

State of Kansas

Entering a Non-AR Direct Journal Deposit Statewide Management, Accounting and Reporting Tool

Date Created:		1/18/2013						
Version:		1.0						
Version: Non-AR (or Miscellaneous) Deposits are payments that do not correspond to Customer Pending Items.		 The four basic steps to completing a deposit are: Enter control totals Enter payment information Create and complete accounting entries Approve deposit The roles required for Non-AR Deposits are Deposit Processor - Agency and AR Agency Administrator - Central and Agency 						
1.	Determine Deposit Type for Non-AR Deposit.	Types M Miscellaneous A Deposit Adjustment E Electronic Payment N Insufficient Funds						
2.	Determine Payment Method for Non-AR Deposit.	Payment Methods Check can be used with Deposit Types M or A Cash can be used with Deposit Types M or A Electronic Fund Transfer must be used with Deposit Type E Returned Check used with Deposit Type N						
3.	Enter Control Totals Navigate to Accounts Receivable>Payments> Online Payments>Regular Deposit>Add New Value On Totals page, Enter the Deposit Type determined in Step 1.	Totals Payments Unit: 26400 Deposit ID: 1 *Accounting Date: 01/18/2013 第 *Bank Code: KSBNK S ST BANK *Bank Accounts MAIN 999911 *Deposit Type: MQ Control Total Amount: 500.00 Control Total Amount: 0.00 Entered Cash Amount: 0.00 Entered EFT Amount: 0.00 Count: 0 Difference Amount: 0.00 Count: 0 Difference Amount: 0.00 Journalled Total Amount: 0.00 Count: 0 Difference Amount: 0.00 Count: 0 Difference Amount: 0.00 Count: 0 Journalled Total Amount: 0.00 Count: 0 Difference Amount: 0.00 Count: 0 Journalled Total Amount: 0.00 Count: 0 Difference Amount: 0.00 Count: 0 Difference Amount: 0.00 Co						

4.	Enter the Control Total	Totals <u>P</u> ayments						
	Amount/Count.	Unit: 26400 Deposit ID: 1				Delete Deposit		
	Enter the totals for the amount and count of all the payments that will be included in this	*Accounting Date: 01/18 *Bank Code: KSBN *Bank Account: MAIN *Deposit Type: MQ Control Totals	Q 999911		Form Rate Excl	trol Currenc nat Currenc > Type: hange Rate: trol Data		
	deposit.	Control Total Amount:	500.00	*Count:	_	ceived:	01/18/2013 🛐	
		Entered Total Amount: Entered Cash Amount: Entered Check Amount: Entered EFT Amount:	0.00 0.00 0.00 0.00	Count: Count: Count: Count:	⁰ Pos ¹ Ass	ered: sted: signed:	01/18/2013 3	Q
		Entered Ret CHK Amount:	0.00	Count:	0 Use	H:	DA01SDG	
		Difference Amount:	500.00	Count:	0			
		Posted Total Amount:	0.00	Count:	0			
		Journalled Total Amount:	0.00	Count:	0			
		Comments						< >
		251 characters	It is nonuine.	a butba	Ctata	Tropol	ror that the day	a cit
		254 characters. preparer's name	=	-				oosit
		preparer's name	=	-				oosit
		preparer's name Totals Payments Unit: 26400 De *Accounting Date: 01/18 *Bank Code: KSBN *Bank Account: MAIN *Deposit Type: M.Q.	e and phone posit ID: 1 V2013 3 KQ ST BANK Q 999911	-	Cont Form Rate Exct	this fie trol Currence nat Currence > Type: hange Rate:	eld. Delete Deposit y:USD Q y:USD Q CRRNT	oosit
		Totals Payments Totals Payments Unit: 26400 De *Accounting Date: 01/18 *Bank Code: KSBN *Bank Account: MAIN *Deposit Type: M.Q. Control Totals Control Totals	e and phone posit ID: 1 W2013 WC ST BANK Q 999911	number	Cont Form Rate Excl	trol Currenc nat Currenc > Type: hange Rate: trol Data	eld. Delete Deposit y:USD Q y:USD Q CRRNT 1.00000000	oosit
		preparer's name Totals Payments Unit: 26400 De *Accounting Date: 01/18 *Bank Code: KSBN *Bank Account: MAIN *Deposit Type: M.Q.	e and phone posit ID: 1 V2013 3 KQ ST BANK Q 999911	-	Cont Form Rate Exct 1 *Rec	this fie trol Currence nat Currence > Type: hange Rate:	eld.	oosit
		Totals Payments Totals Payments Unit: 26400 De *Accounting Date: 01/18 *Bank Code: KSBN *Bank Account: MAIN *Deposit Type: M.Q. Control Totals Control Total Amount:	e and phone posit ID: 1 3/2013 3 WK ST BANK 999911 500.00	*Count: Count:	Cont Form Rate Excf 1 1 1 2	this field trol Currence nat Currence a Type: hange Rate: trol Data ceived:	eld. Delete Deposit y:USD Q y:USD Q CRRNT 1.00000000	oosit
		Payments Totals Payments Unit: 26400 De *Accounting Date: 01/18 *Bank Code: KSBN *Bank Account: MAIN *Deposit Type: MQ Control Totals Control Total Amount: Entered Total Amount: Entered Total Amount:	e and phone posit ID: 1 B/2013 B KQ ST BANK Q 999911 500.00 0.00	Count: Count: Count:	Cont Form Rate Exct 1 *Rec 1 *Rec 1 *Ente 0 Pos	this field trol Currence nat Currence > Type: hange Rate: trol Data :eived: ered:	eld.	oosit
		Payments Totals Payments Unit: 26400 De *Accounting Date: 01/18 *Bank Code: KSBN *Bank Account: MAIN *Deposit Type: MC Control Totals Control Total Amount: Entered Total Amount: Entered Check Amount: Entered EFT Amount: Entered EFT Amount:	e and phone posit ID: 1 3/2013 3 WK ST BANK 9999911 500.00 0.00	*Count: Count: Count: Count:	Cont Form Rate Exct 1 *Rec 1 *Rec 1 *Ente 0 Pos	this field trol Currence nat Currence > Type: hange Rate: trol Data :eived: ered: sted: signed:	eld. Delete Deposit y: USD Q y: USD Q CRRNT 1.00000000 01/18/2013 01/18/2013	
		Dayments Totals Payments Unit: 26400 De *Accounting Date: 01/18 *Bank Code: KSBN *Bank Account: MAIN *Deposit Type: M.Q. Control Totals Control Total Amount: Entered Cash Amount: Entered Check Amount: Entered EFT Amount: Entered Ret CHK Amount:	e and phone posit ID: 1 3/2013 3 XX ST BANK 999911 500.00 0.00 0.00 0.00 0.00 0.00 0.00	*Count: Count: Count: Count: Count: Count: Count:	Cont Form Rate Excf 1 *Ente 0 1 Ass 0 0	this field trol Currence nat Currence > Type: hange Rate: trol Data :eived: ered: sted: signed:	eld.	
		Payments Totals Payments Unit: 26400 De *Accounting Date: 01/18 *Bank Code: KSBN *Bank Account: MAIN *Deposit Type: M Control Totals Control Total Amount: Entered Total Amount: Entered Cash Amount: Entered Check Amount: Entered EFT Amount: Entered Ret CHK Amount: Difference Amount:	e and phone posit ID: 1 9/2013 3 WC ST BANK 9999911 500.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	*Count: Count: Count: Count: Count: Count: Count: Count: Count:	Cont Form Rate Excf 1 *Rec Pos 0 Use 0	this field trol Currence nat Currence > Type: hange Rate: trol Data :eived: ered: sted: signed:	eld.	
		Payments Totals Payments Unit: 26400 De *Accounting Date: 01/18 *Bank Code: KSBN *Bank Account: MAIN *Deposit Type: M <q< td=""> Control Totals Control Total Amount: Entered Total Amount: Entered Check Amount: Entered EFT Amount: Entered Ret CHK Amount: Difference Amount: Difference Amount: Posted Total Amount: Posted Total Amount:</q<>	e and phone posit ID: 1 3/2013 3 XX ST BANK 999911 500.00 0.00 0.00 0.00 0.00 0.00 0.00	*Count: Count: Count: Count: Count: Count: Count: Count: Count:	Cont Form Rate Excf 1 *Ente 0 1 Ass 0 0	this field trol Currence nat Currence > Type: hange Rate: trol Data :eived: ered: sted: signed:	eld.	
		Payments Totals Payments Unit: 26400 De *Accounting Date: 01/18 *Bank Code: KSBN *Bank Account: MAIN *Deposit Type: M Control Totals Control Total Amount: Entered Total Amount: Entered Cash Amount: Entered Check Amount: Entered EFT Amount: Entered Ret CHK Amount: Difference Amount:	e and phone posit ID: 1 9/2013 3 WC ST BANK 9999911 500.00 0	*Count: Count: Count: Count: Count: Count: Count: Count: Count:	Cont Form Rate Exct 1 *Ente 0 1 Ass 0 0 0 0	this field trol Currence nat Currence > Type: hange Rate: trol Data :eived: ered: sted: signed:	eld.	
		Payments Totals Payments Unit: 26400 De *Accounting Date: 01/18 *Bank Code: KSBN *Bank Account: MAIN *Deposit Type: M <q< td=""> Control Totals Control Total Amount: Entered Total Amount: Entered Check Amount: Entered EFT Amount: Entered Ret CHK Amount: Difference Amount: Difference Amount: Posted Total Amount: Posted Total Amount:</q<>	e and phone posit ID: 1 9/2013 3 WC ST BANK 9999911 500.00 0	*Count: Count: Count: Count: Count: Count: Count: Count: Count:	Cont Form Rate Exct 1 *Ente 0 1 Ass 0 0 0 0	this field trol Currence nat Currence > Type: hange Rate: trol Data :eived: ered: sted: signed:	eld.	

6.	Enter Payment	Totals Payments
	Information	
	On the Payments page,	Unit: 26400 Deposit ID: 1 Date: 01/18/2013 Balance: Balanced
	enter the Payment ID,	Payment Information Find View All First I of 1 D Last
	Amount, check the	Seq: 1 *Payment ID: 101 *Accounting Date: 01/18/2013 3
	'Journal Directly' box,	Amount: 500.00 Currency: USD Rate Type: CRRNT Exchange Rate 1.00000000
	and enter the Payment	Payment Predictor Image: A start of the
	Method (determined in	Total Namber of Checks
	Step 2) for the first	
	payment.	Customer ID: Q Business Unit: Q
	puyment.	SubCustomer 1: SubCustomer 2:
	The Seq (sequence)	Remit From: Remit From SetID:
	number is auto-	Corporate: Corporate SetID:
		MICR ID: Link MICR
	assigned.	Detail References
	Demost for each	Reference Information Customize Find View All I of 1 D Last
	Repeat for each	Qual Code Reference Event 1 Q + -
	payment in the deposit	
-	and Save.	
7.	If the deposit is Not	Totals Payments
	Balanced, look at the	Unit: 26400 Deposit ID: 1 Date: 01/18/2013 Balance: Balanced
	Difference Amount line	Payment Information First I of 1 D Last
	on the Totals page to	Seq: 1 *Payment ID: 101 *Accounting Date: 01/18/2013 3
	determine what is out	Amount: 500.00 Currency: USD Rate Type: CRRNT Exchange Rate 1.00000000
	of balance. Make	Payment Predictor Journal Directly Range of References
	appropriate correction.	Payment Method: Check Total Number of Checks 1
	When the deposit	Customer Information
	shows as Balanced on	Customer ID:
	Payments Page, Click	SubCustomer 1: SubCustomer 2:
	the Save button.	Name: Remit From SetID:
		Corporate: Corporate SetID:
		MICR ID: Link MICR
		Detail References
		Reference Information Customize Find View All I of 1 I last
		Qual Code Reference Event 1 Q +
		Notes:
		• When the <i>entered</i> total amount and count are equal to the
		control total amount and count on the Totals page, the status
		changes from Not Balanced to Balanced. The deposit must be in
		a balanced status before you can create accounting entries.
		 The Payment Predictor, Customer ID, Qual Code and Reference
		fields are not used on Non-AR Deposits.

8.	Create and Complete	Create Accounting Entries					
	Accounting Entries	Enter any information you have and click Search. Leave fields blank for a list of all values.					
	Navigate to Accounts						
	Receivable>Payments>	Find an Existing Value					
	Direct Journal						
	Payments>Create	Deposit Unit:					
	Accounting Entries	Deposit ID: begins with 🗸 1					
	0	Payment Sequence: =					
	Enter Deposit Unit and	Payment ID: begins with 🐱					
	Deposit ID then Search.	User ID: begins with 👻					
		Assigned Operator ID: begins with 🗸					
		Case Sensitive					
		Search Clear Basic Search 🗐 Save Search Criteria					
0		Accounting Entries Payment Misc Wrk Deposit Control					
9.	On the Accounting	Unit: 26400 Deposit ID: 1 Payment: 101 Seq: 1					
	Entries page, enter the						
	GL Unit, Line Amount,	Amoune: 500.00 USD					
	Department, Fund	Complete Budget Status: Entry Event:					
	Code, Budget Unit,	Distribution Lines					
	Program Code, Account	ChartFields Currency Details Budget Journal Reference Information <u> 'GL Unit Line Amount Currency Dept</u> <u> Fund Bud Unit Program</u> <u> 'Account PC Business</u> <u> Project Activity</u>					
	and any additional chartfield data.	OL OTHIC Content of Conten					
		1 Lines Total Debits: 0.00 Currency: USD Total Credits: 500.00 Currency: USD Net -500.00					
		Note : The sign on the Line Amount <u>must</u> be opposite of the Deposit					
		Amount.					
10.	Click the Create button	Accounting Entries Payment Misc Wrk Deposit Control					
	(lightning bolt icon).	Unit: 26400 Deposit ID: 1 Payment: 101 🔨 Seq: 1					
		Amount: 500.00 USD 3					
	This action creates the	Complete Budget Status: Entry Event:					
	rest of the accounting	SpeedChart Key					
	entries. Click 'View All'	Distribution Lines ChartFields Currency Details Budget Journal Reference Information					
	to view all lines.	GL Unit Line Amount Currency Dept Fund Bud Unit Program Code Account Unit Project Activ					
		1 1 26400 -500.00 USD 2642101001 1000 0202 01030 421100					
		2 201 SOKBU 500.00 USD 2642101001 1000 0202 01030 110100 3 203 26400 500.00 USD 1000 0202 110100					
		4 204 SOKBU -500.00 USD 1000 0202 110100					
		4 Lines Total Debits: 1,000.00 Currency: USD Total Credits: 1,000.00 Currency: USD Net 0.00					

1.	Verify that the	Accounting Entri	es Payment Misc Wrk	Deposit Control					
	Accounting Entries on	Unit: 26400	Deposit ID: 1	Paymen	i t: 101	Seq:	1		
	line 1 are correct before	Amount:	500.00 USD			Ę.			
	checking the 'Complete'	Complete	Budget Status:		Entry Event:	Q			
	box and saving.	Complete	buuget status.		edChart Key				
		Distribution Lines ChartFields Currency Details Budget Journal Reference Information							
		<u>GL Unit</u>	Line Amount Current	n Dant EL	und ode Bud Unit		Account	PC Busines	ss Project
		1 1 26400	-500.00 USD	2642101001 10	000 0202	01030	421100	Unit	
	Check the 'Complete'	2 201 SOKBU 3 203 26400	500.00 USD 500.00 USD		000 0202	01030	110100 110100		
	box and Save.	4 204 SOKBU	-500.00 USD	10	000 0202		110100		
		4 Lines Tot	tal Debits: 1,000.00	Currency: USD	Total Credits:	1,000.00	Currency:	USD Net	0.0
		If the acco	ounting entries	are not co	orrect. us	se the De	elete b	utton	로 to
			counting lines						
			the Delete but				00111		
		encence,	the Delete But			labic.			
							•-		
			Complete box		-		-	-	
			unting entries v	• •		•	•		
		Entries pa	age and this pa	yment will	l be mark	ked as co	mplete	e. If not	t
		marked, t	he deposit wil	not be ab	le to be a	approved	d.		
		To modify or delete the accounting entries after the Complete box has							
		been checked, the AR Administrator must uncheck the box, make any							
		necessary changes, and then the recheck the box to mark the accounting							
		entries as complete. See the 'Updating a Deposit' job aids for more detail on updating a deposit.							
		Netes							
		Notes:							
		• The Budget Status field becomes populated with a status of							
		'Valid' after the budget check process has run successfully. A							
		status of 'Valid' allows the payment to be processed by Journal							
			enerator.						
			e SpeedChart	-	•				
		SpeedChart key and SMART will create accounting entries based							
			f the SpeedCha						
			rect journal pa			sed whe	n Jourr	nal Gen	erator
		ru	n during the n	ghtly proc	essing.				

12.	Approve Deposit Navigate to Accounts Receivable > Payments > Online Payments > Regular Deposit > Find an Existing Value	Agency Deposit Approval Not Approved Approved Date: 01/18/2013 User ID: DA01SDG			
	Enter Deposit Unit and Deposit ID then Search.	Notes:			
	Review Accounting Entries, Payment Method and Deposit Type.	 Print the Totals page and deliver to the State Treasurer's Office with the payments. On EFT Deposits, nothing needs to be delivered to the State Treasurer's Office. The deposit needs to be in SMART before the wire is received in order for State Treasurer's Office to match the 			
	Approve and Save	wire and deposit.			