

Payment Entry

The Payment Entry program records payments for receivables and miscellaneous receipts. Receivable balances are updated in the general ledger by a separate payments proof, journal, and post program. Payments are recorded in batches. A batch of payments is a group of receipts entered by one clerk or for one receipt station. There is usually one batch per clerk or station per day, though a new batch per clerk or station may be open while an earlier batch is in the review stage.

When you first open the Payment Entry program, you must create or resume a batch for payment processing.

Payment Entry in the Munis Menu

- ▲ Munis
 - ▷ Financials
 - ▷ Human Resources/Payroll
 - ▲ General Revenues
 - ▲ Payment Processing
 - Payment Entry

Add a basic payment



Click Add

Most fields should prefill based on your user setup. The only field you are required to fill in is deposit number.

The deposit number will be the number from the bank bag.

HOME

Accept Cancel Search Browse Query Builder Add Update Delete Global Duplicate Print Text file PDF Preview Excel Word Email Schedule Office

Payment Entry Options

Entry Date: 10/25/2016
 Clerk: 6750supp
 Receipt Option: 0 - NO RECEIPTS
 Department: FIN FINANCE DEPARTMENT
 Batch Number: 7
 Deposit Number: T-2387
 Interest Effective Date: 10/25/2016
 GL Effective Date: 10/25/2016
 GL Year/Period: 2016 10 OCT
 Receipt Number:
 Number of Receipts: 0
 Batch status: Unreleased

Validation Options

Auto Validate
 Bank Code:
 Bank Acct:

Workflow

Approval Status:
 Approval Comment:
 Approve Reject Forward Hold Approvers Resubmit



Accept

Click Accept.

The program displays the Miscellaneous Receipts.



Click Add

Complete screens to add the payment. Choose a “charge code” from the drop down menu.

Payment Entry - Munis [Racine County | TRAIN | 10/06] > Bill Information > Miscellaneous Receipts

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Confirm Search Actions Output Office Tools

Payment Detail				Charge Detail			
Receipt	8	<input checked="" type="checkbox"/>	Project Strings apply	Charge code	DSCAL	...	DS-SERVICES CALEDONIA
Loc/dept	FIN	...	FINANCE DEPARTMENT	Description			
Customer	0	...		Quantity			
Paid by	CUSTOMER			Price			
Comment	PAID			Charge amount			100.00
				Cash account	10	...	101102 ... WELLS FARGO

GL Payment Allocation								
Seq	P	Project String	Org	Obj	Proj	Acct Desc	Amount	Description
1			160910	306055		TVCCOGCAL	100.00	

Total allocated 0.00













Totals	
Charge amount	100.00
Sales tax amt	0.00
Total amount	100.00



Click Accept


Complete the information for Receipt.

The Payment Method can be entered as Cash, Check, Credit Card or a combination.

 Accept	 Cancel	 Search	 Browse	 Query Builder	 Add	 Update	 Delete	 Global	 Duplicate	 Print	 Out
Confirm		Search			Actions				Out		

Complete Receipt



Last receipt for customer

Payment method: 1 - CHECK 

Check/reference #: 1234

Add'l payment ref:

Receipt option: 1 - INDIV ONLY


Receipt copies: 1  

Indv. receipt format: RCTMS40 - RECEIPT-MS-40WIDE

Printer: local

Print GL accounts


Validate

Effective date: 10/25/2016 

Total this receipt:

Total for customer:

Reference:

Paid by customer #: 

Paid by reference: CUSTOMER

Total remitted:

Change due:

Email receipt to customer

Enter NSF check data

Click Accept 

If all payments have been entered click the return key twice in order to return to the batch screen.



Resume a batch

Click "Lookup Batch"

Resume Settlement

Lookup Batch

Output-Rel

The program opens the Entry Date, Clerk, Department, Batch Number, and Interest Effective Date boxes for entry.


Payment Entry Options	
Entry Date	<input type="text"/>
Clerk	<input type="text"/>
Receipt Option	<input type="text"/>
Department	<input type="text"/> ...
Batch Number	<input type="text"/>
Deposit Number	<input type="text"/>
Interest Effective Date	<input type="text"/>
GL Effective Date	<input type="text"/>
GL Year/Period	<input type="text"/> <input type="text"/>
Receipt Number	<input type="text"/>
Number of Receipts	<input type="text"/>
Batch status	<input type="text"/>

Validation Options	
<input checked="" type="checkbox"/> Auto Validate	
Bank Code	<input type="text"/> ...
Bank Acct	<input type="text"/>

Workflow	
Approval Status	<input type="text"/>
Approval Comment	<input type="text"/>
<input type="button" value="Approve"/>	<input type="button" value="Reject"/>
<input type="button" value="Forward"/>	<input type="button" value="Hold"/>
<input type="button" value="Approvers"/>	<input type="button" value="Resubmit"/>

Type information in any of the available fields to locate the batch to release.

Payment Entry Options

Entry Date: 09/15/2016 


Clerk:


Receipt Option:

Department: ...

Batch Number:

Deposit Number:

Interest Effective Date: 

GL Effective Date: 


GL Year/Period:

Receipt Number:

Number of Receipts:

Batch status:



Click Accept 

The program displays the Payment Entry Bills browse screen.

Payment Entry - Munis [Racine County] TRAIN | 08/12 | > Payment Entry Batches


HOME

Accept Cancel Search Browse Query Builder Add Update Delete Global Duplicate Print PDF Excel Word Email Attach Notify Maplink Alerts Show/Hide Cols Customize Screen Form Return

Clerk	Dept	Entry Date	Year	Per	Batch	Eff Date	Deposit Number	Receipts	Rel	Source
6750gzim	PWDS	09/15/2016	2016	9	8	09/15/2016	123456789	1	N	Payment Entry

Select the batch to release.

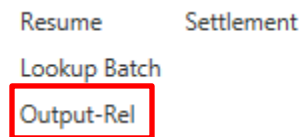


Click Accept. 

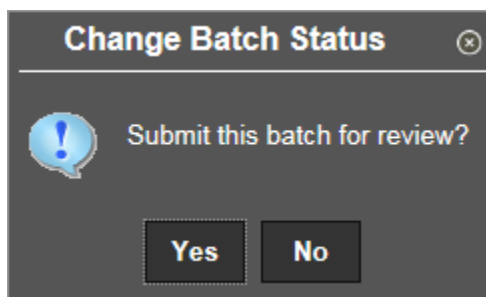
Release a batch

We have resumed a batch and now want to release the same batch to the Treasurer's Office

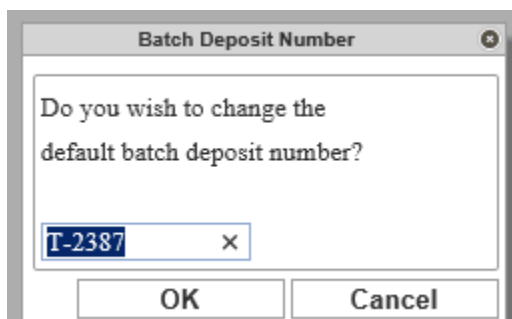
Click Output-Rel




If the batch has not been released, the program displays the Output Options screen.



If the batch has already been released, the program displays a message allowing you to change the status to not released. Click Yes to change the status; click No to keep the released status. When you click Yes, the program displays a confirmation message. Click OK. When you click No, the program returns to the batch control screen.



 **HOME**

Accept Cancel Search

Confirm Search Actions Output Office

Payment Entry Options

Entry Date: 10/25/2016
 Clerk: 6750supp
 Receipt Option: 0 - NO RECEIPTS
 Department: FIN ... FINANCE DEPARTMENT
 Batch Number: 8
 Deposit Number: T-2387
 Interest Effective Date: 10/25/2016
 GL Effective Date: 10/25/2016
 GL Year/Period: 2016 10 OCT
 Receipt Number:
 Number of Receipts: 1
 Batch status: **Released**

Validation Options

Auto Validate
 Bank Code: ...
 Bank Acct:

Workflow

Approval Status:
 Approval Comment:

Reverse a receipt

Payment Entry - Munis [Racine County | TRAIN | 10/06] > Bill Information > Miscellaneous Receipts

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Accept Cancel Search Browse Query Builder Add Update Delete Global Duplicate Print PDF Excel Word Email Attach Notify Alerts Pre-Payment Reverse Cash Check Preferences Return GL Pmt Alloc Menu

Payment Detail		Charge Detail	
Receipt	11 <input checked="" type="checkbox"/> Project Strings apply	Charge code	DSSTAX ... DS-STADIUM TAX
Loc/dept	FIN ... FINANCE DEPARTMENT	Description	CASH
Customer	0 ...	Quantity	
Paid by	CUSTOMER	Price	
Comment	PAID	Charge amount	500.00
		Cash account	10 ... 101102 ...

GL Payment Allocation								
Seq	P	Project String	Org	Obj	Proj	Acct Desc	Amount	Description
1			10	209180		DSSLSTAXST	500.00	

Total allocated 500.00

Pre-Payment **Reverse** Return
 Cash Check Preferences
 GL Pmt Alloc Menu

The program displays a browse screen, which lists all of the receipts in the specified batch.

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Payment Entry - Munis > Payment Entry

Year	Cat	Receipt	Effective Date	Activity	Paid By	Payment Method	Amount	Customer	Dept	Cash Account	Deposit
2015	MS	7176	05/18/2015	PMT	CUSTOMER	CK	100.00	CUSTOMER	CENTRAL OFFICES	000 1000	1

Select the receipt to reverse.

Click Accept.

The program displays the Payment History screen.

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Payment Entry - Munis > Payment History

Bill Information		Source	
Year/bill	2015	Effective date	05/18/2015
Cat/type	02 MS- PAYMENT	Entry date/time	05/18/2015 00:57:06
Receipt	7176	Clerk	jason.fenderson
Amount	100.00	Department	CO CENT OFF
Batch	3206	Misc department	
Deposit no.	1	Source	Payment Entry
External batch		Web Transaction	

Customer/Property		Tender	
Customer no.	0	Paid by CID	0
Prop ID		Paid by reference	CUSTOMER
Journal Information		Payment method	1 CHECK
Post date		Check #	
Year/period/journal	2015 11	Status	
Cash account	000 1000	Batch status	Unreleased
		Posted	<input type="checkbox"/>
		Reversed	<input type="checkbox"/>
		Reason	

Charge Allocation | **Installation Allocation** | GL Allocation

#	Chg Cd	Desc	Interest	Principal	Adjusted
1	MISC	MISCELLANEOUS	.00	100.00	.00

Misc Info View GL Alloc

Dup Rcpt **Reverse** Return

View Chq Alloc

Menu Return

View a deposit report

Select the batch to create a report.

Click Accept.

lick Deposit Rpt.

The program opens the Deposit Report program, where you can create a report of payment information for deposits included in released payment batches.

Deposit Report - Munis

Report criteria

Range type: Entry Date

Date range: 05/18/2015 to 05/18/2015

GL year/period: [] to []

Deposit number: 1

Batch number: 3206

Clerk: jason.fenderson

Tenders: Selected (0)

Print sequence

Cash account

Batch

Clerk

Deposit

Department

AR Code

Print options


Include AR Code, Department and Fund

Processing summary

Record selected: 0

Record printed: 0

Click Accept.

Define	
Select	Return
Menu	Return

Print options	
<input checked="" type="checkbox"/>	Include AR Code, Department and Fund
Processing summary	
Record selected	1
Record printed	0

Deposit Report

05/19/2015 01:29 Virtual Server v.10.5 Train Apr 10 2014 P 1
jason.fenderson Deposit Report |ardpokr

ENTRY DATE RANGE: 05/18/2015 TO 05/18/2015

ENTRY DATE	REFERENCE	M	AMOUNT PAID BY AR CODE	REFERENCE NO DEPT	DEPOSIT	CLERK	BATCH	RECEIPT	CASH ACCOUNT FUND	
05/18/2015		1	100.00 CUSTOMER NNPIN	CO	1	jason.fe	3206	7176	000 1000 000	
CHECK TOTAL			100.00							
TOTAL FOR DEPOSIT			100.00							