Direct Journal Deposits

This guide walks you through entering Direct Journal Deposits, Inquiries/Reviews, Budget Checking Errors, Correcting Journal Entries, Speed Types, Debit/Credit Memos and Reports or Queries related to these functions.

State of Vermont

Department of Finance & Management

October - 2020

www.manaraa.com

Table of Contents

Revisions to Manual 3
Introduction to Direct Journal Deposits 4
Frequently asked Questions 5
Helpful Hints 6
Deposit Preparation 8
Deposits – Business Process, Reminders, Hints 9
Deposit ID Number Format for ACH & Wires 11
Debit/Credit Memo Business Process 12
Refund of Expenditures 13
Void Check Procedure 14
Direct Journal Deposits Flowchart 15
Regular Deposit Entry Total Page/Field Descriptions 16
Regular Deposit Entry Payments Page/Field Descriptions 17
Direct Journal Accounting Entries Page/Field Descriptions 18
Valid Value Selections/Regular Deposit Entry Page 20
Deposit Ticket & Bank Accounts 22
Remote Deposit Capture 23
Enter a Direct Journal Deposit 24
Enter a Refund of Expenditure Direct Journal Deposit 34
Budget Check a Direct Journal Deposit that is already Marked “Complete” 42
Delete Direct Journal Deposits 44
Entering a Speed Type 51
Update an Existing SpeedType 53
Enter a Direct Journal Deposit Using a SpeedType 55
Run the Process to Budget Check Direct Journal Deposits 63
Enter a Journal Entry to Correct Chartfield Info for a Posted Direct Journal Deposit 67
Inquiring on a Budget Check Error for a Direct Journal Deposit 72
Inquire/Review – All Deposits 76
Inquire/Review – All Payments 77
Inquire/Review – Direct Journal Deposit that has been Budget Checked and/or Journal Generated 79
Report – Deposit Control by Entry Date 81
Report – Payment Detail 84
Query - VT_AR_DIRECT_JRNLS_DEPOSIT 87

المنارة للاستشارات

www.manaraa.com

Revisions to Manual

October 2020

- Updated the listing of Deposit ID Variable Codes on page 11

March 2019

- Manual finalized

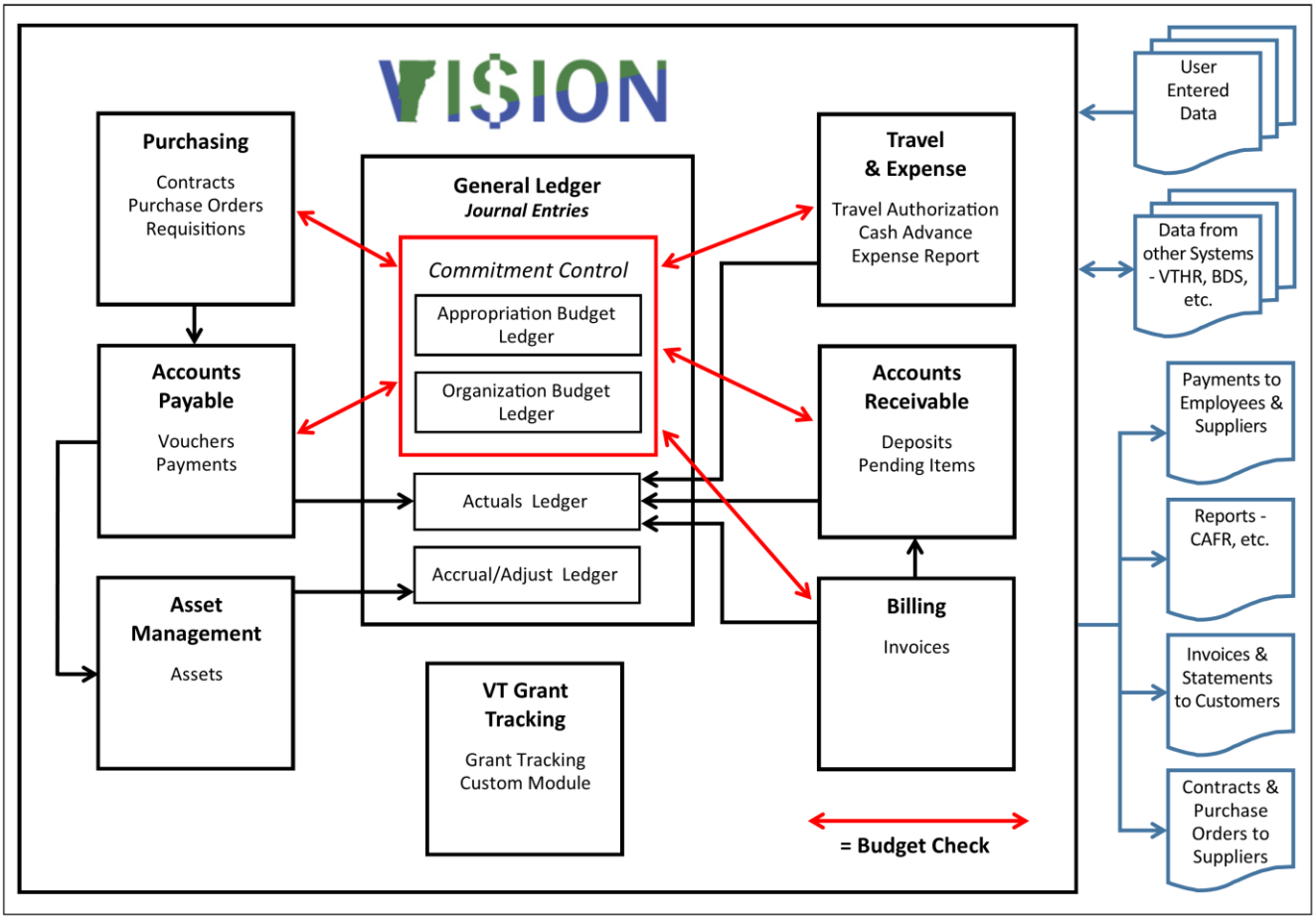
December 2018

- Manual written

www.manaraa.com

Introduction to Direct Journal Deposits

Overview of VISION Financial System



www.manaraa.com

Frequently asked Questions

Why is my direct journal deposit not showing up so that I can create accounting entries for it?

The system did not create any payment lines because the Journal Directly box was not selected on the Payments page of the regular deposit. Navigate back to the regular deposit and select the Journal Directly box on the payment tab and save. Now your direct journal deposit will be available for you to create the accounting entries. If this box is already selected and you are still not able to create accounting entries, then contact VISION Support for further assistance.

www.manaraa.com

Helpful Hints

What are some basic things I should know about entering a deposit?

- Use separate deposit slips for checks and refunds
- Deposits should be entered into VISION within 24 hours of depositing money at the bank
- The deposit number used in VISION is the 10-digit number at the bottom left hand side of your deposit ticket
- When entering your deposit do not change the Accounting Date, accept the defaulted date (current date)
- The Received Date should be the process date on your deposit ticket
- Make sure when processing a Refund of Expenditure the Deposit Type selected is "R"

Why do I get an error message: No matching values were found? When inquiring on a deposit that has been complete and/or budget checked?

Once you Complete and/or budget check a deposit you can no longer navigate to the deposit using the navigation for entering a regular deposit: Accounts Receivable > Payments > Online Payments > Regular Deposit.

For a deposit that has been completed and/or budget checked you would use the following classic navigation: Accounts Receivable > Payments > Direct Journal Payments > Modify Accounting Entries or Accounts Receivable WorkCenter > Links pagelet > Payments > Modify Accounting Entries.

What am I doing wrong to receive this error message? Credits do not equal the payment amount. The revenue lines must offset the payment amount before you can create the cash line.

When entering the accounting entries, the Line Amount field needs to be entered as a credit. If you enter the line amount as a debit you will receive the above message. Click the ok button and enter the line amount as a credit. Click on the lightning bolt and the cash side of you accounting entries will be created.

Why can't I delete a deposit where only one line of the deposit has been budget checked?

Once you budget check one line of a deposit you cannot delete the deposit or add additional payment lines. If the Deposit ID was entered incorrectly, continue with your deposit and let the Treasurer's office know that you entered a deposit with the incorrect Deposit ID. The Treasurer's office will need to know the incorrect deposit ID as well the correct Deposit ID.

Why is the delete button grayed out when I try to delete a deposit?

Once you create accounting entries for at least one of the payment lines in a deposit the delete button will gray out. If no lines have been budget checked within the deposit and you did want to delete the deposit because you noticed that the Deposit ID was entered incorrectly, delete the accounting entries created and go back to the regular deposit. The delete button will now be available. You can find how to delete deposit instructions within this manual.

www.manaraa.com

How do I correct a deposit that is budget checked and posted to the General Ledger that where I entered an incorrect account #?

Once a deposit has been budget checked you cannot go back to the deposit to correct an incorrect account. To correct accounting entries, you will create an ONL journal by debiting the incorrect account and crediting the correct account. Remember the fund and dept Id and any other chartfield information will need to be entered in the journal. When you enter the long description add as much information as to why you are processing the ONL. Add the deposit ID, date of deposit, and a brief explanation.

How do I delete a deposit once I have partially entered the deposit?

Depending on where you are in the deposit determines the steps you take to delete. You cannot delete a deposit that has been budget checked, even if only one line of the deposit was budget checked. Below are the different stages of a deposit:

- **Stage 1**: Only the Regular Deposit portion of the deposit has been entered; no accounting lines have been created
- **Stage 2**: The Revenue Side (first side) of Direct Journal Line accounting entry has been created
- **Stage 3**: Cash Side (second side) of Direct Journal Line accounting entry has been created
- **Stage 4**: Direct Journal deposit line is Complete

Navigation and directions are in the Manual listed under table of contents: Delete Direct Journal Deposits (instructions for each of the possible stages).

Note: If you are unable to delete a deposit using this method and the deposit was entered during a month that is currently open, Finance may be able to unpost it. Please contact the VISION Helpdesk.

www.manaraa.com

Deposit Preparation

Order of Deposit Documents
1. The deposit ticket should always be the first document 2. Checks should be placed after the deposit ticket 3. Cash and/or coin should be placed last
Maximum Number of Checks
1. The maximum number of checks allowed in a single deposit is 250
Adding Machine Tape and/or Reports
1. All deposits should include an adding machine tape listing of the checks included in the deposit. 2. The adding machine listing should be placed directly after the deposit ticket 3. Computer-generated check listings should be folded and placed directly after the deposit ticket
Foreign Check Deposits
1. Do not mingle Canadian checks with regular checks. Canadian checks should be deposited separately with their own deposit ticket. 2. Do not mingle foreign checks with regular or Canadian checks. Checks drawn on Foreign funds should be deposited separately with their own deposit ticket. 3. To help expedite the processing of Canadian and foreign checks, please write “CANADIAN” and/or “FOREIGN CHECKS” on the front of the deposit ticket.

المنارة للاستشارات

www.manaraa.com

Deposits - Business Process, Reminders, Hints

All Deposits

- **Dates-** Acctg. Date = Leave Current Date default, Received Date = Change to match bank receipt date if necessary, Entered Date = Current Date, not available to change
- **Enter deposit in VISION within 24 hours of making bank deposit**
- **Bank Errors on Deposits**: If you think the bank may have made a mistake on your deposit, you should contact the Treasurer's Office @ 802-828-6972 or e-mail TRE.Deposits@vermont.gov to see what happened on the bank statement. Make your VISION entry for the correct amount of the deposit. This will eliminate having to process the DR/CR Memo. However, any other corrections made by the Bank will be processed as a DR/CR Memo. For detail information on Debit/Credit memos you can visit the Finance and Management Web site. http://finance.vermont.gov/training-and-support/vision-job-aids-and-operational-guidance

VISION Errors on Deposits: If a deposit is entered in VISION incorrectly from what was deposited at the bank the following will need to occur to correct:

1. If your entry is made in VISION for more than the deposited amount at the bank, enter an ONL journal entry for the difference to correct. Debit the revenue account and credit the cash account. Instructions on entering in an ONL can be found in the General Ledger manual at https://finance.vermont.gov/. Also contact Treasurer's Office @ 802-828-6972, or email TRE.Deposits@vermont.gov
2. If your entry is made in VISION for less than the deposited amount at the bank, enter a new deposit in VISION for the difference using the same original deposit # with an A at the end to make it unique. Also contact Treasurer's Office @802- 828-6972 or email TRE.Deposits@vermont.gov
3. If a deposit posts in VISION with an incorrect Deposit ID, contact the Treasurer's office @ 802- 828-6972 or email TRE.Deposits@vermont.gov to let them know the correct ID – this helps with their reconciliation. When the Treasurer's Office reconciles the bank records to VISION the key fields to reconciling are the Deposit ID and deposit amount

MER Queries – Run month end queries (anytime throughout the month) to check for open items that need to post or may be in error. See the Month End Closing Instructions or the Reporting Manual for more information.

www.manaraa.com

Direct Journal Deposits

- **Types-** C= Cash/Check, R= Refund of Expenditure, D= Credit Card, L= Lockbox (do not mix different types of deposits)
- A deposit does not journal generate to the general ledger until it is budget checked. Deposits that are budget checked the same day they're entered into VISION will journal generate with the same accounting date. This is important when you approach the end of the month to make sure all deposits entered in that month have been budget checked, to avoid a deposit entered in one month and journal generated in the next month
- You can budget check direct journal deposits by a batch process. The Budget check process is run by Business Unit. If you are a department or agency that has several locations where deposits are entered within your Business Unit, you need to be careful when running the batch process as it will pick up any deposit that has been saved as complete
- Account, Fund and Dept ID are required fields, make sure you have entered them all before budget checking your deposit line
- Once a deposit has been checked complete and saved, the next step is to budget check. if you are not in the deposit, navigate to: Accounts Receivable > Payments > Direct Journal Payments > Modify Accounting Entries > Find an Existing Value

  Make sure to check all lines of deposit for accuracy before budget checking. Once you budget check one line of a deposit you cannot go back to the regular deposit and add any additional lines nor delete any lines. Example if you have three lines and for some reason one line had a dollar amount of .00 you cannot delete that line if one other line in the deposit is budget checked. Therefore, it is important before you budget check to verify that all data in deposit is correct

www.manaraa.com

Deposit ID Number Format for ACH & Wires

This format **only** applies to departments where there is no deposit ticket involved. **This numbering scheme is for departments who receive money via Wires and ACH. If you're a department that uses a deposit ticket always use the 10-digit Deposit Id number assigned on the bottom left of deposit ticket.**

Note: Do not enter the word NEXT in the deposit Id field. Use the numbering scheme listed below.

Departments are to use the following numbering scheme:

- First 4 numbers are BU (no leading zero)
- A variable (see below)
- The date the money was deposited at the bank (MMDDYY)

This produces an 11-digit Deposit ID. If there are more than one of a particular type of deposit in a day, add an "A", "B", etc. at the end of the ID.

Deposit ID Variable Codes

- D = Depository Account Back Acct# XXXXXX0493 (Wire)
- F = Fed Fund Account Bank Acct # XXXXXX0451
- C = Office of Child Support-Incoming Account
- S = Credit Card Settlement Account Bank Acct# XXXXXX2039
- W = Credit Card Online Account Bank Acct# XXXXXX0519

Example: Deposit for Business Unit 01110, a wire received into the depository account on March 7, 2007 and it is the second one for that day – **Deposit ID = 1110D030707A**

If you have any questions, contact the State Treasurer's Office at 802-828-6972 or via e-mail at TRE.Deposits@vermont.gov

www.manaraa.com

Debit/Credit Memo Business Process

Situation when this function is used: A debit/credit memo is received from the bank each time an adjustment is made to the State's bank accounts. Usually these changes result from an incorrect deposit or a returned check. You should refer to the Finance & Management Web Site - Debit/Credit Memo Procedure.

A summary of the procedure is outlined below:

Chartfields:

- **Account 101096 - DR/CR Memo Cash Clearing**
- **Fund (Agency) 63096 - DR/CR Memo Cash Clearing**

Process Flow:

- Treasurer's Office receives debit/credit memo from bank
- They process a CAJ journal entry adjusting depository cash account 101102 to 101096 using Fund 63096
- They send electronic document copies to the appropriate Department
- The Department processes a TSF journal entry within 5 days of receipt of the debit/credit memo, using affiliate 00005, appropriate Fund, Dept ID, etc. and account 100105 and the appropriate offset (revenue) account based on the original deposit.
- Financial Operations enters a responding TSF journal entry in BU 00005 using appropriate affiliate, Fund 63096, appropriate Dept ID and accounts 100105 and 101096 (this clears both cash accounts 101096 and 100105)

www.manaraa.com

Refund of Expenditures

A refund of expenditure is a reimbursement of:

- An overpayment or payment made in error
- A payment made on behalf of another entity
- A payment for goods returned to the vendor
- A payment for goods or services never received

A refund of expenditure is processed by depositing the refund check into the bank and entering a direct journal deposit in VISION. In the direct journal accounting entries, departments must use the expenditure account, fund, DeptID and other chartfields that were used on the original transaction.

VISION allows refund of expenditures to be processed only when there are sufficient current year expenditures to offset the refund. When departments receive monies for a refund of prior year expenditures, the refund must be processed against the current year's expenditures in VISION. If there are not sufficient current year expenditures to offset the prior year refund, the system will not allow the direct journal to budget check. The system will return the budget check error "Spending authority over budget." In this case only, departments must change the expense account to revenue account 485000 Prior Year Refund of Expenditures. For more information on prior year refund of expenditures please refer to VISION Procedure #6 Prior Year Refund of Expenditure Procedure.

NOTE: *VISION Accounts Payable checks that are returned by the vendor or have printed and then found to be invalid* ***ARE NOT*** *considered a Refund of Expenditure. Do not deposit a VISION Accounts Payable check. Returned or invalid Accounts Payable checks processed in VISION* ***must be*** *sent to the Treasurer's Office requesting them to be voided. VISION Procedure # 8 explains what to do when you receive a returned VISION Accounts Payable check,*

www.manaraa.com

Void Check Procedure

Void Check Procedure:

VISION Procedure # 8: Void Check establishes the criteria and procedures for voiding VISION vendor checks.

Departments are prohibited from depositing VISION vendor checks and processing them as a refund of expenditure. The erroneous depositing of a VISION vendor check obscures the audit trail in VISION by creating a record that indicates the check was issued to and cashed by the vendor; this improper handling impairs the integrity and accuracy of vendor payment reports and potentially 1099-MISC forms issued to vendors and the IRS.

CRITERIA

A check can be voided in VISION when the following two conditions exist:

1. The check was issued and recorded in the VISION financial system.
2. The department (custodian) is in possession of the original check.

A VISION vendor check shall be determined invalid and voided in VISION when there is a/an:

- Error in the payee
- Error in the payment amount
- Printing error or damaged/spoiled check
- Duplicate payment
- Cancellation of the payment request
- Unavailability of the goods/services being purchased
- Any other reason the check is no longer needed for its intended purpose

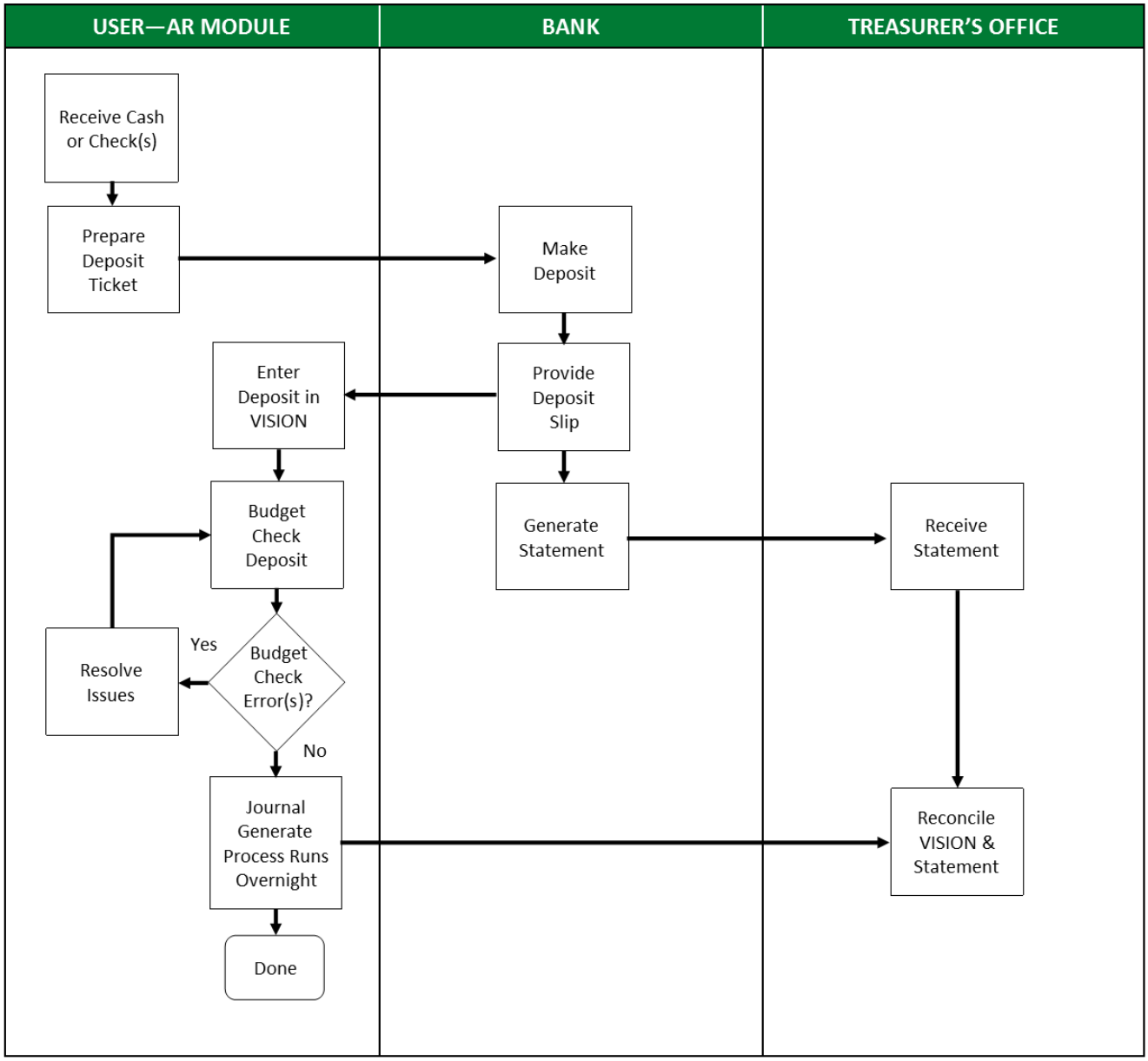
Note: *VISION vendor checks that are valid and not in error but are undeliverable to the vendor (e.g., unknown address) shall not be voided, and are subject to Vermont's unclaimed property laws. Contact the Office of the State Treasurer's Unclaimed Property Division for more information.*

Please contact the Office of the State Treasurer's Treasury Operations Division or the Dept. of Finance & Management's VISION Finance Support Team with any questions about this procedure.

For copies of cancelled checks or checks to pull please contact the Treasurer's Office by email at: TRE.Deposits@vermont.gov

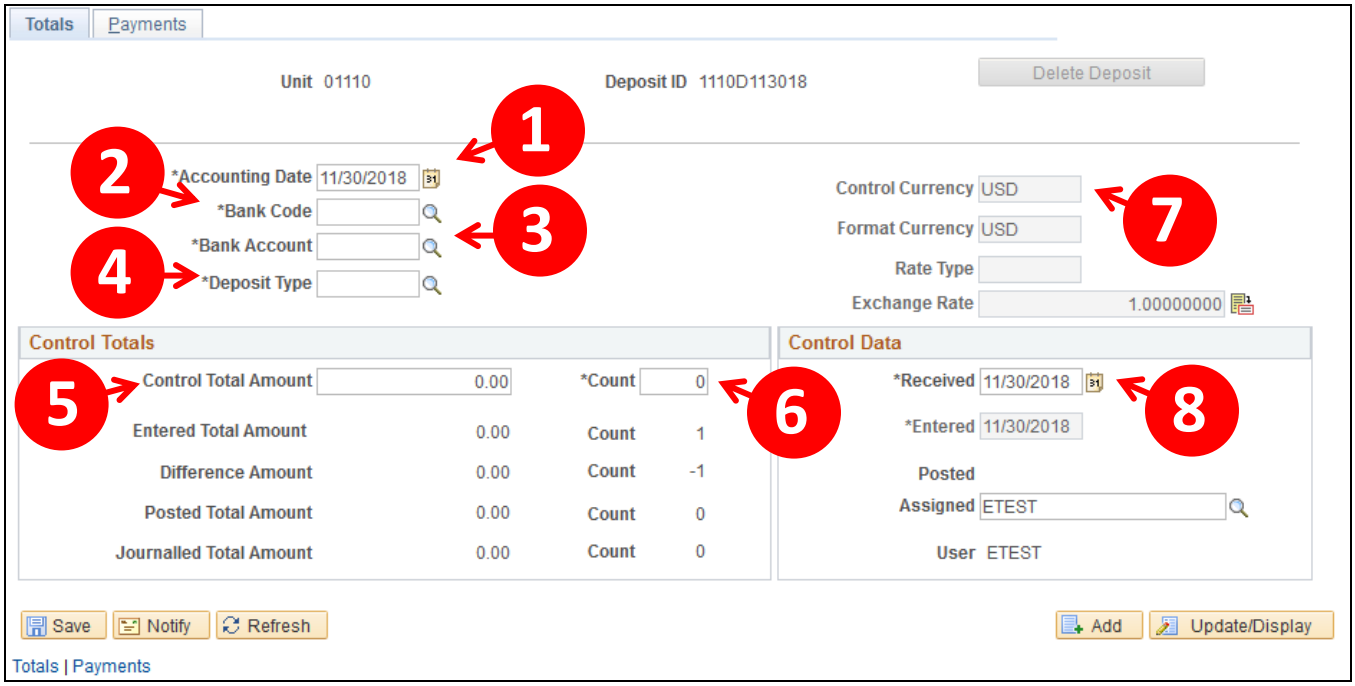
www.manaraa.com

Direct Journal Deposits Flowchart



www.manaraa.com

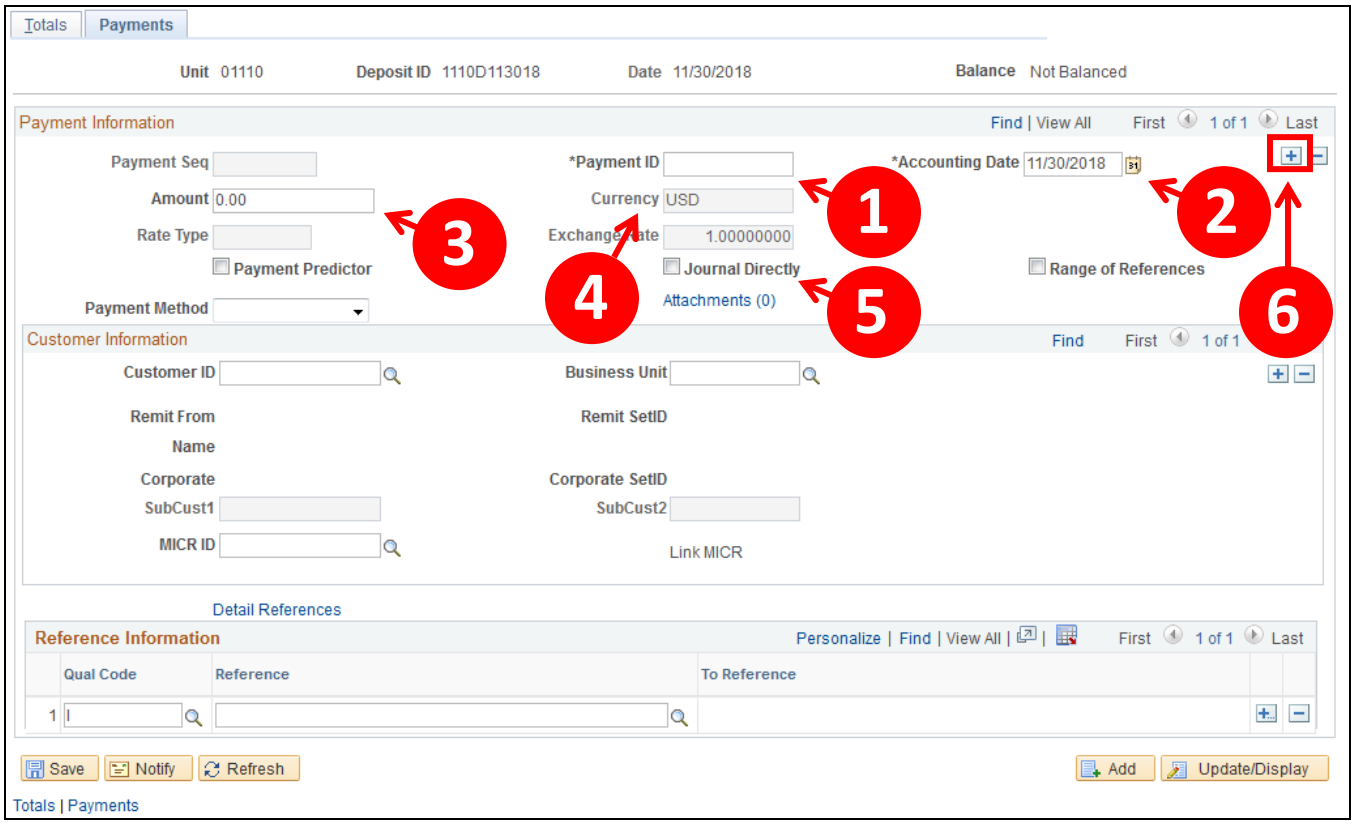
Regular Deposit Entry Total Page/Field Descriptions



1. **Accounting Date -** Defaults in with the current date. Always accept the default date. Do not change. Fiscal Year end instructions may include that the accounting date may change to facilitate Fiscal Year closing
2. **Bank Code -** Clicking on the magnifying glass to the right of the field gives you a list of valid bank codes. For direct journal deposits you should always select **PEOP3** as the bank code which defaults with a description of **PUB People**
3. **Bank Account -** Clicking on the magnifying glass to right of field displays a list of valid values. For direct journal deposits select # **0002**
4. **Deposit Type -** Selection list available. If **PEOP3** and **0002** are selected the Deposit Type will populate with **C-Cash Checks.** If deposit is a Refund of Expenditure you should use a type **R-Refund**
5. **Control Total Amount -** This field is used to enter the total amount of the deposit
6. **Count -** This field determines how many accounting lines will be entered for the deposit that you have broken down by chartfields
7. **Control Currency** - Defaults as **USD**
8. **Received Date -** This is an important date. Enter date that bank stamps on your deposit ticket. This date is used by the Treasurer's office to reconcile bank statements

www.manaraa.com

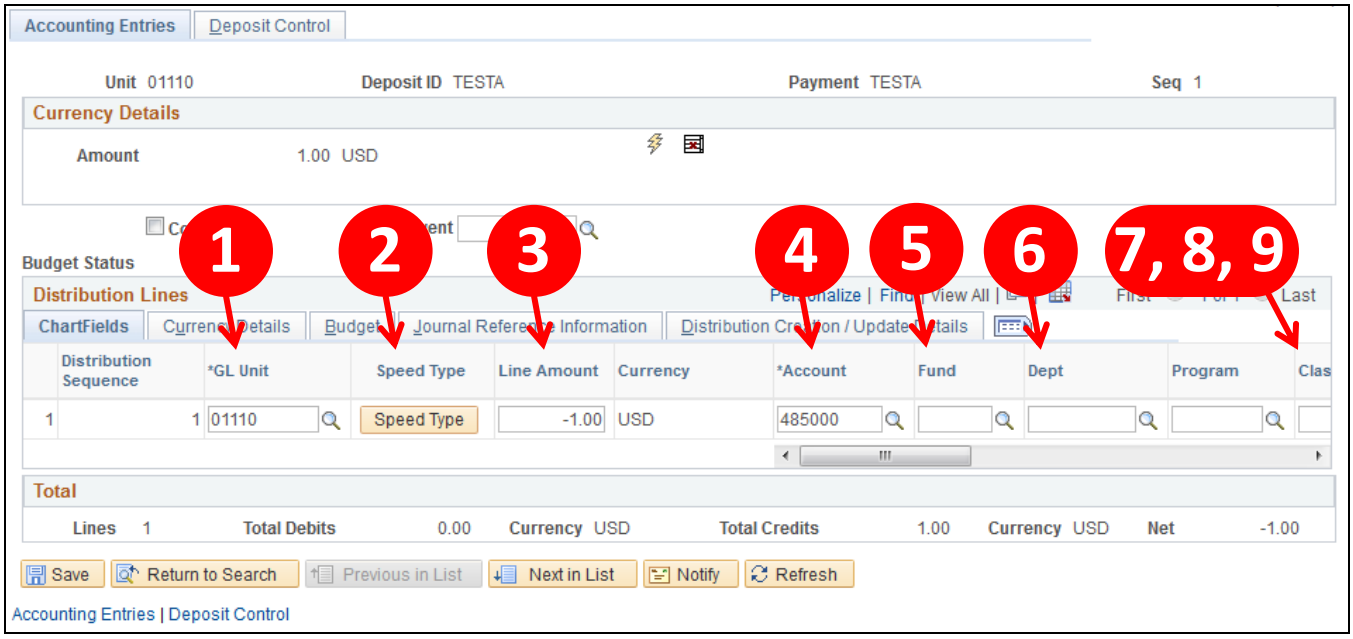
Regular Deposit Entry Payments Page/Field Descriptions



1. **Payment ID -** This is an alphanumeric field that allows you to type in a brief description to what has been deposited. It is a limited field that allows only 14 characters
2. **Accounting Date -** Defaults from the Total page
3. **Amount -** Enter dollar amount for the particular set of Chartfields
4. **Currency -** Defaults to USD
5. **Journal Directly -** Important field which needs to be selected when entering a direct journal deposit. If not selected when you go to enter the accounting entries, you will find that the line will not display to enter the accounting entries. To correct, go back to the regular deposit Find an Existing Value and select the journal Directly box and save. Now when you navigate to enter your accounting entries the line(s) will be available
6. This page is broken in three sections. To insert a new row, you need to click on the + button that is located on the Payment Information portion of the page

www.manaraa.com

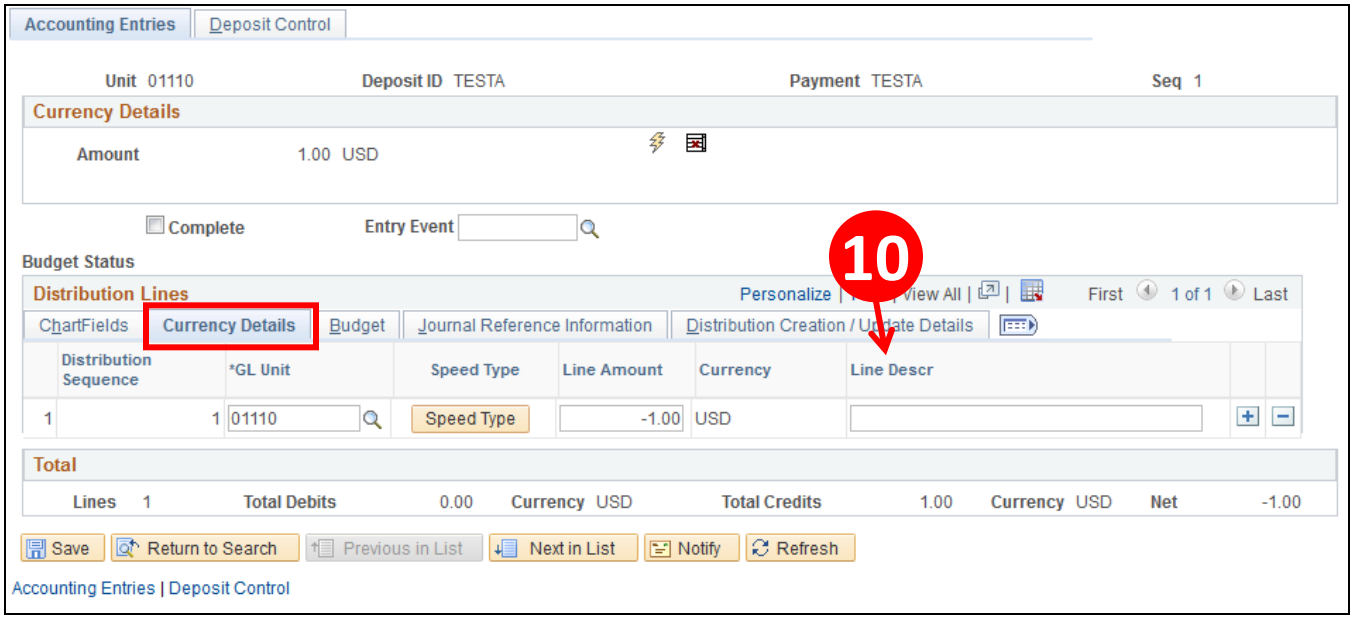
Direct Journal Accounting Entries Page/Field Descriptions



1. **GL Unit -** Defaults with business unit
2. **Speed Type Button -** This allows you to select speed types that were created by departments which will automatically populate chartfields that are repetitive or used frequently. See pages on how to create Speed Type listed in table of contents
3. **Line Amount -** Amount applied to specific chartfields and should be entered as a negative amount (credit)
4. **Account -** Enter account number applicable to cash/checks. By clicking on the magnifying glass beside the field a list of valid values will be displayed
5. **Fund Code -** Enter associated fund. Click the magnifying glass to display a list of valid values
6. **Dept -** Enter 10-digit number or select a valid value. This is a mandatory field. Dept IDs are established under the SETID of STATE so if you are using the magnifying glass to search for a specific DeptID, enter the last four digits of your BU so you will get only the department ids for your business unit
7. **Class -** Not a mandatory field, if your department requires a class, enter or select a valid value
8. **Project -** *(Use scrollbar)* Not a mandatory field, if your department requires a project enter or select a valid value
9. **Affiliate -** *(Use scrollbar)* No data entry required

www.manaraa.com

Click on **Currency Details** tab shown below:



10. Line description is not a mandatory field. Field is used to add additional information. This field also appears in some of the journal queries. Ex: VT_AR_DIRECT_JRNLS_QUERY

www.manaraa.com

Valid Value Selections/Regular Deposit Entry Page

Bank Codes:

- AHS – AHS Transfers Bank
- ANR – Agency of natural Resources
- AUDIT – Auditor-Single Audit Bank
- BGS – BGS-Transfers Bank
- CAT – Catamount Health Assessment – added FY 2008
- CGARA- AOT-Central Garage
- CHITT – Chittenden Bank
- DMV – AOT-Dept of Motor Vehicles
- FINOP – FinOps Bank
- GOVNT – GovNet Transfers
- HOWRD – TD Bank NA
- LIBTF – Libraries Payment Transfers
- **PEOP3 – People's United Bank**
- PERTR – Personnel Payment Tranfers
- PUBSA – Public Safety Transfers Bank
- SOS – Sec of State Transfers Bank
- TAX – Tax Dept Transfers
- VCI – VCI Transfers Bank

Bank Accounts:

- 0001 – XXXXXX0436 – Concentration Account
- **0002 – XXXXXX0493 – Depository Account**
- 0003 – XXXXXX0451 – Federal Funds Account
- 0004 – XXXXXX0634 – Tax ACH Account
- 0016 – XXXXXX2039 – Credit Card Settlement (still HOWRD/TD Bank)
- 0017 – XXXXXX0246 – Office of Child Supp-Incoming
- 0019 – XXXXXX0220 – PATH-Lockbox Account
- 0020 – XXXXXX0535 – Deferred Compensation Plan
- 0021 – XXXXXX0519 – Credit Card-Online
- 0022 – XXXXXX1958 – PATH-ASD Rebate
- 0023 – XXXXXX1940 – PATH- incoming ACH
- 0024 – XXXXXX0329 – DLC Merchant Account

www.manaraa.com

Deposit Types:

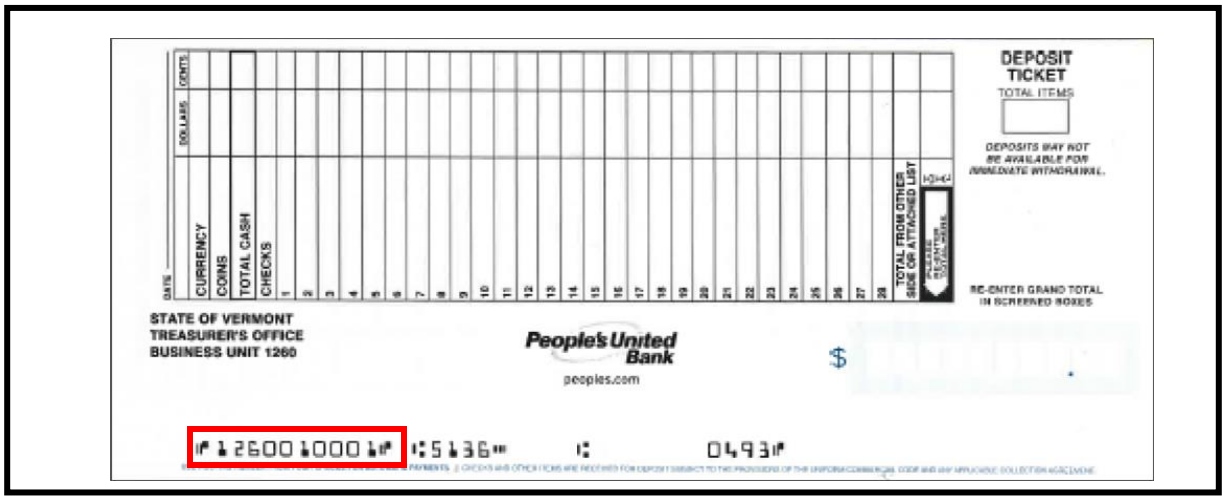
- **C – Cash/Checks**
- D – Credit Card
- F – Federal Grants
- L – Lockbox
- **R – Refund of Expenditure**
- W – Wire Transfer

Control Currency

- USD - US Dollar - **Defaults in as USD**

www.manaraa.com

Deposit Ticket & Bank Accounts



Deposit ID#

This number is found on the far left of the deposit ticket. There are three sets of numbers on the bottom of each deposit ticket. Deposit # is derived as follows, first four digits are the last four numbers of your business unit, the next two digits are a location identifier, and the next four digits are sequential.

A Deposit ID number **MUST** be used in VISION to identify each deposit. The Bank sends a file to the Treasurer's Office and with that file the Treasurer's Office reconciles to what was entered in VISION. Key fields for reconciling are the deposit Id number and the total dollar amount.

Bank and Bank Accounts

- Bank Code – **PEOP3 – People's United Bank** for ALL cash/check DJ deposits
- Bank Account – **0002** - **XXXXXX0493**
- Depository cash account - **101102**

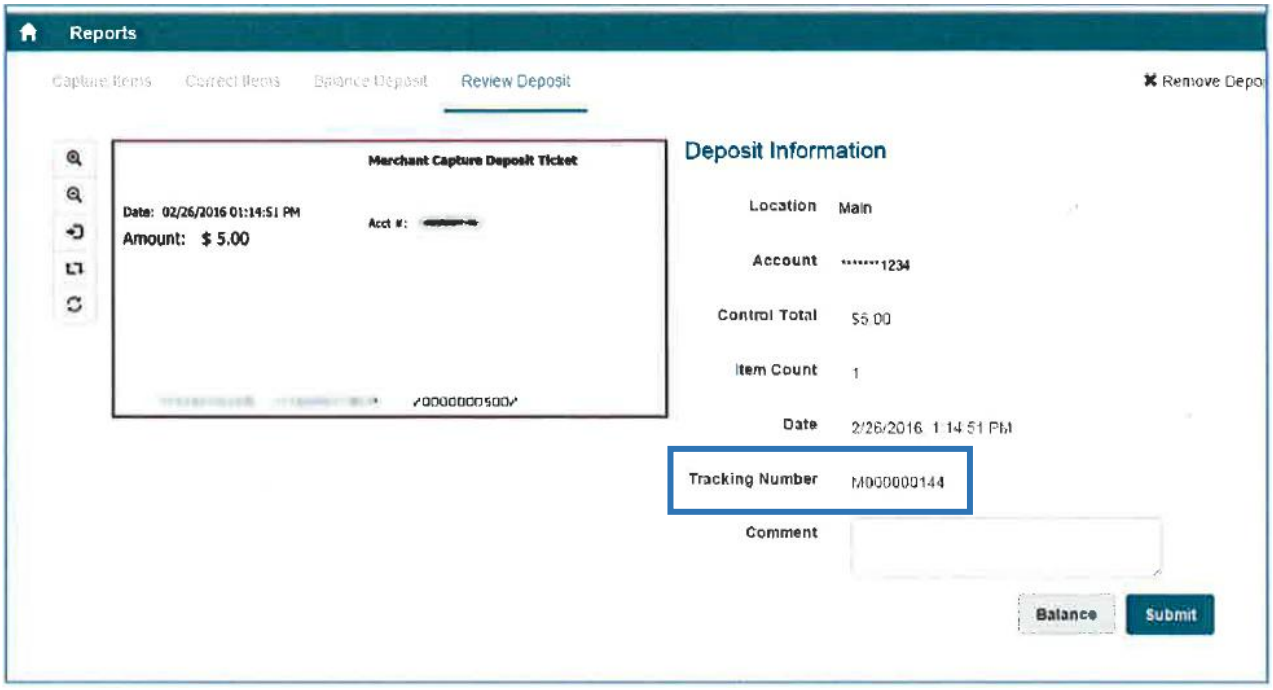
www.manaraa.com

Remote Deposit Capture

Deposits to be processed using remote deposit capture equipment are entered in the People's United Bank (PUB) remote deposit capture application, which is part of the PUB eTreasury+ online banking.

Checks received should be endorsed "For Deposit Only" using a deposit stamp. The deposit stamp may have additional information, including a business unit. The endorsement stamp must be placed within the endorsement area on the back of the check. People's United Bank has provided deposit stamps to departments for this purpose.

When entering a deposit in the remote deposit capture application a deposit slip will not be used. When a deposit is completed and submitted in the remoted deposit capture application, a unique ten character "Tracking Number" will be assigned to the deposit. The Tracking Number begins with an M, which is followed by a nine-digit number. Following is a screen shot showing a sample Tracking Number:



When entering the deposit in VISION, use Bank Code: PEOP3, Bank Account 0002, and Deposit Type: C. Please note that the only item changing is the Bank Code. The ten-character Tracking Number should be used as the Deposit ID number for the VISION deposit.

The VISION general ledger account for the State Depository Account is 101102.

www.manaraa.com

Enter a Direct Journal Deposit

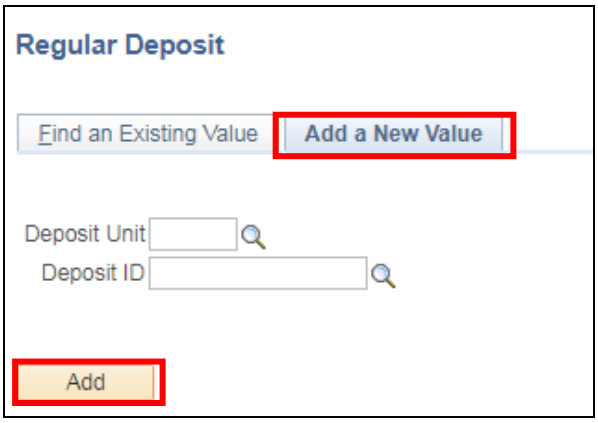
Possible situations when this function is used: Direct Journal deposits are regular deposits that are directly journaled to the general ledger (not customer related deposits).

PART I:

WorkCenter navigation: Accounts Receivable WorkCenter > Links pagelet > Payments > Regular Deposit

Navigator Menu navigation: Accounts Receivable > Payments > Online Payments > Regular Deposit

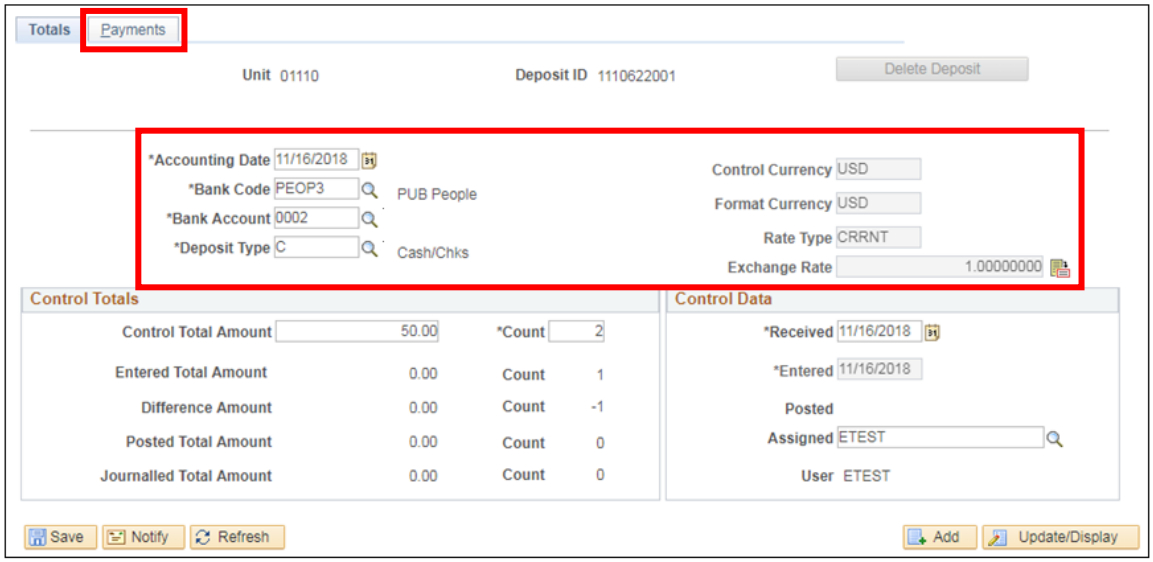
The **Regular Deposit** page displays, click on the **Add a New Value** tab:



1. **Deposit Unit -** Leave as default or enter business unit
2. **Deposit ID -** Enter a New Deposit ID **or** enter the correct numbering scheme. Follow instructions Auto-Numbering Deposit Change
3. Click **Add**

www.manaraa.com

The **Totals** page displays:



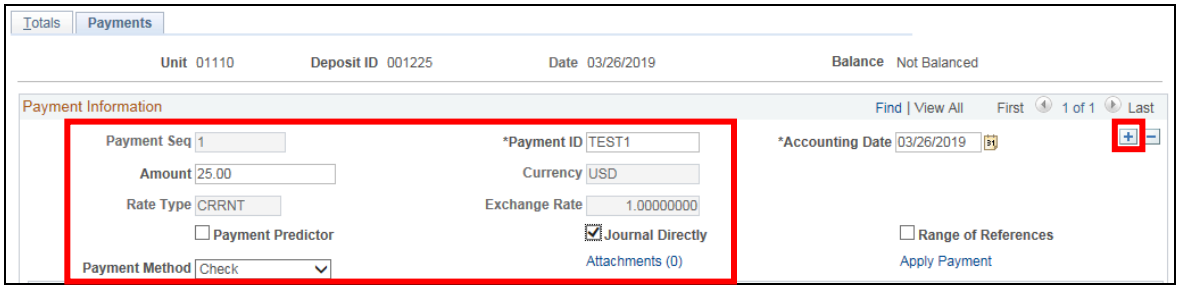
Three dates will default in:

- **Accounting Date -** leave current date default *(do not change)*
- **Received Date -** change if necessary *(date bank stamps on deposit ticket)*
- **Entered Date -** current date default *(grayed out field)*

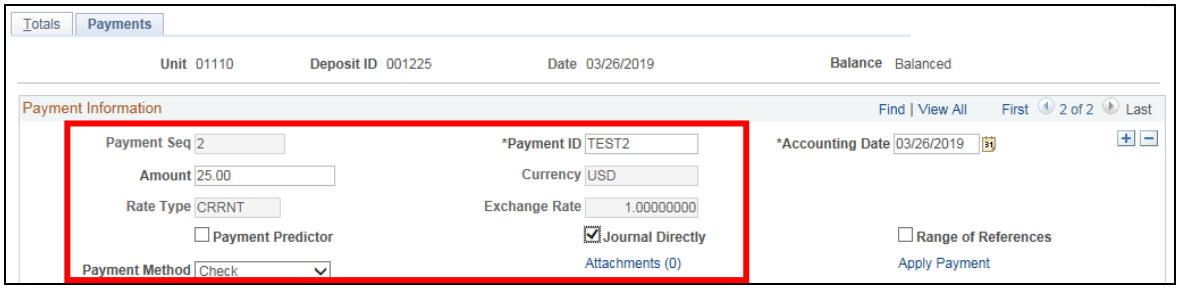
4. **Bank Code -** Enter Valid Value
5. **Bank Account -** Enter Valid Value
6. **Deposit Type -** Enter Valid Value
7. **Control Currency -** Defaults in as USD
8. **Control Total -** Enter Control Total *(the total deposited in the bank)*
9. **Count -** determined by how many different accounting lines you will enter in the deposit
10. Click on the **Payments** tab

www.manaraa.com

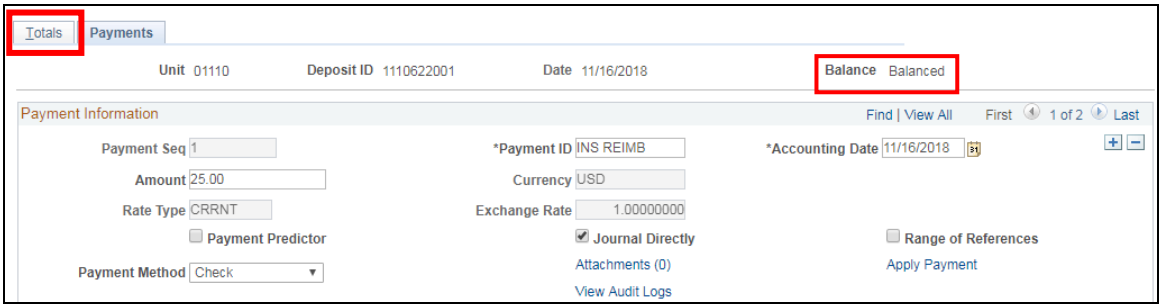
The **Payments** page displays:



11. **Payment ID -** Enter Payment ID for first payment line
12. **Amount -** Enter Amount for first payment line
13. Uncheck the **Payment Predictor** box
14. Check the **Journal Directly** box
15. **Payment Method -** defaults as Check, accept default
16. Insert a New Row by clicking on the **+** icon (Payment Information section of page)



17. **Payment ID** - Enter Payment ID for the next payment line
18. **Amount** – Enter Amount for the next payment line
19. Uncheck the **Payment Predictor** box
20. Check the **Journal Directly** box
21. **Payment Method -** defaults as Check, accept default
22. Click **Save** at the bottom left side of the page

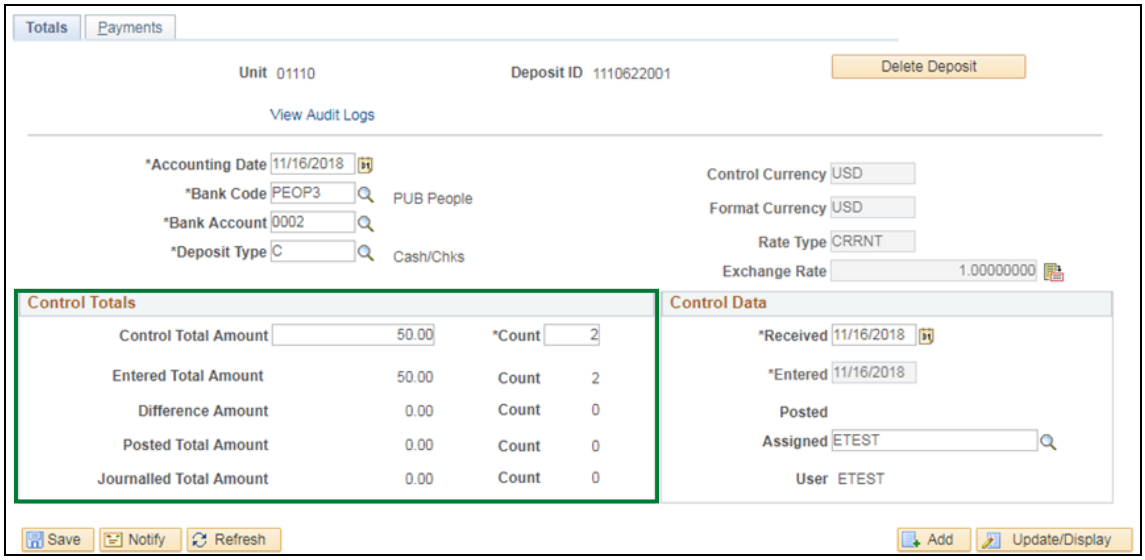


Note: The deposit is balanced (see the upper right corner of the Payments tab)

23. Click on the **Totals** tab

www.manaraa.com

The **Totals** page displays:



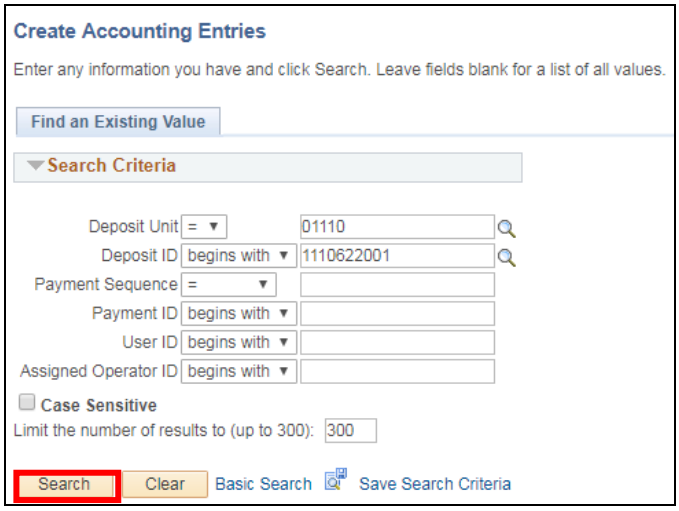
Note: The Control Total Amount and Count and the Entered Total Amount and Count are the same. If there is a difference, review totals and payment lines to find the difference and correct it.

PART II:

WorkCenter navigation: Accounts Receivable WorkCenter > Links pagelet > Payments > Create Accounting Entries

Navigator Menu navigation: Accounts Receivable > Payments > Direct Journal Payments > Create Accounting Entries

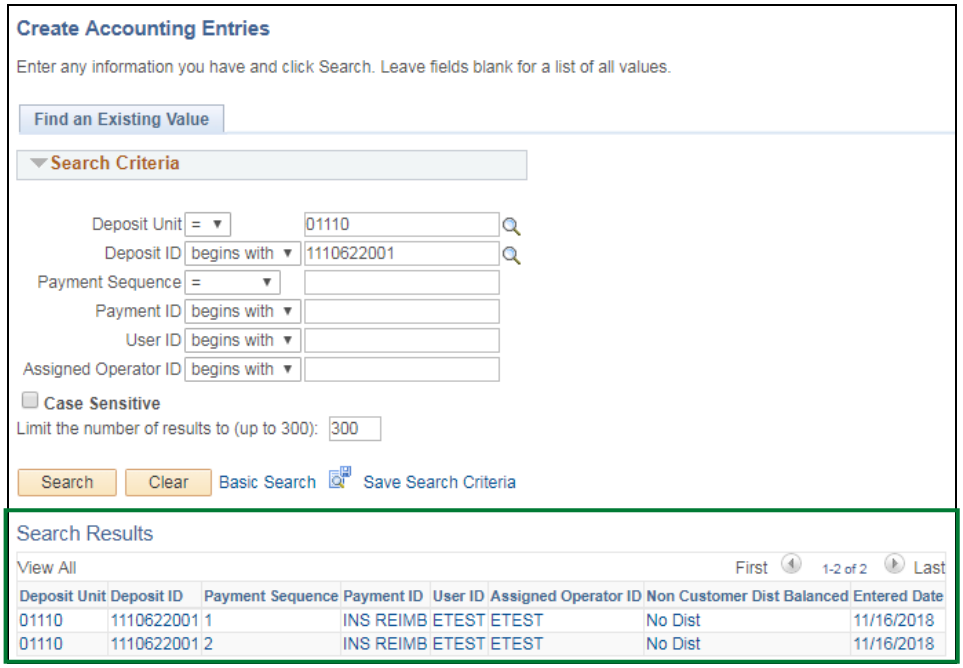
The **Create Accounting Entries** page displays:



1. **Deposit Unit -** Enter your **Business Unit** or accept the default
2. **Deposit ID -** Enter the **Deposit ID** or accept the default
3. Click **Search**

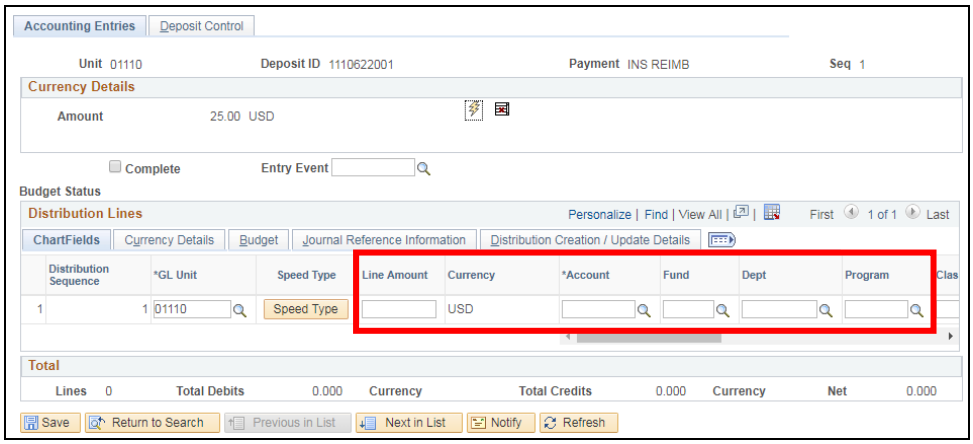
www.manaraa.com

The **Create Accounting Entries** page displays:



Search Results will return all payment lines of the deposit. Select a line by clicking in any of the hyperlinks within the search results.

The **Accounting Entries** page displays:



Enter Appropriate Chartfield Information and Line Amount for the first line:

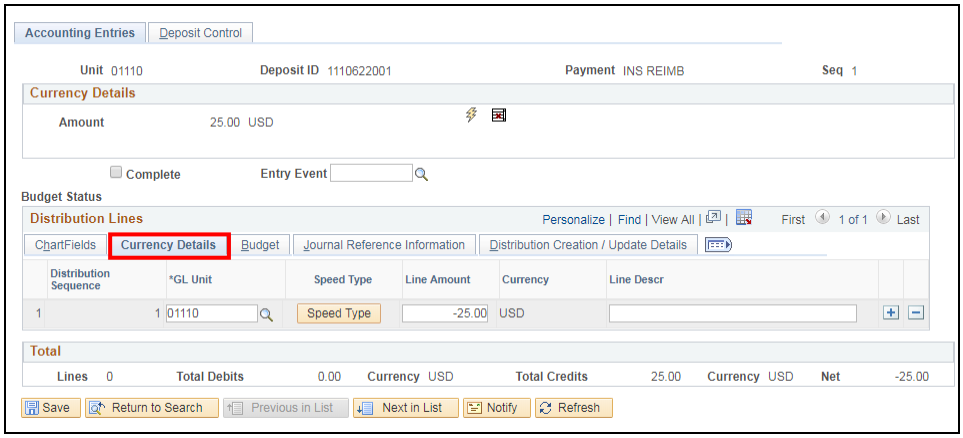
4. **Line Amount -** Enter Amount for first line

   Note: The line amount must use the opposite sign of the payment. If the payment is a positive amount, then the line amount must be negative.

5. **Account -** Enter valid Account.
6. **Fund Code -** Enter valid Fund
7. **Dept -** Enter valid Dept
8. If required, enter **Program Code, Class or Project**

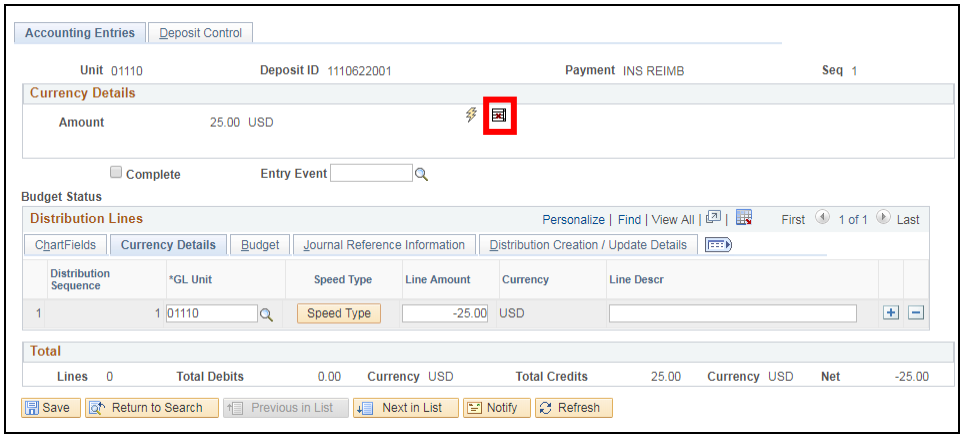
المنارة للاستشارات
www.manaraa.com

9. Click on the **Currency Details** tab to enter a **Line Description** if desired, this is not a required field



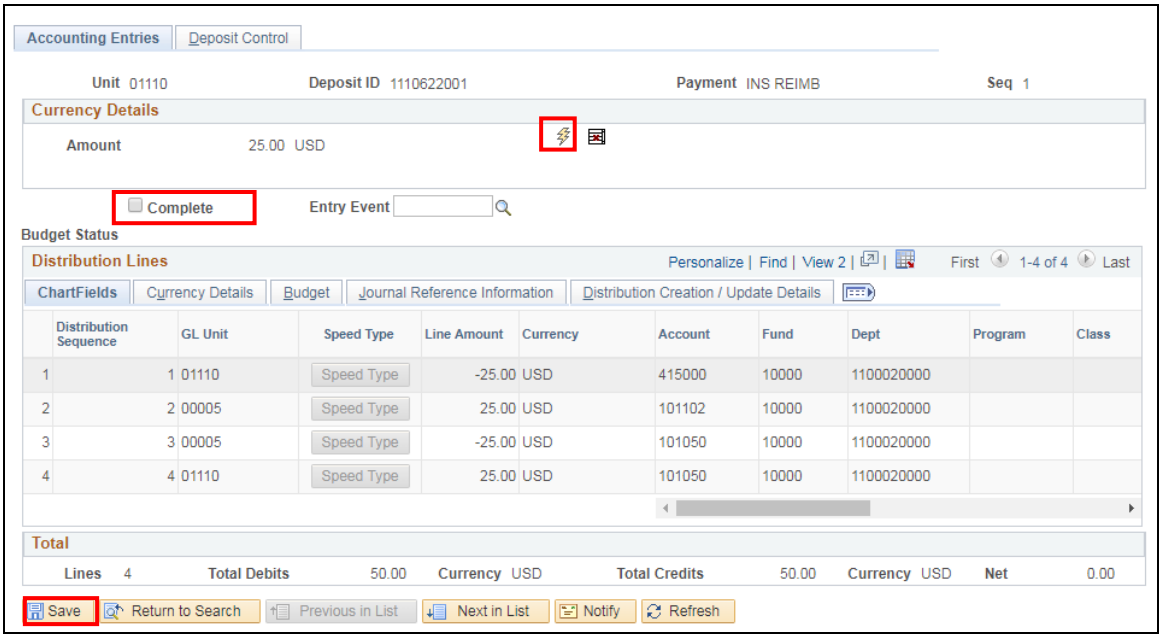
The **Currency Details** page displays to enter additional information.

Note: If you want a line description, it needs to be added before clicking the lightning bolt to create cash side accounting entries. Line notes appear in some of the queries. For example: VT_AR_DIRECT_JRNLS_DEPOSITS Query



Note: If you created the cash side of the accounting lines and need to add a line description you will need to delete the cash side by clicking in the icon deleting the cash accounting lines then add line description and click the lightning bolt to create cash lines. A line Description can be added to each line of deposit.

www.manaraa.com



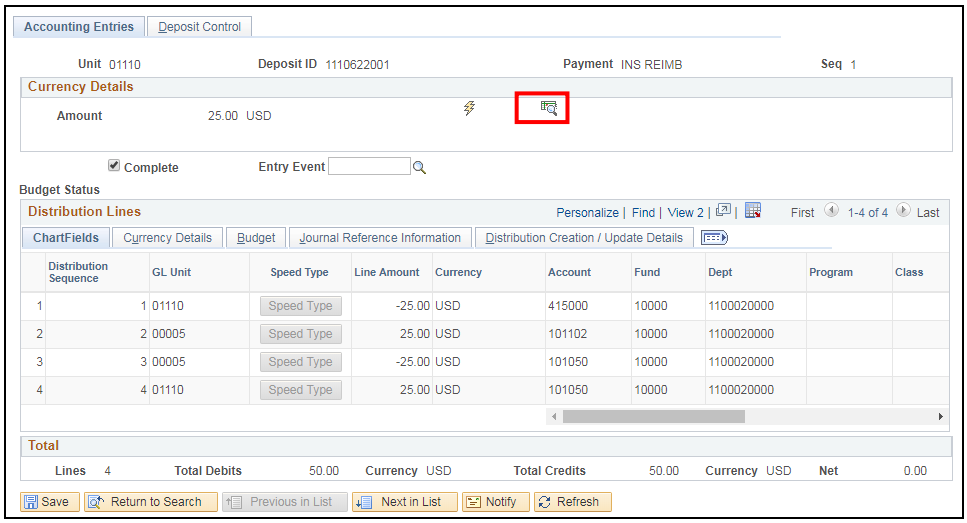
10. Click on the **Lightning Bolt** icon to create the Cash Account side of the transaction line. Once the Cash lines are created you should verify that the depository account 101102 populates as well as the cash clearing account 101050. The cash account populates from your selection on the Total page of the regular deposit, Bank Code and Bank Account.

Four lines are generated balancing the transaction for your business unit and the treasury account business unit.

Note: You will not see the cash account on the trial balance – only 101050. Impact – as an example you will only be able to distinguish federal receipts from regular receipts by the revenue account – no longer by the cash account

11. Check the **Complete** box *(located on the upper left side of page)*

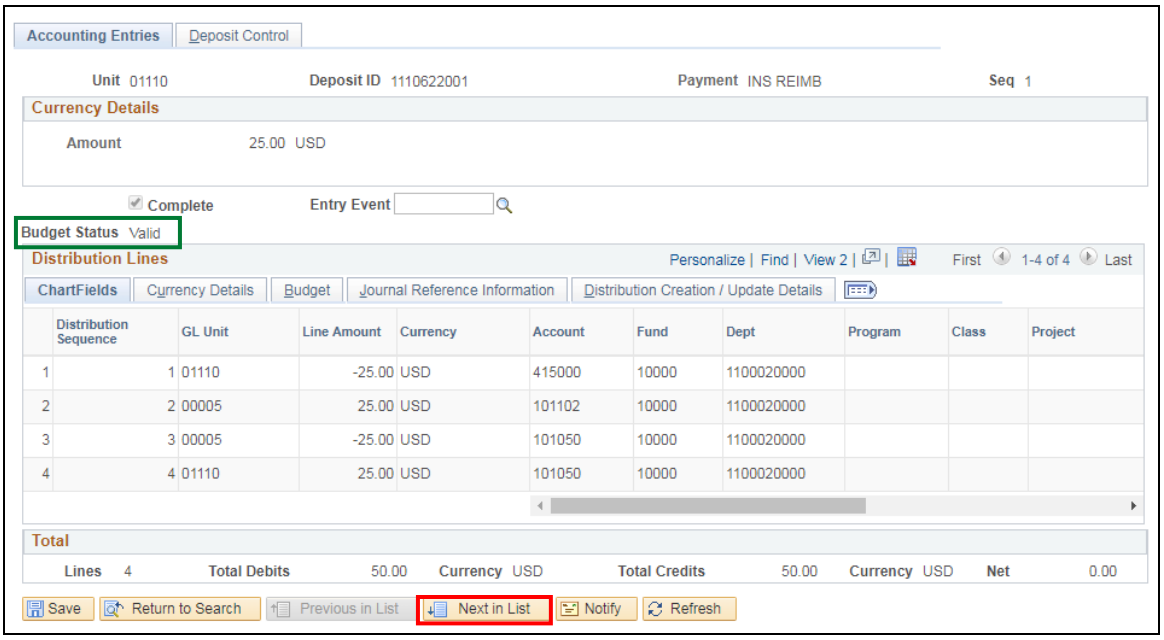
12. Click **Save** *(bottom left of the page)*



The **Budget Check** icon appears

13. Click on the **Budget Check** icon to budget check the first line. Remember to verify that your deposit is correct before you budget check, because once you budget check one line of the deposit you cannot go back to the regular deposit to make changes.

www.manaraa.com



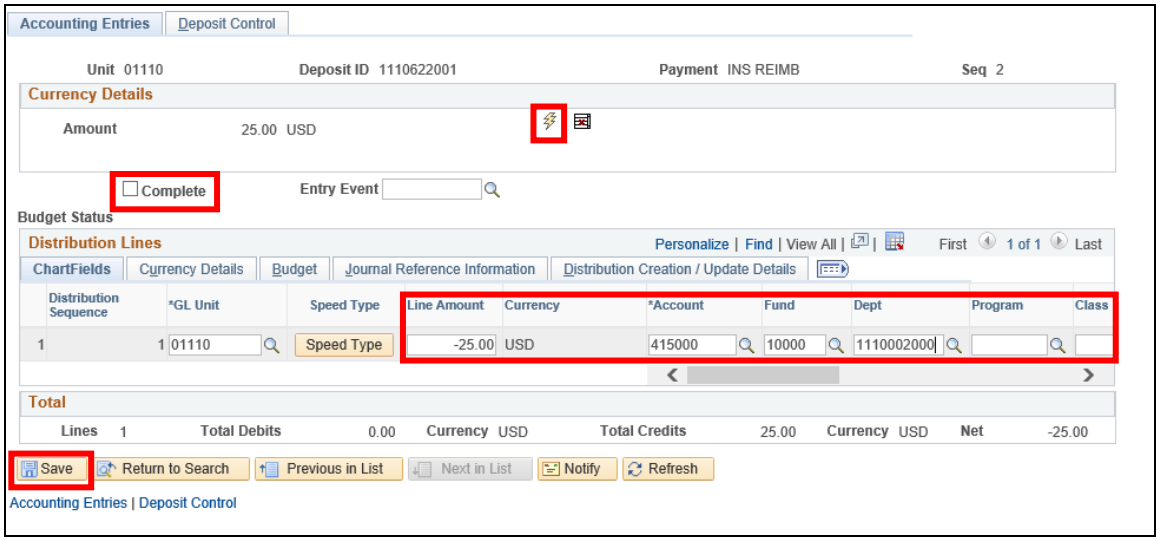
The Budget Check icon disappears and **Budget Status = Valid**

Once you budget check a line the icon disappears and allows you to go to the next line to complete and budget check.

14. Go to the second line by clicking on the **Next in List** icon at the bottom of the screen

www.manaraa.com

The **Accounting Entries** page displays for the second line:



Enter Appropriate Chartfield Information and Line Amount for the first line:

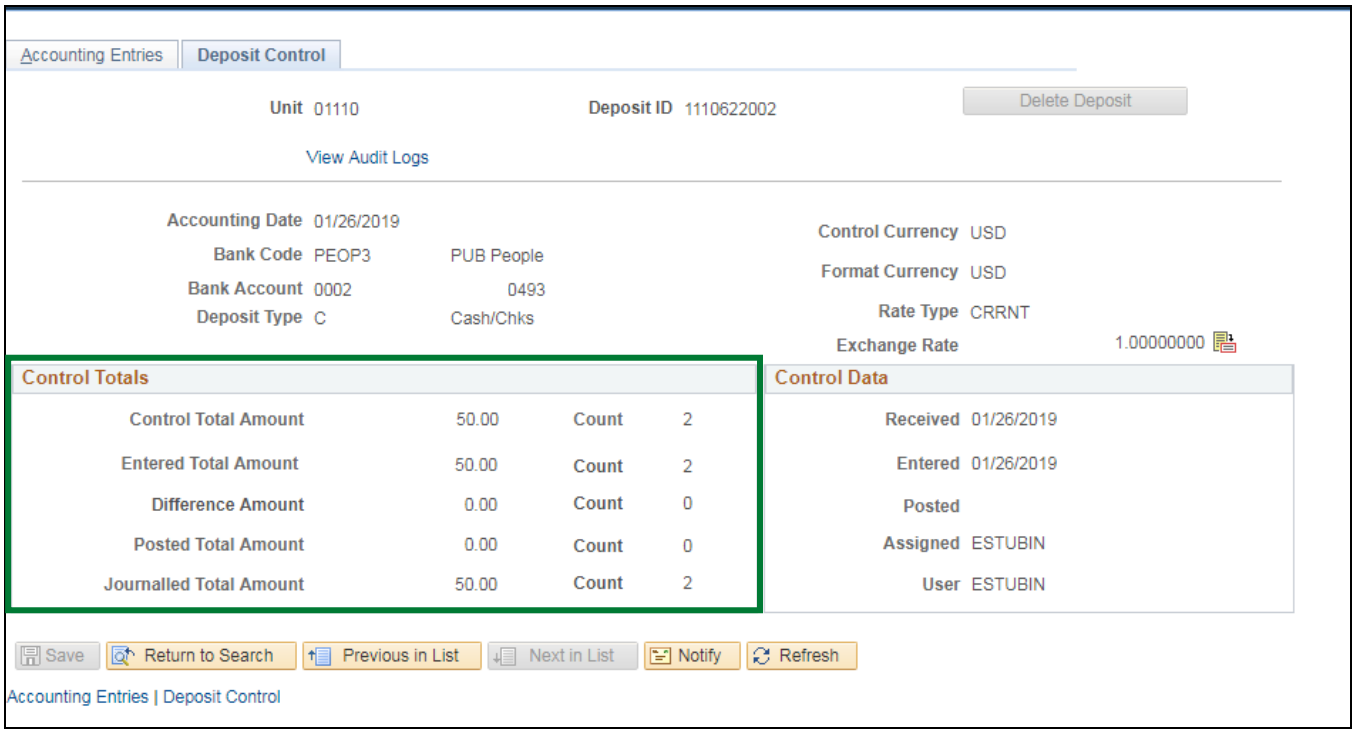
15. **Line Amount -** Enter Amount for first line

    Note: The line amount must use the opposite sign of the payment. If the payment is a positive amount, then the line amount must be negative.

16. **Account -** Enter valid Account
17. **Fund Code -** Enter valid Fund
18. **Dept -** Enter valid Dept
19. If required, enter **Program Code, Class or Project**
20. Click on the **Lightning Bolt** icon to create the Cash Line and Clearing accounts for the second line of the transaction
21. Check the **Complete** box
22. Click **Save -** The **Budget Check** icon appears
23. Click on the **Budget Check** icon to budget check the second line**.** The Budget Check Icon disappears. **The Budget Status = Valid**
24. Click on the **Deposit Control** tab

www.manaraa.com

The **Deposit Control** page displays:



Confirm that the Journalled Total Amount and Count are now equal to the Control and Entered Total Amount and Counts, and that there is no Difference Amount or Count. If there is a difference, review the deposit and make corrections as necessary.

A Batch process (Journal Generator) will run overnight and post the deposit to General Ledger.

Direct Journal Deposit Add is Complete

www.manaraa.com

Enter a Refund of Expenditure Direct Journal Deposit

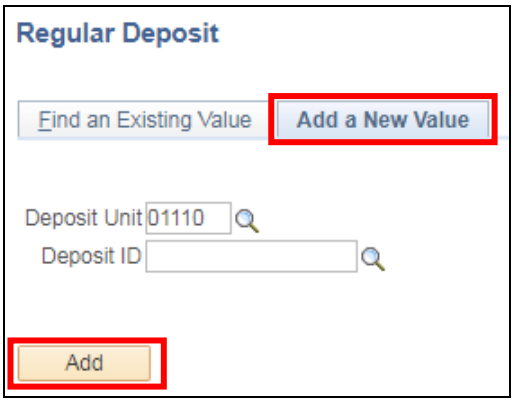
Possible situations when this function is used: Direct Journal Refund of Expenditure (ROE) deposits are directly journalled to the general ledger (they are not customer related deposits). Refund of Expenditures decrease expenses due to a reimbursement. An example is personal phone call reimbursements from employees.

PART I:

WorkCenter navigation: Accounts Receivable WorkCenter > Links pagelet > Payments > Regular Deposit

Navigator Menu navigation: Accounts Receivable > Payments > Online Payments > Regular Deposit

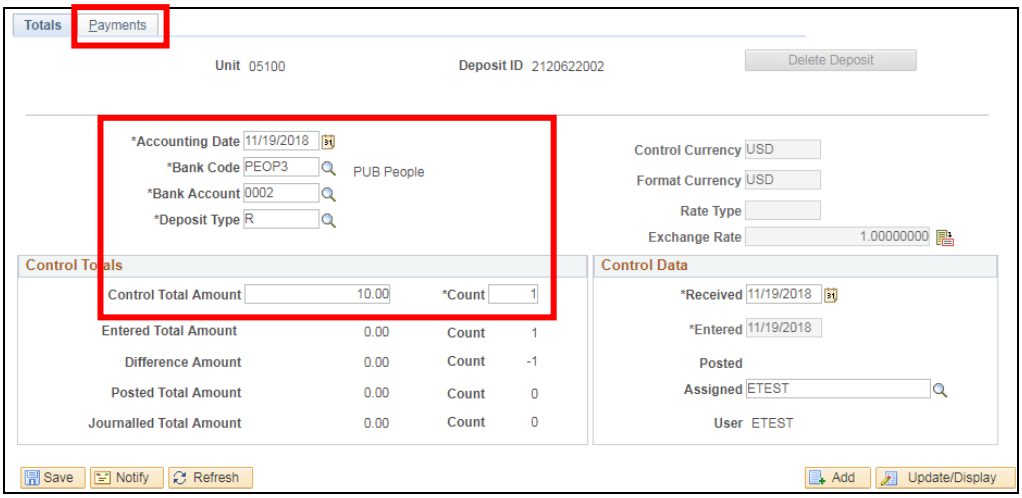
The **Regular Deposit** page displays, click on the **Add a New Value** tab:



1. **Deposit Unit -** Leave as default **or** enter the deposit unit
2. **Deposit ID -** Enter Deposit ID *(10 digit # located at the bottom left of the deposit ticket)*
3. Click **Add**

www.manaraa.com

The **Totals** page displays:



Three dates default in:

- **Accounting Date -** Current date defaults *(do not change)*
- **Entered Date -** Defaults as current date *(field is grayed out)*
- **Received Date -** change when necessary *(Date stamped on deposit ticket)*

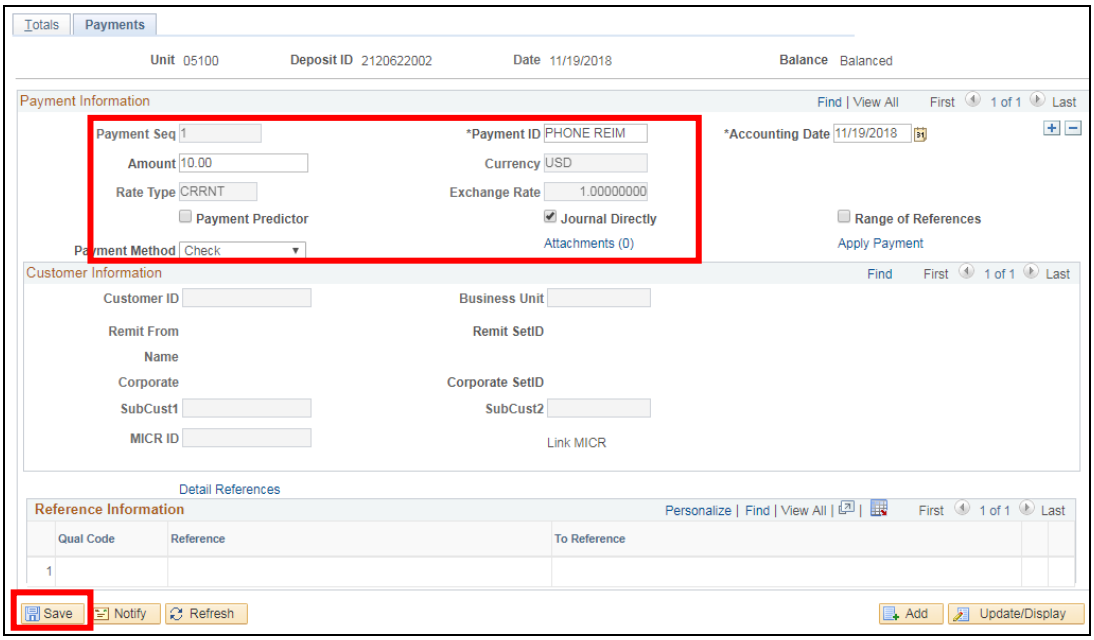
4. **Bank Code -** Enter Valid Value (PEOP3)
5. **Bank Account -** Enter Bank Account (0002)
6. **Deposit Type** - R *(for Refund of Expenditure)*

   Note: If you do not select R for Refund of Expenditures and you budget check the deposit, you cannot go back in the deposit to correct. If this does happen you need to make a note for auditing purposes. This will only affect reports if you run one that calls for a specific Deposit Type.

7. **Control Currency -** USD Defaults in
8. **Control Total -** Enter the total you have deposited in the bank
9. **Count -** Enter the number of accounting lines you will enter in the deposit
10. Click on the **Payments** tab

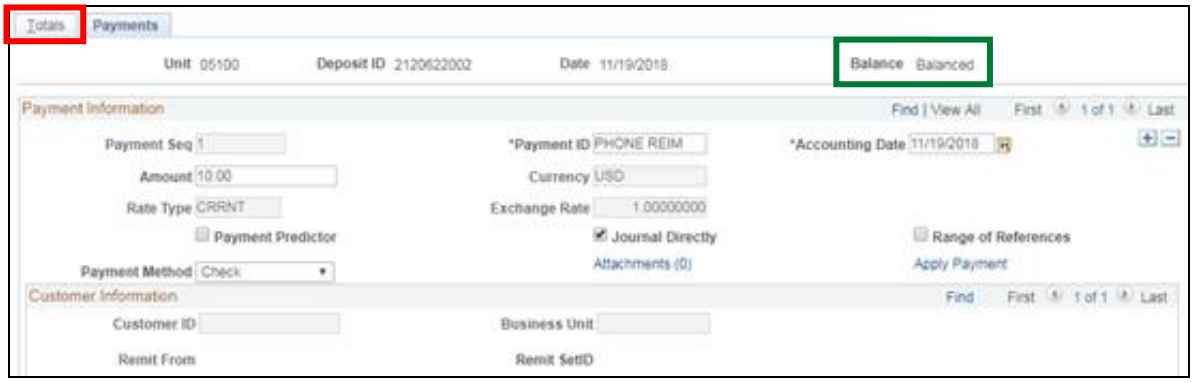
www.manaraa.com

The **Payments** page displays:



11. **Payment ID -** Enter Payment ID for payment line (description)
12. **Amount -** Enter Amount for payment line
13. **Payment Method -** Defaults with Check, accept default
14. Uncheck the **Payment Predictor** box
15. Check the **Journal Directly** box
16. Click **Save**

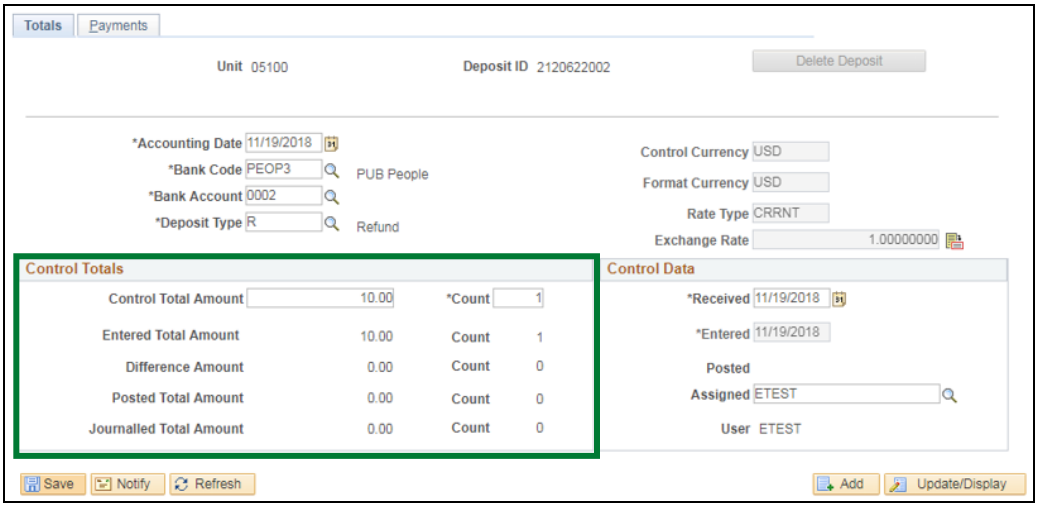
Note: The deposit should be balanced, refer to the Payments Tab



17. Click on the **Totals** tab

www.manaraa.com

The **Totals** page displays:



Note: The Control Total Amount, Count, Entered Total Amount, should be the same. The Difference Amount or Count will show a discrepancy between the Control amount and entered total. Review totals and payment lines to find the difference and correct it.

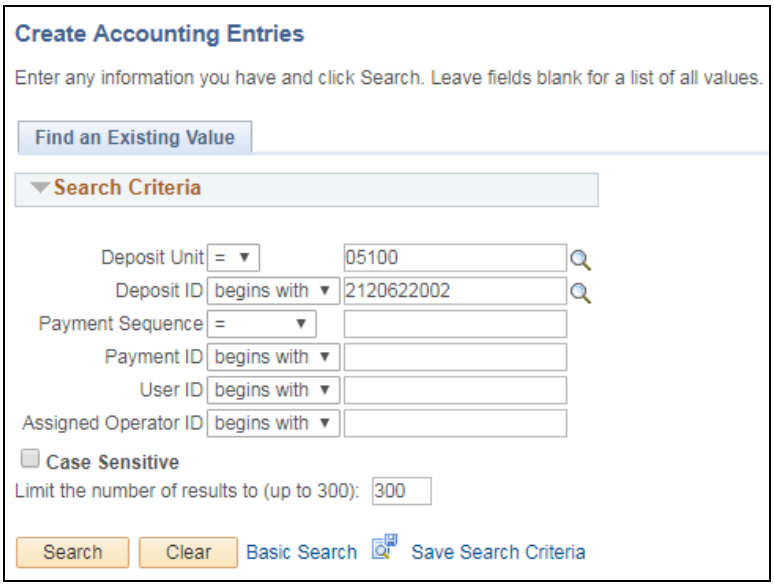
www.manaraa.com

PART II:

WorkCenter navigation: Accounts Receivable WorkCenter > Links > Payments > Create Accounting Entries

Navigator Menu navigation: Accounts Receivable > Payments > Direct Journal Payments > Create Accounting Entries

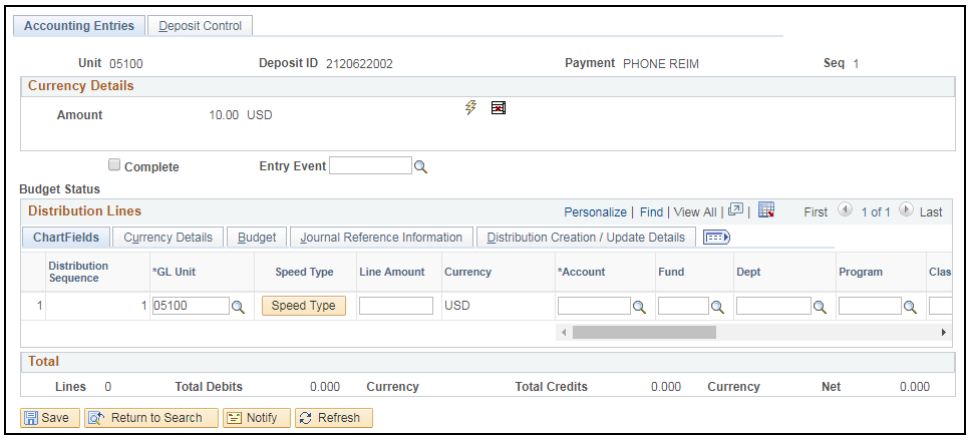
The **Direct Journal Entry** page displays:



1. **Business Unit -** Accept Default or Enter Business Unit
2. **Deposit ID -** Accept Default or Enter Deposit ID, if you navigate directly from the Regular Deposit page, the Deposit ID will default in
3. Click **Search -** Search Results will return all lines of the deposit

   Note: If there is only one accounting line in the deposit, the Accounting Entries Page (above) will open automatically for you. If search does not return any lines or you are missing a line, it is because you did not select the journal directly box on the payment page of the regular deposit. Navigate back to the regular deposit. Click on the payment tab, then click the view all link, then click the journal directly box for the line or lines that journal directly was not selected. Click the save button and navigate back to Create accounting entries page and click search button. The line or lines will be available to create the accounting entries.

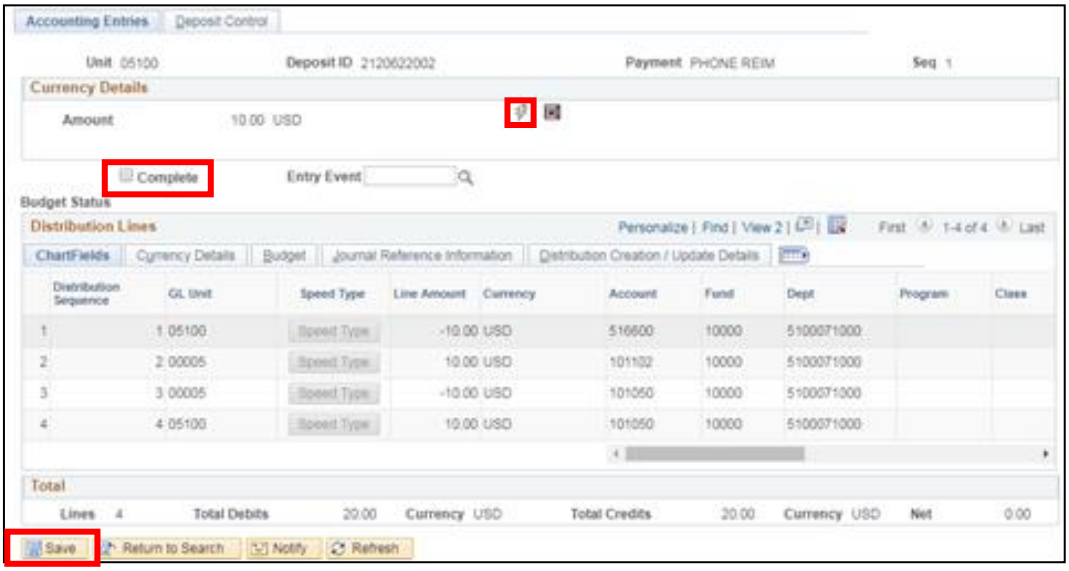
www.manaraa.com



Enter Appropriate Chartfield Information and Line Amount for the line. Remember Account, Fund and Dept ID are mandatory fields.

4. **Account -** Enter appropriate **Expense** account
5. **Fund Code -** Enter fund
6. **Dept -** Enter Dept ID
7. **Program, Class, and Project -** If required by your department
8. **Line Amount -** Enter Amount

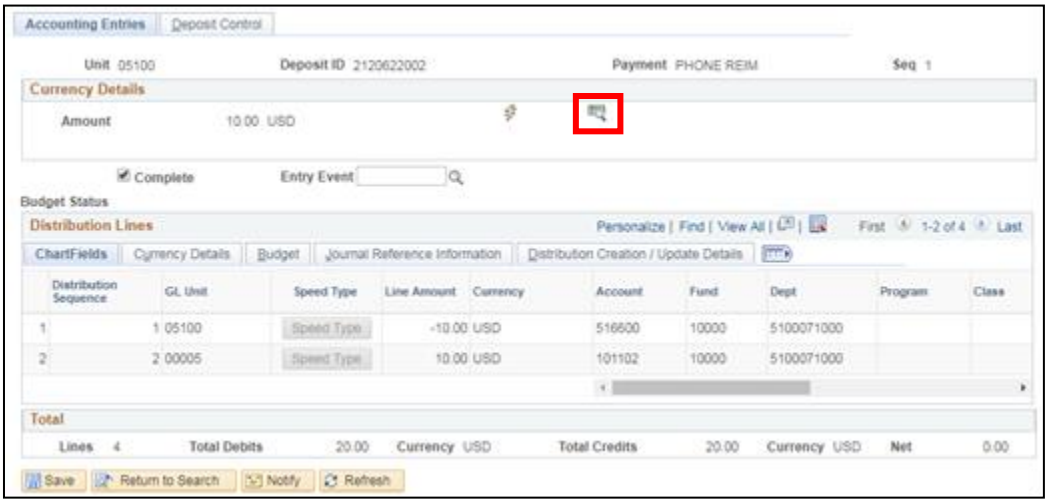
   Note: The line amount must use the opposite sign of the payment. If the payment is a positive amount, then the line amount must be negative.



9. Click on the **Lightning Bolt** icon to create the Cash Line Side for the transaction line. Once the cash lines are created, verify that the depository account that populates is 101102 (Depository Cash Account). The cash account (101102) populates from the selection on the Total page of the regular deposit, Bank Code and Bank Account.
10. Check the **Complete** box
11. Click **Save**

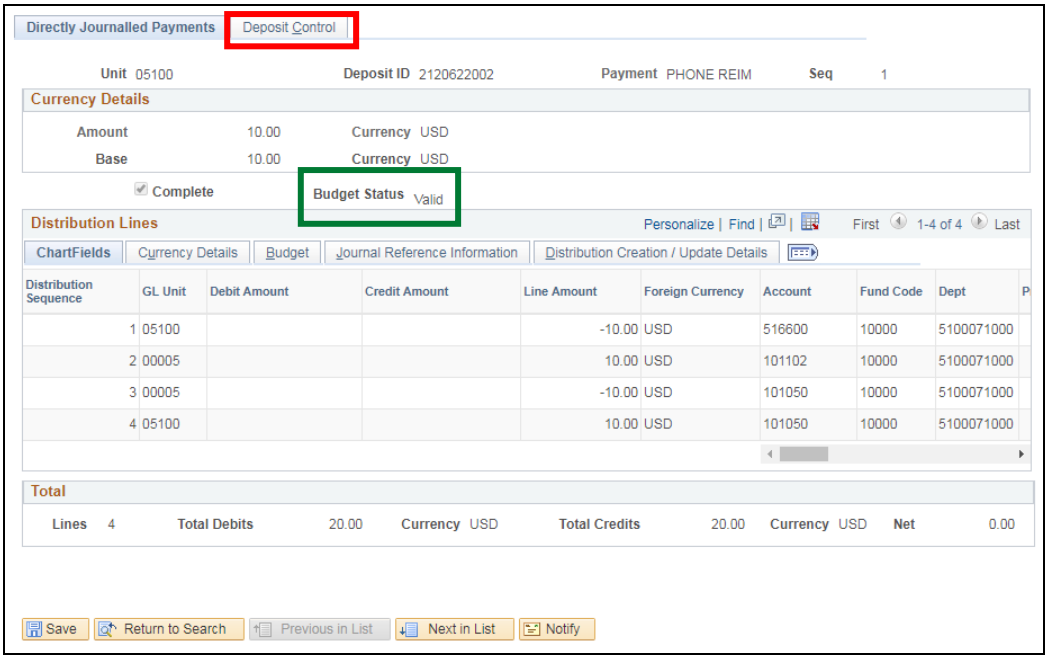
www.manaraa.com

The **Budget Check** icon appears



12. Click on the **Budget Check** icon to budget check the first line

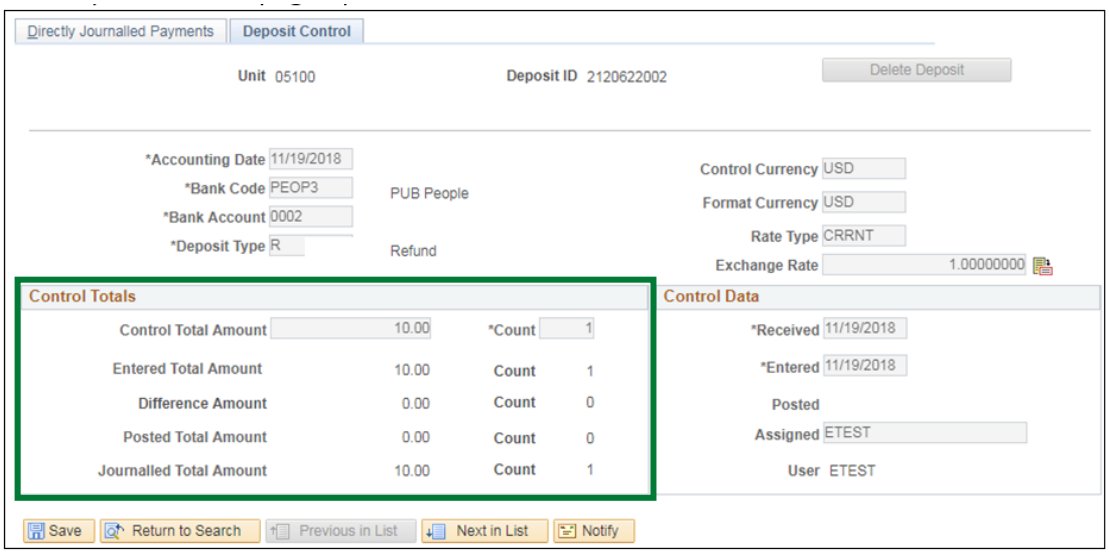
The **Budget Check** icon disappears, and the **Budget Status** is now **Valid**.



13. Click on the **Deposit Control** tab

www.manaraa.com

The **Deposit Control** page displays:



Confirm that the Journalled Total Amount and Count are equal to the Control and Entered Total Amount and Counts, and that there is no Difference Amount or Count. If there is a difference, review the deposit and make corrections as necessary.

Direct Journal Refund of Expenditure Add is Complete

www.manaraa.com

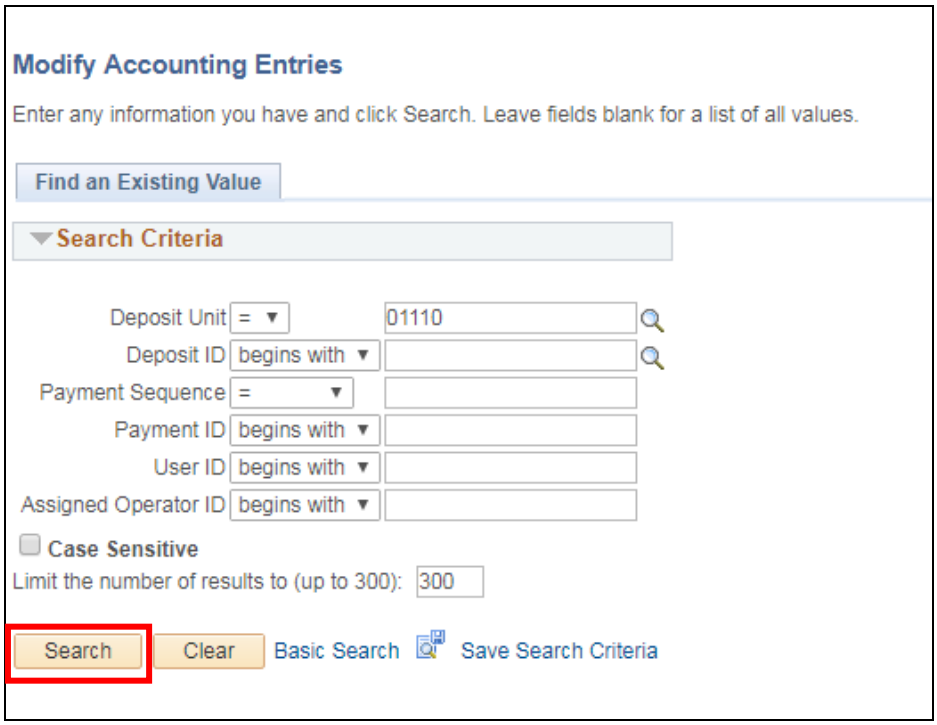
Budget Check a Direct Journal Deposit that is already Marked "Complete"

Possible situations when this function is used: Lines of a direct journal deposit that are in a complete status must be budget checked. The navigation to budget-check a Direct Journal Deposit once it is complete, is different than creating the accounting entries.

WorkCenter Navigation: Accounts Receivable WorkCenter > Links > Payments > Modify Accounting Entries

Navigator Menu navigation: Accounts Receivable > Payments > Direct Journal Payments > Modify Accounting Entries

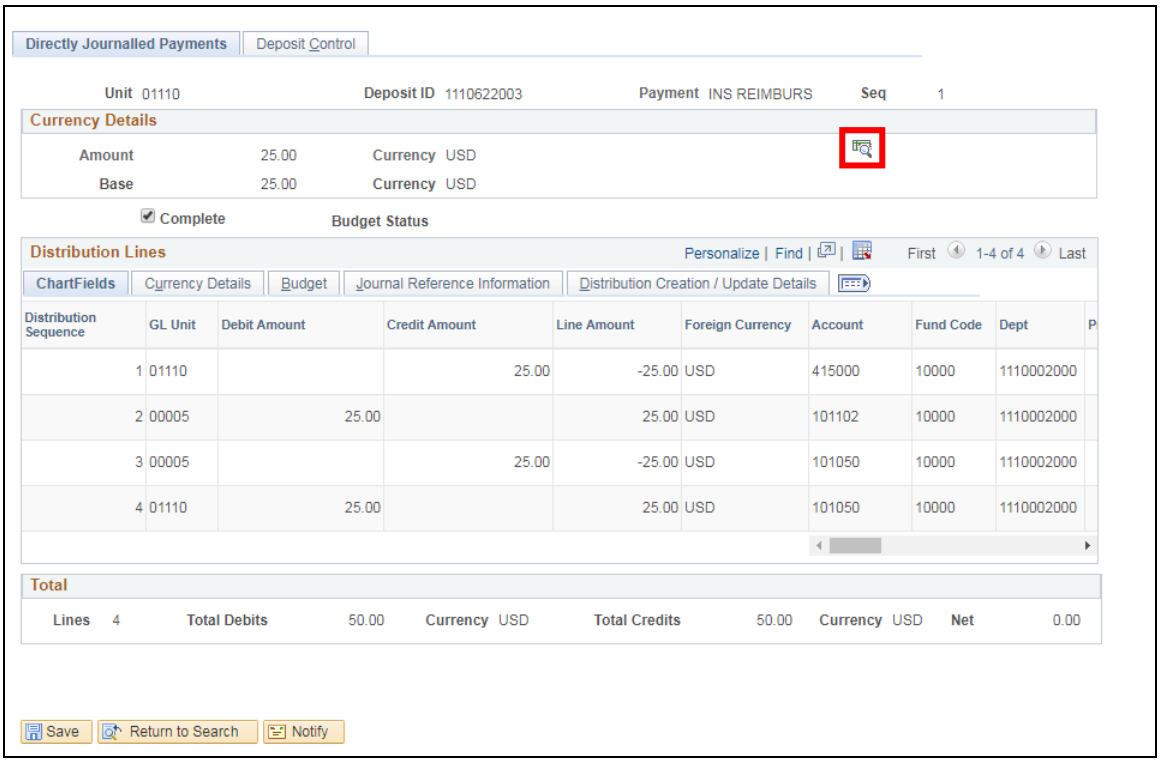
The **Modify Accounting Entries** page displays:



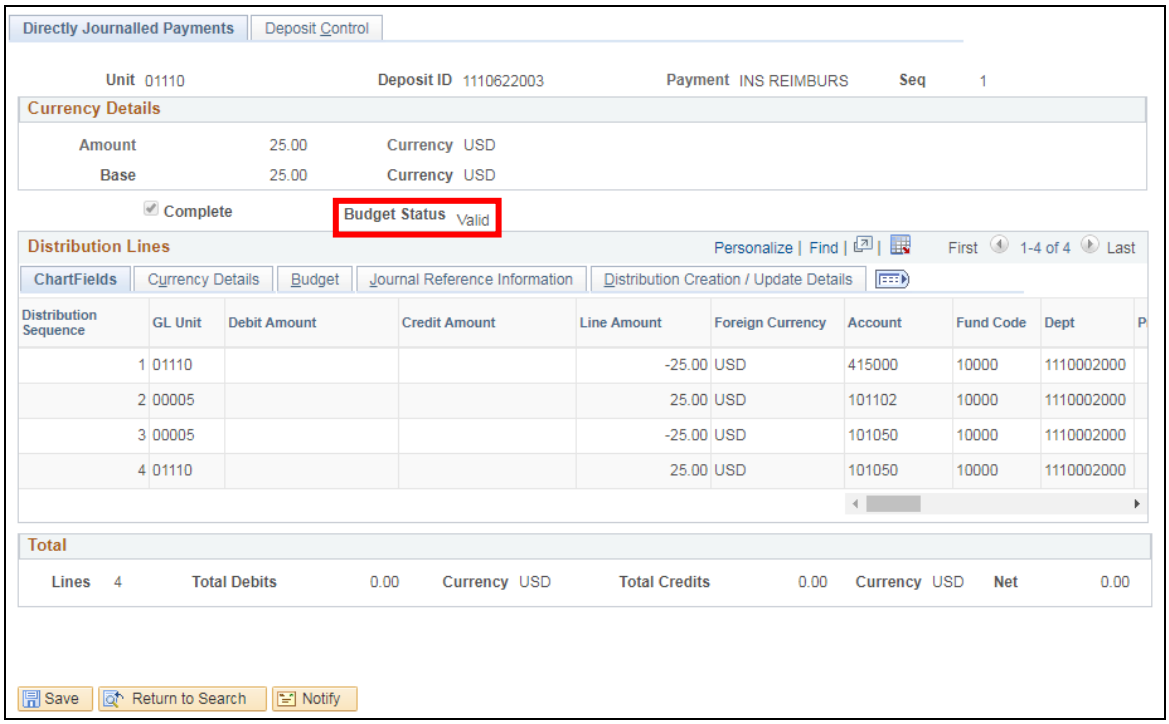
1. **Deposit Unit -** Leave as default **or** Enter the appropriate Deposit Unit
2. **Deposit ID -** Enter appropriate Deposit ID
3. Click **Search**

www.manaraa.com

The **Directly Journalled Payments** page displays:



4. Click on the **Budget Check** icon



Budget Status is now **Valid**

Budget Check a Direct Journal Deposit that is Already Marked "Complete" is Complete

المنارة للاستشارات
www.manaraa.com

Delete Direct Journal Deposits

Instructions for each stage are shown below

Possible situations when this function is used: Direct Journal deposits (not customer related) can be deleted if no lines have been budget checked.

Note: If you have budget checked any lines, you will need to contact the VISION Helpdesk to determine if the deposit can be unposted by Finance.

You must work backwards from the last stage of completion.

There are four stages, they are as follows:

- **Stage 4**: Direct Journal deposit line is Complete
- **Stage 3**: Cash Side (second side) of Direct Journal Line accounting entry has been created
- **Stage 2**: The Revenue Side (first side) of Direct Journal Line accounting entry has been created
- **Stage 1**: Only the Regular Deposit portion has been entered; no accounting lines have been created

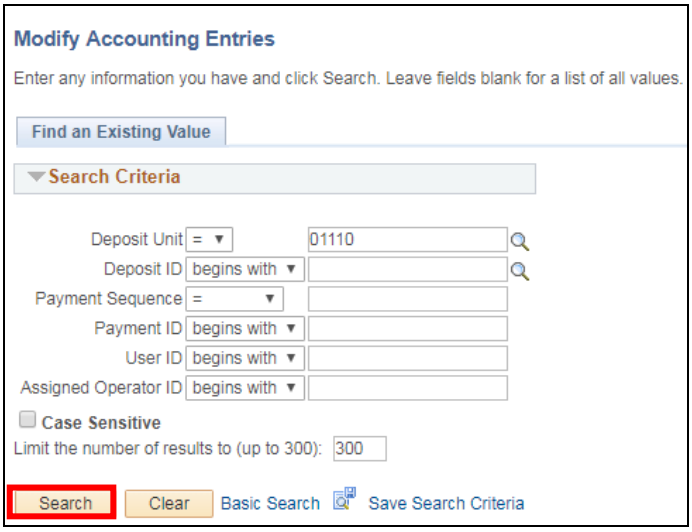
---

STAGE 4: Direct Journal deposit line is Complete

WorkCenter navigation: Accounts Receivable WorkCenter > Links Pagelet - Payments > Modify Accounting Entries

Navigator Menu navigation: Accounts Receivable > Payments > Direct Journal Payments > Modify Accounting Entries

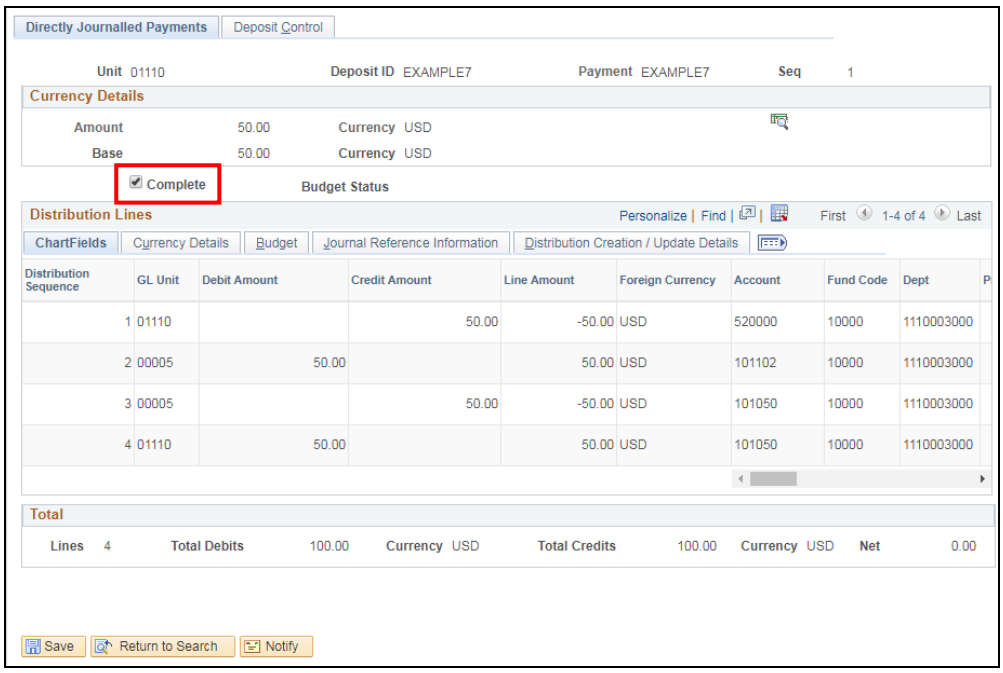
The **Modify Accounting Entries** page displays:



1. **Deposit Unit -** Leave as default **or** Enter the appropriate Deposit Unit
2. **Deposit ID -** Enter appropriate Deposit ID
3. Click **Search**

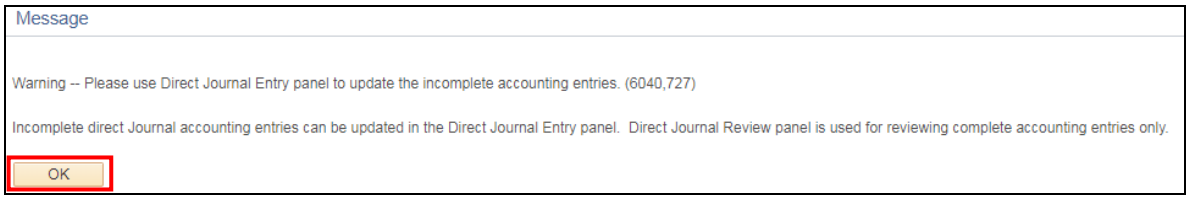
www.manaraa.com

The **Directly Journalled Payments** page displays:

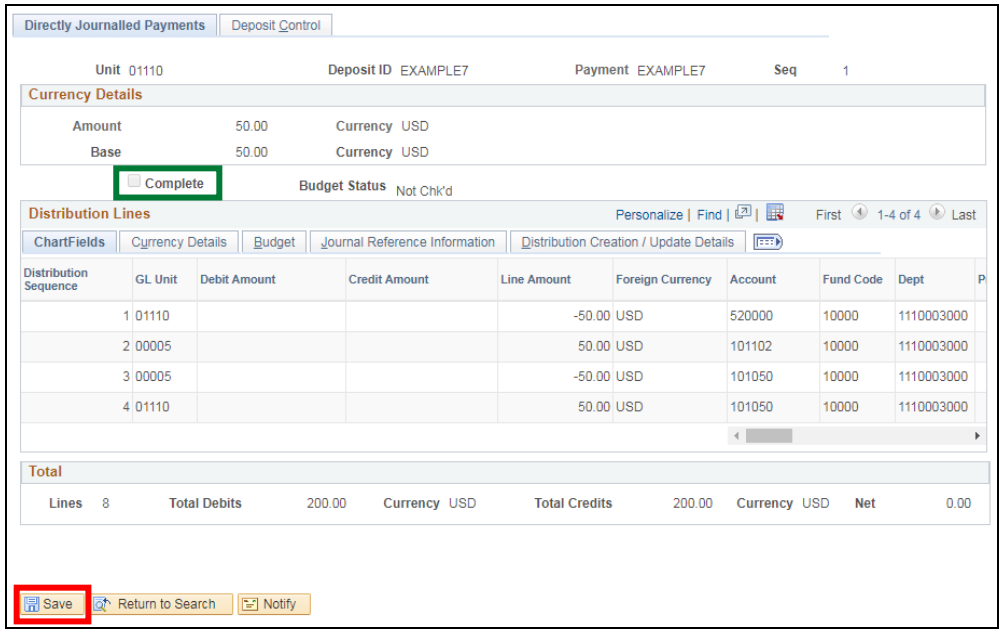


4. **Uncheck** the **Complete** box

The following **Message** opens



5. Click **OK**



6. Click **Save**

The **Deposit Line** is no longer **Complete**

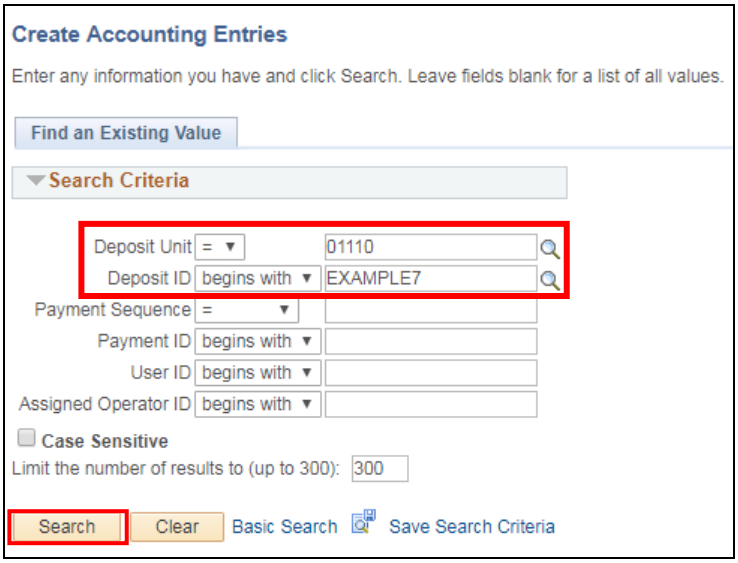
www.manaraa.com

STAGE 3: Delete from Cash Side (second side) of Direct Journal Line accounting entry has been created

WorkCenter navigation: Accounts Receivable WorkCenter > Links Pagelet > Payments > Create Accounting Entries

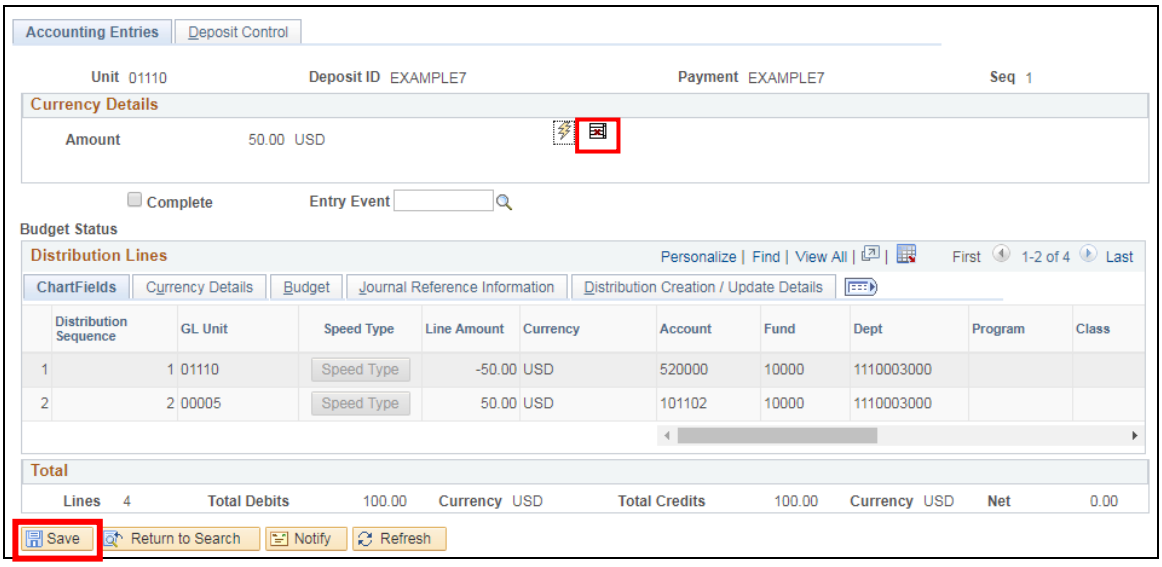
Navigator Menu navigation: Accounts Receivable > Payments > Direct Journal Payments > Create Accounting Entries

The **Create Accounting Entries** page displays:



1. **Deposit Unit -** Leave as default **or** enter the appropriate Deposit Unit
2. **Deposit ID -** Enter appropriate Deposit ID
3. Click **Search**

The **Accounting Entries** page displays:



4. Click on the **Delete** icon
5. Click **Save**

The **Cash Side** of the accounting entry is now **deleted**. (The revenue side of the entry remains.)

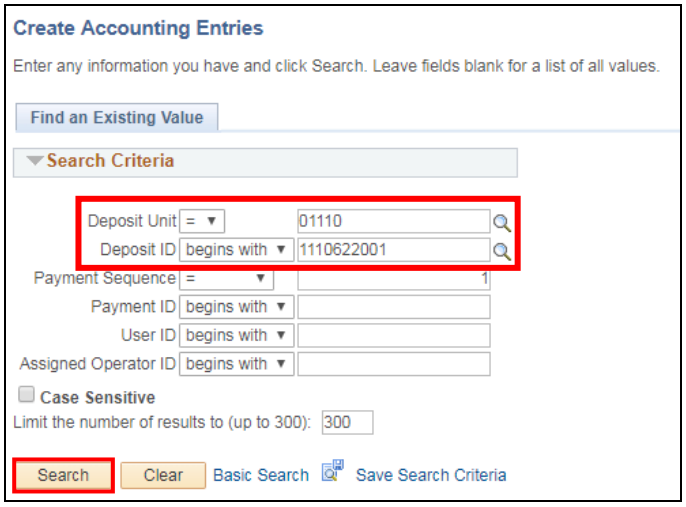
www.manaraa.com

STAGE 2: The Revenue Side (first side) of Direct Journal Line accounting entry has been entered

WorkCenter navigation: Accounts Receivable WorkCenter > Links Pagelet > Payments > Create Accounting Entries

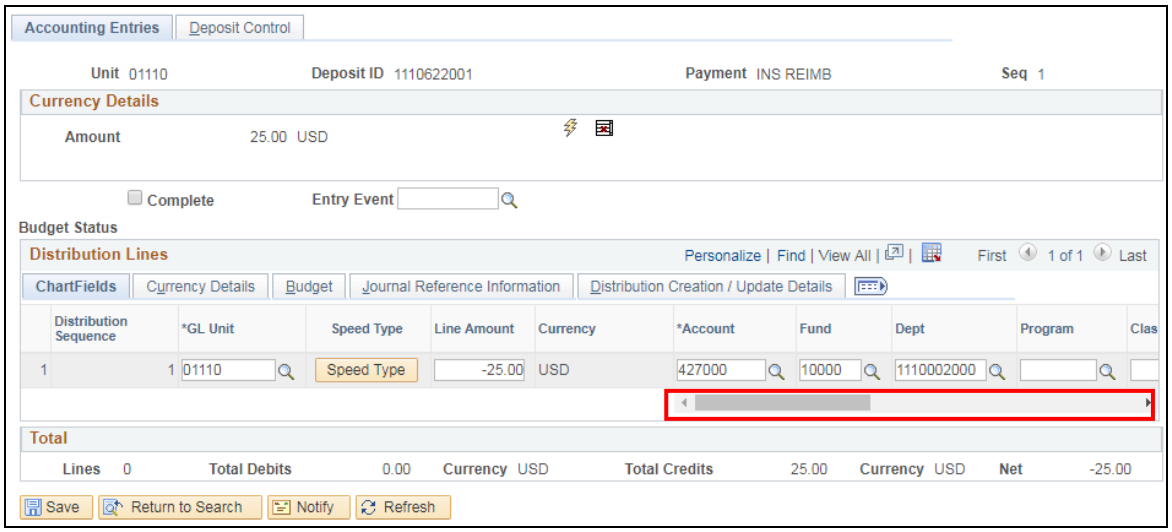
Navigator Menu navigation: Accounts Receivable > Payments > Direct Journal Payments > Create Accounting Entries

The **Create Accounting Entries** page displays:



1. **Deposit Unit -** Leave as default **or** enter the appropriate Deposit Unit
2. **Deposit ID -** Enter appropriate Deposit ID
3. Click **Search**

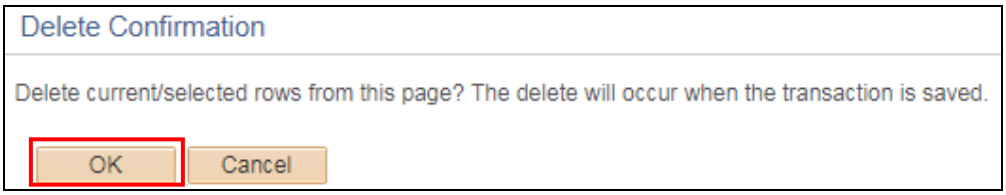
The **Accounting Entries** page displays:



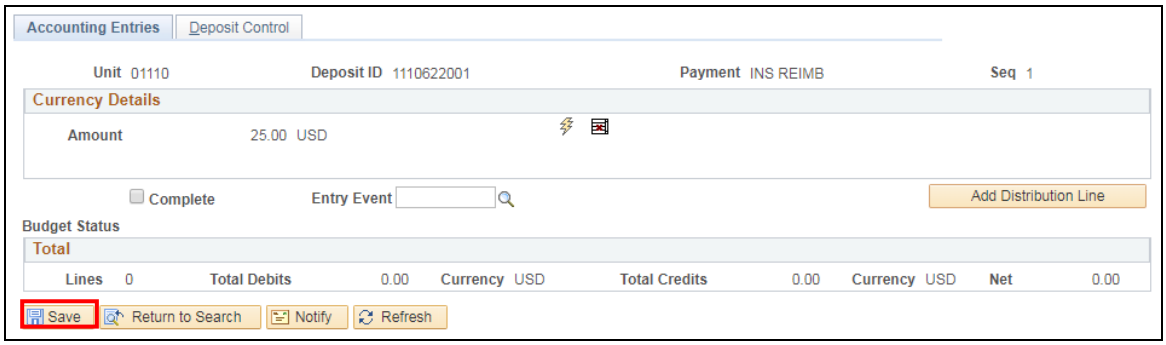
4. Click the **Delete Row** button (use the scroll bar to get to the right side of page)

www.manaraa.com

The following warning Message will open:



4. Click **OK** (this deletes the chartfields)



5. Click **Save**

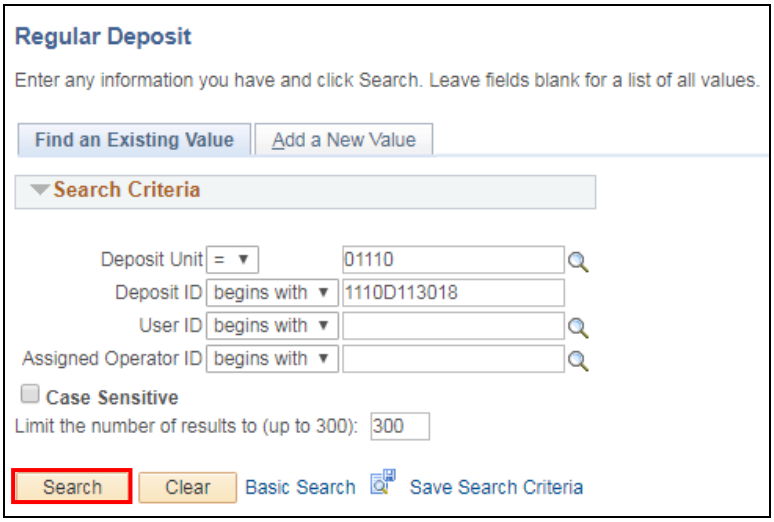
Note: If you do not save, the revenue line will re-appear.

STAGE 1: Only the Regular Deposit portion has been entered; **no accounting lines have been created**

WorkCenter navigation: Accounts Receivable WorkCenter > Links Pagelet > Payments > Regular Deposit

Navigator Menu navigation: Accounts Receivable > Payments > Online Payments > Regular Deposit

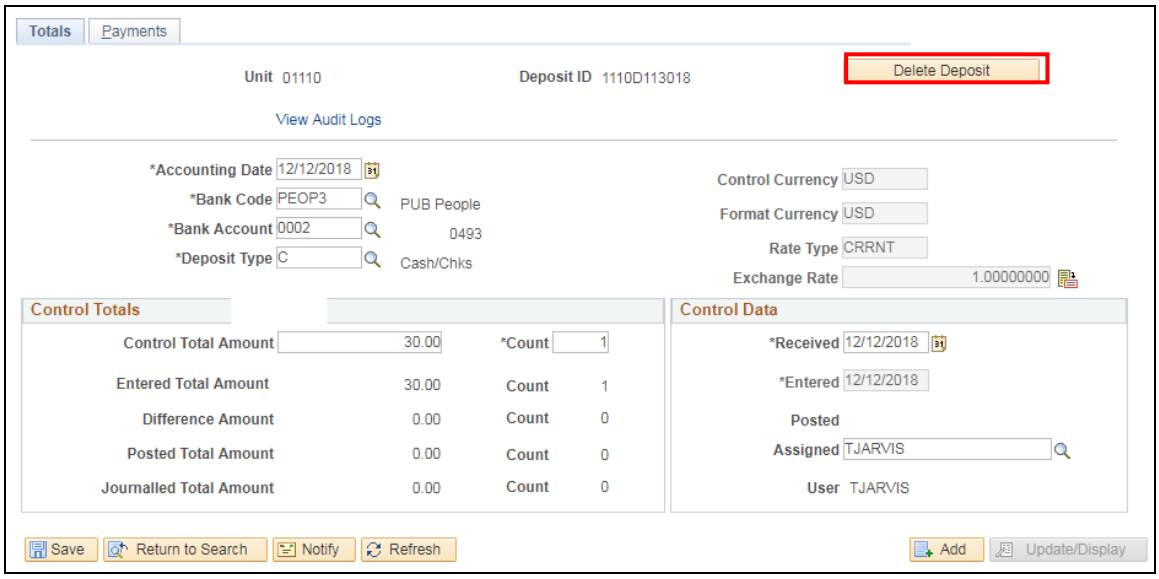
The **Regular Deposit Entry** page displays:



1. **Deposit Unit -** Leave as default **or** enter the appropriate Deposit Unit
2. **Deposit ID -** Enter appropriate Deposit ID
3. Click **Search**

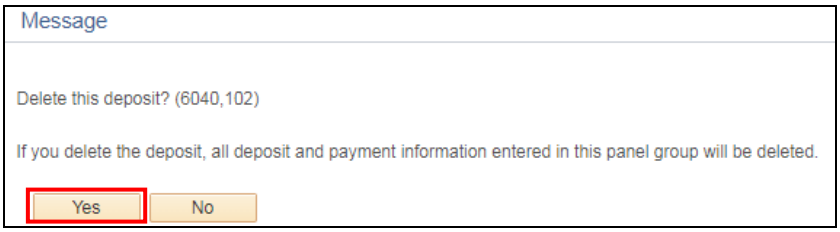
www.manaraa.com

The **Totals** page of the deposit displays:

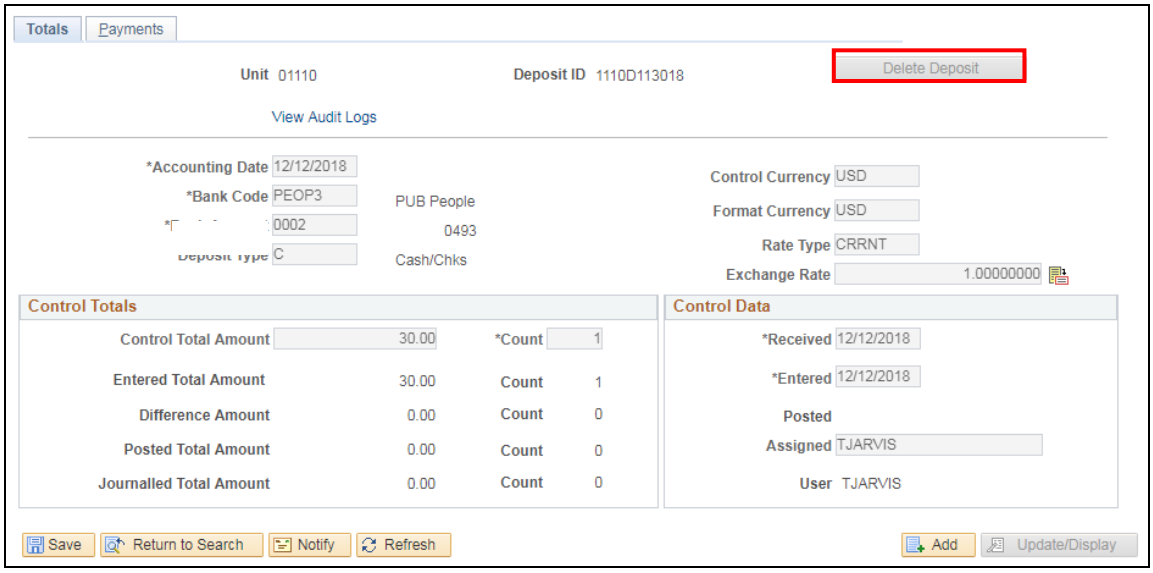


4. Click **Delete Deposit** (top right section of page)

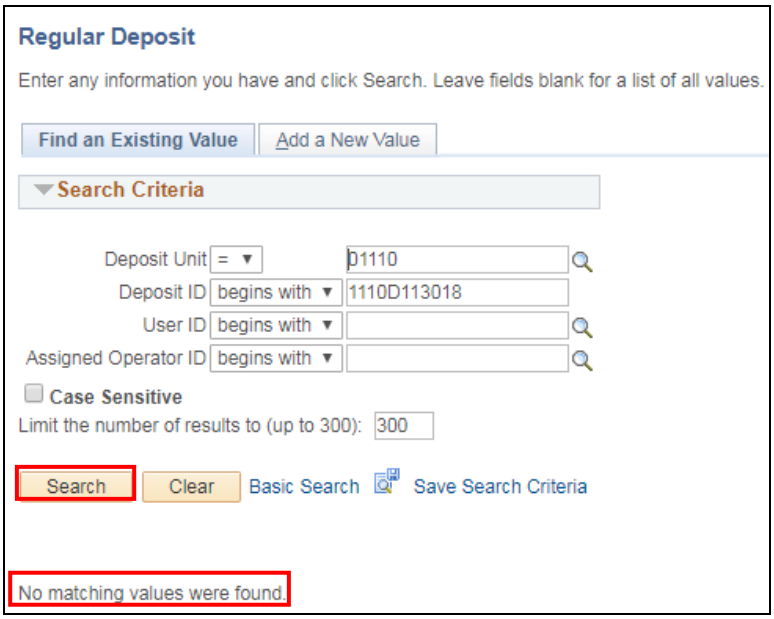
The following Message opens:



5. Click **Yes** - The Deposit is deleted. Note that the Delete Deposit Button is grayed out and no longer available to select. If you were to try to view this deposit again, under Find an Existing Value, you will get the message *"No matching values were found."* See below:



www.manaraa.com



The most frequent reason for deleting a deposit is a wrong deposit number was entered and discovered before budget checked.

Delete Direct Journal Four Stages is Complete

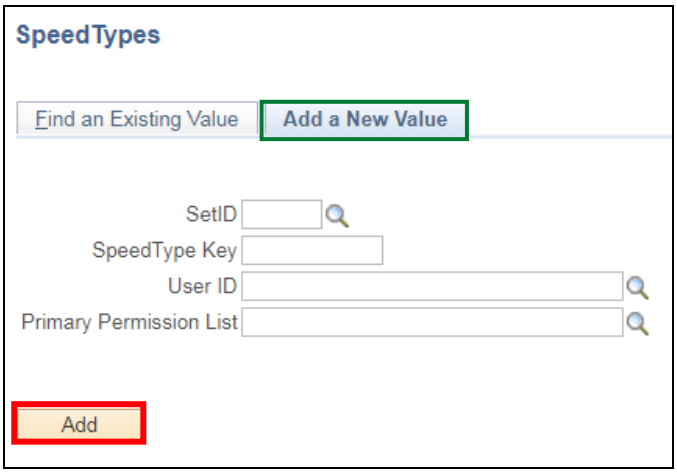
www.manaraa.com

Entering a Speed Type

Possible situations when this function is used: This function will default chartfield information associated with the specified SpeedType key entered. A SpeedType will save time when entering transactions within Deposits and Journals. You can create SpeedTypes, maintain SpeedTypes, but you cannot delete or inactivate them.

Navigator Menu navigation: Set Up Financials/ Supply Chain > Common Definitions > Design Chartfields > Define Value > SpeedTypes

The **SpeedTypes** page displays, click on the **Add a New Value** tab:

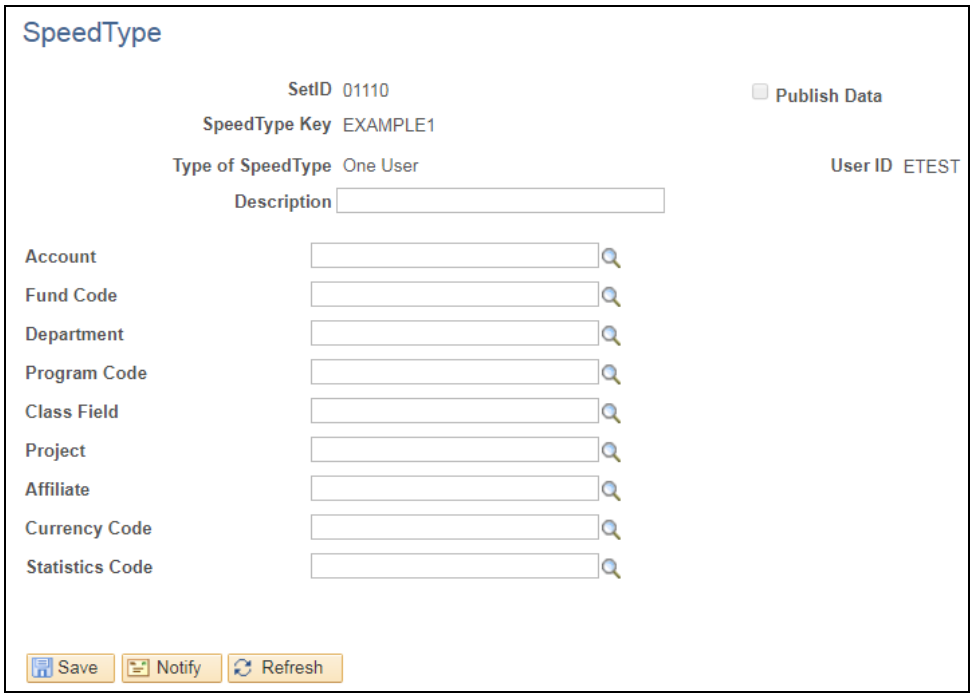


1. **Set ID -** Enter Business Unit (Do not create SpeedTypes under the SetID of STATE)
2. **SpeedType Key -** Enter new (unique) SpeedType Key
3. **User ID -** Enter your User ID or UserId left blank will make the SpeedType universal

   Note: It is not suggested to create a SpeedType of UNIVERSAL. Universal SpeedType once created can be used by everyone. The downside is that someone would need to monitor, update/maintain to assure that the correct Chartfields are populating. To make a SpeedType universal you leave the User ID field blank.
4. **Primary Permission List -** Leave blank
5. Click **Add**

www.manaraa.com

The **SpeedType** page displays:



6. **Enter Description -** Enter SpeedType description
7. **Fill in Desired Chartfields -** Fill in as little or as many chartfields for the specific SpeedType; it can be as few as one chartfield (such as an account) or all chartfields, depending on the purpose of the SpeedType.
8. Click **Save**

The **SpeedType** is saved. It is now available when entering transactions such as a deposit, or journal entry.

Entering a SpeedType is Complete

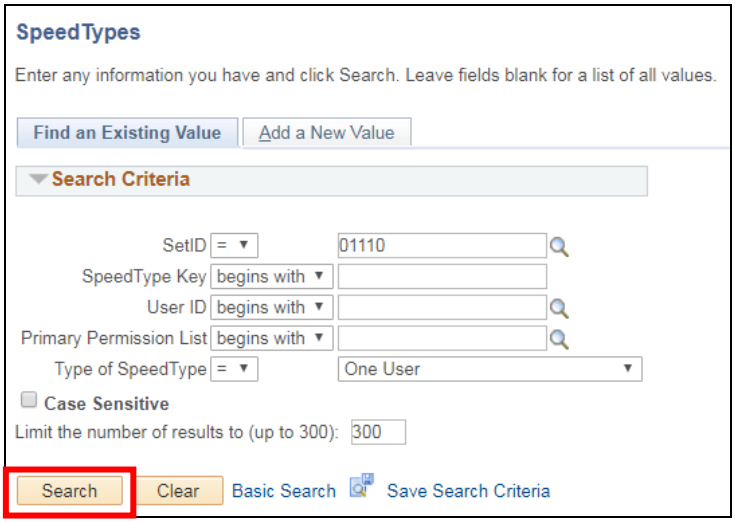
www.manaraa.com

Update an Existing SpeedType

Possible situations when this function is used: Existing SpeedTypes cannot be deleted; however, they can be updated as necessary.

Navigator Menu navigation: Set Up Financials/ Supply Chain > Common Definitions > Design Chartfields > Define Value > SpeedTypes

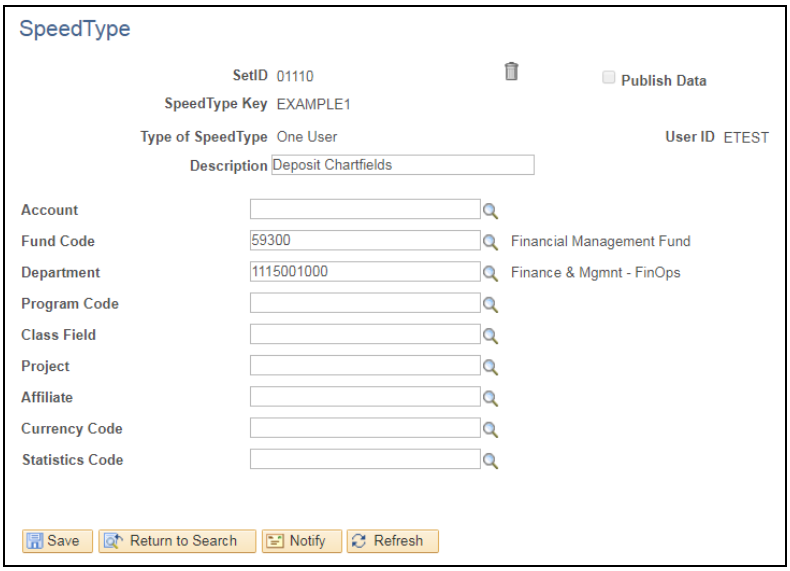
The **SpeedTypes** page displays:



1. **Set ID -** Enter Business Unit
2. **SpeedType Key -** Enter an existing SpeedType Key
3. **User ID -** Enter your User ID
4. **Primary Permission List -** Leave blank
5. **Type of SpeedType -** Equal to One User
6. Click **Search**

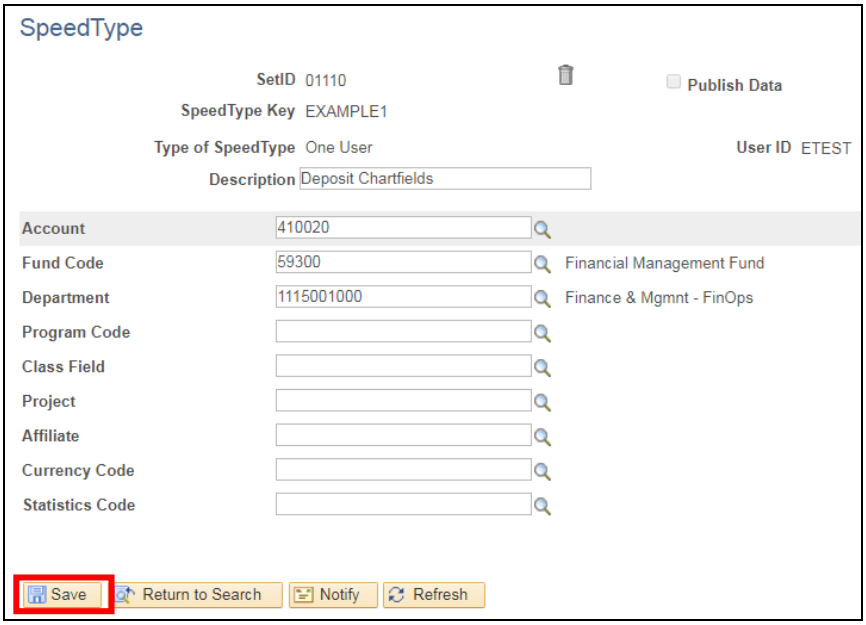
www.manaraa.com

The **SpeedType** page displays:



7. Make desired **Chartfield** changes - You can fill in as many chartfields as desired for the specific SpeedType; it can be as few as one chartfield (such as an account) or all chartfields, depending on the purpose of the SpeedType

   Note: In this example an Account is being added to an existing SpeedType that had only Fund and Department previously.



8. Click **Save**

The SpeedType is saved with an account entered. It is now available to use when entering transactions such as deposits, or journals.

Update SpeedType is Complete

www.manaraa.com

Enter a Direct Journal Deposit Using a SpeedType

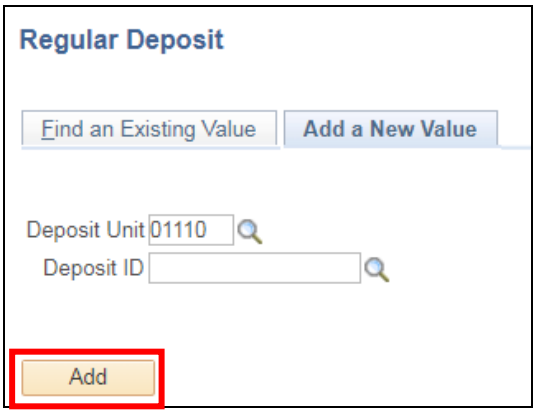
Possible situations when this function is used: Direct Journal deposits are regular deposits that are directly journalled to the general ledger (not related to customer deposits).

The SpeedType function will default chartfield information (fund, dept ID, etc.)

WorkCenter navigation: Accounts Receivable WorkCenter > Links Pagelet > Payments > Regular Deposit

Navigator Menu navigation: Accounts Receivable > Payments > Online Payments > Regular Deposit

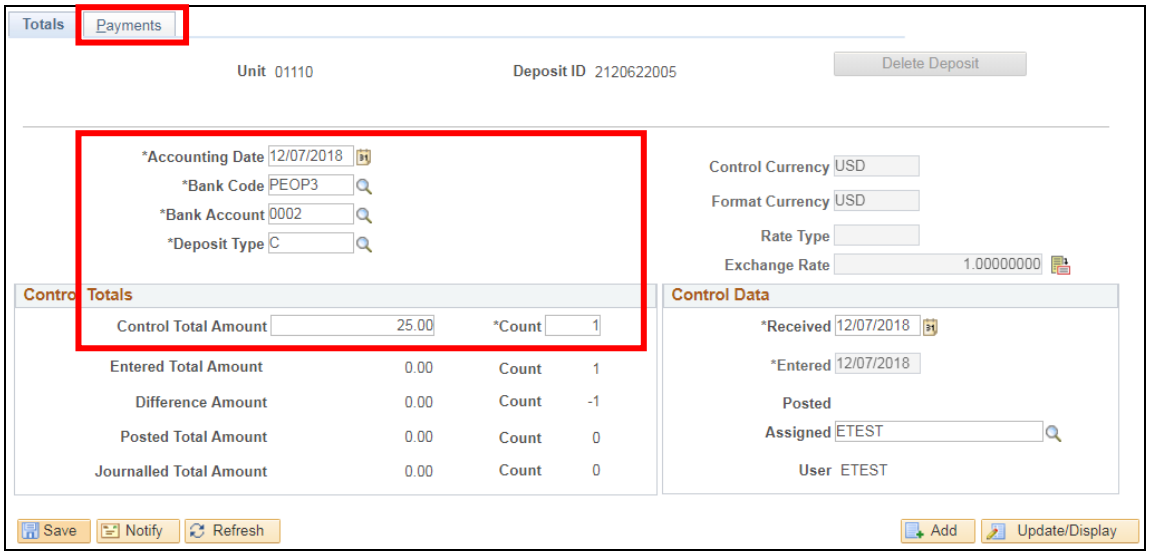
The **Regular Deposit Entry** page displays, click on the **Add a New Value** tab:



1. **Deposit Unit -** Leave as default **or** enter Deposit Unit
2. **Deposit ID -** Enter a Deposit ID
3. Click **Add**

www.manaraa.com

The **Totals** page displays:



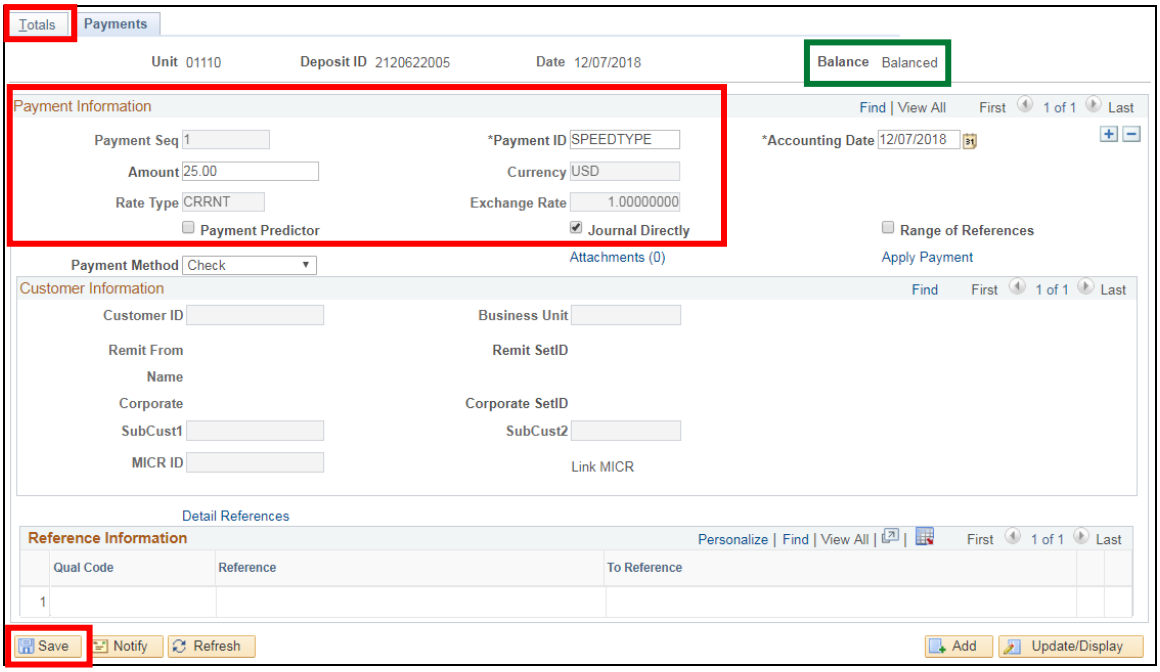
Three dates default in:

- **Accounting Date -** Current date defaults (do not change)
- **Entered date -** Current date defaults (field is grayed out)
- **Received date -** Current date defaults, change when necessary *(should be equal to bank deposit date)*

4. **Bank Code -** Enter Bank Code (PEOP3)
5. **Bank Account -** Enter Bank Account (0002)
6. **Deposit Type -** Enter Deposit Type
7. **Control Currency -** USD defaults
8. **Control Total -** Enter Control Total (This is the total you have deposited in the bank)
9. **Count -** Enter Count (This is the number of payment lines you will enter in the deposit)
10. Click on the **Payments** tab

www.manaraa.com

The **Payments** page displays:



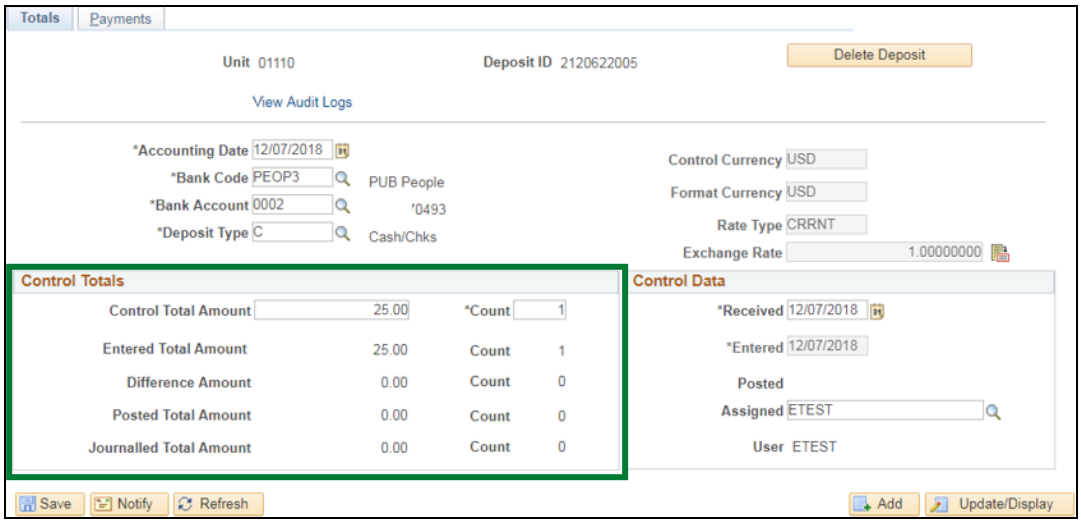
11. **Payment ID -** Enter appropriate Payment ID for payment line
12. **Amount -** Enter appropriate Amount for payment line
13. Uncheck the **Payment Predictor** box
14. Check the **Journal Directly** box
15. Click **Save**

NOTE: The deposit is Balanced (see the upper right corner of the Payments Tab) If not balanced click on the Totals tab and check the control amount and entered amount they should be the same. If the control amount is incorrect change it to correct amount. If the entered amount is wrong, click on the payment tab and verify that the line amount(s) were entered correctly. Then refresh and save the page to accept changes.

16. Click on the **Totals** tab

www.manaraa.com

The **Totals** page displays:

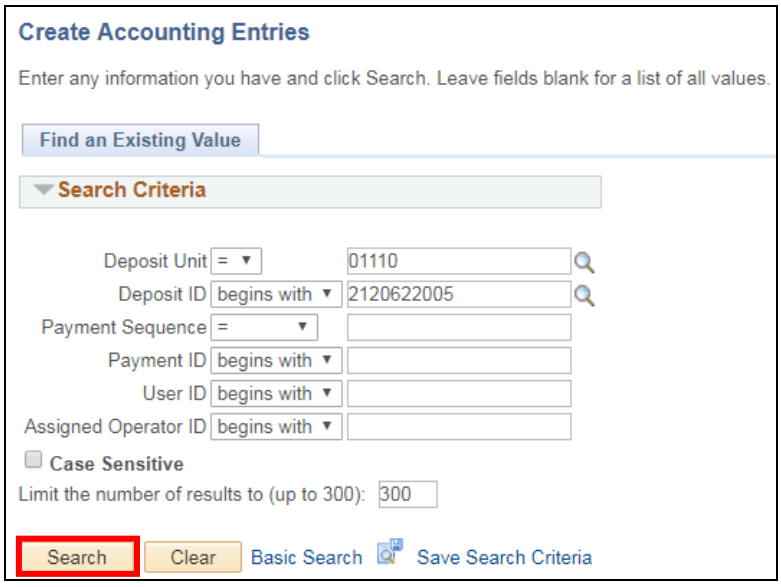


The Control Total Amount, Entered Total Amount, Entered Count and Control Count are the same. There should be no Difference in Amount or Count. If there is, review totals and payment lines to find the difference and correct it.

WorkCenter navigation: Accounts Receivable WorkCenter > Links Pagelet > Payments > Create Accounting Entries

Navigator Menu navigation: Accounts Receivable > Payments > Direct Journal Payments > Create Accounting Entries

The **Direct Journal Entry** page displays:

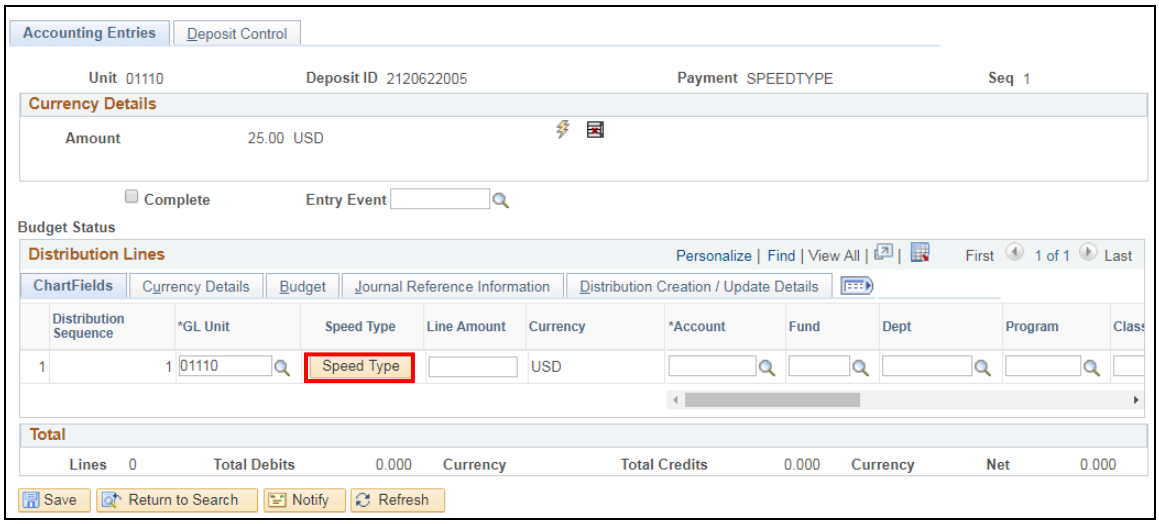


Your BU will appear in the Deposit Unit field and your Deposit ID will appear in the Deposit ID field.

1. **Deposit Unit -** Accept default or enter appropriate deposit unit
2. **Deposit ID -** Accept default or enter appropriate deposit ID
3. Click **Search**

www.manaraa.com

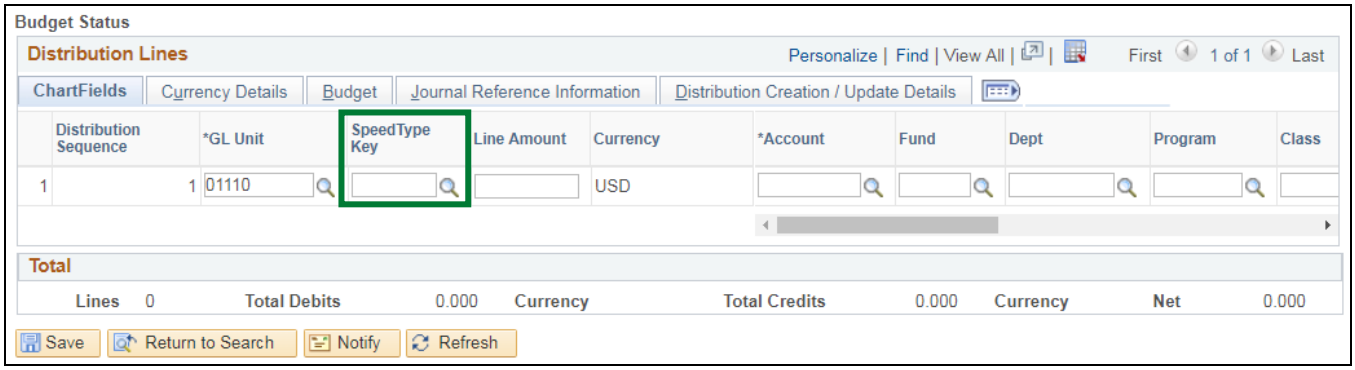
The **Accounting Entrie**s page displays:



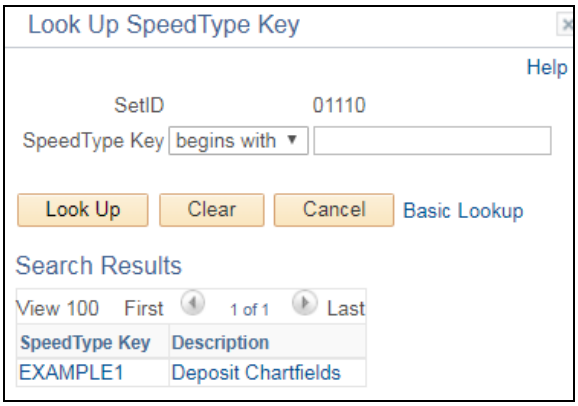
Search Results will return all lines of the deposit. Click on the first line, **or** If there is only one accounting line for your deposit, the Accounting Entries Page (shown above) will open automatically for you.

4. Click the **SpeedType** button

The **SpeedType Key** field opens:



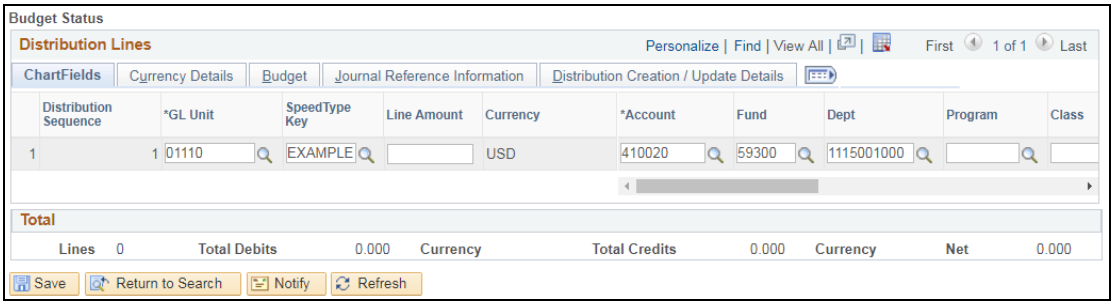
5. Enter an appropriate **SpeedType Key** for the line or Click on the magnifying glass to the right of the SpeedType Key to look up valid SpeedType Keys and choose from the list:



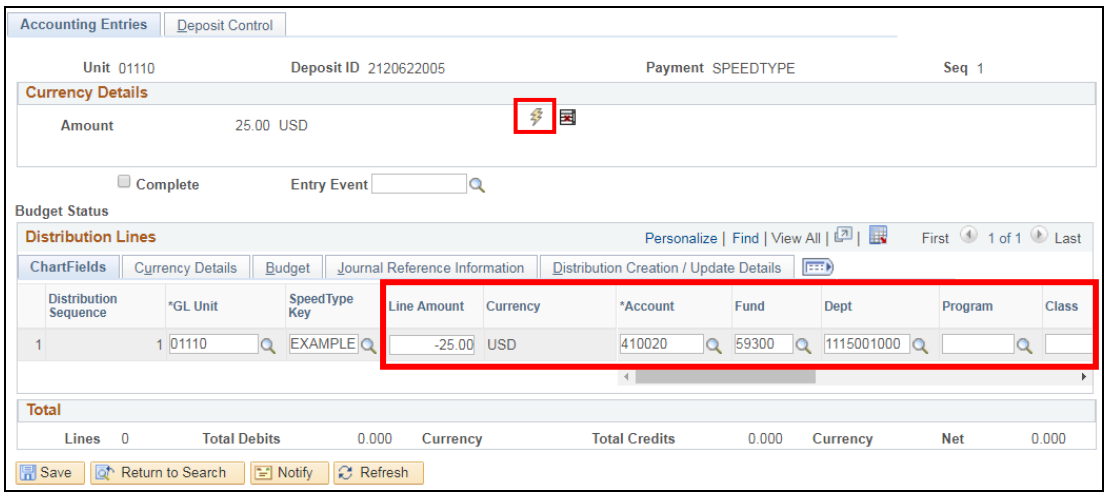
6. Select the **SpeedType Key** by clicking on it, for this example: EXAMPLE1

www.manaraa.com

The **Accounting Entries** page displays with the chartfield info associated with the SpeedType Key selected already defaulted in:



Note: Even though the Fund and Deptid are populated from the SpeedType they can be overridden.



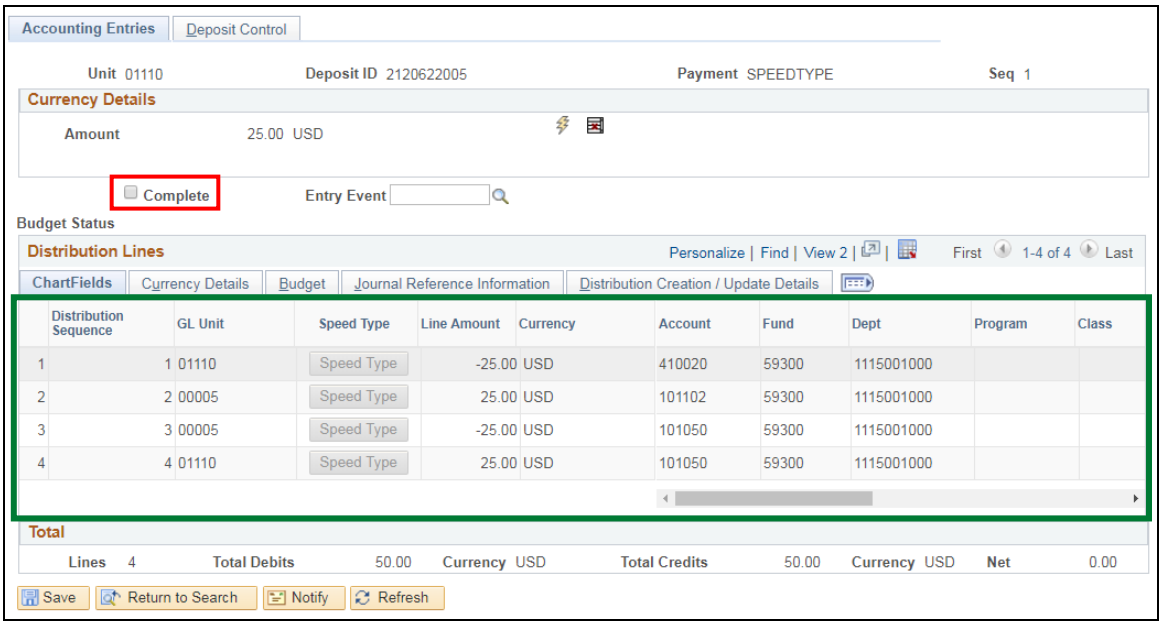
7. Enter any remaining appropriate chartfield information
8. **Line Amount -** Enter Amount for first line

   Note: The line amount must use the opposite sign of the payment. If the payment is a positive amount, then the line amount must be negative.

9. Click on the **Lightning Bolt** icon - This creates the Cash Line Side for the transaction line

Cash lines are created

www.manaraa.com

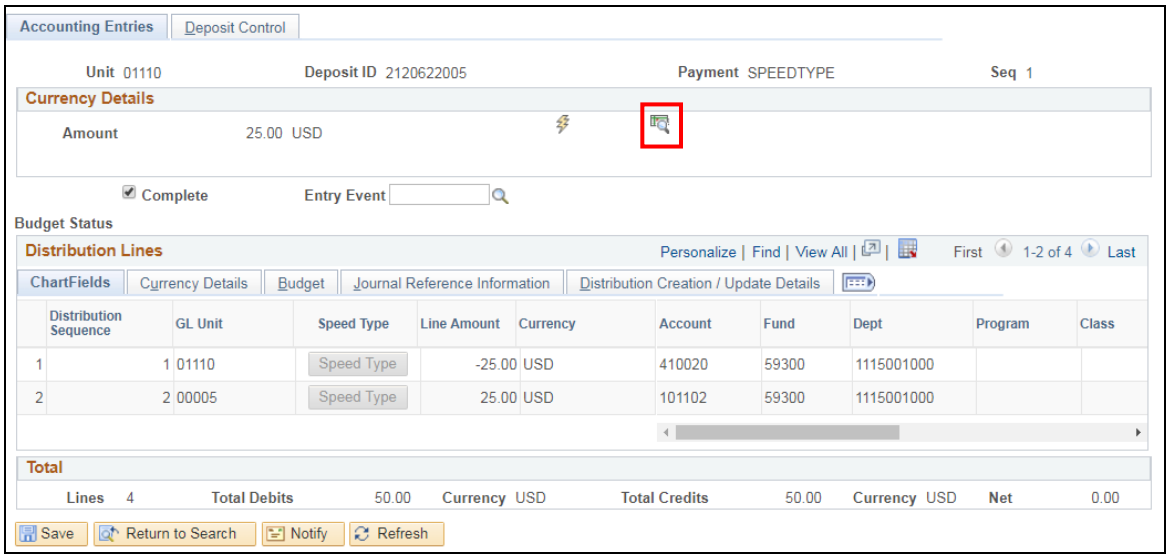


10. Check the **Complete** box

Important Note: If you do not have access to Approve you will not be able to select this box, you will need to Save and Stop here.

11. Click **Save**

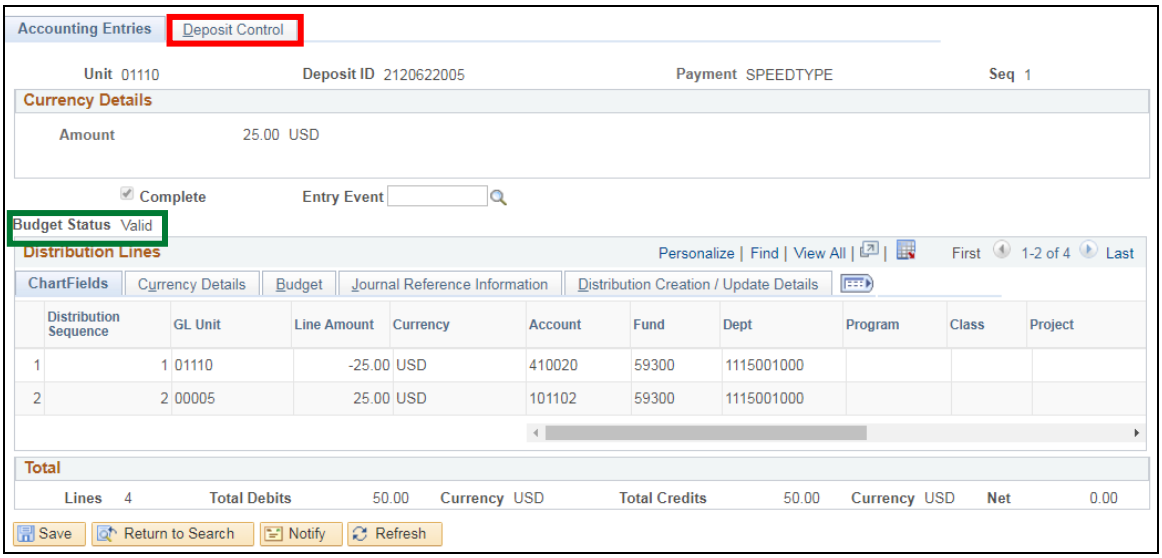
The **Budget Check** icon appears:



12. Click on the **Budget Check** icon to budget check the line

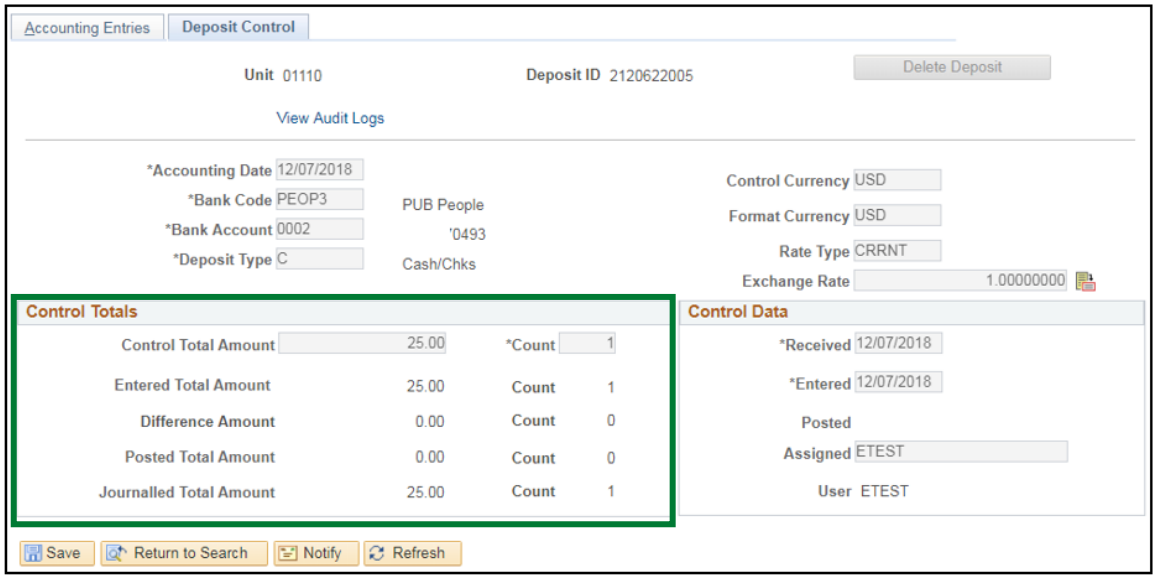
www.manaraa.com

The Budget Check icon disappears, and **Budget Status = Valid**



13. Click on the **Deposit Control** tab

The **Deposit Control** page displays:



Confirm that the Journalled Total Amount and Count are now equal to the Control and Entered Total Amount and Counts, and that there is no Difference Amount or Count. If there is a difference, review the deposit and make corrections as necessary.

Enter Direct Journal Deposit Using SpeedType is Complete

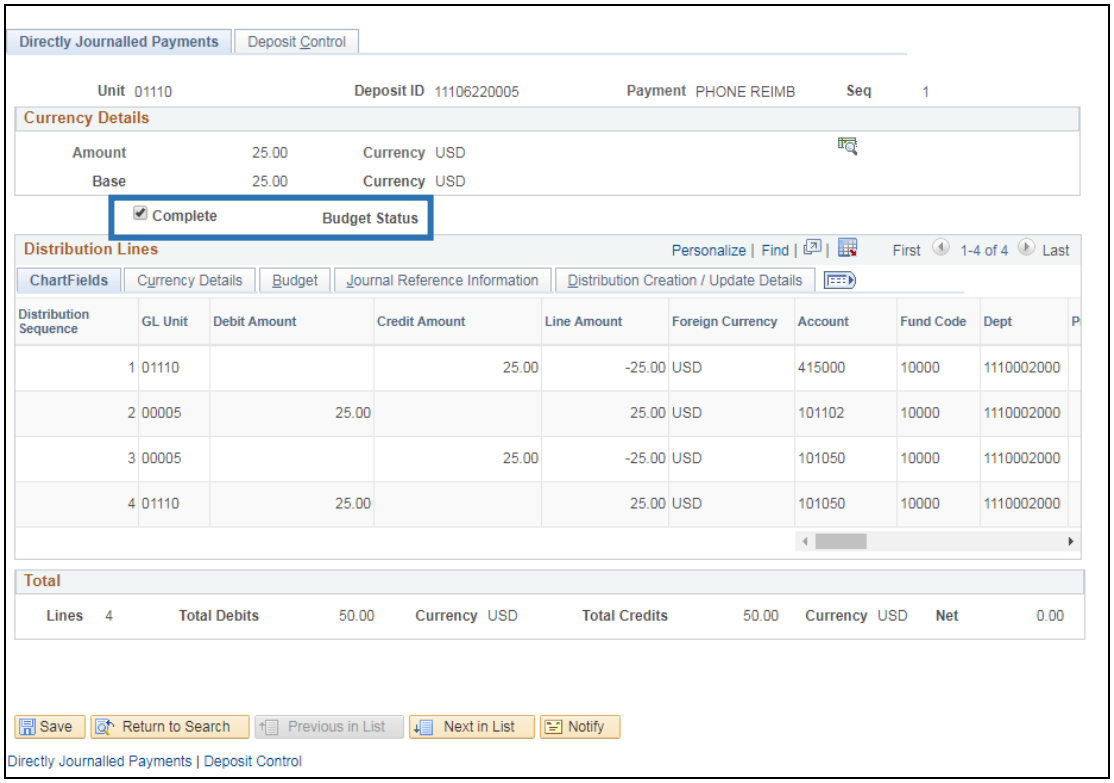
www.manaraa.com

Run the Process to Budget Check Direct Journal Deposits

Possible situations when this function is used: You can run the process to budget check direct journal deposits so that each line does not have to be budget checked individually. This process is helpful if you have a lot of direct journal deposits to budget check and/or direct journal deposits with multiple lines. Each line of the deposit needs to be in **Complete** status before you run this process.

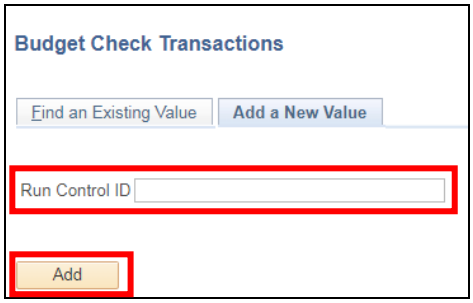
Important Note: This process is run by Business Unit. You will need to be aware of additional deposits that other users may have entered and may not want budget checked.

For this scenario we are going to run the process for Deposit ID 11106220005 which is in the Complete stage and the Budget Status is blank:



Navigator Menu navigation: Accounts Receivable > Receivables Update > Revenue Estimates > Budget Check Transactions

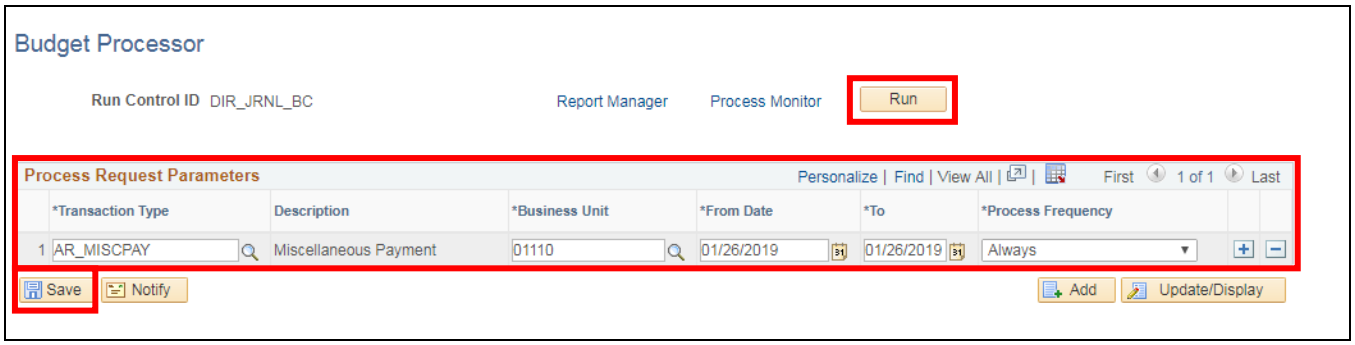
The **Budget Check Transactions** page displays, click on the **Add a New Value** tab:



1. **Run Control ID -** Enter the name of your Direct Journal Budget Check Run Control, Example: DIR_JRNL_BC
2. Click **Add**

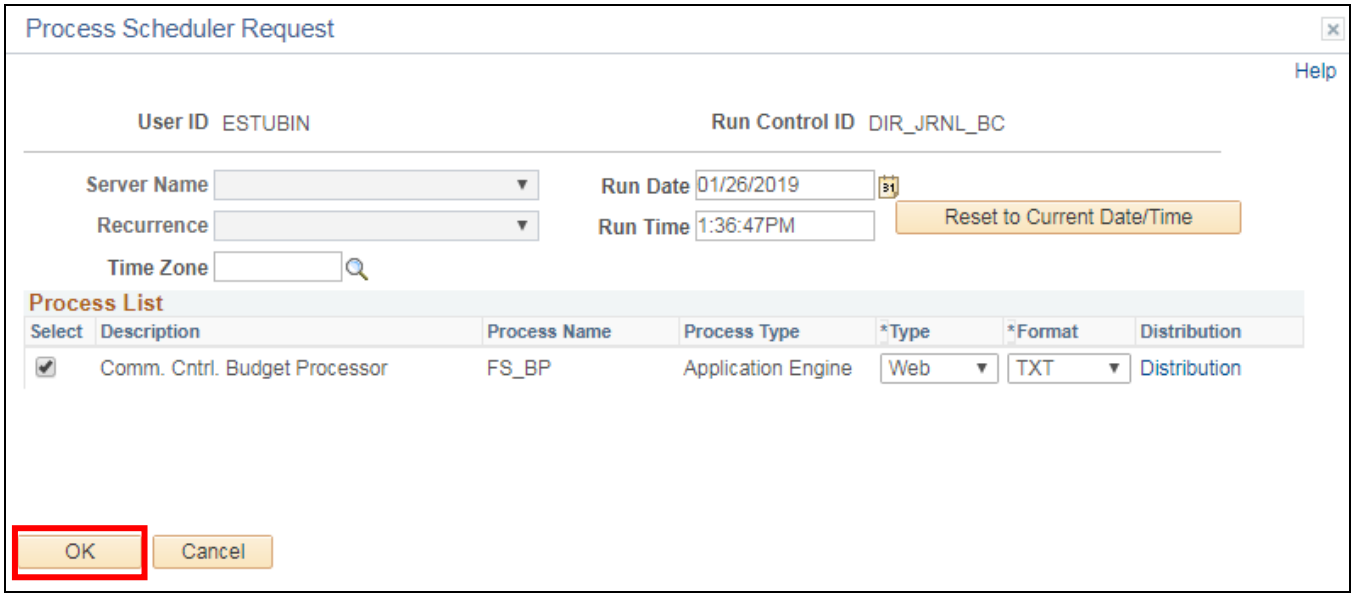
www.manaraa.com

The **Budget Processor** page displays:



3. **Transaction Type -** Select **AR_MISCPAY**
4. **Business Unit -** Enter appropriate Business Unit
5. **From Date -** Enter appropriate From Date (Earliest Acctg date of DJ deposits you are budget checking)
6. **To Date -** Enter appropriate To Date (Latest Acctg date of DJ deposits you are budget checking)
7. **Process Frequency** - Select **Always**
8. Click **Save**
9. Click **Run**

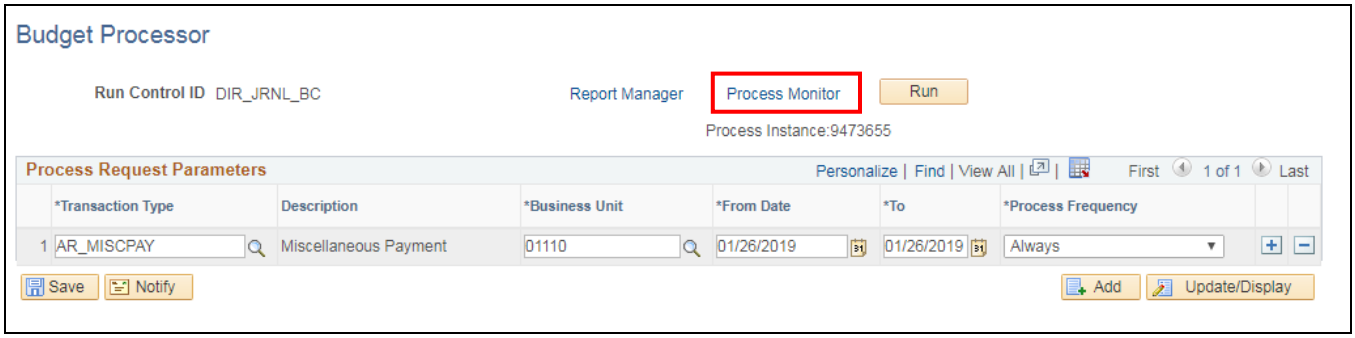
The **Process Scheduler Request** page displays:



10. Click **OK**

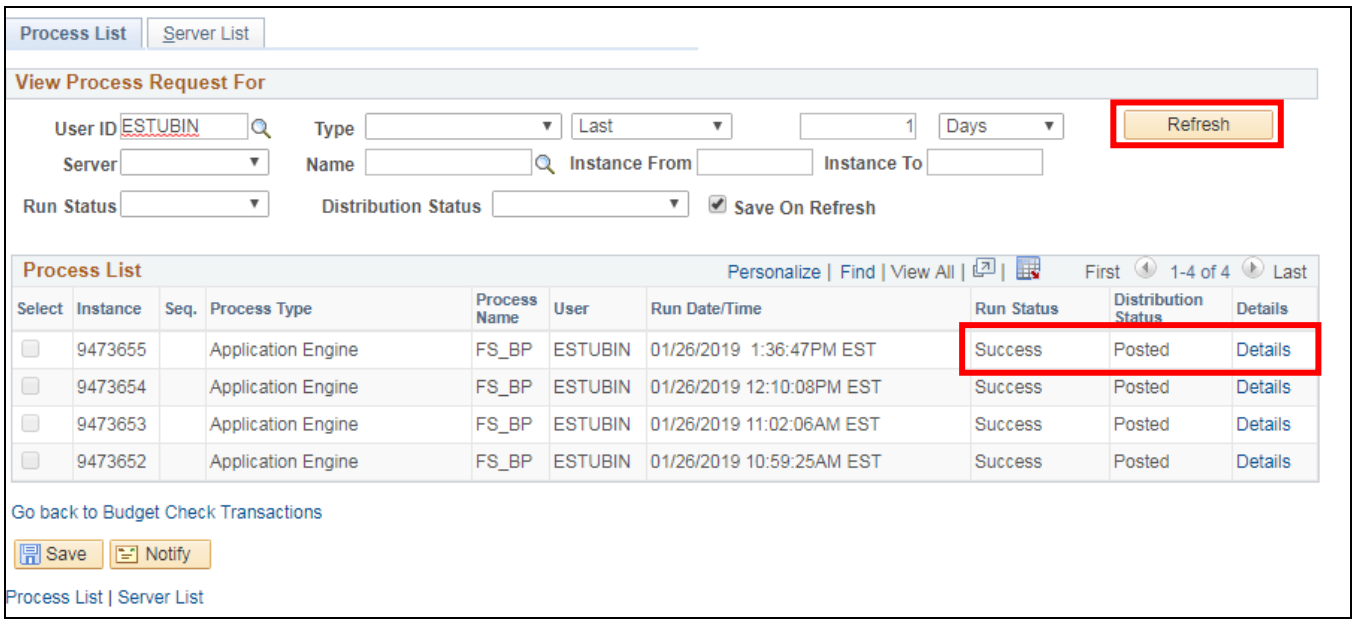
www.manaraa.com

You are returned to the **Budget Processor** page:



11. Click on the **Process Monitor** link

The **Process List** page displays:



12. Click **Refresh** until **Run Status = Success** and **Distribution Status = Posted**

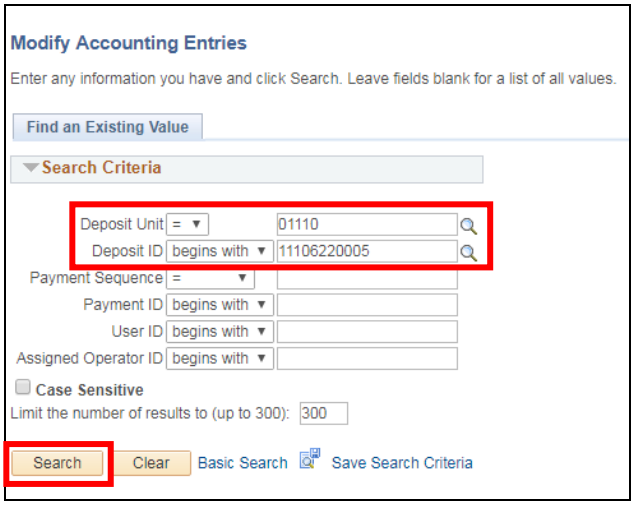
Your direct journal deposit(s) are budget checked. You can confirm this by going to the following:

www.manaraa.com

WorkCenter navigation: Accounts Receivable WorkCenter > Links pagelet > Payments > Modify Accounting Entries

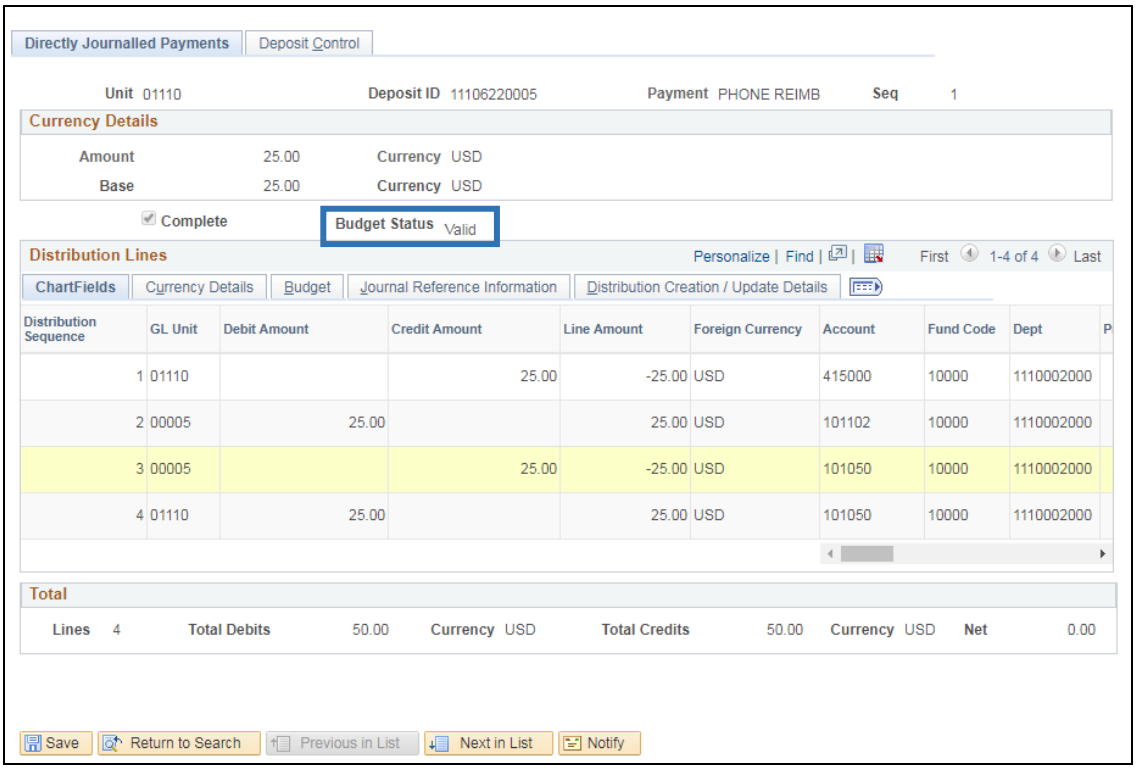
Navigator Menu navigation: Accounts Receivable > Payments > Direct Journal Payments > Modify Accounting Entries

The **Direct Journal Review** page displays:



1. **Deposit Unit -** Enter appropriate Deposit Unit
2. **Deposit ID -** Enter appropriate Deposit ID
3. Click **Search**

The **Directly Journalled Payments** page displays:



The **Budget Status** is **Valid**

Budget Check Process is Complete

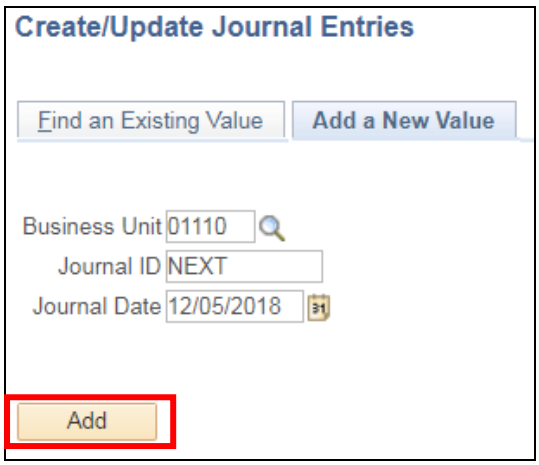
www.manaraa.com

Enter a Journal Entry to Correct Chartfield Info for a Posted Direct Journal Deposit

Situations when this function is used: A line of a direct journal deposit that has been budget checked must be corrected with an ONL journal entry to the general ledger.

Note: This example will correct an incorrect revenue account.

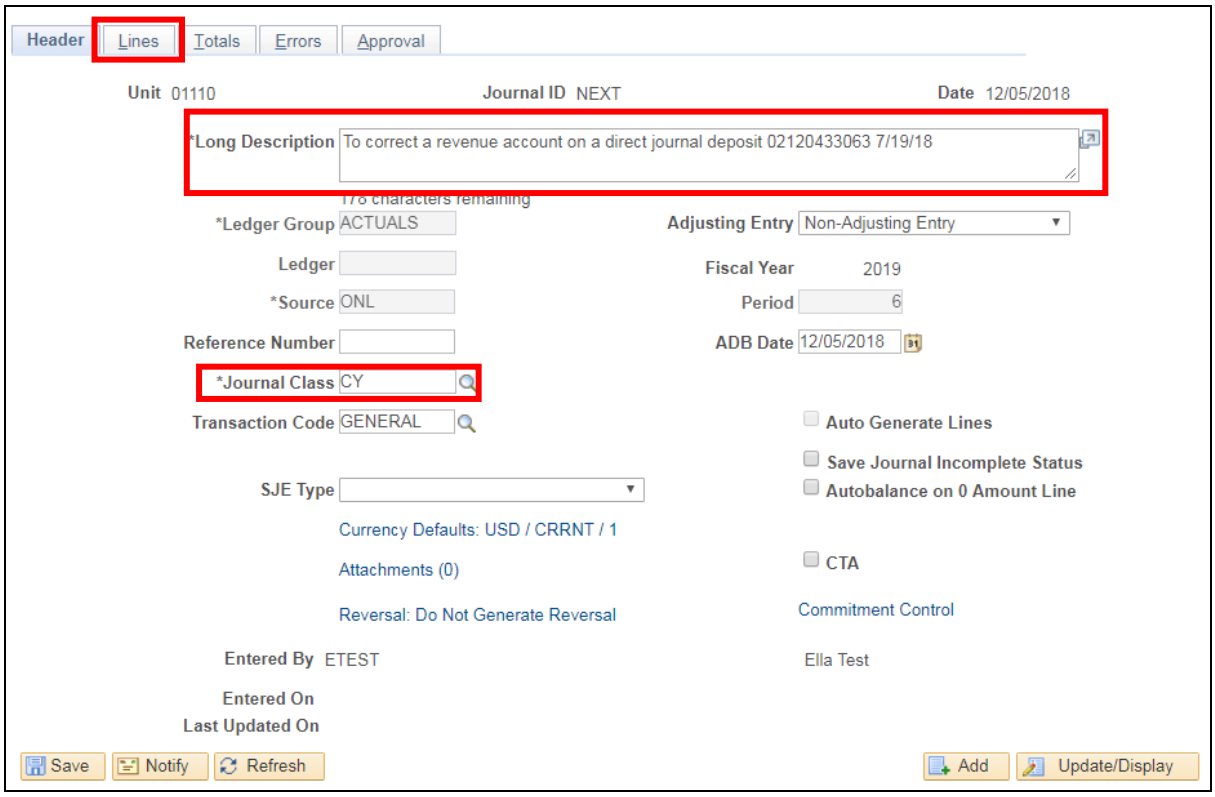
WorkCenter navigation: General Ledger WorkCenter > Links Pagelet > Journals > Create/Update Journal Entries
Navigator Menu navigation: General Ledger > Journals > Journal Entry > Create/Update Journal Entries
The Create/Update Journal Entries page displays:



1. **Business Unit -** Leave as default **or** Enter business unit
2. **Journal ID -** leave as NEXT
3. **Journal Date -** Leave as current date **or** change to appropriate date
4. Click **Add**

www.manaraa.com

The **Header** page displays:

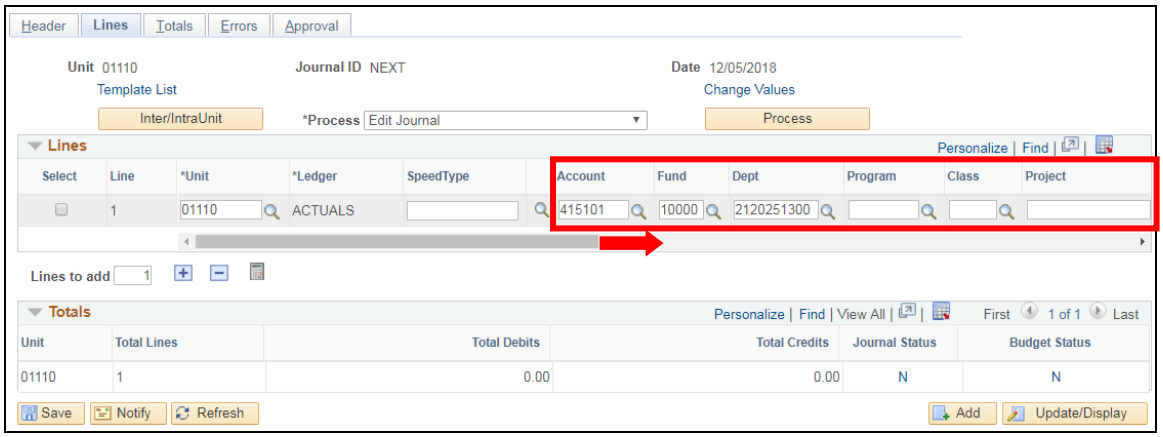


- **Ledger Group** will default as ACTUALS
- **Source** defaults as ONL
- **Adjusting Entry** defaults to Non-Adjusting Entry
- **Transaction Code** defaults to GENERAL
- **Fiscal Year** and **Period** are grayed and default as current
- **Save Journal Incomplete Status** defaults as unchecked

5. **Journal Class -** PY or CY (Prior Year of Current Year)
6. **Long Description -** Include a detailed description for what you are correcting, including Date(s), Deposit ID and or AR Journal ID number
7. Click on the **Lines** tab

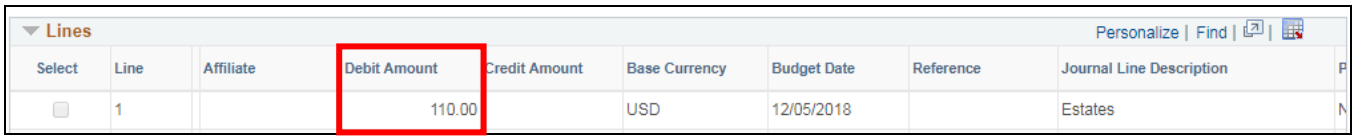
www.manaraa.com

The **Lines** page displays:

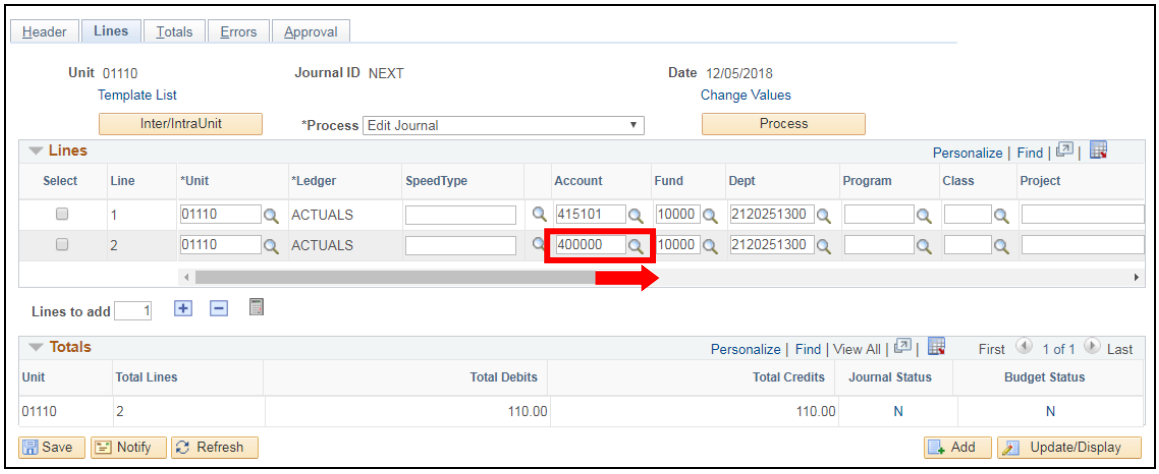


8. **Account -** Enter appropriate Account (in this case you will debit the incorrect revenue account used)
9. **Fund -** Enter appropriate Fund
10. **Dept -** Enter appropriate Dept ID
11. **Amount -** Enter appropriate Amount

Use the scroll bar to access the fields on the right:



12. Click the **Insert Lines** button to add the credit side of the journal

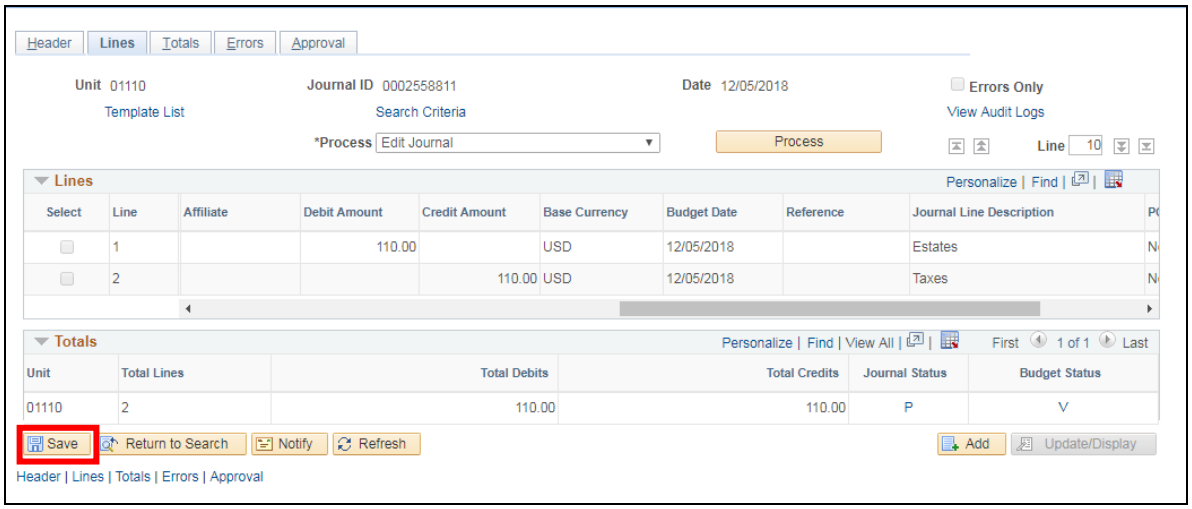


The accounting chartfields carry over from the debit side of the entry.

13. **Account -** Change the Account to the appropriate revenue account or make any necessary changes

Scroll to the right to see all of the fields

www.manaraa.com

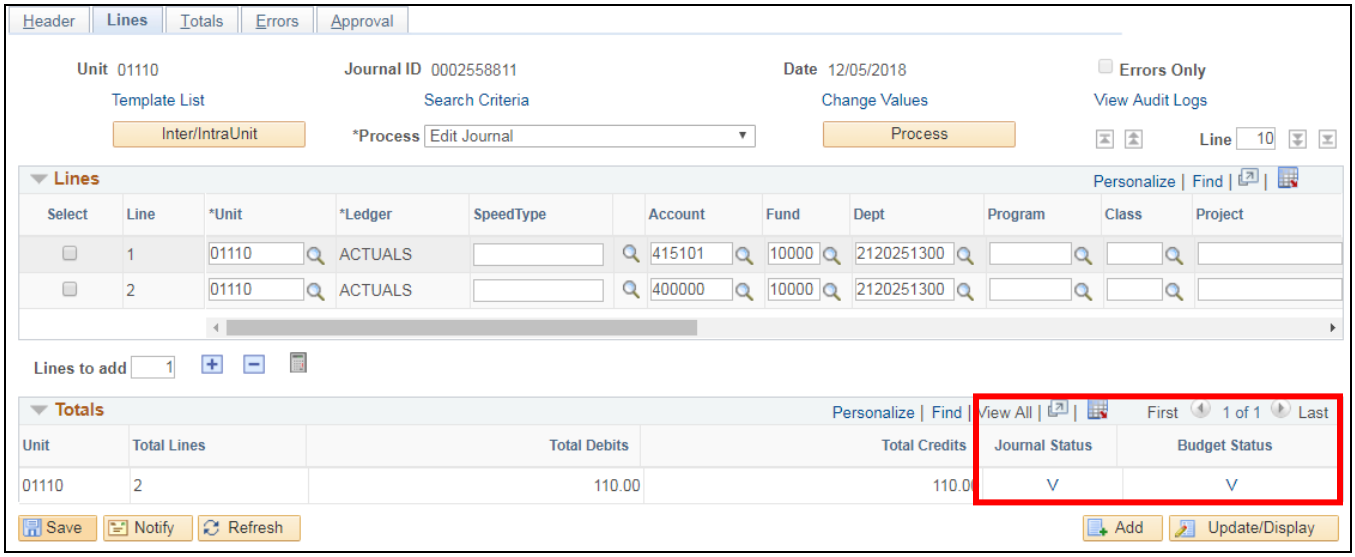


14. Click **Save**

You will receive a message telling you the journal is saved along with the Journal ID#:

15. Click **OK**

You are brought back to the **Lines** page:



16. Click **Process** to edit the journal

The Journal Status is Valid, and the Budget Status is valid

Important Note: If the Budget Status is not Valid, Select Budget Check Journal in the Process field and click the Process button again.

المنارة للاستشارات

www.manaraa.com

The Budget Status is now valid - The journal is ready to Post the next time the overnight batch process Journal Generator runs.

Note: For more information on entering journal entries view the General Ledger Manual on our web site.

Correcting Journal Entry for a Posted Direct Journal is Complete

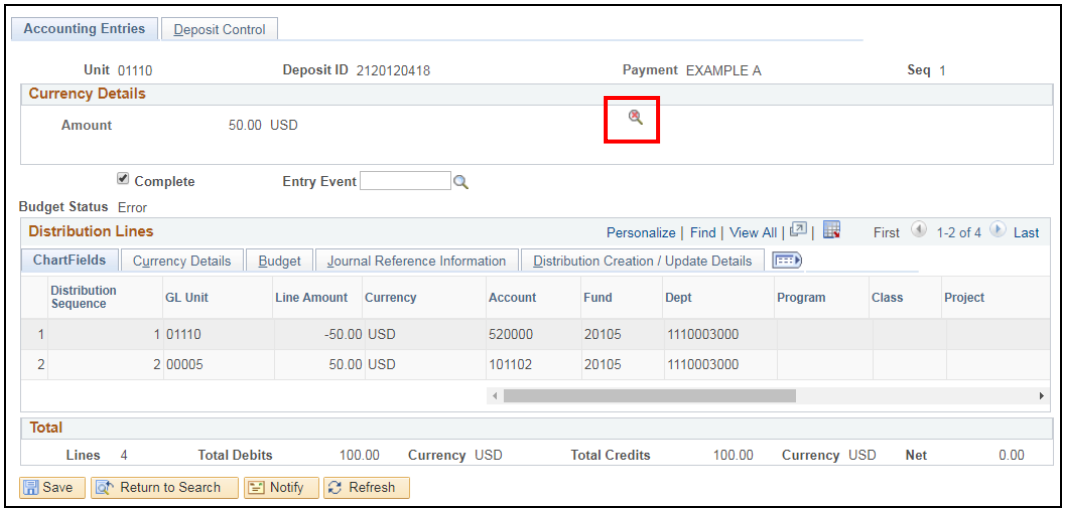
www.manaraa.com

Inquiring on a Budget Check Error for a Direct Journal Deposit

Possible situations when this function is used: Accounting entries are created on the deposit and complete box has been selected and you have saved.

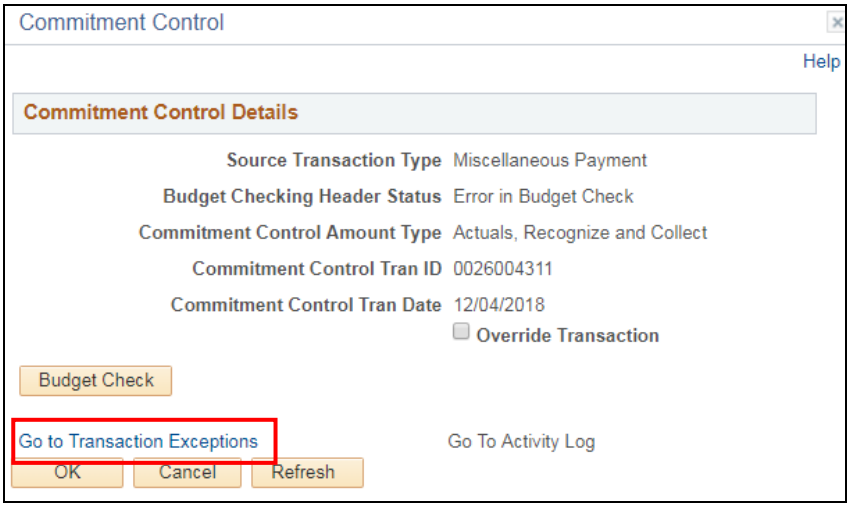
Note: When the above situation is, true; The budget check icon will be available and by clicking on it you received a budget status of error.

See example below:



1. Click on the **Budget Check Options** icon

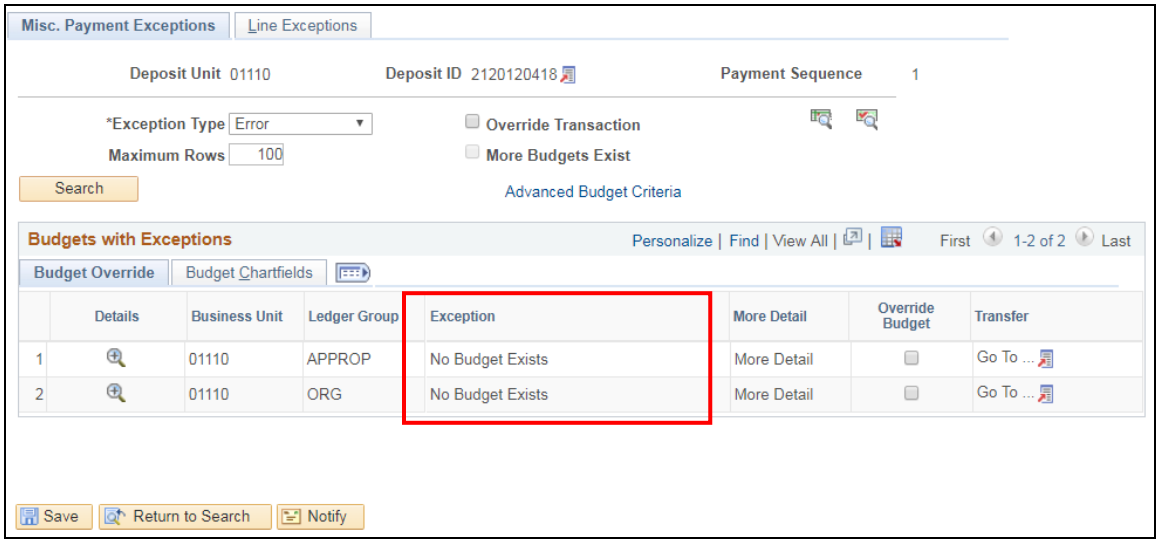
The **Commitment Control** page displays:



2. Click the **Go to Transaction Exceptions** link

www.manaraa.com

The **Misc. Payment Exceptions** page displays:



In this example the budget check error is referring to **No Budgets Exists**. Before this deposit can post you would need to either add a budget or change the chartfield(s) you are using that have a budget.

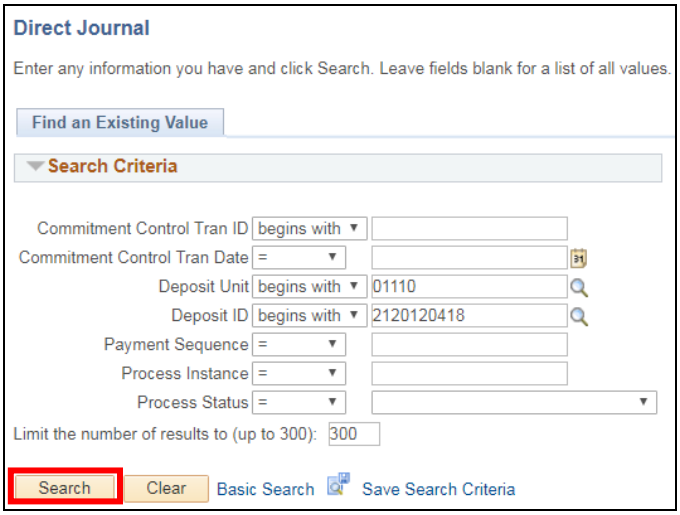
For more information on Budget Check Exceptions Errors view the Commitment Control Manual. There are several other messages that can occur if you are uncertain of the message call the VISION Finance Support Team @ 828-6700 Option 2, or send an e-mail VISION.FinHelpdesk@vermont.gov

Below is the navigation to check for Budget Check errors through Commitment Control:

WorkCenter navigation: Accounts Receivable WorkCenter > Links Pagelet > Payments-Review Budget Check Exceptions > Direct Journal Budget Exceptions

Navigator Menu navigation: Commitment Control > Review Budget Check Exceptions > Revenues > Direct Journal

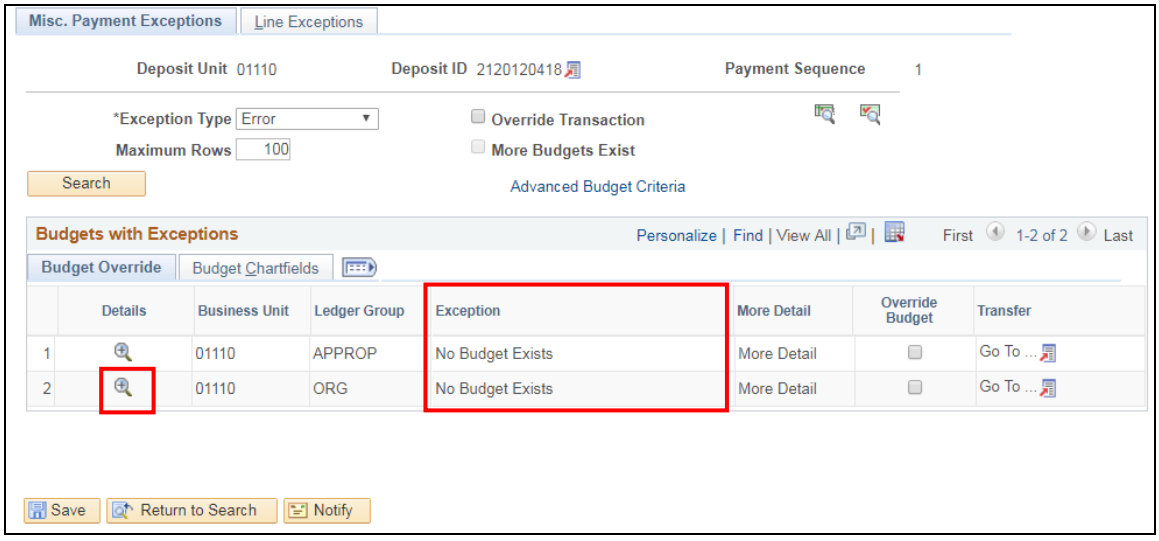
The **Direct Journal** page displays:



1. **Deposit Unit -** Enter Deposit Unit or leave as default
2. **Deposit ID -** Enter deposit ID if desired
3. Click **Search**

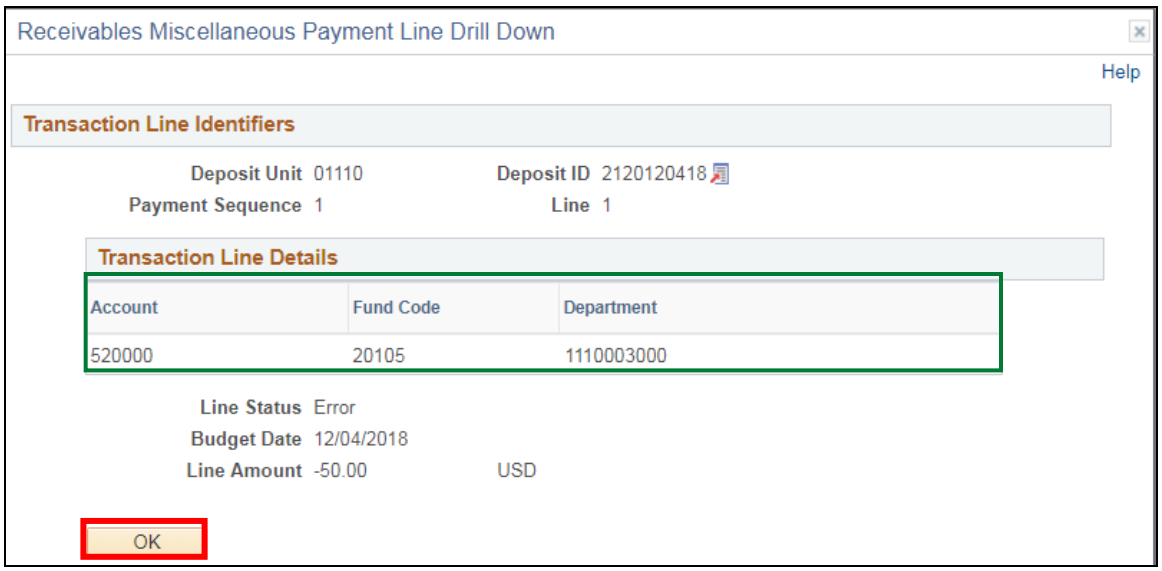
www.manaraa.com

If the Search button is clicked and there is only one deposit with a budget check error the deposit will automatically open.



You should see the Exception message is **No Budget Exists**

4. Click on the **Magnifying Glass** next to line 2

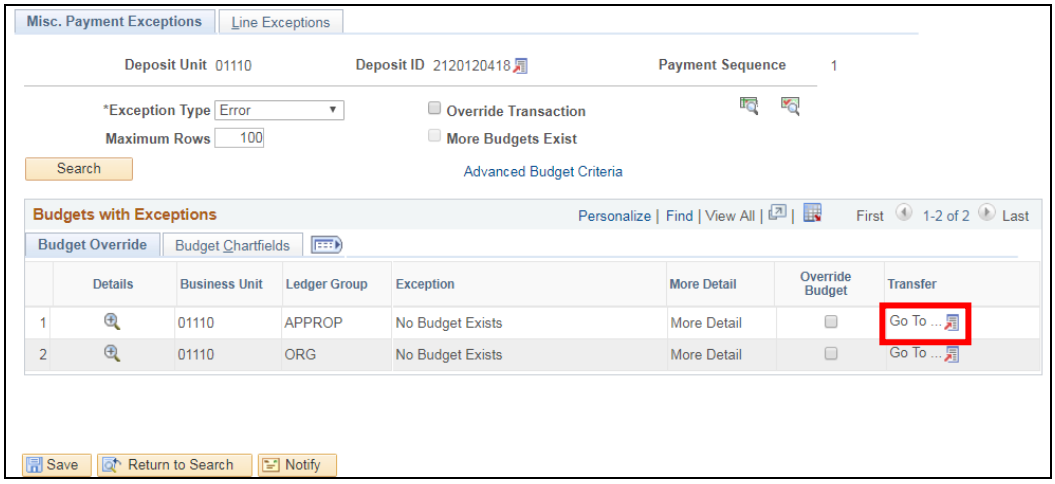


The chartfield information that was used in the deposit is listed above.

5. Click **OK**

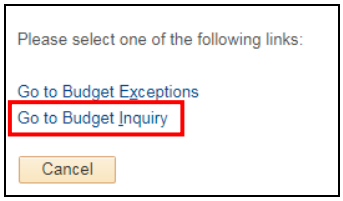
www.manaraa.com

You are brought back to the previous page:



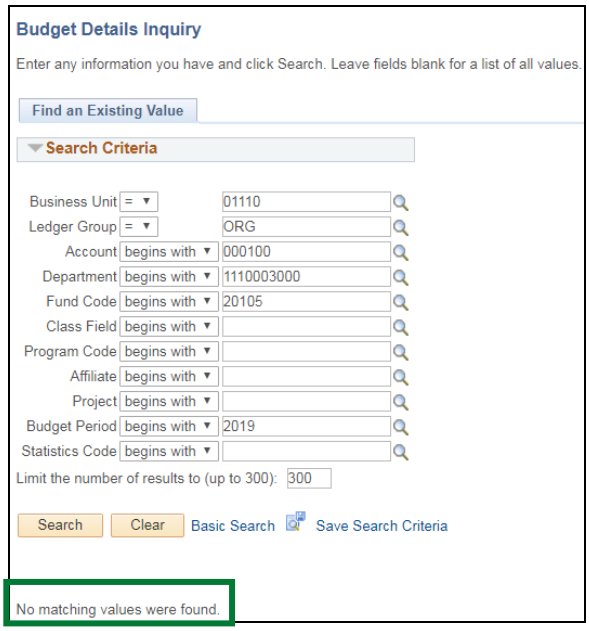
6. Click on the **Go To** icon

The following window opens:



7. Click on the **Go to Budget Inquiry** link to see the budget details

The **Budget Details Inquiry** search page displays with all information defaulted from the previous page:



There is no budget set up for this Fund & Dept ID combination. *So, the message,* ***"No matching values were found"*** *appears at the bottom of the search page*

Inquiring on a Budget Check Error for a Direct Journal Deposit is Complete

www.manaraa.com

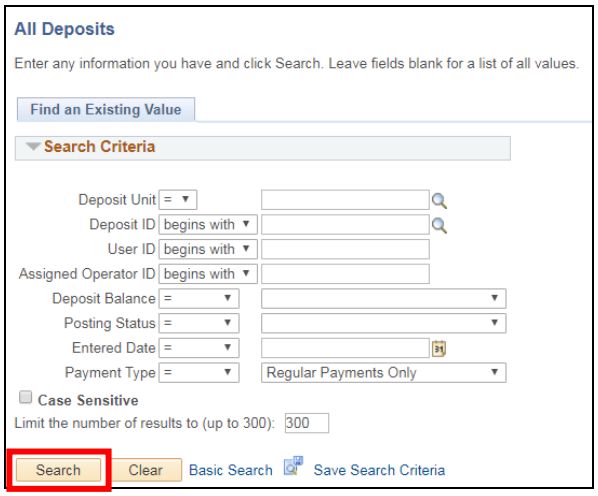
Inquire/Review - All Deposits

Situations when this function is used: View details about a specific Deposit ID (including control totals and status) or scan all deposits, one at a time.

WorkCenter navigation: Accounts Receivable WorkCenter > Links Pagelet > Payments > Review All Deposits

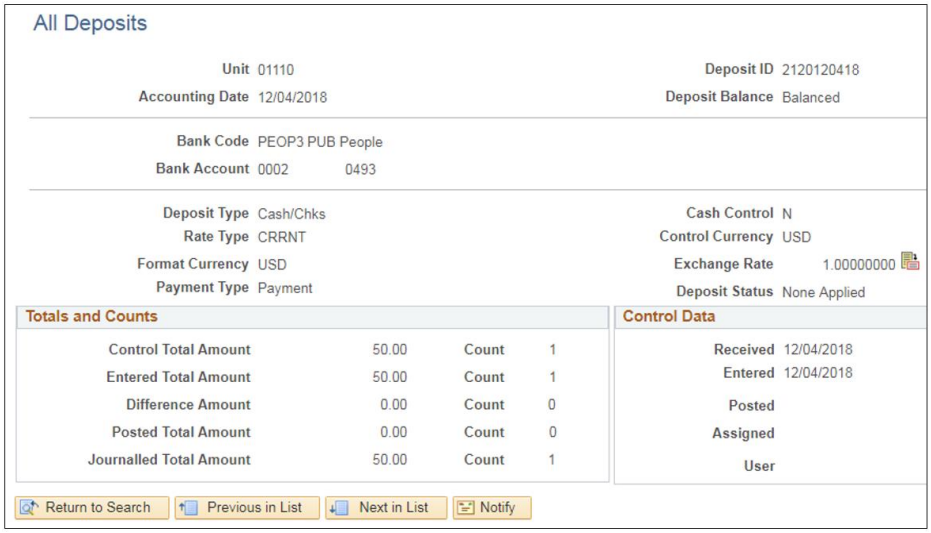
Navigator Manu navigation: Accounts Receivable > Payments > Review Payments > All Deposits

The **All Deposits** page displays:



1. **Deposit Unit -** Leave as default **or** enter a Deposit Unit
2. **Deposit ID -** Enter Deposit ID **or** leave blank
3. **User ID -** Enter appropriate data **or** leave blank
4. **Assigned Operator ID -** Enter appropriate data **or** leave blank
5. **Deposit Balance -** Enter appropriate data **or** leave blank
6. **Posting Status -** Enter appropriate data **or** leave blank
7. **Entered Date -** Enter appropriate data **or** leave blank
8. Click **Search**

The **All Deposits** page displays:



All Deposits Review is Complete

www.manaraa.com

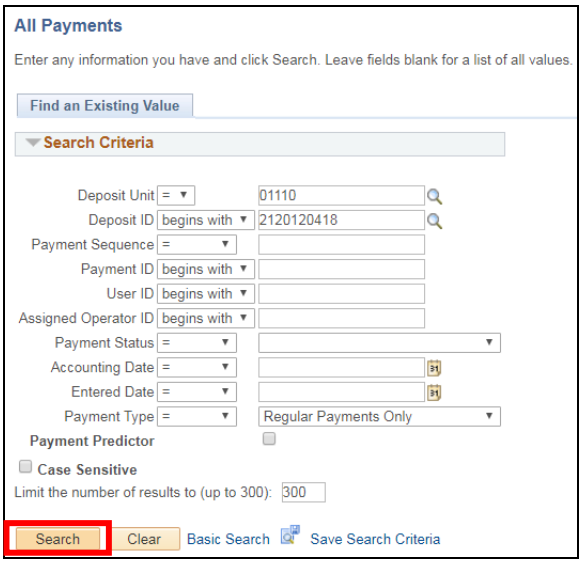
Inquire/Review - All Payments

Situations when this function is used: When you need to view status of a specific payment.

WorkCenter Navigation: Accounts Receivable WorkCenter > Links Pagelet > Payments > Review All Payments

Navigator Menu navigation: Accounts Receivable > Payments > Review Payments > All Deposits

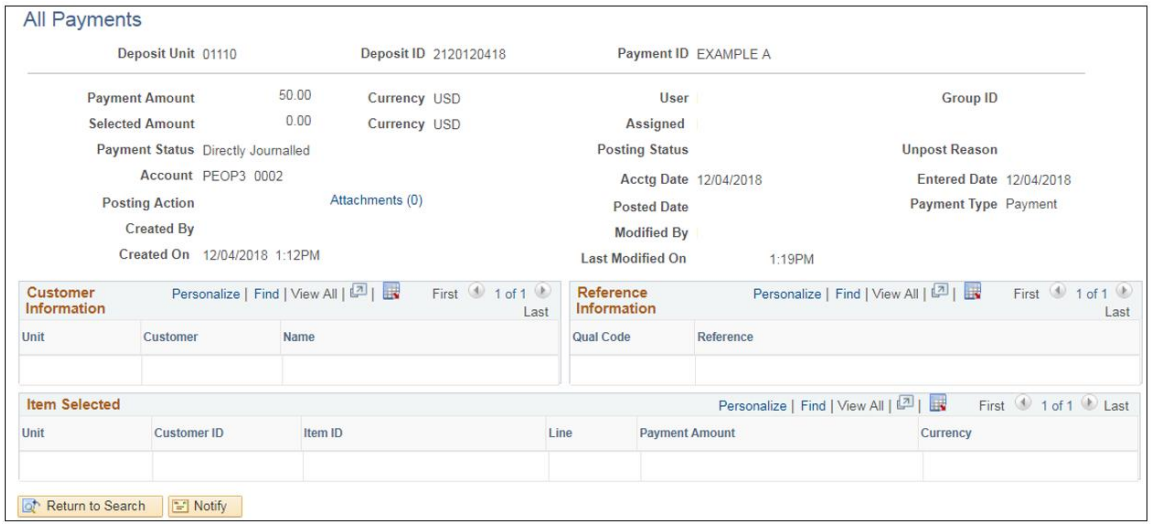
The **All Payments** page displays:



1. **Deposit Unit -** Leave as default **or** enter Deposit Unit
2. **Deposit ID -** Enter appropriate Deposit number or leave blank
3. **Payment ID -** Enter appropriate data **or** leave blank
4. **User ID -** Enter appropriate data **or** leave blank
5. **Assigned Operator ID -** Enter appropriate data **or** leave blank
6. **Payment Status -** Select from list of valid values
7. **Accounting Date -** Enter appropriate data **or** leave blank
8. **Entered Date -** Enter appropriate data **or** leave blank
9. Click **Search**

www.manaraa.com

The **All Payments** page displays:



Note: Reviewing a customer payment will show you information on the Posting Status and Posted Date. This review does not show you the posted date of your direct journal deposit to the general ledger. However, once a deposit is budget checked, journal generator will run overnight and post the deposit to the general ledger.

All Payments Review is Complete

www.manaraa.com

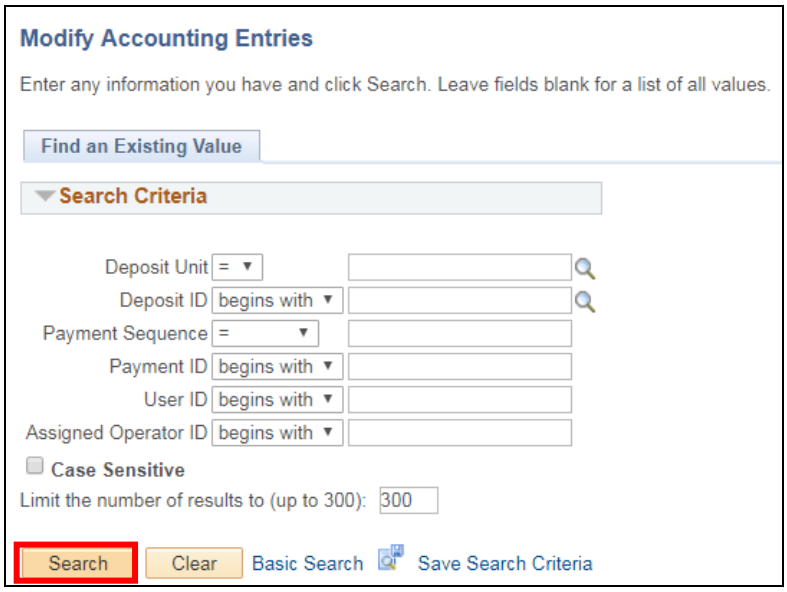
Inquire/Review – Direct Journal Deposit that has been Budget Checked and/or Journal Generated

Situations when this function is used: Review directly journalled payments that have been marked Complete, Budget Checked and/or Journal Generated.

WorkCenter navigation: Accounts Receivable WorkCenter > Links Pagelet > Payments > Modify Accounting Entries

Navigator Menu navigation: Accounts Receivable > Payments > Direct Journal Payments > Modify Accounting Entries

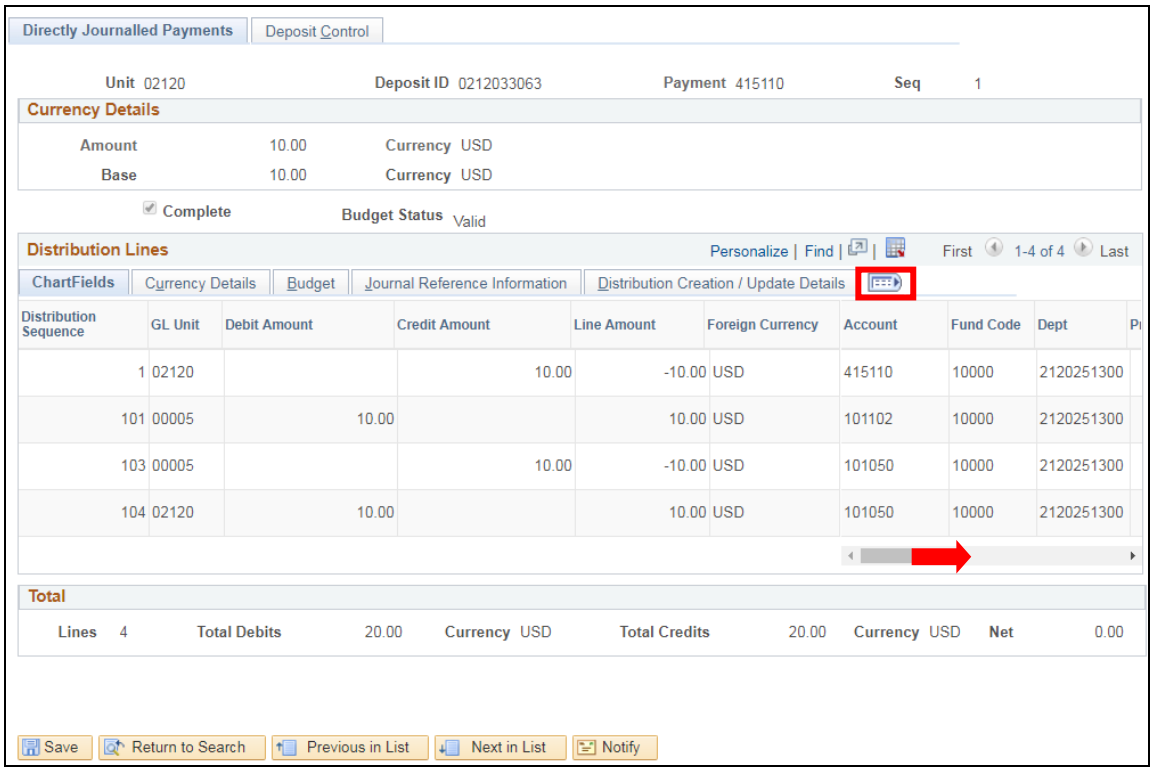
The **Modify Accounting Entries** page displays:



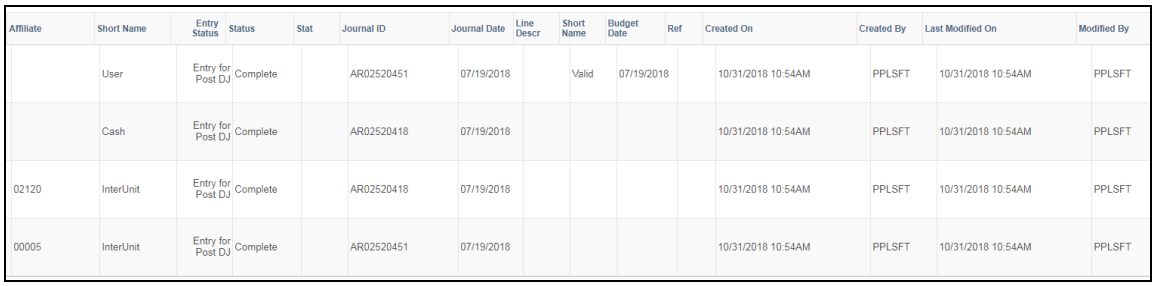
1. **Deposit Unit -** Leave as default **or** enter deposit unit
2. **Deposit ID -** Enter appropriate Deposit number
3. **Payment Sequence -** Enter appropriate data **or** leave blank
4. **Payment ID -** Enter appropriate data **or** leave blank
5. **User ID -** Enter appropriate data **or** leave blank
6. **Assigned Operator ID -** Enter appropriate data **or** leave blank
7. Click **Search**

www.manaraa.com

The **Directly Journalled Payments** page displays:



Use the Scroll bar or the icon to see more information on the line:



This view shows the deposit has journal generated and assigned journal #'s. It does not show if the journal is in error. To determine if a journal has posted with no errors you can look up each journal or run the following Query: VT_MER_DJ_NOT_POSTED_TO_GL.

DJ Journal Generated Inquiry/Review is Complete

www.manaraa.com

Report - Deposit Control by Entry Date

Situations when this function is used: Lists detailed information for deposits. Report can be run at any time.

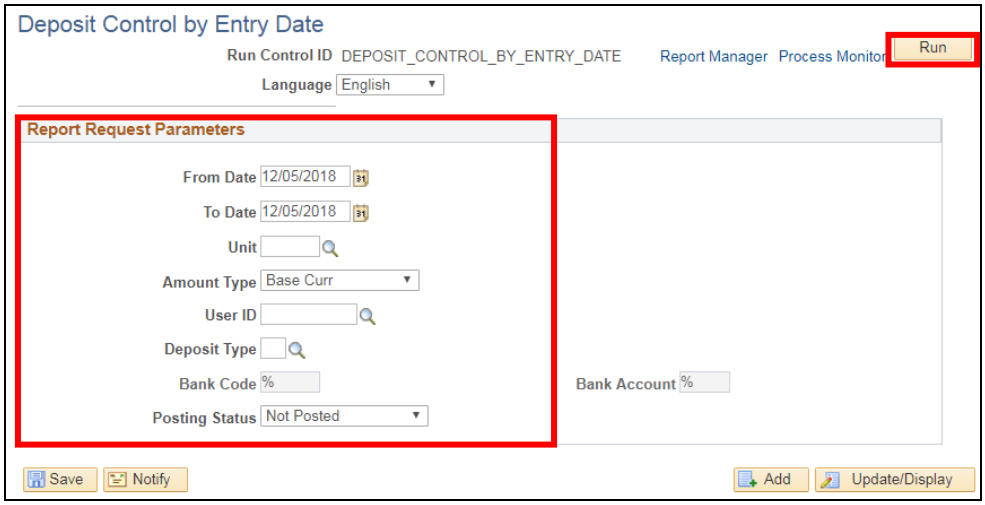
WorkCenter navigation: Accounts Receivable WorkCenter > Reports/Queries tab > Reports/Processes pagelet > Payments > Deposit Control Report

Navigation: Accounts Receivable > Payments > Reports > Deposit Control by Entry Date

The **Deposit Control by Entry Date** page displays, click on the **Add a New Value** tab:

1. **Run Control ID -** Name the run control something that makes sense to you. It must be a single parameter, so link multiple words with an underscore. Example: (Deposit_Control)
2. Click **Add**

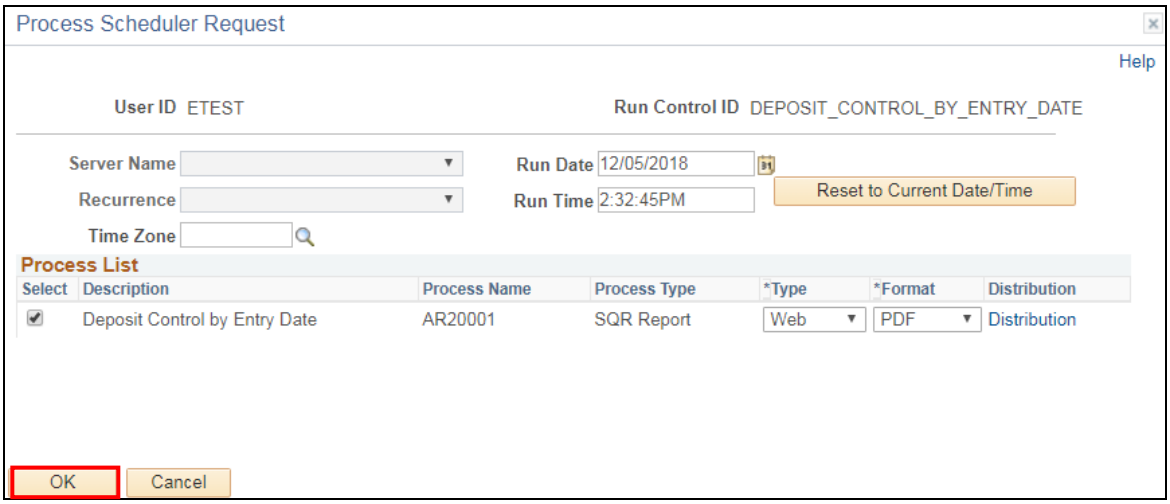
The run control for **Deposit Control by Entry Date** page displays:



3. **From Date -** Enter Beginning Date
4. **To Date -** Enter Ending Date
5. **Unit -** Accept default BU **or** enter valid value
6. **Amount Type -** Accept default of Base Curr
7. **User ID -** Enter valid User ID **or** leave blank
8. **Deposit Type -** Enter or select valid value **or** leave blank
9. **Bank Code -** Enter or select valid value **or** leave blank
10. **Posting Status -** Accept default **or** select valid value
11. Click **Run**

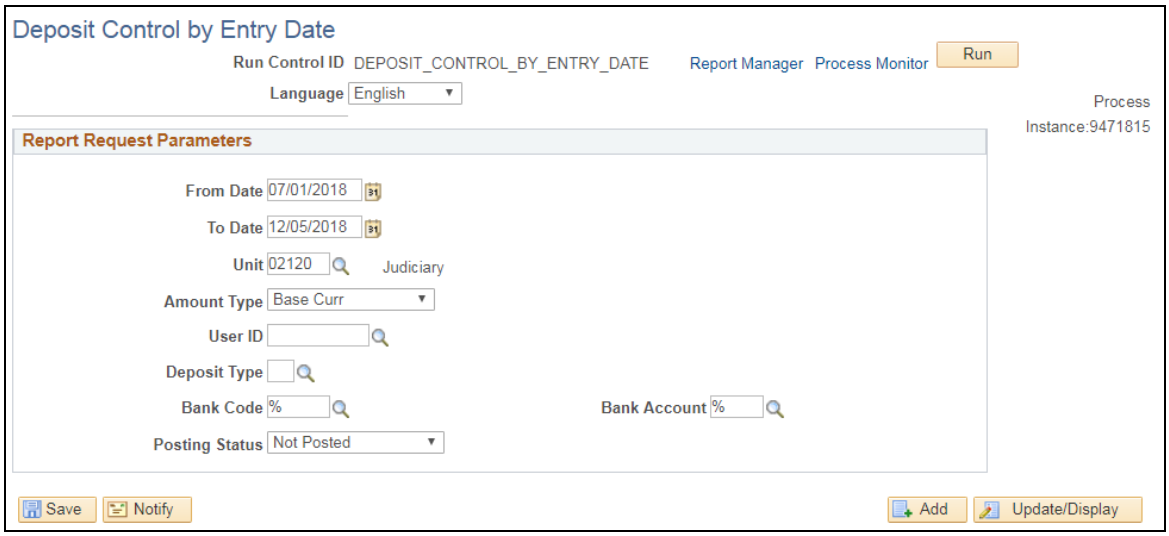
www.manaraa.com

The **Process Scheduler Request** window opens**:**



12. Click **OK**

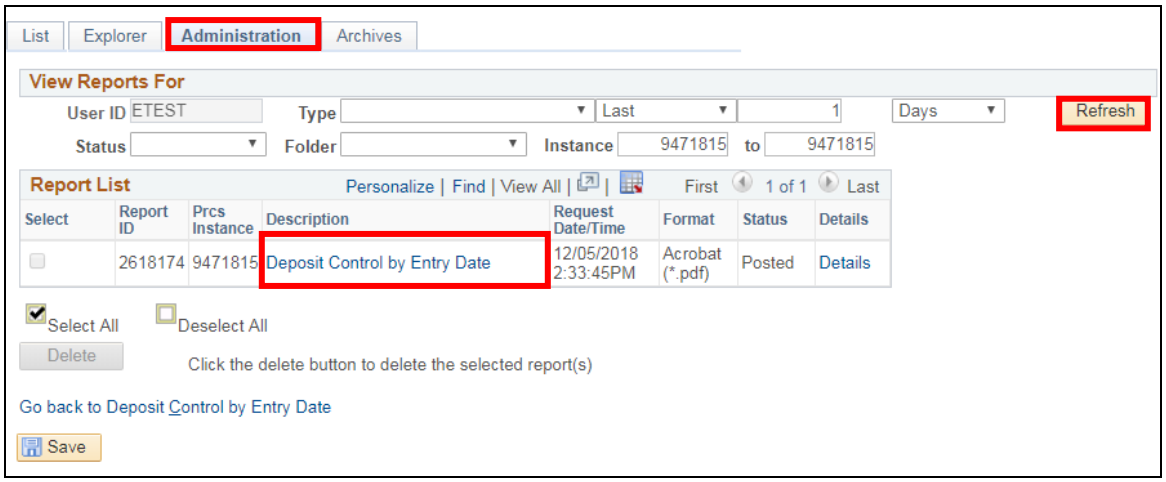
The **Deposit Control by Entry Date** page displays:



13. Click on the **Report Manager** link

14. Click **Refresh** until status is **Posted**

www.manaraa.com

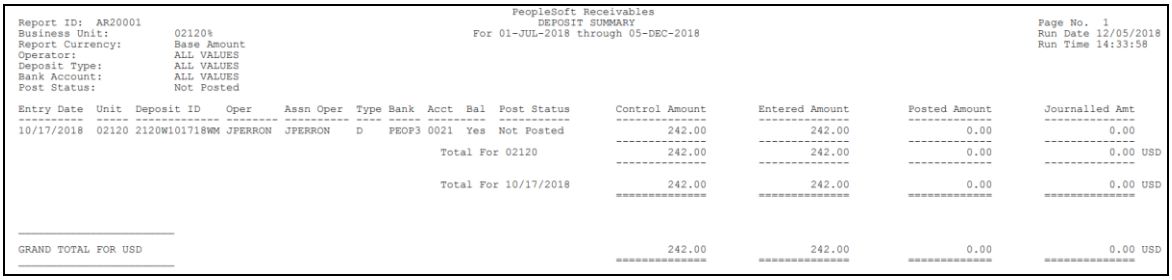


15. Click on the **Administration**

16. Click on the **Description** link to view the report

The Report will open in a new window.

To print report, click on the printer icon.



PeopleSoft Receivables
DEPOSIT SUMMARY
For 01-JUL-2018 through 05-DEC-2018

Report ID: AR20001
Business Unit: 02120%
Report Currency: Base Amount
Operator: ALL VALUES
Deposit Type: ALL VALUES
Bank Account: ALL VALUES
Post Status: Not Posted

Page No. 1
Run Date 12/05/2018
Run Time 14:33:58

Entry Date	Unit	Deposit ID	Oper	Assn Oper	Type	Bank	Acct	Bal	Post Status	Control Amount	Entered Amount	Posted Amount	Journalled Amt
10/17/2018	02120	2120W101718WM	JPERRON	JPERRON	D	PEOP3	0021	Yes	Not Posted	242.00	242.00	0.00	0.00
									Total For 02120	242.00	242.00	0.00	0.00 USD
									Total For 10/17/2018	242.00	242.00	0.00	0.00 USD
GRAND TOTAL FOR USD										242.00	242.00	0.00	0.00 USD

A complete listing of reports is available for the Accounts Receivable Module on our web site.

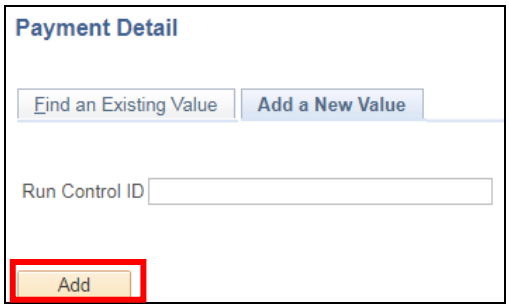
www.manaraa.com

Report - Payment Detail

Situations when this function is used: Lists detailed information for all payments within a deposit. The payment details are unavailable if the posting status is Not Posted.

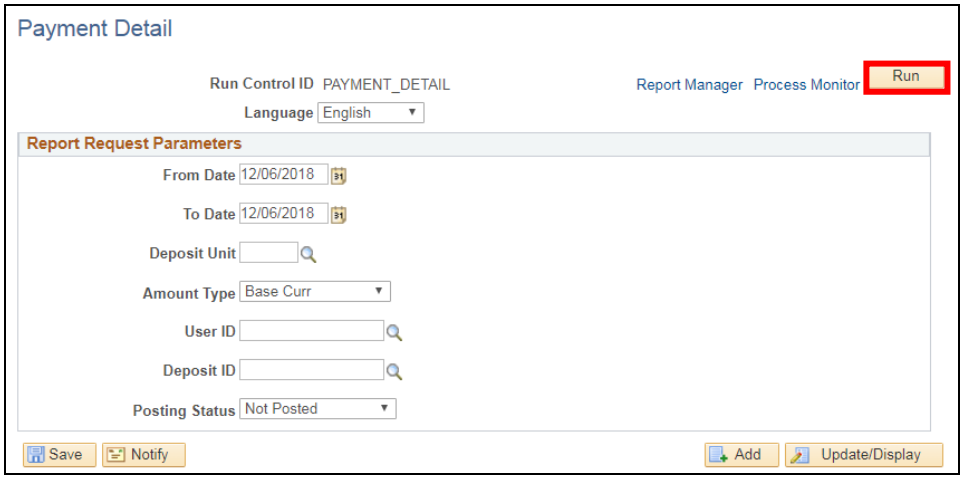
Navigator Menu navigation: Accounts Receivable > Payments > Reports > Payment Detail

The Payment Detail page displays, click on the **Add a New Value** tab:



1. **Run Control ID -** Name the run control something that makes sense to you. It must be a single parameter, so link multiple words with an underscore. Example (Payment_Detail)
2. Click **Add**

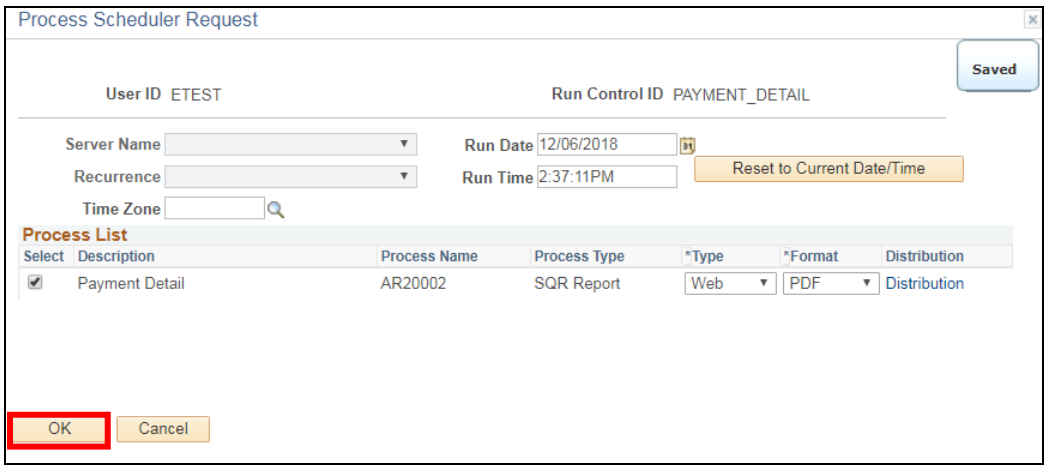
The **Payment Detail** page displays:



3. **From Date -** "Begin Date" and a **To Date** – "End Date"
4. **Deposit Unit -** Accept default BU **or** enter valid value
5. **Amount Type -** Accept default of Base Curr
6. **User ID -** Enter valid User ID **or** leave blank
7. **Deposit ID -** Enter or select valid value **or** leave blank
8. **Posting Status -** Accept default **or** select valid value
9. Click **Run**

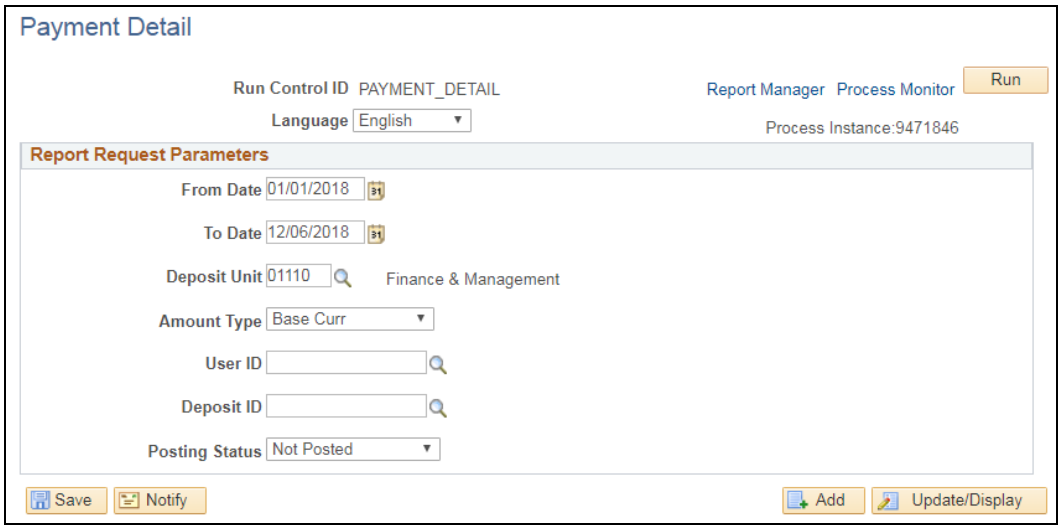
www.manaraa.com

The **Process Scheduler Request** window opens:



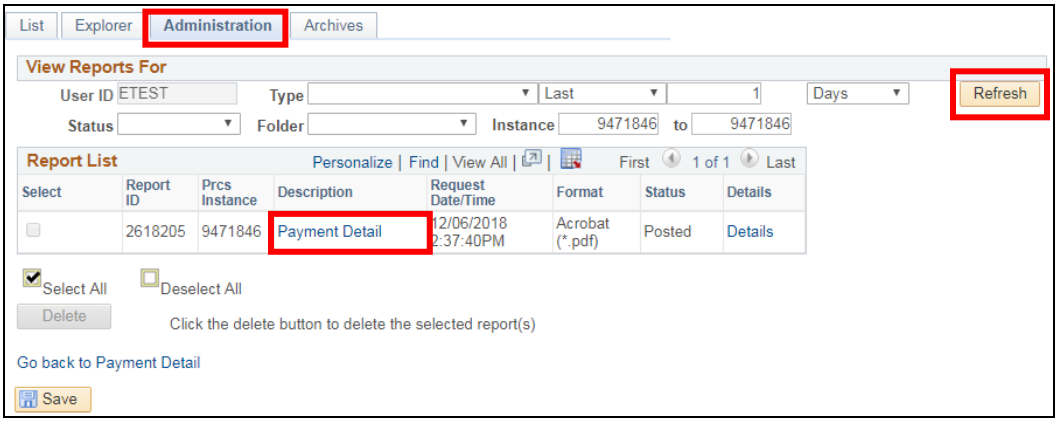
10. Click **OK**

The **Payment Detail** page displays:



11. Click on the **Report Manager** link

12. Click **Refresh** until status is **Posted**

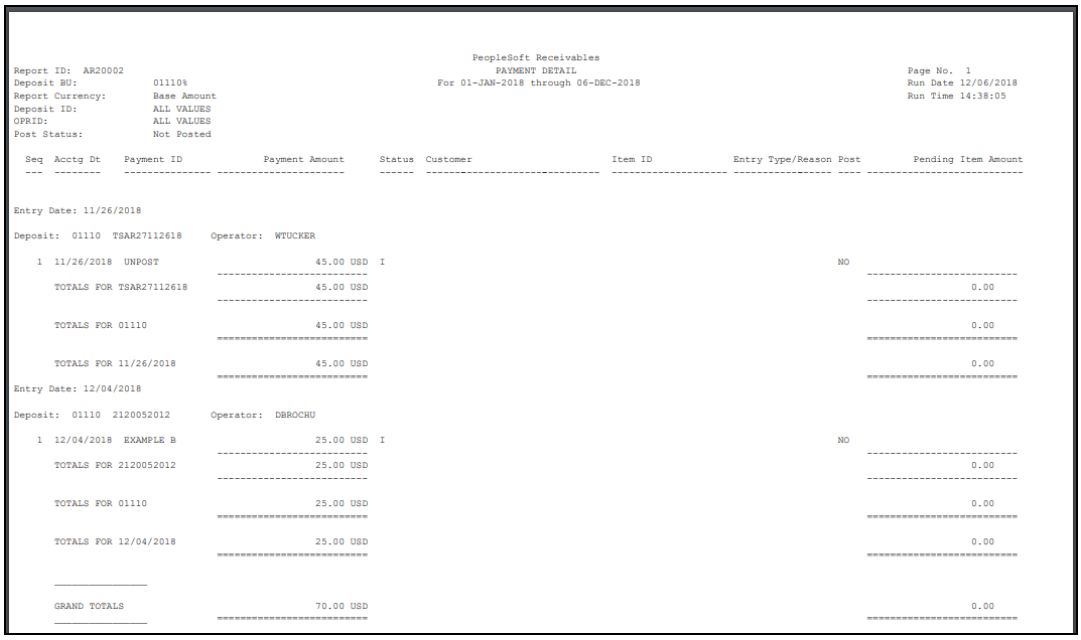


13. Click on the **Administration** tab

14. Click **Refresh** until status is **Posted**

15. Click on **Payment Detail** link to view the report

المنارة للاستشارات
www.manaraa.com



PeopleSoft Receivables

Report ID: AR20002 — PAYMENT DETAIL — Page No. 1
Deposit BU: 01110% — For 01-JAN-2018 through 06-DEC-2018 — Run Date 12/06/2018
Report Currency: Base Amount — Run Time 14:38:05
Deposit ID: ALL VALUES
OPRID: ALL VALUES
Post Status: Not Posted

Seq	Acctg Dt	Payment ID	Payment Amount	Status	Customer	Item ID	Entry Type/Reason	Post	Pending Item Amount
Entry Date: 11/26/2018									
Deposit: 01110 TSAR27112618 Operator: WTUCKER									
1	11/26/2018	UNPOST	45.00 USD	I				NO	
	TOTALS FOR TSAR27112618		45.00 USD						0.00
	TOTALS FOR 01110		45.00 USD						0.00
	TOTALS FOR 11/26/2018		45.00 USD						0.00
Entry Date: 12/04/2018									
Deposit: 01110 2120052012 Operator: DBROCHU									
1	12/04/2018	EXAMPLE B	25.00 USD	I				NO	
	TOTALS FOR 2120052012		25.00 USD						0.00
	TOTALS FOR 01110		25.00 USD						0.00
	TOTALS FOR 12/04/2018		25.00 USD						0.00
	GRAND TOTALS		70.00 USD						0.00

16. Click on the Print icon to print the report

A complete listing of reports is available for the Accounts Receivable Module on our web site.

www.manaraa.com

Query - VT_AR_DIRECT_JRNLS_DEPOSIT

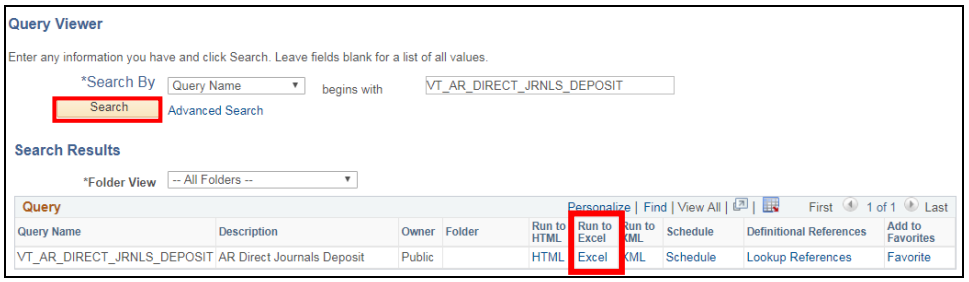
Situations when this function is used: AR direct journal deposits. Prompts for BU, DeptID, Fund, Account and a range of dates. Lists direct journal deposits and all associated chartfields. Includes both the Revenue/Expense and cash sides of the transactions.

WorkCenter navigation: Accounts Receivable WorkCenter > Reports/Queries > Reports/Processes > Query Viewer

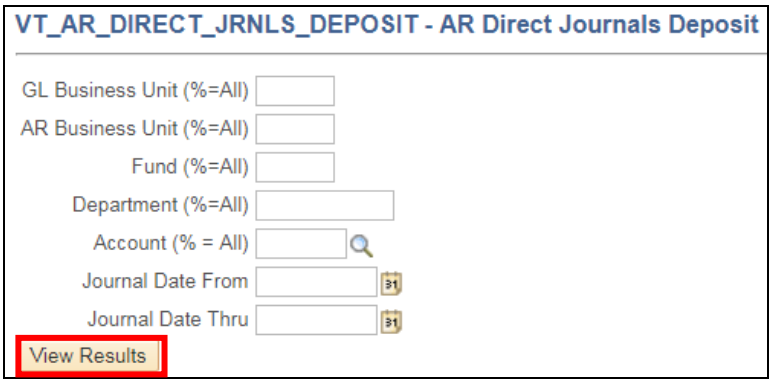
Navigator Menu navigation: Reporting Tools > Query > Query Viewer

The **Query Viewer** page displays:

1. Enter **VT_AR_DIRECT_JRNLS_DEPOSIT**
2. Click **Search**

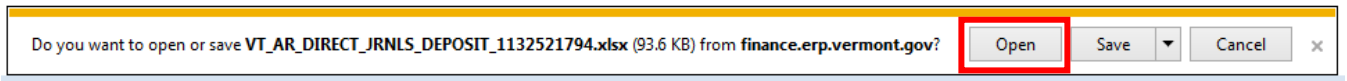


3. Click the **Run to Excel** link - Fields display to enter appropriate data



4. Enter appropriate data
5. Click **View Results**

The following browser message appears:



6. Click to open the Excel spreadsheet

www.manaraa.com

An **Excel sheet** displays with the information you selected:

1	AR Direct Journals Deposit	23																
2	GL Business Unit	AR Business Unit	Item Sequence	Distribution Sequence	Account	Fund	Dept	Program	Class	Project	Affiliate	Amount	Line Descr	Deposit ID	Period	Year	Journal ID	Date	Template
3	01110	01110	1	1	110002	10000	1110050000	90211				-6000.000		2120732005	9	2018	AR02460383	3/9/2018	AR_DIRJRNL
4	01110	01110	1	1	110002	10000	1110050000	90003				-6000.000	CLOSE PC 90003	2120732016	11	2018	AR02494871	5/24/2018	AR_DIRJRNL
5	01110	01110	1	1	110002	10000	1110050000	90012				-8000.000	CLOSE PC90012	2120732017	12	2018	AR02498269	6/1/2018	AR_DIRJRNL
6	01110	01110	1	1	110002	10000	1110050000	90113				-2300.000	CLOSE PC 90113	3420010548	12	2018	AR02504430	6/14/2018	AR_DIRJRNL
7	01110	01110	1	1	110002	10000	1110050000	90006				-2415.000		2120732019	12	2018	AR02505161	6/15/2018	AR_DIRJRNL
8	01110	01110	1	1	462402	10000	1110990451					-24250.000		1110010001	12	2018	AR02509716	6/25/2018	AR_DIRJRNL
9	01110	01110	1	1	110002	10000	1110050000	90208				-3000.000		2120732022	12	2018	AR02512617	6/29/2018	AR_DIRJRNL
10	01110	01110	1	1	110002	10000	1110050000	90014				-3500.000	CLOSE PC 90014	2120732026	2	2019	AR02528136	8/7/2018	AR_DIRJRNL
11	01110	01110	1	1	110002	10000	1110050000	90004				-10000.000	CLOSE PC 90004	2120732033	2	2019	AR02528136	8/7/2018	AR_DIRJRNL
12	01110	01110	1	1	110002	10000	1110050000	90013				-6500.000	CLOSE PC 90013	2120732034	2	2019	AR02528136	8/7/2018	AR_DIRJRNL
13	01110	01110	1	1	110002	10000	1110050000	90011				-10000.000	CLOSE PC 90011	2120732036	2	2019	AR02528136	8/7/2018	AR_DIRJRNL
14	01110	01110	1	1	110002	10000	1110050000	90010				-8000.000	CLOSE PC 90010	2120732029	2	2019	AR02528141	8/7/2018	AR_DIRJRNL
15	01110	01110	1	1	110002	10000	1110050000	90009				-10000.000	CLOSE PC 90009	2120732031	2	2019	AR02528141	8/7/2018	AR_DIRJRNL
16	01110	01110	1	1	110002	10000	1110050000	90213				-6000.000	CLOSE PC 90213	2120732039	2	2019	AR02530389	8/13/2018	AR_DIRJRNL
17	01110	01110	1	1	110002	10000	1110050000	90067				-3000.000	CLOSE PC 90067	2120732041	2	2019	AR02530389	8/13/2018	AR_DIRJRNL
18	01110	01110	1	1	110002	10000	1110050000	90207				-5000.000	CLOSE PC 90207	2120732042	2	2019	AR02532781	8/20/2018	AR_DIRJRNL
19	01110	01110	1	1	110002	10000	1110050000	90002				-12500.000	CLOSE PC 90002	2120732043	2	2019	AR02532781	8/20/2018	AR_DIRJRNL
20	01110	01110	1	1	110002	10000	1110050000	90174				-25.000	CLOSE PC 90174	1130010033	2	2019	AR02534492	8/23/2018	AR_DIRJRNL
21	01110	01110	1	2	110002	10000	1110050000	90175				-375.000	CLOSE PC 90175	1130010033	2	2019	AR02534492	8/23/2018	AR_DIRJRNL
22	01110	01110	1	1	110002	10000	1110050000	90001				-4000.000	CLOSE PC 90001	2120732047	3	2019	AR02538954	9/4/2018	AR_DIRJRNL
23	01110	01110	1	1	110002	10000	1110050000	90005				-6000.000	CLOSE PC 90005	2120732048	3	2019	AR02545085	9/18/2018	AR_DIRJRNL
24	01110	01110	1	1	415000	10000	1110003000					-1000.000		GL1330000	5	2019	AR02558603	11/19/2018	AR_DIRJRNL
25	01110	01110	1	1	415000	10000	1110003000					-1000.000		TSAR29112718	5	2019	AR02558698	11/27/2018	AR_DIRJRNL

A complete listing of reports is available for the Accounts Receivable Module on our web site.

Query - VT_AR_DIRECT_JRNLS_DEPOSIT is Complete

www.manaraa.com