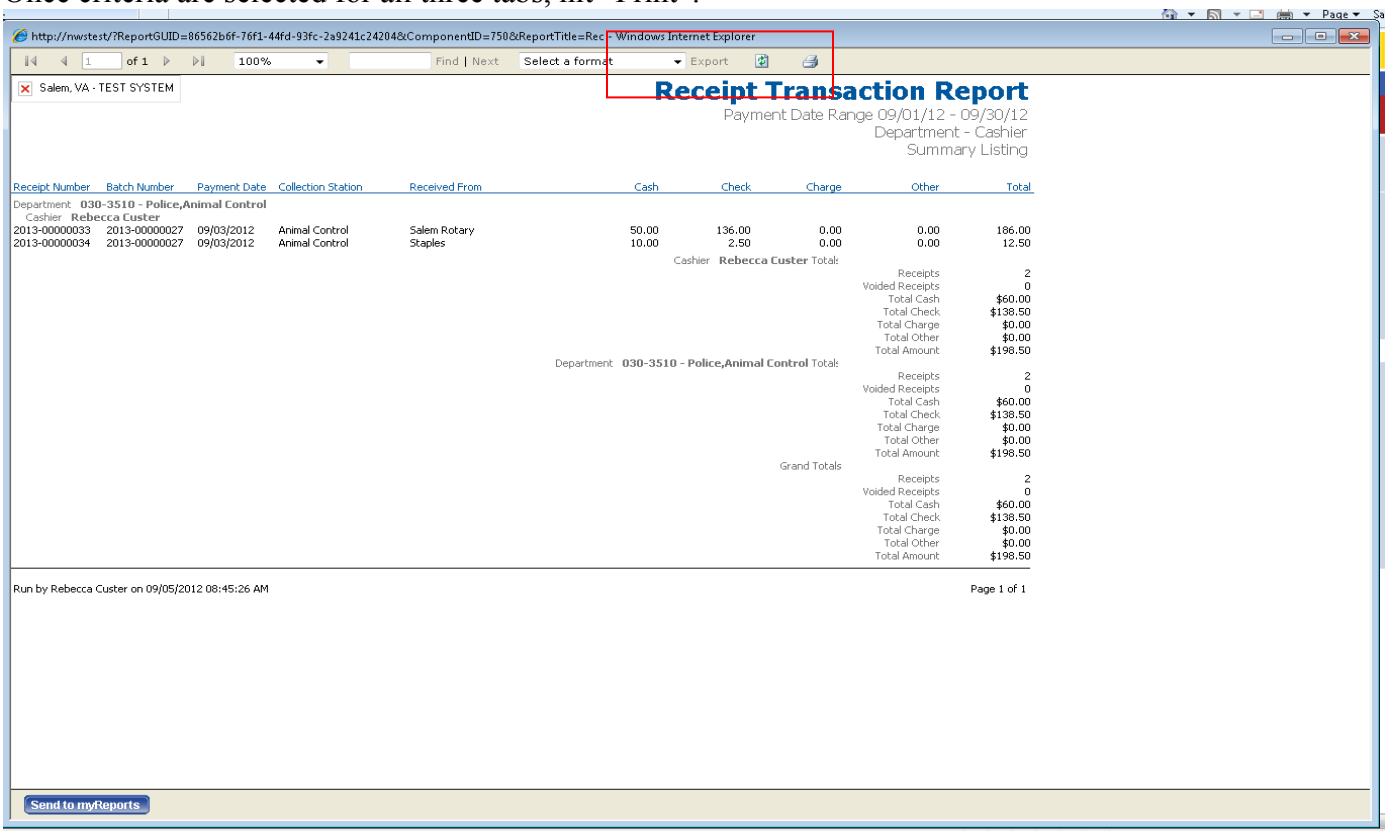
Cashiers: While a list of multiple cashiers will likely be displayed, you can only access cashiers in your department. Select the cashier you want to inquire on and click on “>” to select.



Collection Stations: Only the collection stations in your department will be displayed. Highlight and click “>” to select.



Once criteria are selected for all three tabs, hit "Print".



The report is displayed on your screen with options to export or print at the top of your screen.