



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
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Revisions to Manual

July 2021

- Updated the Deposit ID Number Format section on page 11

October 2020

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

March 2019

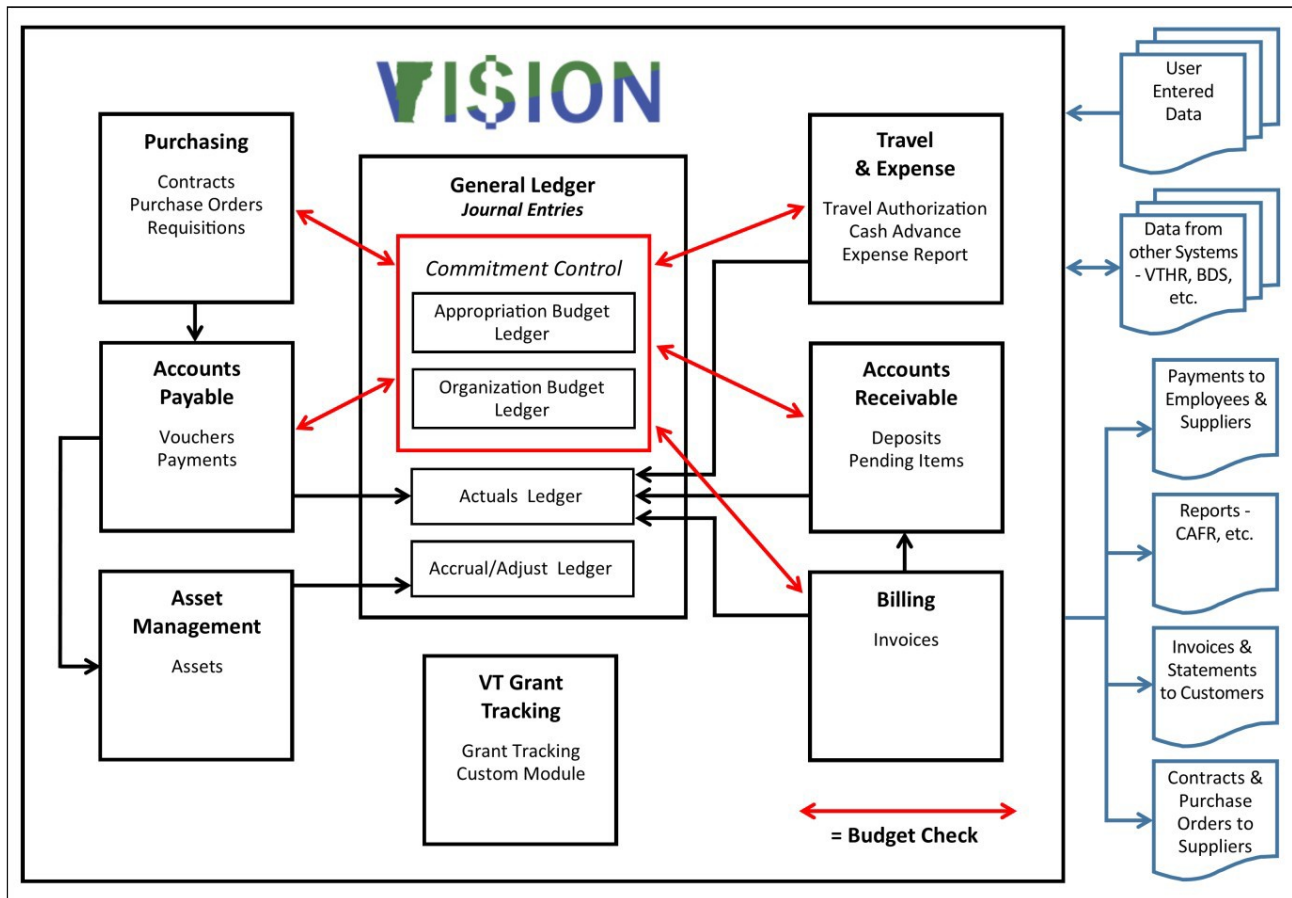
- Manual finalized

December 2018

- Manual written

Introduction to Direct Journal Deposits

Overview of VISION Financial System



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.

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 your 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.

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](#).

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.

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 via 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 via 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 via email TRE.Deposits@vermont.gov
3. If a deposit posts in VISION with an incorrect Deposit ID, contact the Treasurer's office via 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.

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

Deposit ID Number Format for ACH & Wires

This format **only** applies to departments where the deposit has no prenumbered deposit ticket or remote deposit capture ID number. **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
- 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 via e-mail at TRE.Deposits@vermont.gov

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)

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,

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:

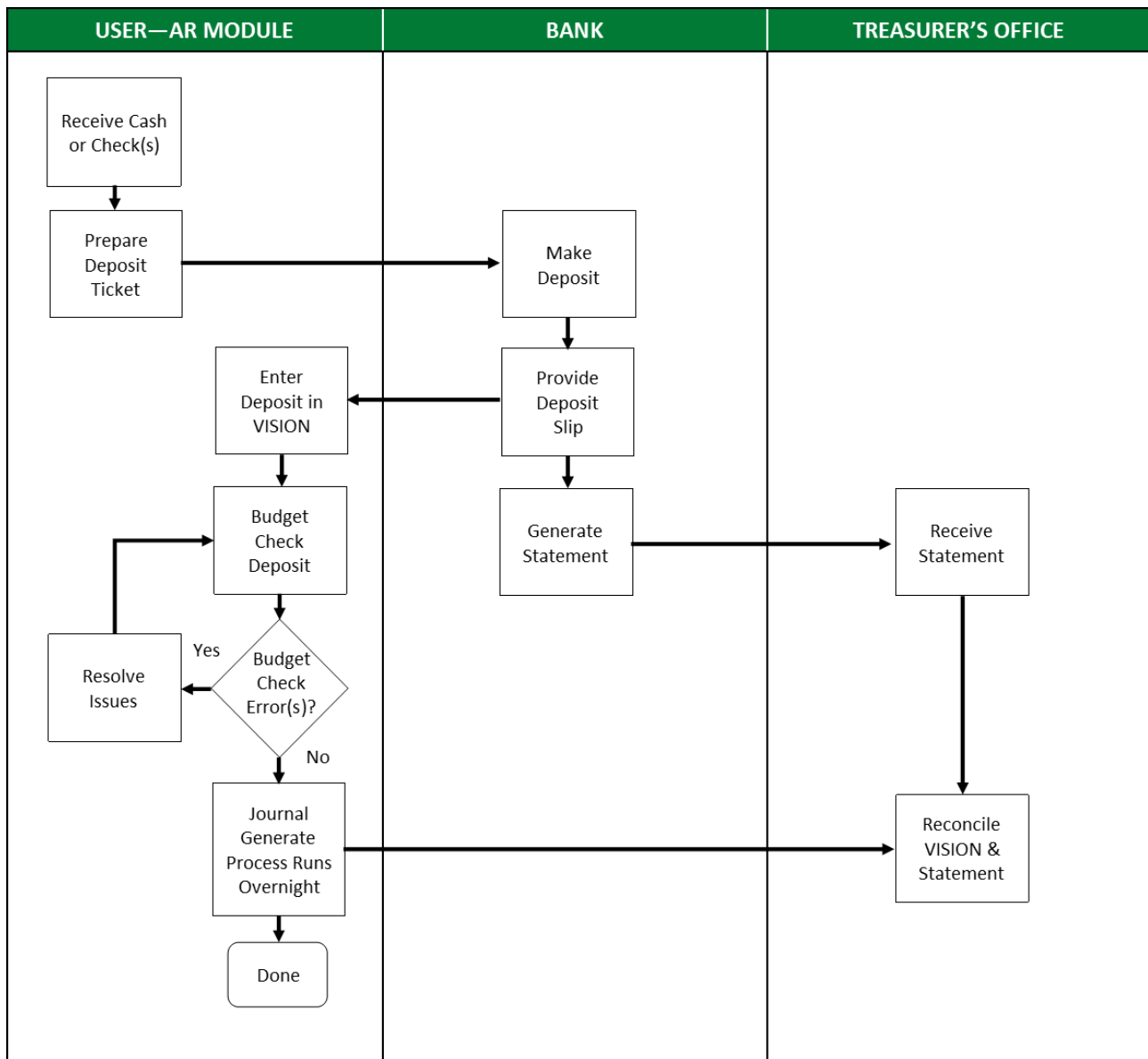
- Error in the payee
- Error in the payment amount
- Printing error or damaged/spoiled check
- Duplicate payment
- Cancellation of the payment request
- Unavailability of the goods/services being purchased
- Any other reason the check is no longer needed for its intended purpose

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 via email at: TRE.Deposits@vermont.gov

Direct Journal Deposits Flowchart



Regular Deposit Entry Total Page/Field Descriptions

The screenshot shows the 'Regular Deposit Entry Total Page' with the following fields and callouts:

- 1**: *Accounting Date (11/30/2018)
- 2**: *Bank Code
- 3**: *Bank Account
- 4**: *Deposit Type
- 5**: Control Total Amount (0.00)
- 6**: *Count (0)
- 7**: Control Currency (USD)
- 8**: *Received (11/30/2018)

Other visible fields include: Unit 01110, Deposit ID 1110D113018, Delete Deposit, Control Currency, Format Currency, Rate Type, Exchange Rate (1.00000000), Control Data, *Entered (11/30/2018), Posted, Assigned (ETEST), User (ETEST), Save, Notify, Refresh, Add, and Update/Display.

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

Regular Deposit Entry Payments Page/Field Descriptions

The screenshot shows the 'Payments' tab of a software interface. At the top, there are tabs for 'Totals' and 'Payments'. Below this, a header bar displays 'Unit 01110', 'Deposit ID 1110D113018', 'Date 11/30/2018', and 'Balance Not Balanced'. The main section is titled 'Payment Information' and contains several input fields. Red circles with numbers 1 through 6 are overlaid on the image, with arrows pointing to specific fields: 1 points to the '*Payment ID' field, 2 points to the '*Accounting Date' field, 3 points to the 'Amount' field, 4 points to the 'Currency' field, 5 points to the 'Journal Directly' checkbox, and 6 points to a '+' button in the top right corner of the 'Payment Information' section. Below the 'Payment Information' section is the 'Customer Information' section, which includes fields for 'Customer ID', 'Business Unit', 'Remit From Name', 'Remit SetID', 'Corporate SetID', 'SubCust1', 'SubCust2', 'MICR ID', and 'Link MICR'. At the bottom of the page is the 'Reference Information' section, which includes a table with columns 'Qual Code', 'Reference', and 'To Reference'. The table has one row with '1' in the 'Qual Code' column. At the very bottom of the page are buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

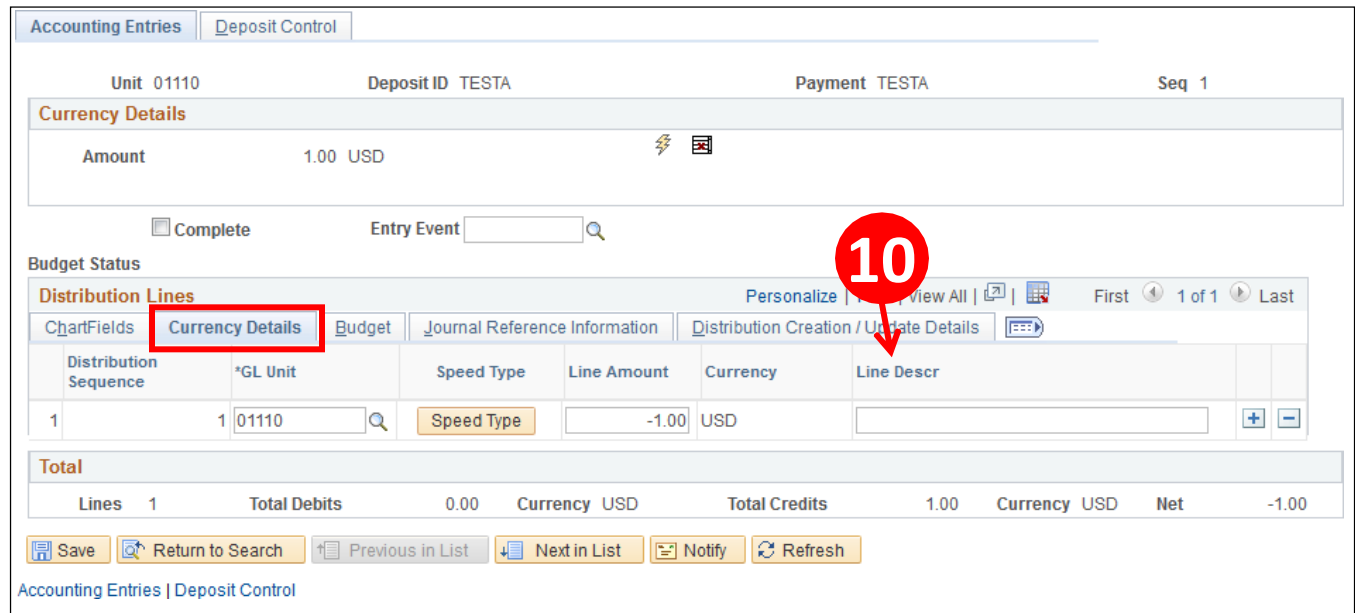
1. **Payment ID** - This is an alphanumeric field that allows you to type in a brief description to what has been deposited. It is a limited field that allows only 14 characters
2. **Accounting Date** - Defaults from the Total page
3. **Amount** - Enter dollar amount for the particular set of Chartfields
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

Direct Journal Accounting Entries Page/Field Descriptions

The screenshot shows the 'Accounting Entries' page for 'Deposit Control'. At the top, it displays 'Unit 01110', 'Deposit ID TESTA', 'Payment TESTA', and 'Seq 1'. Below this is a 'Currency Details' section showing 'Amount 1.00 USD'. The main section is 'Distribution Lines', which includes a table with columns: Distribution Sequence, *GL Unit, Speed Type, Line Amount, Currency, *Account, Fund, Dept, Program, and Class. A single line is shown with values: 1, 01110, Speed Type, -1.00, USD, 485000, and empty fields for Fund, Dept, Program, and Class. At the bottom, a 'Total' section shows 'Lines 1', 'Total Debits 0.00', 'Currency USD', 'Total Credits 1.00', 'Currency USD', and 'Net -1.00'. Below the table are buttons: Save, Return to Search, Previous in List, Next in List, Notify, and Refresh. Red callouts with numbers 1 through 9 point to the following elements: 1. *GL Unit field; 2. Speed Type button; 3. Line Amount field; 4. *Account field; 5. Fund field; 6. Dept field; 7, 8, 9. Program and Class fields.

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

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



The screenshot shows a software interface with the following elements:

- Accounting Entries** and **Deposit Control** tabs at the top.
- Header information: **Unit** 01110, **Deposit ID** TESTA, **Payment** TESTA, **Seq** 1.
- Currency Details** section showing **Amount** 1.00 **USD**.
- Budget Status** section with a **Complete** checkbox and an **Entry Event** search field.
- Distribution Lines** section with a sub-tab bar containing **ChartFields**, **Currency Details** (highlighted with a red box), **Budget**, **Journal Reference Information**, and **Distribution Creation / Update Details**.
- A table with the following columns: **Distribution Sequence**, ***GL Unit**, **Speed Type**, **Line Amount**, **Currency**, and **Line Descr**.

Distribution Sequence	*GL Unit	Speed Type	Line Amount	Currency	Line Descr
1	01110	Speed Type	-1.00	USD	
- Total** section showing: **Lines** 1, **Total Debits** 0.00, **Currency** USD, **Total Credits** 1.00, **Currency** USD, **Net** -1.00.
- Buttons at the bottom: **Save**, **Return to Search**, **Previous in List**, **Next in List**, **Notify**, and **Refresh**.

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

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

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**

Deposit Ticket & Bank Accounts

STATE OF VERMONT
TREASURER'S OFFICE
BUSINESS UNIT 1260

People's United Bank
peoples.com

DEPOSIT TICKET
TOTAL ITEMS

DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL.

RE-ENTER GRAND TOTAL IN SCREENED BOXES

1260010001 **5136.00**

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**

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:

Reports

Capture Items | Correct Items | Balance Deposit | **Review Deposit** | Remove Deposit

Merchant Capture Deposit Ticket

Date: 02/26/2016 01:14:51 PM
Amount: \$ 5.00
Acct #: *****1234

Deposit Information

Location: Main
Account: *****1234
Control Total: \$5.00
Item Count: 1
Date: 2/26/2016 1:14:51 PM
Tracking Number: M000000144
Comment:
Balance Submit

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.

Enter a Direct Journal Deposit

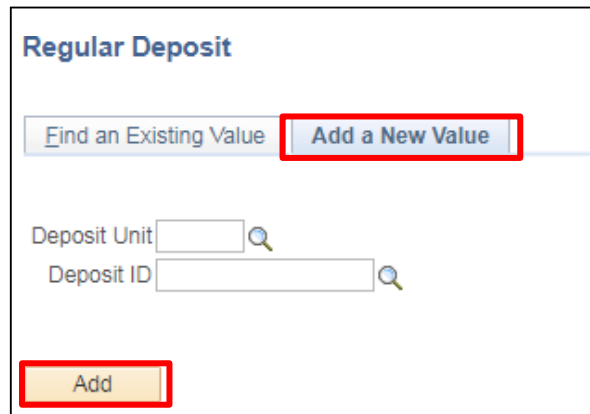
Possible situations when this function is used: Direct Journal deposits are regular deposits that are directly journaled to the general ledger (not customer related deposits).

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:



The screenshot shows the 'Regular Deposit' form. At the top, there are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is highlighted with a red box. Below the tabs, there are two input fields: 'Deposit Unit' and 'Deposit ID', each with a magnifying glass icon to its right. At the bottom of the form, there is a yellow 'Add' button, which is also highlighted with a red box.

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**

The **Totals** page displays:

Totals **Payments**

Unit 01110 Deposit ID 1110622001 Delete Deposit

*Accounting Date 11/16/2018
*Bank Code PEOP3 PUB People
*Bank Account 0002
*Deposit Type C Cash/Chks
Control Currency USD
Format Currency USD
Rate Type CRRNT
Exchange Rate 1.00000000

Control Totals

Control Total Amount	50.00	*Count	2
Entered Total Amount	0.00	Count	1
Difference Amount	0.00	Count	-1
Posted Total Amount	0.00	Count	0
Journalled Total Amount	0.00	Count	0

Control Data

*Received 11/16/2018
*Entered 11/16/2018
Posted
Assigned ETEST
User ETEST

Save Notify Refresh Add Update/Display

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

The **Payments** page displays:

Totals Payments

Unit 01110 Deposit ID 001225 Date 03/26/2019 Balance Not Balanced

Payment Information Find | View All First 1 of 1 Last

Payment Seq 1 *Payment ID TEST1 *Accounting Date 03/26/2019

Amount 25.00 Currency USD

Rate Type CRRNT Exchange Rate 1.00000000

☐ Payment Predictor ☒ Journal Directly ☐ Range of References

Payment Method Check Attachments (0) Apply Payment

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)

Totals Payments

Unit 01110 Deposit ID 001225 Date 03/26/2019 Balance Balanced

Payment Information Find | View All First 2 of 2 Last

Payment Seq 2 *Payment ID TEST2 *Accounting Date 03/26/2019

Amount 25.00 Currency USD

Rate Type CRRNT Exchange Rate 1.00000000

☐ Payment Predictor ☒ Journal Directly ☐ Range of References

Payment Method Check Attachments (0) Apply Payment

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

Totals Payments

Unit 01110 Deposit ID 1110622001 Date 11/16/2018 Balance Balanced

Payment Information Find | View All First 1 of 2 Last

Payment Seq 1 *Payment ID INS REIMB *Accounting Date 11/16/2018

Amount 25.00 Currency USD

Rate Type CRRNT Exchange Rate 1.00000000

☐ Payment Predictor ☒ Journal Directly ☐ Range of References

Payment Method Check Attachments (0) View Audit Logs Apply Payment

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

23. Click on the **Totals** tab

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**

The **Create Accounting Entries** page displays:

Create Accounting Entries

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Search Criteria

Deposit Unit =

Deposit ID begins with

Payment Sequence =

Payment ID begins with

User ID begins with

Assigned Operator ID begins with

☐ Case Sensitive

Limit the number of results to (up to 300):

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Search Results

View All First 1-2 of 2 Last

Deposit Unit	Deposit ID	Payment Sequence	Payment ID	User ID	Assigned Operator ID	Non Customer Dist	Balanced	Entered Date
01110	1110622001	1	INS REIMB ETEST ETEST	ETEST		No Dist		11/16/2018
01110	1110622001	2	INS REIMB ETEST ETEST	ETEST		No Dist		11/16/2018

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:

Accounting Entries [Deposit Control](#)

Unit 01110 Deposit ID 1110622001 Payment INS REIMB Seq 1

Currency Details

Amount 25.00 USD

☐ Complete Entry Event

Budget Status

Distribution Lines Personalize | Find | View All | First 1 of 1 Last

[ChartFields](#) [Currency Details](#) [Budget](#) [Journal Reference Information](#) [Distribution Creation / Update Details](#)

Distribution Sequence	*GL Unit	Speed Type	Line Amount	Currency	*Account	Fund	Dept	Program	Class
1	01110	Speed Type	<input type="text"/>	USD	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Total

Lines	Total Debits	Currency	Total Credits	Currency	Net
0	0.000		0.000		0.000

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Refresh](#)

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**

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

Accounting Entries | Deposit Control

Unit 01110 Deposit ID 1110622001 Payment INS REIMB Seq 1

Currency Details

Amount 25.00 USD

☐ Complete Entry Event

Budget Status

Distribution Lines Personalize | Find | View All | First 1 of 1 Last

ChartFields | **Currency Details** | Budget | Journal Reference Information | Distribution Creation / Update Details

Distribution Sequence	*GL Unit	Speed Type	Line Amount	Currency	Line Descr
1	01110	Speed Type	-25.00	USD	

Total

Lines	Total Debits	Currency	Total Credits	Currency	Net
0	0.00	USD	25.00	USD	-25.00

Save | Return to Search | Previous in List | Next in List | Notify | Refresh

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

Accounting Entries | Deposit Control

Unit 01110 Deposit ID 1110622001 Payment INS REIMB Seq 1

Currency Details

Amount 25.00 USD

☐ Complete Entry Event

Budget Status

Distribution Lines Personalize | Find | View All | First 1 of 1 Last


ChartFields | **Currency Details** | Budget | Journal Reference Information | Distribution Creation / Update Details

Distribution Sequence	*GL Unit	Speed Type	Line Amount	Currency	Line Descr
1	01110	Speed Type	-25.00	USD	

Total

Lines	Total Debits	Currency	Total Credits	Currency	Net
0	0.00	USD	25.00	USD	-25.00


Save | Return to Search | Previous in List | Next in List | Notify | Refresh

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.

Accounting Entries | Deposit Control

Unit 01110 Deposit ID 1110622001 Payment INS REIMB Seq 1

Currency Details

Amount 25.00 USD 

☒ Complete Entry Event

Budget Status







Distribution Lines Personalize | Find | View 2 | First 1-4 of 4 Last

ChartFields | Currency Details | Budget | Journal Reference Information | Distribution Creation / Update Details

Distribution Sequence	GL Unit	Speed Type	Line Amount	Currency	Account	Fund	Dept	Program	Class
1	1 01110	Speed Type	-25.00 USD		415000	10000	1100020000		
2	2 00005	Speed Type	25.00 USD		101102	10000	1100020000		
3	3 00005	Speed Type	-25.00 USD		101050	10000	1100020000		
4	4 01110	Speed Type	25.00 USD		101050	10000	1100020000		

Total

Lines	Total Debits	Currency	Total Credits	Currency	Net
4	50.00	USD	50.00	USD	0.00

 Save  Return to Search  Previous in List  Next in List  Notify  Refresh

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)

Accounting Entries | Deposit Control

Unit 01110 Deposit ID 1110622001 Payment INS REIMB Seq 1

Currency Details

Amount 25.00 USD 

☒ Complete Entry Event

Budget Status







Distribution Lines Personalize | Find | View 2 | First 1-4 of 4 Last

ChartFields | Currency Details | Budget | Journal Reference Information | Distribution Creation / Update Details

Distribution Sequence	GL Unit	Speed Type	Line Amount	Currency	Account	Fund	Dept	Program	Class
1	1 01110	Speed Type	-25.00 USD		415000	10000	1100020000		
2	2 00005	Speed Type	25.00 USD		101102	10000	1100020000		
3	3 00005	Speed Type	-25.00 USD		101050	10000	1100020000		
4	4 01110	Speed Type	25.00 USD		101050	10000	1100020000		

Total

Lines	Total Debits	Currency	Total Credits	Currency	Net
4	50.00	USD	50.00	USD	0.00

 Save  Return to Search  Previous in List  Next in List  Notify  Refresh

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.

Accounting Entries | Deposit Control

Unit 01110 Deposit ID 1110622001 Payment INS REIMB Seq 1

Currency Details

Amount 25.00 USD

☒ Complete Entry Event

Budget Status Valid

Distribution Lines Personalize | Find | View 2 | First 1-4 of 4 Last

ChartFields | Currency Details | Budget | Journal Reference Information | Distribution Creation / Update Details

Distribution Sequence	GL Unit	Line Amount	Currency	Account	Fund	Dept	Program	Class	Project
1	1 01110	-25.00	USD	415000	10000	1100020000			
2	2 00005	25.00	USD	101102	10000	1100020000			
3	3 00005	-25.00	USD	101050	10000	1100020000			
4	4 01110	25.00	USD	101050	10000	1100020000			

Total

Lines	4	Total Debits	50.00	Currency	USD	Total Credits	50.00	Currency	USD	Net	0.00
-------	---	--------------	-------	----------	-----	---------------	-------	----------	-----	-----	------

Save
 Return to Search
 Previous in List
 Next in List
 Notify
 Refresh

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

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

Accounting Entries | Deposit Control

Unit 01110 Deposit ID 1110622001 Payment INS REIMB Seq 2

Currency Details

Amount 25.00 USD

☐ Complete Entry Event

Budget Status

Distribution Lines

Distribution Sequence	*GL Unit	Speed Type	Line Amount	Currency	*Account	Fund	Dept	Program	Class
1	01110	Speed Type	-25.00	USD	415000	10000	1110002000		

Total

Lines	Total Debits	Currency	Total Credits	Currency	Net
1	0.00	USD	25.00	USD	-25.00

Save Return to Search Previous in List Next in List Notify Refresh

Accounting Entries | Deposit Control

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

The **Deposit Control** page displays:

[Accounting Entries](#) **Deposit Control**

Unit 01110 Deposit ID 1110622002 Delete Deposit

[View Audit Logs](#)

Accounting Date 01/26/2019 Control Currency USD
Bank Code PEOP3 PUB People Format Currency USD
Bank Account 0002 0493 Rate Type CRRNT
Deposit Type C Cash/Chks Exchange Rate 1.00000000

Control Totals			
Control Total Amount	50.00	Count	2
Entered Total Amount	50.00	Count	2
Difference Amount	0.00	Count	0
Posted Total Amount	0.00	Count	0
Journalled Total Amount	50.00	Count	2

Control Data	
Received	01/26/2019
Entered	01/26/2019
Posted	
Assigned	ESTUBIN
User	ESTUBIN

Save

Return to Search

Previous in List

Next in List

Notify

Refresh

[Accounting Entries](#) | [Deposit Control](#)

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

Enter a Refund of Expenditure Direct Journal Deposit

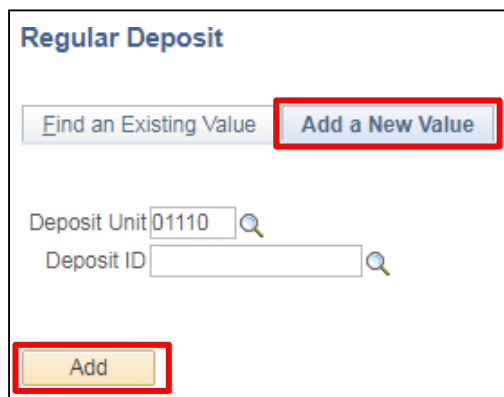
Possible situations when this function is used: Direct Journal Refund of Expenditure (ROE) deposits are directly journalled to the general ledger (they are not customer related deposits). Refund of Expenditures decrease expenses due to a reimbursement. An example is personal phone call reimbursements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



The screenshot shows the 'Regular Deposit' form. At the top, there are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is highlighted with a red box. Below the tabs, there are two input fields: 'Deposit Unit' with the value '01110' and a magnifying glass icon, and 'Deposit ID' with a magnifying glass icon. At the bottom left, there is an 'Add' button, which is also highlighted with a red box.

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**

The **Totals** page displays:

The screenshot shows the 'Payments' tab selected. The 'Unit' is 05100 and the 'Deposit ID' is 2120622002. The 'Delete Deposit' button is visible. The 'Control Totals' section displays the following data:

Control Totals	Amount	Count
Control Total Amount	10.00	1
Entered Total Amount	0.00	1
Difference Amount	0.00	-1
Posted Total Amount	0.00	0
Journalled Total Amount	0.00	0

The 'Control Data' section displays the following information:

- *Received: 11/19/2018
- *Entered: 11/19/2018
- Posted: (empty field)
- Assigned: ETEST
- User: ETEST

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

The **Payments** page displays:

The screenshot shows the 'Payments' page with the following details:

- Payment Information:**
 - Payment Seq: 1
 - Amount: 10.00
 - Rate Type: CRRNT
 - Payment Method: Check
 - Payment ID: PHONE REIM
 - Currency: USD
 - Exchange Rate: 1.00000000
 - Accounting Date: 11/19/2018
 - Payment Predictor: ☐
 - Journal Directly: ☒
 - Range of References: ☐
- Customer Information:**
 - Customer ID: [Field]
 - Business Unit: [Field]
 - Remit From: [Field]
 - Remit SetID: [Field]
 - Corporate: [Field]
 - Corporate SetID: [Field]
 - SubCust1: [Field]
 - SubCust2: [Field]
 - MICR ID: [Field]
 - Link MICR: [Field]
- Reference Information:**

Qual Code	Reference	To Reference
1		

Buttons at the bottom: Save, Notify, Refresh, Add, Update/Display.

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**






The screenshot shows the 'Payments' page with the 'Totals' tab selected. The 'Balance' field is highlighted with a green box and shows 'Balanced'.



17. Click on the **Totals** tab

The **Totals** page displays:

Totals | Payments

Unit 05100 Deposit ID 2120622002 [Delete Deposit](#)

*Accounting Date 11/19/2018  Control Currency USD
*Bank Code PEO3  PUB People Format Currency USD
*Bank Account 0002  Rate Type CRRNT
*Deposit Type R  Refund Exchange Rate 1.00000000 

Control Totals			Control Data		
Control Total Amount	10.00	*Count 1	*Received	11/19/2018 	
Entered Total Amount	10.00	Count 1	*Entered	11/19/2018	
Difference Amount	0.00	Count 0	Posted		
Posted Total Amount	0.00	Count 0	Assigned	ETEST 	
Journalled Total Amount	0.00	Count 0	User	ETEST	

[Save](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

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.

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:

Create Accounting Entries

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Search Criteria

Deposit Unit =

Deposit ID begins with

Payment Sequence =

Payment ID begins with

User ID begins with

Assigned Operator ID begins with

☐ Case Sensitive

Limit the number of results to (up to 300):

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

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.

Accounting Entries | Deposit Control

Unit 05100 Deposit ID 2120622002 Payment PHONE REIM Seq 1

Currency Details

Amount 10.00 USD

☐ Complete Entry Event

Budget Status

Distribution Lines Personalize | Find | View All | First 1 of 1 Last

ChartFields | Currency Details | Budget | Journal Reference Information | Distribution Creation / Update Details

Distribution Sequence	*GL Unit	Speed Type	Line Amount	Currency	*Account	Fund	Dept	Program	Class
1	1 05100	Speed Type		USD					

Total

Lines	Total Debits	Currency	Total Credits	Currency	Net
0	0.000	USD	0.000	USD	0.000

Save Return to Search Notify Refresh

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.

Accounting Entries | Deposit Control

Unit 05100 Deposit ID 2120622002 Payment PHONE REIM Seq 1

Currency Details

Amount 10.00 USD

☒ Complete Entry Event

Budget Status

Distribution Lines Personalize | Find | View 2 | First 1-4 of 4 Last

ChartFields | Currency Details | Budget | Journal Reference Information | Distribution Creation / Update Details

Distribution Sequence	GL Unit	Speed Type	Line Amount	Currency	Account	Fund	Dept	Program	Class
1	1 05100	Speed Type	-10.00	USD	516600	10000	5100071000		
2	2 00005	Speed Type	10.00	USD	101102	10000	5100071000		
3	3 00005	Speed Type	-10.00	USD	101050	10000	5100071000		
4	4 05100	Speed Type	10.00	USD	101050	10000	5100071000		

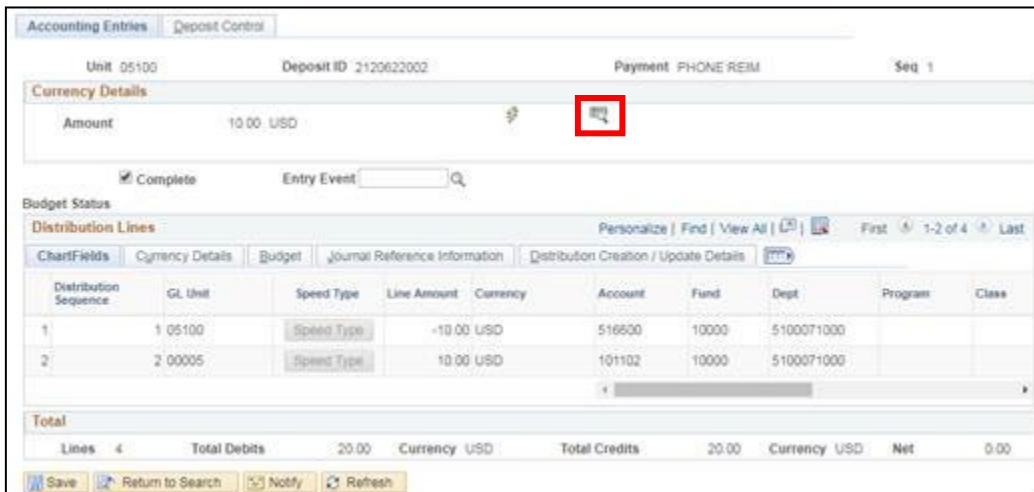
Total

Lines	Total Debits	Currency	Total Credits	Currency	Net
4	20.00	USD	20.00	USD	0.00

Save Return to Search Notify Refresh

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**


The **Budget Check** icon appears 



Accounting Entries | Deposit Control


Unit 05100 Deposit ID 2120622002 Payment PHONE REIM Seq 1


Currency Details

Amount 10.00 USD 

☒ Complete Entry Event

Budget Status





Distribution Lines Personalize | Find | View All |  First 1-2 of 4 Last

ChartFields | Currency Details | Budget | Journal Reference Information | Distribution Creation / Update Details 

Distribution Sequence	GL Unit	Speed Type	Line Amount	Currency	Account	Fund	Dept	Program	Class
1	1 05100	Speed Type	-10.00	USD	516600	10000	5100071000		
2	2 00005	Speed Type	10.00	USD	101102	10000	5100071000		

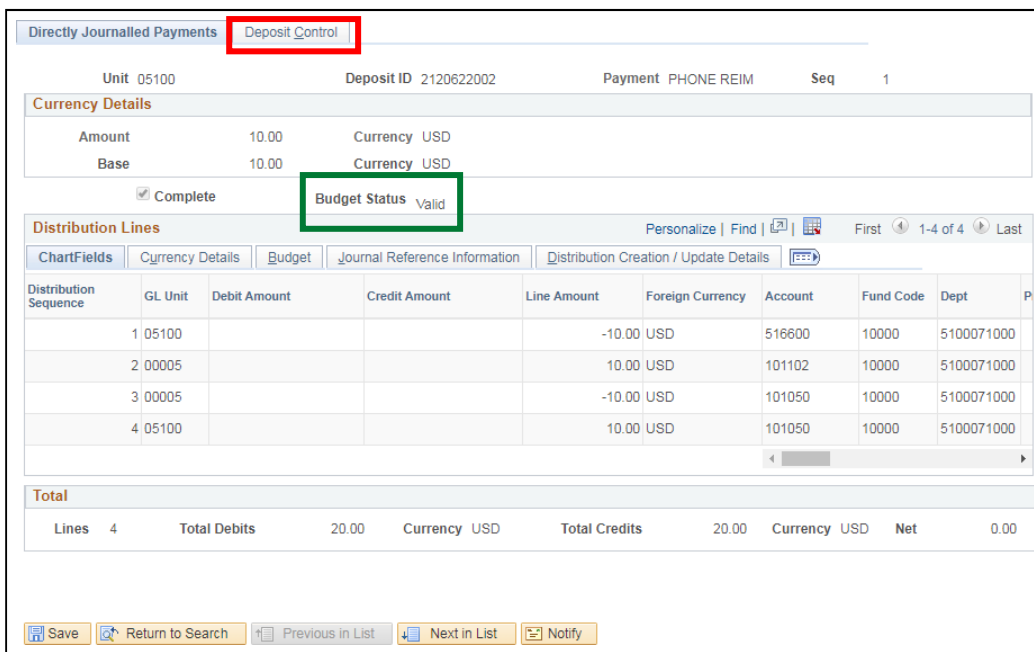
Total

Lines	4	Total Debits	20.00	Currency	USD	Total Credits	20.00	Currency	USD	Net	0.00
-------	---	--------------	-------	----------	-----	---------------	-------	----------	-----	-----	------

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**.



Directly Journalled Payments | Deposit Control


Unit 05100 Deposit ID 2120622002 Payment PHONE REIM Seq 1


Currency Details

Amount 10.00 Currency USD

Base 10.00 Currency USD

☒ Complete **Budget Status Valid**






Distribution Lines Personalize | Find |  First 1-4 of 4 Last

ChartFields | Currency Details | Budget | Journal Reference Information | Distribution Creation / Update Details 

Distribution Sequence	GL Unit	Debit Amount	Credit Amount	Line Amount	Foreign Currency	Account	Fund Code	Dept	P
1	05100			-10.00	USD	516600	10000	5100071000	
2	00005			10.00	USD	101102	10000	5100071000	
3	00005			-10.00	USD	101050	10000	5100071000	
4	05100			10.00	USD	101050	10000	5100071000	

Total

Lines	4	Total Debits	20.00	Currency	USD	Total Credits	20.00	Currency	USD	Net	0.00
-------	---	--------------	-------	----------	-----	---------------	-------	----------	-----	-----	------

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

The **Deposit Control** page displays:

Directly Journalled Payments

Deposit Control

Unit 05100Deposit ID 2120622002Delete Deposit

*Accounting Date11/19/2018

*Bank CodePEOP3PUB People

*Bank Account0002

*Deposit TypeRRefund

Control CurrencyUSD

Format CurrencyUSD

Rate TypeCRRNT

Exchange Rate1.00000000

Control Totals

Control Total Amount	10.00	*Count	1
Entered Total Amount	10.00	Count	1
Difference Amount	0.00	Count	0
Posted Total Amount	0.00	Count	0
Journalled Total Amount	10.00	Count	1

Control Data

*Received11/19/2018

*Entered11/19/2018

Posted

AssignedE TEST

UserE TEST

Save

Return to Search

Previous in List

Next in List

Notify

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

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**

The **Directly Journalled Payments** page displays:

Directly Journalled Payments Deposit Control

Unit 01110 Deposit ID 1110622003 Payment INS REIMBURS Seq 1

Currency Details

Amount	25.00	Currency	USD
Base	25.00	Currency	USD

☒ Complete Budget Status

Distribution Lines Personalize | Find | First 1-4 of 4 Last

ChartFields Currency Details Budget Journal Reference Information Distribution Creation / Update Details

Distribution Sequence	GL Unit	Debit Amount	Credit Amount	Line Amount	Foreign Currency	Account	Fund Code	Dept	P
1	01110		25.00	-25.00	USD	415000	10000	1110002000	
2	00005	25.00		25.00	USD	101102	10000	1110002000	
3	00005		25.00	-25.00	USD	101050	10000	1110002000	
4	01110	25.00		25.00	USD	101050	10000	1110002000	

Total

Lines	4	Total Debits	50.00	Currency	USD	Total Credits	50.00	Currency	USD	Net	0.00
-------	---	--------------	-------	----------	-----	---------------	-------	----------	-----	-----	------

Save Return to Search Notify

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

Directly Journalled Payments Deposit Control

Unit 01110 Deposit ID 1110622003 Payment INS REIMBURS Seq 1

Currency Details

Amount	25.00	Currency	USD
Base	25.00	Currency	USD

☒ Complete **Budget Status Valid**

Distribution Lines Personalize | Find | First 1-4 of 4 Last

ChartFields Currency Details Budget Journal Reference Information Distribution Creation / Update Details

Distribution Sequence	GL Unit	Debit Amount	Credit Amount	Line Amount	Foreign Currency	Account	Fund Code	Dept	P
1	01110			-25.00	USD	415000	10000	1110002000	
2	00005			25.00	USD	101102	10000	1110002000	
3	00005			-25.00	USD	101050	10000	1110002000	
4	01110			25.00	USD	101050	10000	1110002000	

Total

Lines	4	Total Debits	0.00	Currency	USD	Total Credits	0.00	Currency	USD	Net	0.00
-------	---	--------------	------	----------	-----	---------------	------	----------	-----	-----	------

Save Return to Search Notify

Budget Status is now Valid

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

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:

Modify Accounting Entries
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Deposit Unit = ▼ 01110 🔍

Deposit ID begins with ▼ 🔍

Payment Sequence = ▼

Payment ID begins with ▼

User ID begins with ▼

Assigned Operator ID begins with ▼

☐ Case Sensitive

Limit the number of results to (up to 300): 300

Search Clear Basic Search 🔍 Save Search Criteria

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

The **Directly Journalled Payments** page displays:

Unit 01110 Deposit ID EXAMPLE7 Payment EXAMPLE7 Seq 1

Currency Details

Amount	50.00	Currency	USD
Base	50.00	Currency	USD

☒ Complete Budget Status

Distribution Lines Personalize Find | 1-4 of 4 Last

Distribution Sequence	GL Unit	Debit Amount	Credit Amount	Line Amount	Foreign Currency	Account	Fund Code	Dept	P
1	01110		50.00	-50.00	USD	520000	10000	1110003000	
2	00005	50.00		50.00	USD	101102	10000	1110003000	
3	00005		50.00	-50.00	USD	101050	10000	1110003000	
4	01110	50.00		50.00	USD	101050	10000	1110003000	

Total

Lines	4	Total Debits	100.00	Currency	USD	Total Credits	100.00	Currency	USD	Net	0.00
-------	---	--------------	--------	----------	-----	---------------	--------	----------	-----	-----	------

Save Return to Search Notify

4. Uncheck the **Complete** box

The following **Message** opens

Message

Warning -- Please use Direct Journal Entry panel to update the incomplete accounting entries. (6040,727)

Incomplete direct Journal accounting entries can be updated in the Direct Journal Entry panel. Direct Journal Review panel is used for reviewing complete accounting entries only.

OK

5. Click **OK**

Unit 01110 Deposit ID EXAMPLE7 Payment EXAMPLE7 Seq 1

Currency Details

Amount	50.00	Currency	USD
Base	50.00	Currency	USD

☐ Complete Budget Status Not Chk'd

Distribution Lines Personalize Find | 1-4 of 4 Last

Distribution Sequence	GL Unit	Debit Amount	Credit Amount	Line Amount	Foreign Currency	Account	Fund Code	Dept	P
1	01110			-50.00	USD	520000	10000	1110003000	
2	00005			50.00	USD	101102	10000	1110003000	
3	00005			-50.00	USD	101050	10000	1110003000	
4	01110			50.00	USD	101050	10000	1110003000	

Total

Lines	8	Total Debits	200.00	Currency	USD	Total Credits	200.00	Currency	USD	Net	0.00
-------	---	--------------	--------	----------	-----	---------------	--------	----------	-----	-----	------

Save Return to Search Notify

6. Click **Save**

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

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:

Create Accounting Entries

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Search Criteria

Deposit Unit = 01110

Deposit ID begins with EXAMPLE7

Payment Sequence =

Payment ID begins with

User ID begins with

Assigned Operator ID begins with

☐ Case Sensitive

Limit the number of results to (up to 300): 300

Search Clear Basic Search Save Search Criteria

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:

Accounting Entries Deposit Control

Unit 01110 Deposit ID EXAMPLE7 Payment EXAMPLE7 Seq 1

Currency Details

Amount 50.00 USD

☐ Complete Entry Event

Budget Status

Distribution Lines

Distribution Sequence	GL Unit	Speed Type	Line Amount	Currency	Account	Fund	Dept	Program	Class
1	1 01110	Speed Type	-50.00	USD	520000	10000	1110003000		
2	2 00005	Speed Type	50.00	USD	101102	10000	1110003000		

Total

Lines	Total Debits	Currency	Total Credits	Currency	Net
4	100.00	USD	100.00	USD	0.00

Save Return to Search Notify Refresh

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.)

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:

Create Accounting Entries

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Search Criteria

Deposit Unit = 01110

Deposit ID begins with 1110622001

Payment Sequence = 1

Payment ID begins with

User ID begins with

Assigned Operator ID begins with

☐ Case Sensitive

Limit the number of results to (up to 300): 300

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

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:

Accounting Entries [Deposit Control](#)

Unit 01110 Deposit ID 1110622001 Payment INS REIMB Seq 1

Currency Details

Amount 25.00 USD

☐ Complete Entry Event

Budget Status

Distribution Lines [Personalize](#) [Find](#) [View All](#) [First](#) [1 of 1](#) [Last](#)

[ChartFields](#) [Currency Details](#) [Budget](#) [Journal Reference Information](#) [Distribution Creation / Update Details](#)

Distribution Sequence	*GL Unit	Speed Type	Line Amount	Currency	*Account	Fund	Dept	Program	Clas
1	1 01110	Speed Type	-25.00	USD	427000	10000	1110002000		

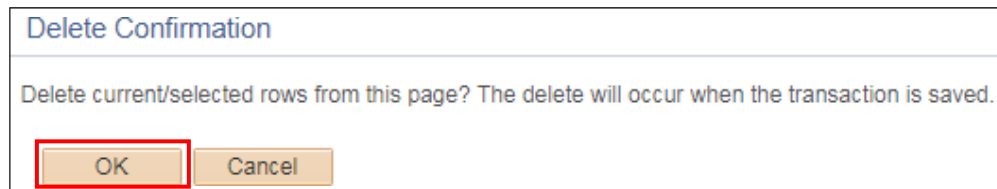
Total

Lines	Total Debits	Currency	Total Credits	Currency	Net
0	0.00	USD	25.00	USD	-25.00

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#)

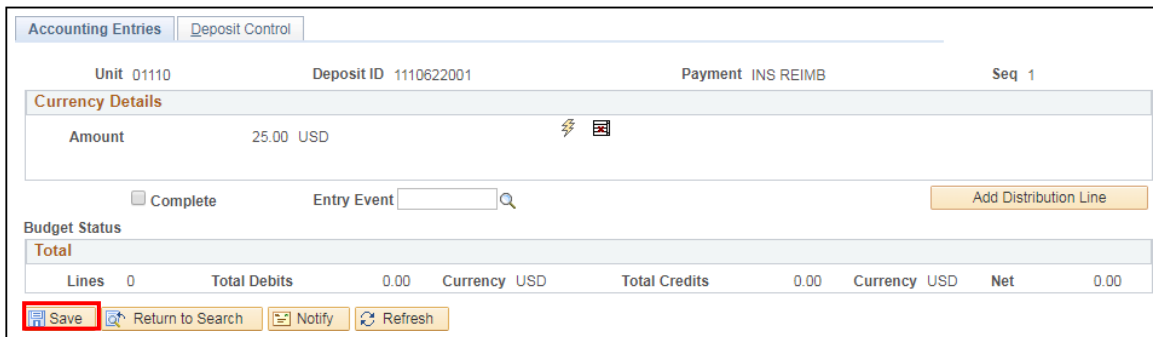
4. Click the **Delete Row** button  (use the scroll bar to get to the right side of page)

The following warning Message will open:



A dialog box titled "Delete Confirmation" with a light blue header. The main text reads: "Delete current/selected rows from this page? The delete will occur when the transaction is saved." At the bottom, there are two buttons: "OK" and "Cancel". The "OK" button is highlighted with a red rectangular border.

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



A screenshot of the "Accounting Entries" form. The form has tabs for "Accounting Entries" and "Deposit Control". It displays fields for "Unit" (01110), "Deposit ID" (1110622001), "Payment" (INS REIMB), and "Seq" (1). Below these is a "Currency Details" section with "Amount" (25.00 USD) and a currency icon. There is a "Complete" checkbox and an "Entry Event" search field. A "Budget Status" section shows a "Total" line with "Lines" (0), "Total Debits" (0.00), "Currency" (USD), "Total Credits" (0.00), "Currency" (USD), and "Net" (0.00). At the bottom, there are buttons for "Save", "Return to Search", "Notify", and "Refresh". The "Save" button is highlighted with a red rectangular border.

5. Click **Save**

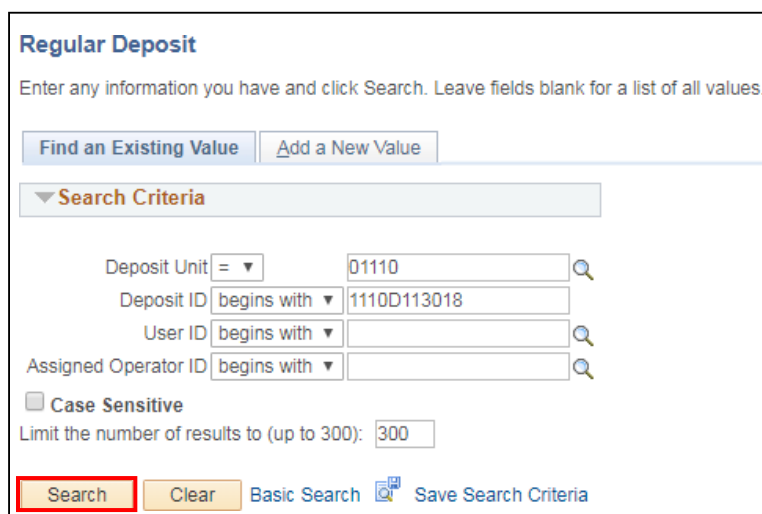
Note: If you do not save, the revenue line will re-appear.

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:



A screenshot of the "Regular Deposit" search form. The title is "Regular Deposit" in blue. Below it is a instruction: "Enter any information you have and click Search. Leave fields blank for a list of all values." There are two buttons: "Find an Existing Value" and "Add a New Value". A "Search Criteria" section is expanded, showing fields for "Deposit Unit" (dropdown with "01110"), "Deposit ID" (dropdown with "begins with" and "1110D113018"), "User ID" (dropdown with "begins with"), and "Assigned Operator ID" (dropdown with "begins with"). There is a "Case Sensitive" checkbox and a "Limit the number of results to (up to 300):" field with "300". At the bottom, there are buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria". The "Search" button is highlighted with a red rectangular border.

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

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

Unit 01110 Deposit ID 1110D113018 **Delete Deposit**

View Audit Logs

*Accounting Date 12/12/2018
 *Bank Code PEO3 PUB People
 *Bank Account 0002 0493
 *Deposit Type C Cash/Chks

Control Currency USD
 Format Currency USD
 Rate Type CRRNT
 Exchange Rate 1.00000000

Control Totals			
Control Total Amount	30.00	*Count	1
Entered Total Amount	30.00	Count	1
Difference Amount	0.00	Count	0
Posted Total Amount	0.00	Count	0
Journalled Total Amount	0.00	Count	0

Control Data	
*Received	12/12/2018
*Entered	12/12/2018
Posted	
Assigned	TJARVIS
User	TJARVIS

Save Return to Search Notify Refresh Add Update/Display

- Click **Delete Deposit** (top right section of page)

The following Message opens:

Message

Delete this deposit? (6040,102)

If you delete the deposit, all deposit and payment information entered in this panel group will be deleted.

Yes No

- 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:

Unit 01110 Deposit ID 1110D113018 **Delete Deposit**

View Audit Logs

*Accounting Date 12/12/2018
 *Bank Code PEO3 PUB People
 *Bank Account 0002 0493
 *Deposit Type C Cash/Chks

Control Currency USD
 Format Currency USD
 Rate Type CRRNT
 Exchange Rate 1.00000000

Control Totals			
Control Total Amount	30.00	*Count	1
Entered Total Amount	30.00	Count	1
Difference Amount	0.00	Count	0
Posted Total Amount	0.00	Count	0
Journalled Total Amount	0.00	Count	0

Control Data	
*Received	12/12/2018
*Entered	12/12/2018
Posted	
Assigned	TJARVIS
User	TJARVIS

Save Return to Search Notify Refresh Add Update/Display

Regular Deposit

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)[Add a New Value](#)

▼ Search Criteria

Deposit Unit

= ▼

11110

Deposit ID

begins with ▼

1110D113018

User ID

begins with ▼

Assigned Operator ID

begins with ▼

☐ Case Sensitive

Limit the number of results to (up to 300): 300

Search

Clear

Basic Search

Save Search Criteria

No matching values were found

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

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:

The screenshot shows the 'SpeedTypes' page with two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is selected and highlighted with a green box. Below the tabs are four input fields: 'SetID', 'SpeedType Key', 'User ID', and 'Primary Permission List'. Each field has a magnifying glass icon to its right. At the bottom left, there is a yellow 'Add' button highlighted with a red box.

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**

The **SpeedType** page displays:

The screenshot shows a web form titled "SpeedType". At the top, it displays "SetID 01110" and "SpeedType Key EXAMPLE1". On the right, there is a checkbox labeled "Publish Data" and the text "User ID ETEST". Below this, "Type of SpeedType" is set to "One User". A "Description" field is present with a text input box. A list of chartfields follows: Account, Fund Code, Department, Program Code, Class Field, Project, Affiliate, Currency Code, and Statistics Code. Each chartfield has a corresponding text input box and a magnifying glass icon to its right. At the bottom of the form, there are three buttons: "Save", "Notify", and "Refresh".

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

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:

The screenshot shows the 'SpeedTypes' page with the following elements:

- SpeedTypes** header
- Instruction: "Enter any information you have and click Search. Leave fields blank for a list of all values."
- Buttons: "Find an Existing Value" (highlighted) and "Add a New Value"
- Search Criteria** section with a dropdown arrow
- Search fields:
 - SetID = [dropdown] [01110] [magnifying glass icon]
 - SpeedType Key [begins with dropdown] [text box]
 - User ID [begins with dropdown] [text box] [magnifying glass icon]
 - Primary Permission List [begins with dropdown] [text box] [magnifying glass icon]
 - Type of SpeedType = [dropdown] [One User dropdown]
- ☐ Case Sensitive
- Limit the number of results to (up to 300): [300]
- Buttons at the bottom: "Search" (highlighted with a red box), "Clear", "Basic Search" (with a magnifying glass icon), and "Save Search Criteria" (with a save icon).

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**

The **SpeedType** page displays:

The screenshot shows the 'SpeedType' form with the following details:

- SetID: 01110
- SpeedType Key: EXAMPLE1
- Type of SpeedType: One User
- User ID: ETEST
- Description: Deposit Chartfields
- Account: (empty)
- Fund Code: 59300 (Financial Management Fund)
- Department: 1115001000 (Finance & Mgmt - FinOps)
- Program Code: (empty)
- Class Field: (empty)
- Project: (empty)
- Affiliate: (empty)
- Currency Code: (empty)
- Statistics Code: (empty)

Buttons at the bottom: Save, Return to Search, Notify, Refresh.

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.

This screenshot is identical to the previous one, but with the 'Account' field now containing the value '410020'. The 'Save' button at the bottom left is highlighted with a red rectangular box.

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

Enter a Direct Journal Deposit Using a SpeedType

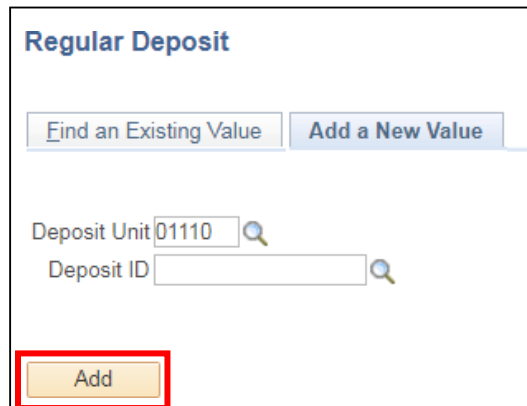
Possible situations when this function is used: Direct Journal deposits are regular deposits that are directly journalled to the general ledger (not related to customer deposits).

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**

The **Totals** page displays:

The screenshot shows the 'Totals' page with the 'Payments' tab selected. The page displays the following information:

- Unit: 01110
- Deposit ID: 2120622005
- Control Currency: USD
- Format Currency: USD
- Rate Type:
- Exchange Rate: 1.00000000
- *Accounting Date: 12/07/2018
- *Bank Code: PEO3
- *Bank Account: 0002
- *Deposit Type: C
- Control Totals:
 - Control Total Amount: 25.00
 - *Count: 1
 - Entered Total Amount: 0.00
 - Difference Amount: 0.00
 - Posted Total Amount: 0.00
 - Journalled Total Amount: 0.00
- Control Data:
 - *Received: 12/07/2018
 - *Entered: 12/07/2018
 - Posted:
 - Assigned: E TEST
 - User: E TEST

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

The **Payments** page displays:

The screenshot shows the 'Payments' page with the following details:

- Totals** and **Payments** tabs at the top.
- Unit: 01110, Deposit ID: 2120622005, Date: 12/07/2018.
- Balance** and **Balanced** status in the top right.
- Payment Information** section (highlighted with a red box):
 - Payment Seq: 1
 - Amount: 25.00
 - Rate Type: CRRNT
 - *Payment ID: SPEEDTYPE
 - Currency: USD
 - Exchange Rate: 1.00000000
 - ☐ Payment Predictor
 - ☒ Journal Directly
- Customer Information** section:
 - Customer ID, Business Unit, Remit From Name, Remit SetID, Corporate, Corporate SetID, SubCust1, SubCust2, MICR ID, Link MICR.
- Reference Information** table with columns: Qual Code, Reference, To Reference.
- Buttons at the bottom: **Save** (highlighted with a red box), Notify, Refresh, Add, Update/Display.

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

The **Totals** page displays:

Control Totals			
Control Total Amount	25.00	*Count	1
Entered Total Amount	25.00	Count	1
Difference Amount	0.00	Count	0
Posted Total Amount	0.00	Count	0
Journalled Total Amount	0.00	Count	0

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**

The **Accounting Entries** page displays:

Accounting Entries | Deposit Control

Unit 01110 Deposit ID 2120622005 Payment SPEEDTYPE Seq 1

Currency Details

Amount 25.00 USD

☐ Complete Entry Event

Budget Status

Distribution Lines Personalize | Find | View All | First 1 of 1 Last

ChartFields | Currency Details | Budget | Journal Reference Information | Distribution Creation / Update Details

Distribution Sequence	*GL Unit	Speed Type	Line Amount	Currency	*Account	Fund	Dept	Program	Class
1	1 01110	Speed Type		USD					

Total

Lines	Total Debits	Currency	Total Credits	Currency	Net
0	0.000		0.000		0.000

Save | Return to Search | Notify | Refresh

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:

Budget Status

Distribution Lines Personalize | Find | View All | First 1 of 1 Last

ChartFields | Currency Details | Budget | Journal Reference Information | Distribution Creation / Update Details

Distribution Sequence	*GL Unit	SpeedType Key	Line Amount	Currency	*Account	Fund	Dept	Program	Class
1	1 01110			USD					

Total

Lines	Total Debits	Currency	Total Credits	Currency	Net
0	0.000		0.000		0.000

Save | Return to Search | Notify | Refresh

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:

Look Up SpeedType Key

Help

SetID 01110

SpeedType Key begins with

Look Up | Clear | Cancel | Basic Lookup

Search Results

View 100 First 1 of 1 Last

SpeedType Key	Description
EXAMPLE1	Deposit Chartfields

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

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

Distribution Sequence	*GL Unit	SpeedType Key	Line Amount	Currency	*Account	Fund	Dept	Program	Class
1	01110	EXAMPLE		USD	410020	59300	1115001000		
Total									
Lines	0	Total Debits	0.000	Currency	Total Credits	0.000	Currency	Net	0.000

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

Distribution Sequence	*GL Unit	SpeedType Key	Line Amount	Currency	*Account	Fund	Dept	Program	Class
1	01110	EXAMPLE	-25.00	USD	410020	59300	1115001000		
Total									
Lines	0	Total Debits	0.000	Currency	Total Credits	0.000	Currency	Net	0.000

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

Accounting Entries | Deposit Control

Unit 01110 Deposit ID 2120622005 Payment SPEEDTYPE Seq 1

Currency Details

Amount 25.00 USD

☐ Complete Entry Event

Budget Status

Distribution Lines Personalize | Find | View 2 | First 1-4 of 4 Last

ChartFields | Currency Details | Budget | Journal Reference Information | Distribution Creation / Update Details

Distribution Sequence	GL Unit	Speed Type	Line Amount	Currency	Account	Fund	Dept	Program	Class
1	1 01110	Speed Type	-25.00	USD	410020	59300	1115001000		
2	2 00005	Speed Type	25.00	USD	101102	59300	1115001000		
3	3 00005	Speed Type	-25.00	USD	101050	59300	1115001000		
4	4 01110	Speed Type	25.00	USD	101050	59300	1115001000		

Total

Lines	Total Debits	Currency	Total Credits	Currency	Net
4	50.00	USD	50.00	USD	0.00

Save Return to Search Notify Refresh

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:

Accounting Entries | Deposit Control

Unit 01110 Deposit ID 2120622005 Payment SPEEDTYPE Seq 1

Currency Details

Amount 25.00 USD

☒ Complete Entry Event

Budget Status

Distribution Lines Personalize | Find | View All | First 1-2 of 4 Last

ChartFields | Currency Details | Budget | Journal Reference Information | Distribution Creation / Update Details

Distribution Sequence	GL Unit	Speed Type	Line Amount	Currency	Account	Fund	Dept	Program	Class
1	1 01110	Speed Type	-25.00	USD	410020	59300	1115001000		
2	2 00005	Speed Type	25.00	USD	101102	59300	1115001000		

Total

Lines	Total Debits	Currency	Total Credits	Currency	Net
4	50.00	USD	50.00	USD	0.00

Save Return to Search Notify Refresh

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

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

Accounting Entries **Deposit Control**

Unit 01110 Deposit ID 2120622005 Payment SPEEDTYPE Seq 1

Currency Details

Amount 25.00 USD

☒ Complete Entry Event

Budget Status Valid

Distribution Lines

Personalize | Find | View All | First 1-2 of 4 Last

Distribution Sequence	GL Unit	Line Amount	Currency	Account	Fund	Dept	Program	Class	Project
1	1 01110	-25.00	USD	410020	59300	1115001000			
2	2 00005	25.00	USD	101102	59300	1115001000			

Total

Lines	Total Debits	Currency	Total Credits	Currency	Net
4	50.00	USD	50.00	USD	0.00

Save Return to Search Notify Refresh

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

The **Deposit Control** page displays:

Accounting Entries **Deposit Control**

Unit 01110 Deposit ID 2120622005 Delete Deposit

[View Audit Logs](#)

*Accounting Date 12/07/2018 Control Currency USD

*Bank Code PEO3 PUB People Format Currency USD

*Bank Account 0002 '0493 Rate Type CRRNT

*Deposit Type C Cash/Chks Exchange Rate 1.00000000

Control Totals

Control Total Amount	*Count
25.00	1
Entered Total Amount 25.00	Count 1
Difference Amount 0.00	Count 0
Posted Total Amount 0.00	Count 0
Journalled Total Amount 25.00	Count 1

Control Data

*Received 12/07/2018

*Entered 12/07/2018

Posted

Assigned ETEST

User ETEST

Save Return to Search Notify Refresh

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

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:

Unit 01110 Deposit ID 11106220005 Payment PHONE REIMB Seq 1

Currency Details

Amount	25.00	Currency	USD
Base	25.00	Currency	USD

☒ Complete Budget Status

Distribution Lines

Distribution Sequence	GL Unit	Debit Amount	Credit Amount	Line Amount	Foreign Currency	Account	Fund Code	Dept	P
1	01110		25.00	-25.00	USD	415000	10000	1110002000	
2	00005	25.00		25.00	USD	101102	10000	1110002000	
3	00005		25.00	-25.00	USD	101050	10000	1110002000	
4	01110	25.00		25.00	USD	101050	10000	1110002000	

Total

Lines	4	Total Debits	50.00	Currency	USD	Total Credits	50.00	Currency	USD	Net	0.00
-------	---	--------------	-------	----------	-----	---------------	-------	----------	-----	-----	------

Save Return to Search Previous in List Next in List Notify

Directly Journalled Payments | Deposit Control

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:

Budget Check Transactions

Find an Existing Value Add a New Value

Run Control ID

Add

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

The **Budget Processor** page displays:

Budget Processor

Run Control ID DIR_JRNL_BC Report Manager Process Monitor **Run**

Process Request Parameters Personalize | Find | View All | First 1 of 1 Last

*Transaction Type	Description	*Business Unit	*From Date	*To	*Process Frequency
1 AR_MISCPAY	Miscellaneous Payment	01110	01/26/2019	01/26/2019	Always

Save **Notify** **Add** **Update/Display**

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:

Process Scheduler Request Help

User ID ESTUBIN Run Control ID DIR_JRNL_BC

Server Name Run Date 01/26/2019

Recurrence Run Time 1:36:47PM **Reset to Current Date/Time**

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Comm. Cntrl. Budget Processor	FS_BP	Application Engine	Web	TXT	Distribution

OK **Cancel**

10. Click **OK**

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

Budget Processor

Run Control ID DIR_JRNL_BC Report Manager **Process Monitor** Run

Process Instance: 9473655

Process Request Parameters Personalize | Find | View All | First 1 of 1 Last

*Transaction Type	Description	*Business Unit	*From Date	*To	*Process Frequency
1 AR_MISCPAY	Miscellaneous Payment	01110	01/26/2019	01/26/2019	Always

Save Notify Add Update/Display

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

The **Process List** page displays:

Process List Server List

View Process Request For

User ID ESTUBIN Type Last 1 Days Refresh

Server Name Instance From Instance To

Run Status Distribution Status Save On Refresh

Process List Personalize | Find | View All | First 1-4 of 4 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	9473655		Application Engine	FS_BP	ESTUBIN	01/26/2019 1:36:47PM EST	Success	Posted	Details
<input type="checkbox"/>	9473654		Application Engine	FS_BP	ESTUBIN	01/26/2019 12:10:08PM EST	Success	Posted	Details
<input type="checkbox"/>	9473653		Application Engine	FS_BP	ESTUBIN	01/26/2019 11:02:06AM EST	Success	Posted	Details
<input type="checkbox"/>	9473652		Application Engine	FS_BP	ESTUBIN	01/26/2019 10:59:25AM EST	Success	Posted	Details

Go back to Budget Check Transactions

Save Notify

Process List | Server List

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:

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:

Modify Accounting Entries
Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Search Criteria

Deposit Unit = 01110
Deposit ID begins with 11106220005

Payment Sequence =
Payment ID begins with
User ID begins with
Assigned Operator ID begins with

☐ Case Sensitive
Limit the number of results to (up to 300): 300

Search [Clear](#) [Basic Search](#) [Save Search Criteria](#)

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

The **Directly Journalled Payments** page displays:

Directly Journalled Payments [Deposit Control](#)

Unit 01110 Deposit ID 11106220005 Payment PHONE REIMB Seq 1

Currency Details

Amount	25.00	Currency	USD
Base	25.00	Currency	USD

☒ Complete **Budget Status** Valid

Distribution Lines [Personalize](#) [Find](#) [First](#) [1-4 of 4](#) [Last](#)

Distribution Sequence	GL Unit	Debit Amount	Credit Amount	Line Amount	Foreign Currency	Account	Fund Code	Dept	P
1	01110		25.00	-25.00	USD	415000	10000	1110002000	
2	00005	25.00		25.00	USD	101102	10000	1110002000	
3	00005		25.00	-25.00	USD	101050	10000	1110002000	
4	01110	25.00		25.00	USD	101050	10000	1110002000	

Total

Lines	4	Total Debits	50.00	Currency	USD	Total Credits	50.00	Currency	USD	Net	0.00
-------	---	--------------	-------	----------	-----	---------------	-------	----------	-----	-----	------

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#)

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

Budget Check Process is Complete

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

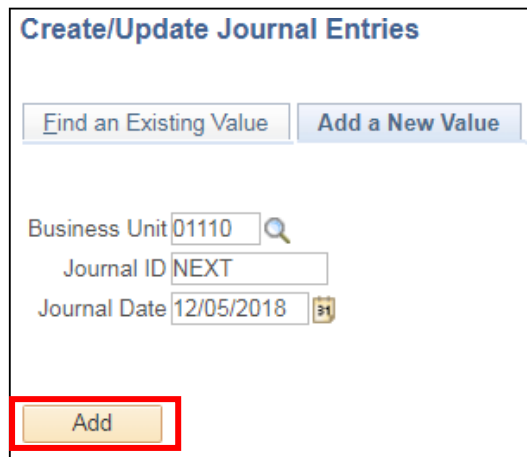
Situations when this function is used: A line of a direct journal deposit that has been budget checked must be corrected with an ONL journal entry to the general ledger.

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**

The **Header** page displays:

Header **Lines** Totals Errors Approval

Unit 01110 Journal ID NEXT Date 12/05/2018

*Long Description To correct a revenue account on a direct journal deposit 02120433063 7/19/18
178 characters remaining

*Ledger Group ACTUALS Adjusting Entry Non-Adjusting Entry

Ledger Fiscal Year 2019

*Source ONL Period 6

Reference Number ADB Date 12/05/2018

*Journal Class CY

Transaction Code GENERAL

SJE Type

Currency Defaults: USD / CRRNT / 1

Attachments (0)

Reversal: Do Not Generate Reversal

Entered By ETEST

Entered On

Last Updated On

Save Notify Refresh Add Update/Display

☐ Auto Generate Lines
☐ Save Journal Incomplete Status
☐ Autobalance on 0 Amount Line
☐ CTA
Commitment Control

Ella Test

- **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

The **Lines** page displays:

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Dept	Program	Class	Project
<input type="checkbox"/>	1	01110	ACTUALS		415101	10000	2120251300			

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
01110	1	0.00	0.00	N	N

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:

Select	Line	Affiliate	Debit Amount	Credit Amount	Base Currency	Budget Date	Reference	Journal Line Description	P
<input type="checkbox"/>	1		110.00		USD	12/05/2018		Estates	N

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

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Dept	Program	Class	Project
<input type="checkbox"/>	1	01110	ACTUALS		415101	10000	2120251300			
<input type="checkbox"/>	2	01110	ACTUALS		400000	10000	2120251300			

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
01110	2	110.00	110.00	N	N

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

Header | Lines | Totals | Errors | Approval

Unit 01110 Journal ID 0002558811 Date 12/05/2018 Errors Only
 Template List Search Criteria View Audit Logs

*Process Edit Journal Process Line 10

Select	Line	Affiliate	Debit Amount	Credit Amount	Base Currency	Budget Date	Reference	Journal Line Description	PK
<input type="checkbox"/>	1		110.00		USD	12/05/2018		Estates	N
<input type="checkbox"/>	2			110.00	USD	12/05/2018		Taxes	N

▼ Totals Personalize | Find | View All | First 1 of 1 Last

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
01110	2	110.00	110.00	P	V

Save Return to Search Notify Refresh Add Update/Display

Header | Lines | Totals | Errors | Approval

14. Click **Save**

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

Message

Journal 0002558811 is saved. (5210,6)

OK

15. Click **OK**

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

Header | Lines | Totals | Errors | Approval

Unit 01110 Journal ID 0002558811 Date 12/05/2018 Errors Only
 Template List Search Criteria Change Values View Audit Logs

Inter/IntraUnit *Process Edit Journal Process Line 10

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Dept	Program	Class	Project
<input type="checkbox"/>	1	01110	ACTUALS		415101	10000	2120251300			
<input type="checkbox"/>	2	01110	ACTUALS		400000	10000	2120251300			

Lines to add 1

▼ Totals Personalize | Find | View All | First 1 of 1 Last

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
01110	2	110.00	110.00	V	V

Save Notify Refresh Add Update/Display

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.

Unit 01110	Journal ID 0002558811	Date 12/05/2018	<input type="checkbox"/> Errors Only
Template List	Search Criteria	Change Values	View Audit Logs
<input type="button" value="Inter/IntraUnit"/>	*Process <input type="text" value="Budget Check Journal"/>	<input type="button" value="Process"/>	<input type="button" value="Print"/> <input type="button" value="Refresh"/> Line <input type="text" value="10"/> <input type="button" value="Up"/> <input type="button" value="Down"/>

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

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:

The screenshot shows the 'Accounting Entries' tab in the 'Deposit Control' window. The 'Currency Details' section shows an amount of 50.00 USD. A red box highlights a magnifying glass icon next to the amount. Below this, the 'Budget Status' is 'Error'. The 'Distribution Lines' table shows two lines: Line 1 with a debit of -50.00 USD to account 520000, and Line 2 with a credit of 50.00 USD to account 101102. The 'Total' section shows a net of 0.00. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', and 'Refresh'.

Distribution Sequence	GL Unit	Line Amount	Currency	Account	Fund	Dept	Program	Class	Project
1	1 01110	-50.00	USD	520000	20105	1110003000			
2	2 00005	50.00	USD	101102	20105	1110003000			

Lines	Total Debits	Currency	Total Credits	Currency	Net
4	100.00	USD	100.00	USD	0.00

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

The **Commitment Control** page displays:

The screenshot shows the 'Commitment Control' window. The 'Commitment Control Details' section displays the following information: Source Transaction Type: Miscellaneous Payment; Budget Checking Header Status: Error in Budget Check; Commitment Control Amount Type: Actuals, Recognize and Collect; Commitment Control Tran ID: 0026004311; Commitment Control Tran Date: 12/04/2018. There is a checkbox for 'Override Transaction'. Below this, there is a 'Budget Check' button and a link 'Go to Transaction Exceptions' which is highlighted with a red box. At the bottom, there are buttons for 'OK', 'Cancel', and 'Refresh', and a 'Go To Activity Log' link.

Source Transaction Type: Miscellaneous Payment
Budget Checking Header Status: Error in Budget Check
Commitment Control Amount Type: Actuals, Recognize and Collect
Commitment Control Tran ID: 0026004311
Commitment Control Tran Date: 12/04/2018
☐ Override Transaction

Budget Check

[Go to Transaction Exceptions](#)

Go To Activity Log

OK Cancel Refresh

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

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

The screenshot shows the 'Misc. Payment Exceptions' page. At the top, there are tabs for 'Misc. Payment Exceptions' and 'Line Exceptions'. Below the tabs, there are filters for 'Deposit Unit' (01110), 'Deposit ID' (2120120418), and 'Payment Sequence' (1). There is also a dropdown for '*Exception Type' set to 'Error', a checkbox for 'Override Transaction', and a checkbox for 'More Budgets Exist'. A 'Search' button is present. Below the search filters, there is a section titled 'Budgets with Exceptions' with a table showing search results. The table has columns: Details, Business Unit, Ledger Group, Exception, More Detail, Override Budget, and Transfer. Two results are shown: one for 'APPROP' and one for 'ORG', both with the exception 'No Budget Exists'. A red box highlights the 'Exception' column. At the bottom, there are buttons for 'Save', 'Return to Search', and 'Notify'.

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:

The screenshot shows the 'Direct Journal' page. It has a title 'Direct Journal' and a subtitle 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is a 'Find an Existing Value' button. Underneath is a 'Search Criteria' section with several search fields: 'Commitment Control Tran ID' (beginning with), 'Commitment Control Tran Date' (equals), 'Deposit Unit' (beginning with), 'Deposit ID' (beginning with), 'Payment Sequence' (equals), 'Process Instance' (equals), and 'Process Status' (equals). There is also a 'Limit the number of results to (up to 300):' field set to 300. At the bottom, there are buttons for 'Search' (highlighted with a red box), 'Clear', 'Basic Search', and 'Save Search Criteria'.

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

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

Misc. Payment Exceptions | Line Exceptions

Deposit Unit 01110 | Deposit ID 2120120418 | Payment Sequence 1

*Exception Type Error | ☐ Override Transaction | ☐ More Budgets Exist

Maximum Rows 100 | Advanced Budget Criteria

Search

Budgets with Exceptions | Personalize | Find | View All | First | 1-2 of 2 | Last

	Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1		01110	APPROP	No Budget Exists	More Detail	<input type="checkbox"/>	Go To ...
2		01110	ORG	No Budget Exists	More Detail	<input type="checkbox"/>	Go To ...

Save | Return to Search | Notify

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

- Click on the **Magnifying Glass** next to line 2

Receivables Miscellaneous Payment Line Drill Down

Transaction Line Identifiers

Deposit Unit 01110 | Deposit ID 2120120418 | Line 1

Payment Sequence 1

Transaction Line Details

Account	Fund Code	Department
520000	20105	1110003000

Line Status Error
Budget Date 12/04/2018
Line Amount -50.00 USD

OK

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

- Click **OK**

You are brought back to the previous page:

Misc. Payment Exceptions | Line Exceptions

Deposit Unit 01110 | Deposit ID 2120120418 | Payment Sequence 1

*Exception Type Error | Override Transaction | More Budgets Exist

Maximum Rows 100 | Search | Advanced Budget Criteria

Budgets with Exceptions | Personalize | Find | View All | First | 1-2 of 2 | Last

	Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1		01110	APPROP	No Budget Exists	More Detail		Go To ...
2		01110	ORG	No Budget Exists	More Detail		Go To ...

Save | Return to Search | Notify

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

The following window opens:

Please select one of the following links:

[Go to Budget Exceptions](#)

[Go to Budget Inquiry](#)

Cancel

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:

Budget Details Inquiry

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Business Unit = 01110 | Ledger Group = ORG | Account begins with 000100 | Department begins with 1110003000 | Fund Code begins with 20105 | Class Field begins with | Program Code begins with | Affiliate begins with | Project begins with | Budget Period begins with 2019 | Statistics Code begins with

Limit the number of results to (up to 300): 300

Search | Clear | Basic Search | Save Search Criteria

No matching values were found

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

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

The **All Deposits** page displays:

All Deposits

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Search Criteria

Deposit Unit =

Deposit ID begins with

User ID begins with

Assigned Operator ID begins with

Deposit Balance =

Posting Status =

Entered Date =

Payment Type = Regular Payments Only

☐ Case Sensitive

Limit the number of results to (up to 300): 300

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

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

Unit 01110 Deposit ID 2120120418

Accounting Date 12/04/2018 Deposit Balance Balanced

Bank Code PEOP3 PUB People

Bank Account 0002 0493

Deposit Type Cash/Chks

Rate Type CRRNT

Format Currency USD

Payment Type Payment

Cash Control N

Control Currency USD

Exchange Rate 1.00000000

Deposit Status None Applied

Totals and Counts			
Control Total Amount	50.00	Count	1
Entered Total Amount	50.00	Count	1
Difference Amount	0.00	Count	0
Posted Total Amount	0.00	Count	0
Journalled Total Amount	50.00	Count	1

Control Data	
Received	12/04/2018
Entered	12/04/2018
Posted	
Assigned	
User	

[Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#)

All Deposits Review is Complete

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:

All Payments

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Search Criteria

Deposit Unit = 01110

Deposit ID begins with 2120120418

Payment Sequence =

Payment ID begins with

User ID begins with

Assigned Operator ID begins with

Payment Status =

Accounting Date =

Entered Date =

Payment Type = Regular Payments Only

Payment Predictor ☐

☐ Case Sensitive

Limit the number of results to (up to 300): 300

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

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](#)

The **All Payments** page displays:

All Payments					
Deposit Unit 01110		Deposit ID 2120120418		Payment ID EXAMPLE A	
Payment Amount	50.00	Currency	USD	User	Group ID
Selected Amount	0.00	Currency	USD	Assigned	
Payment Status	Directly Journalled		Posting Status	Unpost Reason	
Account	PEOP3 0002		Acctg Date	12/04/2018	
Posting Action	Attachments (0)		Posted Date	Entered Date 12/04/2018	
Created By			Modified By	Payment Type Payment	
Created On	12/04/2018 1:12PM		Last Modified On	1:19PM	
Customer Information Personalize Find View All First 1 of 1 Last			Reference Information Personalize Find View All First 1 of 1 Last		
Unit	Customer	Name	Qual Code	Reference	
Item Selected Personalize Find View All First 1 of 1 Last					
Unit	Customer ID	Item ID	Line	Payment Amount	Currency
Return to Search		Notify			

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

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:

The screenshot shows the 'Modify Accounting Entries' search interface. At the top, it says 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is a 'Find an Existing Value' button. A 'Search Criteria' section contains several search fields: 'Deposit Unit' with a dropdown menu, 'Deposit ID' with a 'begins with' dropdown, 'Payment Sequence' with a dropdown, 'Payment ID' with a 'begins with' dropdown, 'User ID' with a 'begins with' dropdown, and 'Assigned Operator ID' with a 'begins with' dropdown. There is also a 'Case Sensitive' checkbox and a 'Limit the number of results to (up to 300):' field with the value '300'. At the bottom, there are buttons for 'Search' (highlighted with a red box), 'Clear', 'Basic Search', and 'Save Search Criteria'.

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**

The **Directly Journalled Payments** page displays:

Directly Journalled Payments

Deposit Control

Unit 02120
Deposit ID 0212033063
Payment 415110
Seq 1

Currency Details

Amount	10.00	Currency	USD
Base	10.00	Currency	USD

☒ Complete
Budget Status Valid

Distribution Lines

Personalize | Find | First 1-4 of 4 Last

ChartFields
Currency Details
Budget
Journal Reference Information
Distribution Creation / Update Details

Distribution Sequence	GL Unit	Debit Amount	Credit Amount	Line Amount	Foreign Currency	Account	Fund Code	Dept	Pi
1	02120		10.00	-10.00	USD	415110	10000	2120251300	
101	00005	10.00		10.00	USD	101102	10000	2120251300	
103	00005		10.00	-10.00	USD	101050	10000	2120251300	
104	02120	10.00		10.00	USD	101050	10000	2120251300	

Total

Lines	4	Total Debits	20.00	Currency	USD	Total Credits	20.00	Currency	USD	Net	0.00
-------	---	--------------	-------	----------	-----	---------------	-------	----------	-----	-----	------

Save

Return to Search

Previous in List

Next in List

Notify

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

Affiliate	Short Name	Entry Status	Status	Stat	Journal ID	Journal Date	Line Descr	Short Name	Budget Date	Ref	Created On	Created By	Last Modified On	Modified By
	User	Entry for Post DJ	Complete		AR02520451	07/19/2018		Valid	07/19/2018		10/31/2018 10:54AM	PPLSFT	10/31/2018 10:54AM	PPLSFT
	Cash	Entry for Post DJ	Complete		AR02520418	07/19/2018					10/31/2018 10:54AM	PPLSFT	10/31/2018 10:54AM	PPLSFT
02120	InterUnit	Entry for Post DJ	Complete		AR02520418	07/19/2018					10/31/2018 10:54AM	PPLSFT	10/31/2018 10:54AM	PPLSFT
00005	InterUnit	Entry for Post DJ	Complete		AR02520451	07/19/2018					10/31/2018 10:54AM	PPLSFT	10/31/2018 10:54AM	PPLSFT

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

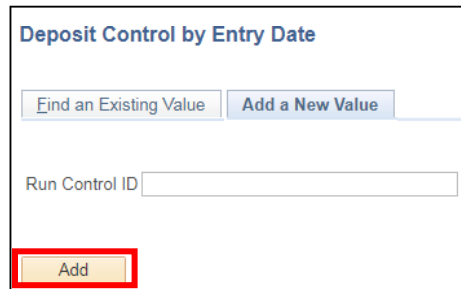
Report - Deposit Control by Entry Date

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:



Deposit Control by Entry Date

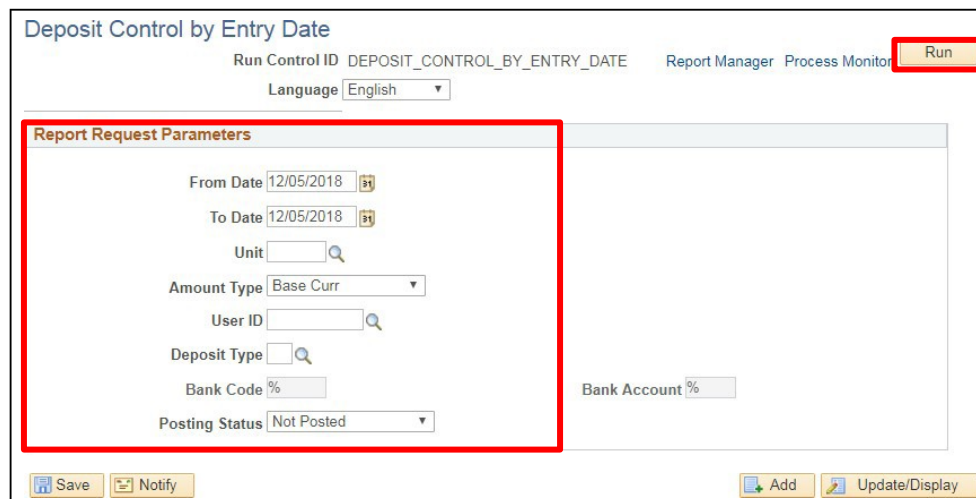
Find an Existing Value Add a New Value

Run Control ID

Add

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:



Deposit Control by Entry Date

Run Control ID DEPOSIT_CONTROL_BY_ENTRY_DATE Report Manager Process Monitor Run

Language English

Report Request Parameters

From Date 12/05/2018 To Date 12/05/2018

Unit Unit

Amount Type Base Curr

User ID User ID

Deposit Type Deposit Type

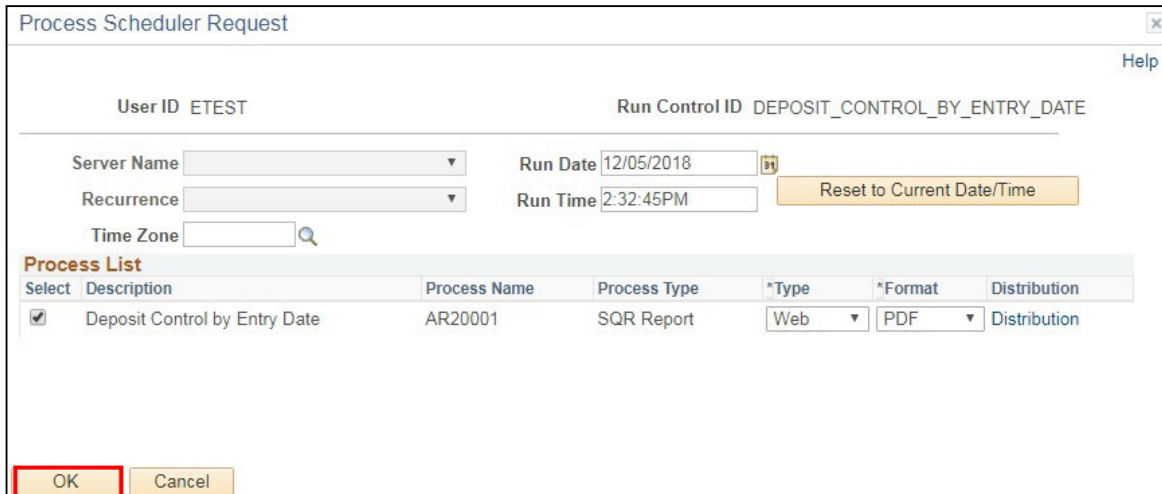
Bank Code % Bank Account %

Posting Status Not Posted

Save Notify Add Update/Display

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**

The **Process Scheduler Request** window opens:



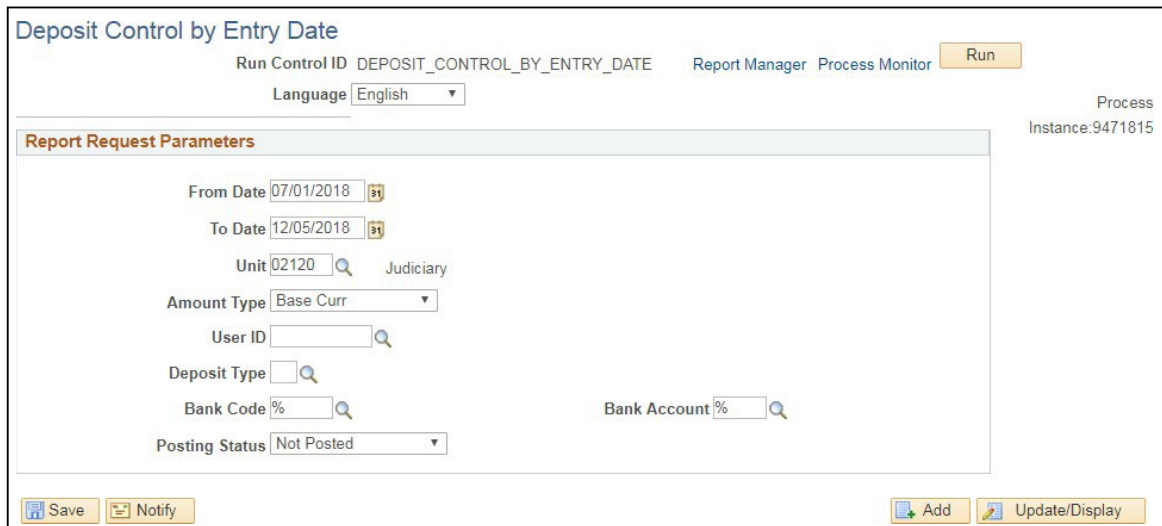
The **Process Scheduler Request** window displays the following fields and controls:

- User ID:** ETEST
- Run Control ID:** DEPOSIT_CONTROL_BY_ENTRY_DATE
- Server Name:** (dropdown menu)
- Run Date:** 12/05/2018 (calendar icon)
- Recurrence:** (dropdown menu)
- Run Time:** 2:32:45PM
- Time Zone:** (dropdown menu)
- Reset to Current Date/Time:** (button)
- Process List:**

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Deposit Control by Entry Date	AR20001	SQR Report	Web	PDF	Distribution
- OK** (button, highlighted with a red border)
- Cancel** (button)

12. Click **OK**

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



The **Deposit Control by Entry Date** page displays the following fields and controls:

- Run Control ID:** DEPOSIT_CONTROL_BY_ENTRY_DATE
- Report Manager** (link)
- Process Monitor** (link)
- Run** (button)
- Language:** English (dropdown menu)
- Process Instance:** 9471815
- Report Request Parameters:**
 - From Date:** 07/01/2018 (calendar icon)
 - To Date:** 12/05/2018 (calendar icon)
 - Unit:** 02120 (dropdown menu)
 - Judiciary:** (dropdown menu)
 - Amount Type:** Base Curr (dropdown menu)
 - User ID:** (dropdown menu)
 - Deposit Type:** (dropdown menu)
 - Bank Code:** % (dropdown menu)
 - Bank Account:** % (dropdown menu)
 - Posting Status:** Not Posted (dropdown menu)
- Save** (button)
- Notify** (button)
- Add** (button)
- Update/Display** (button)

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

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

List Explorer **Administration** Archives

View Reports For

User ID ETEST Type Last 1 Days Refresh

Status Folder Instance 9471815 to 9471815

Report List Personalize Find View All First 1 of 1 Last

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	2618174	9471815	Deposit Control by Entry Date	12/05/2018 2:33:45PM	Acrobat (*.pdf)	Posted	Details

☒ Select All ☐ Deselect All

Delete Click the delete button to delete the selected report(s)


Go back to Deposit Control by Entry Date

Save

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.

Report ID: AR20001										PeopleSoft Receivables				Page No. 1	
Business Unit: 02120%										DEPOSIT SUMMARY				Run Date 12/05/2018	
Report Currency: Base Amount										For 01-JUL-2018 through 05-DEC-2018				Run Time 14:33:58	
Operator: ALL VALUES															
Deposit Type: ALL VALUES															
Bank Account: ALL VALUES															
Post Status: Not Posted															
Entry Date	Unit	Deposit ID	Oper	Asan 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	

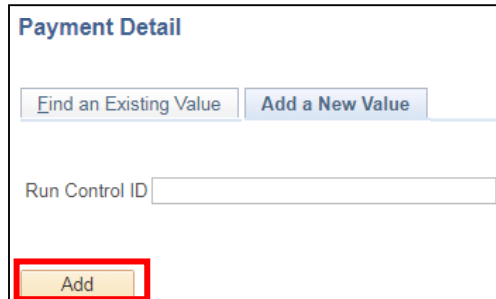
A complete listing of reports is available for the [Accounts Receivable Module](#) on our web site.

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

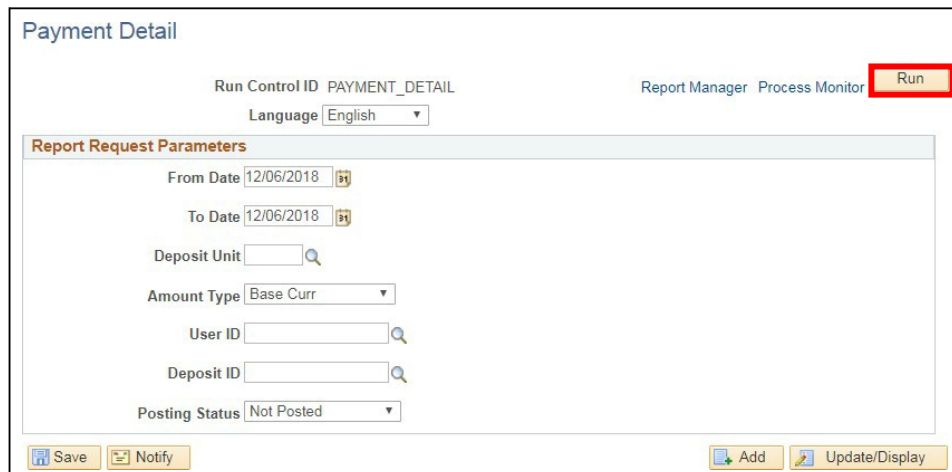
The Payment Detail page displays, click on the **Add a New Value** tab:



The screenshot shows the 'Payment Detail' page with two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is active. Below the tabs is a text input field labeled 'Run Control ID'. At the bottom of the page, there is a yellow button labeled 'Add', which is highlighted with a red rectangular box.

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**

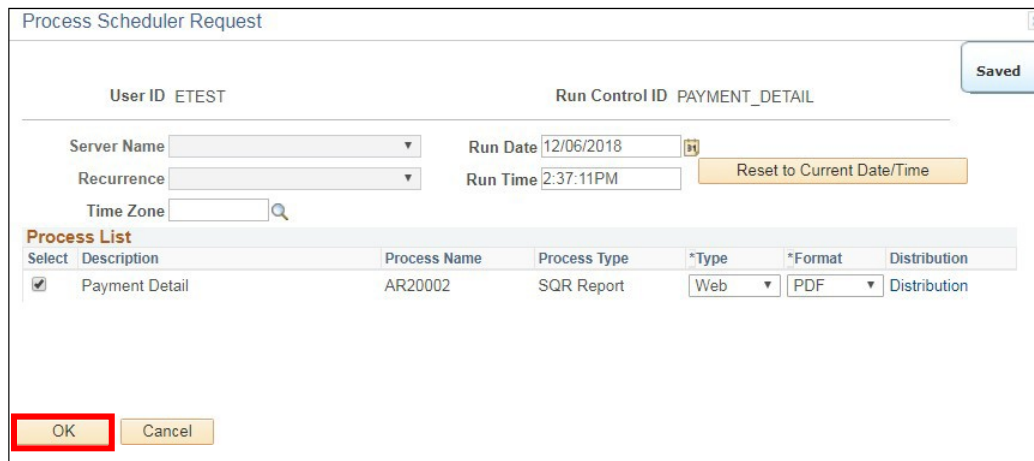
The **Payment Detail** page displays:



The screenshot shows the 'Payment Detail' page with the 'Run Control ID' set to 'PAYMENT_DETAIL'. The 'Language' is set to 'English'. The 'Report Request Parameters' section is expanded, showing fields for 'From Date' (12/06/2018), 'To Date' (12/06/2018), 'Deposit Unit', 'Amount Type' (Base Curr), 'User ID', 'Deposit ID', and 'Posting Status' (Not Posted). At the top right, there are links for 'Report Manager', 'Process Monitor', and a yellow button labeled 'Run', which is highlighted with a red rectangular box. At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

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**

The **Process Scheduler Request** window opens:



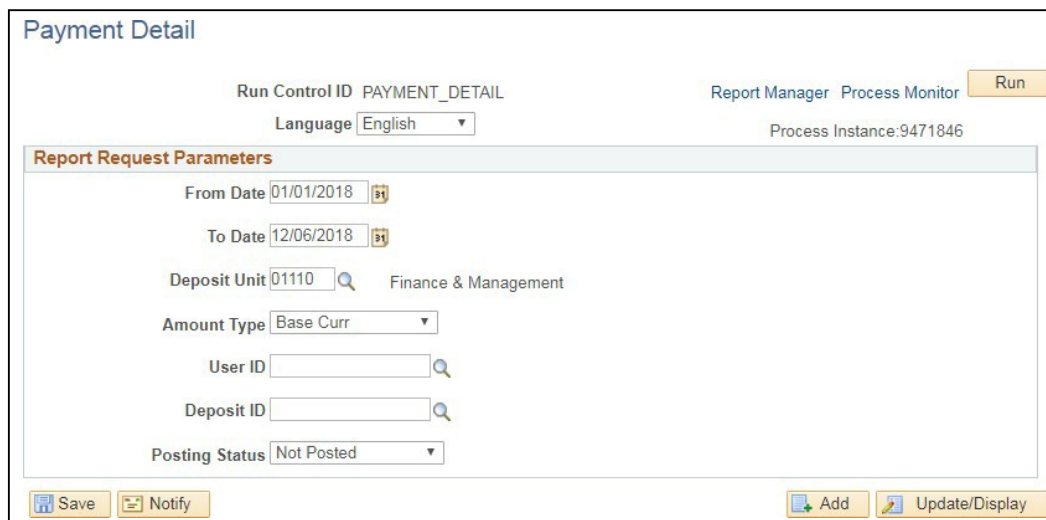
The **Process Scheduler Request** window displays the following fields and controls:

- User ID:** ETEST
- Run Control ID:** PAYMENT_DETAIL
- Server Name:** (dropdown)
- Run Date:** 12/06/2018
- Recurrence:** (dropdown)
- Run Time:** 2:37:11PM
- Time Zone:** (dropdown)
- Buttons:** Saved, Reset to Current Date/Time, OK, Cancel
- Process List:**

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Payment Detail	AR20002	SQR Report	Web	PDF	Distribution

10. Click **OK**

The **Payment Detail** page displays:

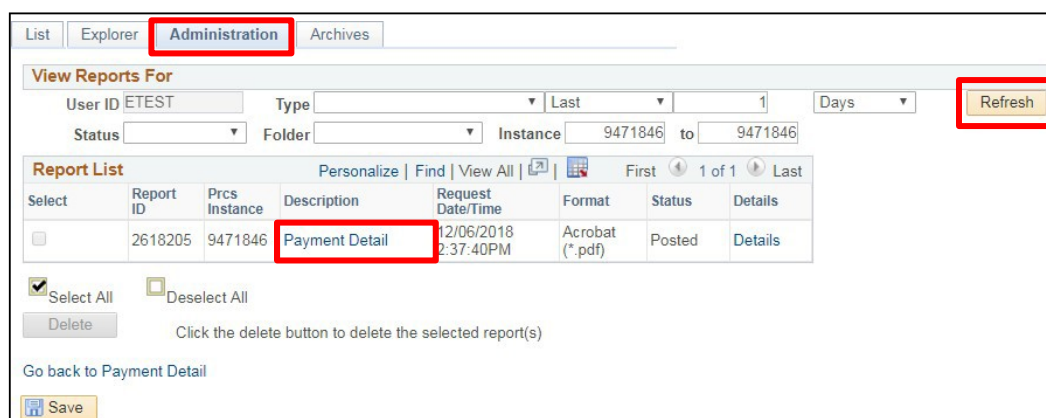


The **Payment Detail** page displays the following fields and controls:

- Run Control ID:** PAYMENT_DETAIL
- Language:** English
- Process Instance:** 9471846
- Report Request Parameters:**
 - From Date:** 01/01/2018
 - To Date:** 12/06/2018
 - Deposit Unit:** 01110
 - Amount Type:** Base Curr
 - User ID:** (dropdown)
 - Deposit ID:** (dropdown)
 - Posting Status:** Not Posted
- Buttons:** Save, Notify, Add, Update/Display, Run

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

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



The **Report Manager** page displays the following fields and controls:

- Navigation:** List, Explorer, Administration, Archives
- View Reports For:**
 - User ID:** ETEST
 - Type:** (dropdown)
 - Status:** (dropdown)
 - Folder:** (dropdown)
 - Instance:** 9471846 to 9471846
 - Days:** (dropdown)
 - Buttons:** Refresh
- Report List:**

Select	Report ID	Prs Instance	Description	Request Date/Time	Format	Status	Details
<input checked="" type="checkbox"/>	2618205	9471846	Payment Detail	12/06/2018 2:37:40PM	Acrobat (*.pdf)	Posted	Details
- Buttons:** Select All, Deselect All, Delete, Save

13. Click on the **Administration** tab

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

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

PeopleSoft Receivables									
PAYMENT DETAIL									
For 01-JAN-2018 through 06-DEC-2018									
Report ID: AR20002									Page No. 1
Deposit BU: 01110									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	EXAMPLR 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.

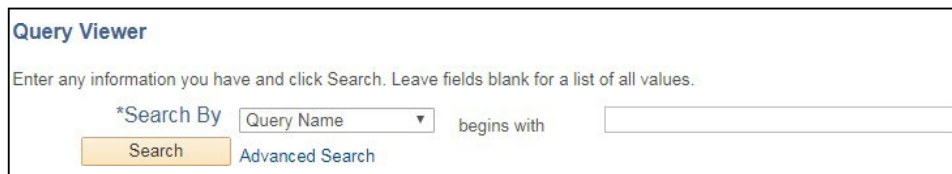
Query - VT_AR_DIRECT_JRNLS_DEPOSIT

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:



Query Viewer

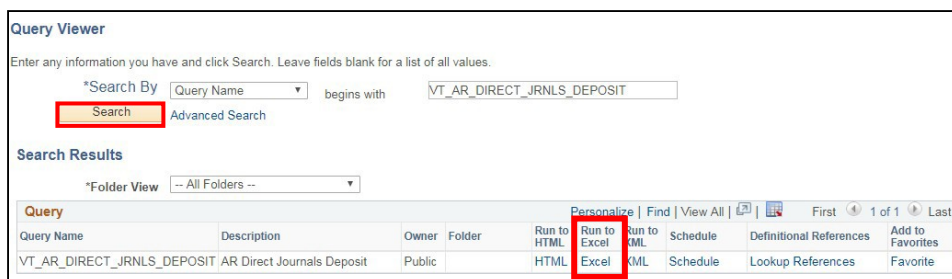
Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By begins with

[Advanced Search](#)

1. Enter **VT_AR_DIRECT_JRNLS_DEPOSIT**

2. Click **Search**



Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By begins with

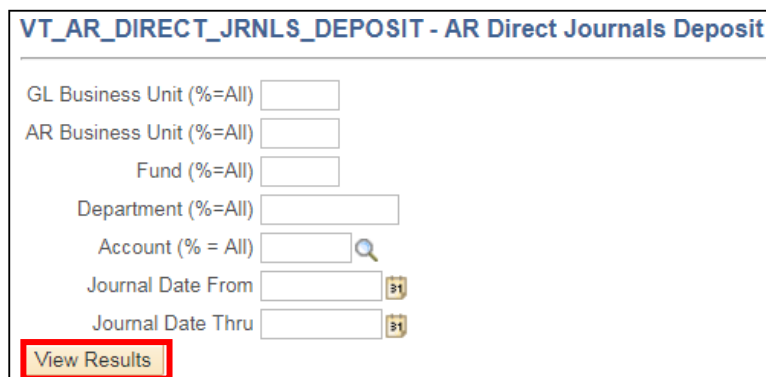
[Advanced Search](#)

Search Results

*Folder View

Query	Personalize	Find	View All	First	1 of 1	Last			
VT_AR_DIRECT_JRNLS_DEPOSIT	AR Direct Journals Deposit	Public		Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
				HTML	Excel	XML	Schedule	Lookup References	Favorite

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




VT_AR_DIRECT_JRNLS_DEPOSIT - AR Direct Journals Deposit


GL Business Unit (%=All)


AR Business Unit (%=All)

Fund (%=All)

Department (%=All)

Account (% = All) 

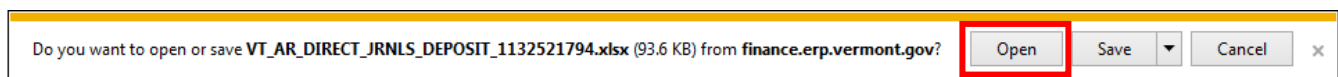
Journal Date From 

Journal Date Thru 

4. Enter appropriate data

5. Click **View Results**

The following browser message appears:



Do you want to open or save **VT_AR_DIRECT_JRNLS_DEPOSIT_1132521794.xlsx** (93.6 KB) from **finance.erp.vermont.gov**?

6. Click to open the Excel spreadsheet

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		1110002	10000	1110050000	90211				-6000.000		2120732005	9	2018	AR02460383	3/9/2018	AR_DIRJRN
4	01110	01110	1		1110002	10000	1110050000	90003				-6000.000	CLOSE PC 90003	2120732016	11	2018	AR02494871	5/24/2018	AR_DIRJRN
5	01110	01110	1		1110002	10000	1110050000	90012				-8000.000	CLOSE PC 90012	2120732017	12	2018	AR02498269	6/1/2018	AR_DIRJRN
6	01110	01110	1		1110002	10000	1110050000	90113				-2300.000	CLOSE PC 90113	3420010548	12	2018	AR02504430	6/14/2018	AR_DIRJRN
7	01110	01110	1		1110002	10000	1110050000	90006				-2415.000		2120732019	12	2018	AR02505161	6/15/2018	AR_DIRJRN
8	01110	01110	1		1462402	10000	1110990451					-24250.000		1110010001	12	2018	AR02509716	6/25/2018	AR_DIRJRN
9	01110	01110	1		1110002	10000	1110050000	90208				-3000.000		2120732022	12	2018	AR02512617	6/29/2018	AR_DIRJRN
10	01110	01110	1		1110002	10000	1110050000	90014				-3500.000	CLOSE PC 90014	2120732026	2	2019	AR02528136	8/7/2018	AR_DIRJRN
11	01110	01110	1		1110002	10000	1110050000	90004				-10000.000	CLOSE PC 90004	2120732033	2	2019	AR02528136	8/7/2018	AR_DIRJRN
12	01110	01110	1		1110002	10000	1110050000	90013				-6500.000	CLOSE PC 90013	2120732034	2	2019	AR02528136	8/7/2018	AR_DIRJRN
13	01110	01110	1		1110002	10000	1110050000	90011				-10000.000	CLOSE PC 90011	2120732036	2	2019	AR02528136	8/7/2018	AR_DIRJRN
14	01110	01110	1		1110002	10000	1110050000	90010				-8000.000	CLOSE PC 90010	2120732029	2	2019	AR02528141	8/7/2018	AR_DIRJRN
15	01110	01110	1		1110002	10000	1110050000	90009				-10000.000	CLOSE PC 90009	2120732031	2	2019	AR02528141	8/7/2018	AR_DIRJRN
16	01110	01110	1		1110002	10000	1110050000	90213				-6000.000	CLOSE PC 90213	2120732039	2	2019	AR02530389	8/13/2018	AR_DIRJRN
17	01110	01110	1		1110002	10000	1110050000	90067				-3000.000	CLOSE PC 90067	2120732041	2	2019	AR02530389	8/13/2018	AR_DIRJRN
18	01110	01110	1		1110002	10000	1110050000	90207				-5000.000	CLOSE PC 90207	2120732042	2	2019	AR02532781	8/20/2018	AR_DIRJRN
19	01110	01110	1		1110002	10000	1110050000	90002				-12500.000	CLOSE PC 90002	2120732043	2	2019	AR02532781	8/20/2018	AR_DIRJRN
20	01110	01110	1		1110002	10000	1110050000	90174				-25.000	CLOSE PC 90174	1130010033	2	2019	AR02534492	8/23/2018	AR_DIRJRN
21	01110	01110	1		2110002	10000	1110050000	90175				-375.000	CLOSE PC 90175	1130010033	2	2019	AR02534492	8/23/2018	AR_DIRJRN
22	01110	01110	1		1110002	10000	1110050000	90001				-4000.000	CLOSE PC 90001	2120732047	3	2019	AR02538954	9/4/2018	AR_DIRJRN
23	01110	01110	1		1110002	10000	1110050000	90005				-6000.000	CLOSE PC 90005	2120732048	3	2019	AR02545085	9/18/2018	AR_DIRJRN
24	01110	01110	1		1415000	10000	1110003000					-1000.000		GL1330000	5	2019	AR02558603	11/19/2018	AR_DIRJRN
25	01110	01110	1		1415000	10000	1110003000					-1000.000		TSAR29112718	5	2019	AR02558698	11/27/2018	AR_DIRJRN

A complete listing of reports is available for the [Accounts Receivable Module](#) on our web site.

Query - VT_AR_DIRECT_JRNLS_DEPOSIT is Complete