



**State of Connecticut
Core-CT**

Continuing Education Initiative

**Introduction to
Accounts Receivable**

Course Goals



- ✓ To give students a greater understanding of their place in Core-CT, an integrated system.
- ✓ To instruct students in the Core-CT recommended approach to Billing.
- ✓ To help students maximize the capabilities of Billing and use their work time efficiently.

Introduction to Accounts Receivable

Table of Contents

1. Core-CT Overview	Page 4
2. Roles and Responsibilities	Page 8
3. Integration Billing/AR	Page 9
4. Types of Deposits	Page 10
5. Payment Life Cycle	Page 11
6. Processing in AR	
a. Payment Predictor	Page 12
b. Payment Worksheet	Page 19
c. View/Update Item Details	Page 30
d. Direct Journals	Page 34
e. OSCIP Deposits	Page 62
f. Multiple Sequence Deposits	Page 66
7. Maintaining Receivables	
a. Aging Reports	Page 74
b. Auto Maintenance Worksheet	Page 79
c. Manual Maintenance Worksheet	Page 86
d. Customer Statements	Page 93
e. Dunning Letters	Page 100
f. Writing Off a Bill Using a Credit	Page 104
g. Adding Conversations	Page 105
8. AR Information	
a. EPM Reporting	Page 112
b. Catalog of Online Reporting	Page 113
c. AR Job Aids	Page 114
d. User Productivity Kit	Page 115

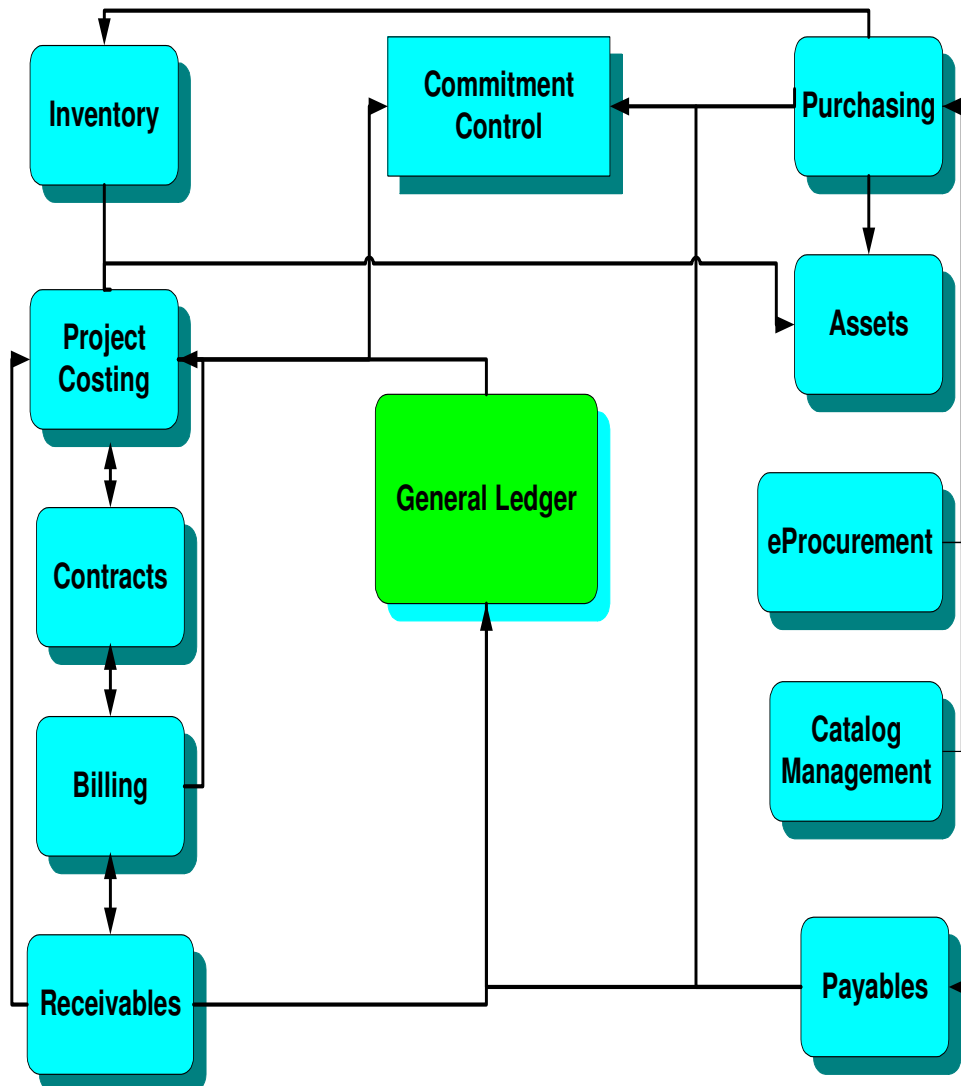
Core-CT Overview

- **Core-CT is the State's central financial and administrative computer system.**
- **Financial Modules: General Ledger, Purchasing, eProcurement, Catalog Management, Accounts Payable, Accounts Receivable, Billing, Asset Management, Inventory, Project Costing, and Customer Contracts.**

Core-CT Overview

- **Human Resource Management System: modules for Payroll, Time and Labor, Human Resources, and Benefits.**
- **EPM: HRMS & Financials Reporting database**
- **Core-CT Financials uses PeopleSoft version 8.9.**
- **8100 State workers use Core-CT.**
- **Core-CT is based at the Department of Information Technology in East Hartford and managed jointly by the Office of the State Comptroller and the Department of Administrative Services.**

Core-CT Financials Overview



Core-CT Benefits

- **Single point of entry for HR, payroll, and financial data**
- **Improved ability to analyze both fiscal and HR information**
- **Eliminated redundant systems**
- **Ability to track statewide expenditures on a programmatic basis**
- **Continuous improvement in core system functionality**

Roles and Responsibilities

Accounts Receivable: Liquid assets that are created as a result of a sale of product or services to a customer.

Receivable Processor: This role is responsible for updating Deposit Payment information and applying payments to customer Receivable Items.

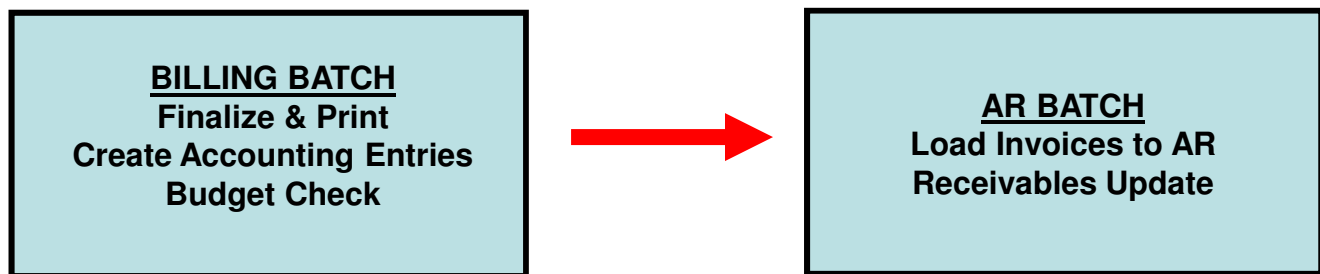
AR Viewer: (Billing Viewer/Report Maker): This role has access to Core-CT delivered reports and inquiries.

EPM User: If the Receivable Processor has access to the EPM (Enterprise Performance Management) module, this role generates queries in accounts receivable.

- Accounts Receivable are usually short-term assets that are turned into cash from the date of the sales transaction.
- The Receivable Processor DRS has the same rights as other agency Receivable Processors. They are also responsible for Item Maintenance.
- The Receivable Processor Manual has the same rights as other agency Receivable Processors. They are also responsible for adding and updating Deposit Payment information. There are only five agencies that have this role: DEP, DMV, DOL, DOT, and TRB.

Integration between Billing and AR

Invoice ID (BI) = Reference ID (AR) = Item ID (AR)



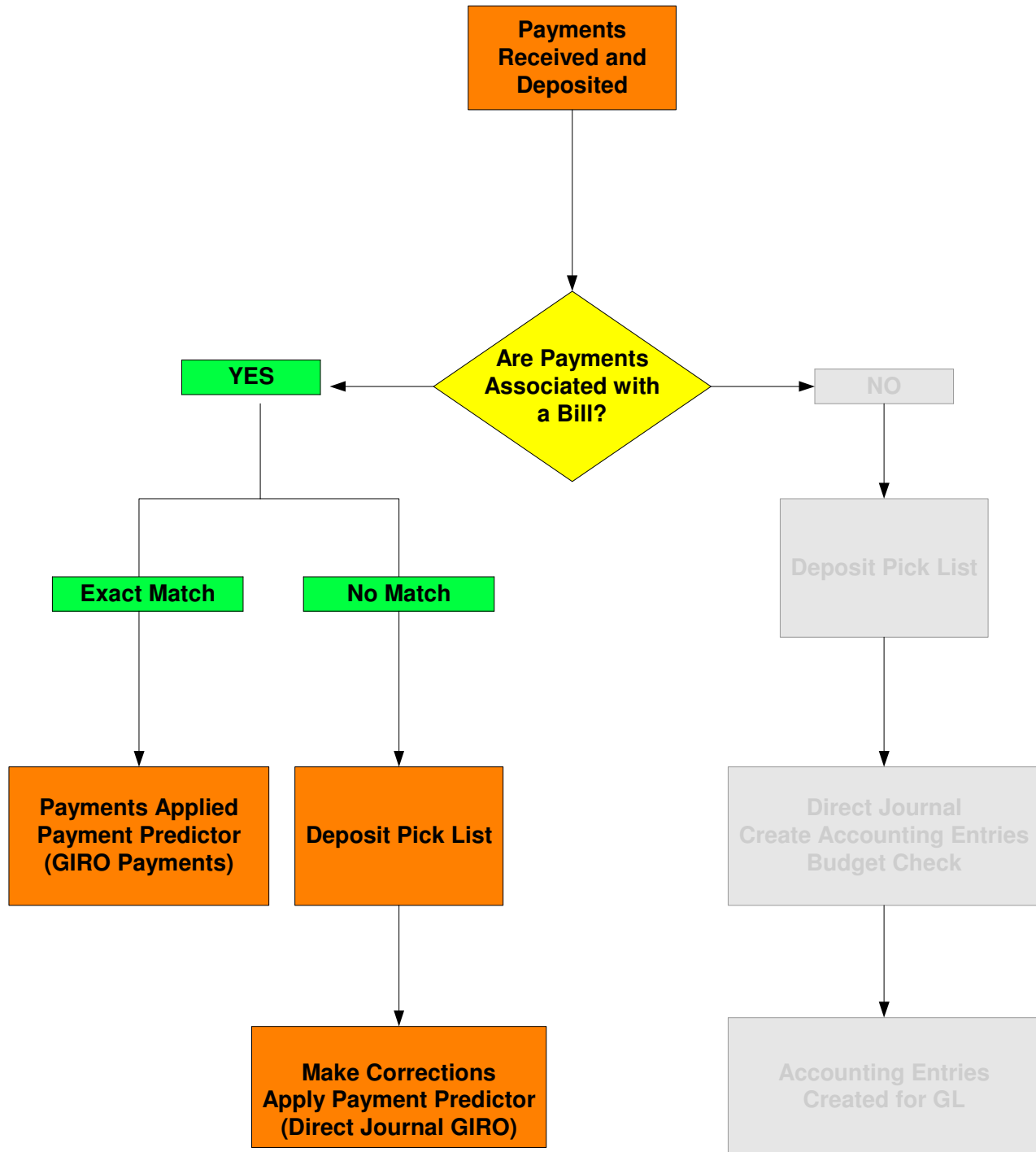
- Accounts Receivable items are produced from bills that have been created for goods or services.
- Billing and Accounts Receivable (AR) integrate during the AR BATCH process where the invoices from Billing are loaded into AR and turned into an Open Item.
- The items will remain open until full payment from the customer is received.
- The Invoice ID in Billing is the same as the Item ID and Reference ID in AR.

Types of Deposits

- Bank Deposits are cash and check payments from external customers and miscellaneous cash the agency takes in. They are deposited by an agency at the bank.
- Federal Wires are payment deposits sent directly to the bank from the federal government.
- The Bank Statement process runs daily to load deposits for Federal Wire and Bank Deposit payments.
- A GIRO is a payment between state agencies. A batch process runs daily to load GIRO payments.
- Deposits that do not process correctly will appear in the agency's deposit pick list for reconciliation by a Receivables Processor.

- Payments are received through three methods: bank deposits, GIRO, and Federal Wire. State agencies may use one, all, or some combination of these methods.
- When an agency receives cash or checks, they deposit the money into the agency bank account. These deposits are from external customers or miscellaneous cash.
- The majority of deposits are loaded automatically from bank files every morning. The deposits will appear on the agency's Deposit Pick List. These deposits are ready to be processed with the identifying information of the Payment ID coming from the bank. Receivables Processors are responsible for keeping the deposit pick list clean. All deposits should be cleared from the pick list before the end of the period.
- Five agencies have the ability to enter their deposit information manually. The Departments of Environmental Protection, Motor Vehicles, Labor, Transportation, and the Treasury and Banking department. These deposits are not included in the daily bank files. The agencies need to provide identifying information (Payment ID, Customer ID, or Item ID) on the deposit page.
- After deposits are made to the bank, Core-CT loads the information into AR and assigns Deposit IDs.

Payment Processing



Payment Predictor

- The first method used to reconcile payments is the Payment Predictor. It is the automatic payment process that will match deposits to outstanding Open Items.
- The Reference ID and amounts on the Open Item in AR must match the Item ID (Invoice Number in Billing) exactly. Most GIRO (inter-agency) transactions will match exactly, automatically process through Payment Predictor, post the payment, and close the item. No further work needs to be done.
- If the Reference ID is incorrect the deposits are placed on a Deposit Pick List and the Receivables Processor must navigate to the individual deposits to correct the information and re-apply the Payment Predictor.
- If the amounts do not match, Core-CT will create payment worksheet for correction. The Payment Predictor checkbox will be grayed out when selecting the deposit from the pick list if a worksheet was created.

Payment Predictor





Navigation: Accounts Receivable> Payments> Online Payments> Regular Deposit> Find an Existing Deposit

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](#)

Deposit Unit: [=] 
 Deposit ID: [begins with]
 Agency Location Code: [begins with] 
 Control Total: [=]
 User ID: [begins with] 
 Assigned Operator ID: [begins with] 

☐ Case Sensitive

Search

Clear

[Basic Search](#)

 [Save Search Criteria](#)

Search Results

View All

First  1-2 of 2  Last

Deposit Unit	Agency Location Code	Deposit ID	Control Total	User ID	Assigned Operator ID	Bank Code	Entered Date	Deposit Balance
EHSM1	PUCM1	218	319758.07	BATCH	BATCH	GIRO	03/16/2010	Yes
EHSM1	PUCM1	219	1214.4	BATCH	BATCH	GIRO	03/15/2010	Yes

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

- To correct deposit information navigate to the Find An Existing Deposit page.
- The Deposit Unit should default.
- Click the Search button.
- Select a Deposit ID from the list.

Payment Predictor

Totals | Payments

Unit: EHSM1 Deposit ID: 219 Date: 03/15/2010 Location: PUCM1 Balance: Balanced

Payment Information Find | View All First 1 of 1 Last

Seq: 1 Payment ID: 081579 Accounting Date: 03/15/2010

Amount: 1,214.40 Currency: USD Rate Type: CRRNT Exchange Rate: 1.00000000

☒ Payment Predictor ☐ Journal Directly ☐ Range of References

Payment Method: Check

Customer Information Find First 1 of 1 Last

Customer ID: Business Unit: SubCustomer 1: SubCustomer 2:

Name: Remit From: Remit From SetID: Corporate: Corporate SetID: MICR ID: Link MICR

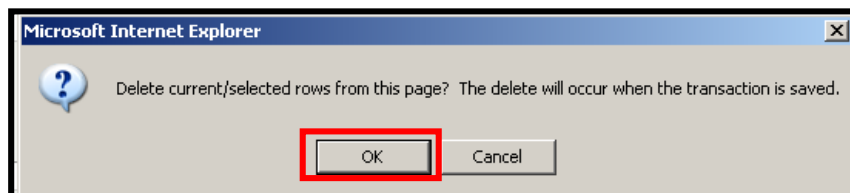
[Detail References](#)

Reference Information Customize | Find | View All First 1 of 1 Last

	Qual Code	Reference	To Reference
1	I	st19655	

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

[Totals](#) | [Payments](#)



- Go to the Payments Tab.
- The Reference number on the payments page is incorrect.
- Click the Delete row button. Always delete the row and re-enter the information instead of updating the existing row.
- A message will display to delete the current/selected row from this page. Click the OK button.
- Add the Correct Reference Information. Enter "I" in the Qual Code field and the Item ID exactly as it appears in Billing into the Reference field.

Payment Predictor

Totals | **Payments**

Unit: EHSM1 Deposit ID: 219 Date: 03/15/2010 Location PUCM1 Balance: Balanced

Payment Information Find | View All First 1 of 1 Last

Seq: 1 Payment ID: 081579 Accounting Date: 03/15/2010

Amount: 1,214.40 Currency: USD Rate Type: CRRNT Exchange Rate: 1.00000000

☒ **Payment Predictor** ☐ Journal Directly ☐ Range of References

Payment Method: Check

Customer Information Find First 1 of 1 Last

Customer ID: Business Unit:

SubCustomer 1: SubCustomer 2:

Name:

Remit From: Remit From SetID:

Corporate: Corporate SetID:

MICR ID: Link MICR

[Detail References](#)

Reference Information Customize | Find | View All | First 1 of 1 Last

	Qual Code	Reference	To Reference
1	I	ST19655	

Save | **Return to Search** | **Previous in List** | **Next in List** | **Notify** | **Refresh** | **Add** | **Update/Display**

[Totals](#) | [Payments](#)

- Check the Payment Predictor box.
- Click the Save button.
- The deposit will be picked up in the next BATCH that runs for Payment Predictor. It will match, close out the bill, and fall off of the deposit pick list.

Payment Predictor

ORACLE

Totals

Payments

Unit: DASM1 Deposit ID: 13461 Location: DASM1 [Delete Deposit](#)

'Accounting Date: 04/26/2011

Control Currency: USD

'Bank Code: FLEE2 FLEET

Format Currency: USD

'Bank Account: VEN1 57437888

Rate Type: CRRNT

'Deposit Type: B Billing

Exchange Rate: 1.00000000

Control Totals

Control Total Amount:	1,125.00	'Count:	1
Entered Total Amount:	1,125.00	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:	04/26/2011
'Entered:	04/26/2011
Posted:	
Assigned:	CTSUPERUSER
User:	CTSUPERUSER

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

[Add](#) [Update/Display](#)

Totals | [Payments](#)

- The information downloaded from the bank will always show only 1 Control Total Amount, with 1 Count.

Payment Predictor

Regular Deposit - Microsoft Internet Explorer

Explorer User Prompt

Script Prompt:
Enter number of rows to add:

OK
Cancel

EMPLOYEE/ERP/c/APPLY_PAYMENT

Totals Payments

Unit: DASM1 Deposit ID: 13461 Date: 04/26/2011 Location DASM1 Balance: Balanced

Payment Information Find | View All First 1 of 1 Last

Seq: 1 Payment ID: AR_42611 Accounting Date: 04/26/2011

Amount: 1,125.00 Currency: USD Rate Type: CRRNT Exchange Rate: 1.00000000

☐ Payment Predictor ☐ Journal Directly ☐ Range of References

Payment Method: Check

Customer Information Find First 1 of 1 Last

Customer ID: Business Unit:

SubCustomer 1: SubCustomer 2:

Name:

Remit From: Remit From SetID:

Corporate: Corporate SetID:

MICR ID: Link MICR

Detail References

Reference Information Customize | Find | View All First 1 of 1 Last

Qual Code	Reference	To Reference
1	DAS0000000031	

Save Return to Search Notify Refresh Add Update/Disp

- The Payments tab will also only show one Reference number in the Reference Information group box.
- In this example, there are multiple Reference IDs (Invoice IDs) on one deposit.
- Prior to checking the Payment Predictor checkbox, add the billing information to the deposit.
- Click the plus sign in the Reference Information group box.
- In the Script Prompt at the top of the screen, type the number of rows to add.

Payment Predictor

Totals **Payments**

Unit: DASM1 Deposit ID: 13461 Date: 04/26/2011 Location DASM1 Balance: Balanced

Payment Information Find | View All First 1 of 1 Last

Seq: 1 Payment ID: AR_42611 Accounting Date: 04/26/2011

Amount: 1,125.00 Currency: USD Rate Type: CRRNT Exchange Rate: 1.00000000

☒ Payment Predictor ☐ Journal Directly ☐ Range of References

Payment Method: Check

Customer Information Find First 1 of 1 Last

Customer ID: Business Unit:

SubCustomer 1: SubCustomer 2:

Name:

Remit From: Remit From SetID:

Corporate: Corporate SetID:

MICR ID: Link MICR

[Detail References](#)

Reference Information Customize | Find | View 1 First 1-2 of 2 Last

Qual Code	Reference	To Reference
1	DAS0000000031	
2	DAS0000000032	

Save Return to Search Notify Refresh Add Update/Display

- The Qual Code will default to I. Enter the Reference number exactly as it appears in the Billing module.
- Select the Payment Predictor checkbox and Save the deposit.
- This deposit will be picked up in the next Batch process and will fall off of the deposit pick list if everything was entered correctly.

Payment Worksheet

Payment Worksheet

Totals | **Payments**

Unit: DOTM1 Deposit ID: 58174 Date: 03/02/2010 Location 57000015 Balance: Balanced

Payment Information Find | View All First 1 of 1 Last

Seq: 1 *Payment ID: 1234 *Accounting Date: 03/02/2010

Amount: 150.00 Currency: USD Rate Type: CRRNT Exchange Rate: 1.00000000

☒ **Payment Predictor** ☐ Journal Directly ☐ Range of References

Payment Method: Check

Customer Information Find First 1 of 1 Last

Customer ID: Business Unit:

SubCustomer 1: SubCustomer 2:

Name:

Remit From: Remit From SetID:

Corporate: Corporate SetID:

MICR ID: Link MICR

[Detail References](#)

Reference Information Customize | Find | View All First 1 of 1 Last

	Qual Code	Reference	To Reference
1	I	AD131684	

[Save](#)
[Return to Search](#)
[Previous in List](#)
[Next in List](#)
[Notify](#)
[Refresh](#)
[Add](#)
[Update/Display](#)

[Totals](#) | [Payments](#)

- If a payment amount does not match the Open Item, a Payment Worksheet is created. The processor needs to apply the worksheet manually.
- Payment worksheets can also be used for overpayments (creating on-account items), and entering conversations.
- When selecting a Deposit from the pick list, if the Payment Predictor checkbox is grayed out, a Payment Worksheet has been created.

Payment Worksheet

Navigation: Accounts Receivable> Payments> Apply Payments> Create Worksheet

Worksheet Selection		Location:	57000015
Deposit Unit:	DOTM1	Payment ID:	1234
Deposit ID:	58174	Payment Amount:	150.00 USD
Deposit Status:	None Applied	Payment Status:	Worksheet
		<input type="checkbox"/> Payment Predictor	
Customer Criteria			
Customer Criteria	None		
Customer Reference Find View All First 1 of 1 Last			
Customer ID:		Business Unit:	
SubCustomer 1:		SubCustomer 2:	
Name:			
Remit SetID:	Remit From ID:		
Corporate SetID:	Corporate ID:		
MICR ID:		Link MICR	
Reference Criteria			
Reference Criteria	Specific Value		
Restrict to	All Customers		
Match Rule	Exact Match		
Item Reference Find View All First 1 of 1 Last			
Qual Code	Reference	To Reference	
I	AD131884		
Detail Reference Item Status			
Item Inclusion Options			
<input checked="" type="radio"/> All Items <input type="radio"/> Deduction Items Only <input type="radio"/> Items in Dispute Only <input type="checkbox"/> Exclude Deduction Items <input type="checkbox"/> Exclude Collection Items <input type="checkbox"/> Exclude Dispute Items			
Worksheet Action			
Build	Clear	Created at:	03/02/2010 11:23AM Items: 1
Worksheet Selection Worksheet Application Worksheet Action			
<input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/> <input type="button" value="Refresh"/>			

- Navigate to the Create Worksheet page to pull up the Deposit ID.
- The Item Reference information defaults.
- Notice that the Payment Amount is \$150.00
- Use the Worksheet Selection page to specify customer and item information that should appear on the worksheet. Use this page to specify a customer, reference number, or select a range of Item IDs and a single Customer ID.
- Click the Worksheet Application link.

Payment Worksheet

Worksheet Application

Deposit Unit: DOTM1 Deposit ID: 58174 Payment ID: 1234 Payment Sequence: 1
 Location: 57000015 Payment Accounting Date: 03/02/2010 Currency: USD

Item Action **Row Selection** **Item Display Control**

Entry Type: Pay An Item Reason: Choice: Select Range Range: Go Display: All Items Go

Item List Customize | Find | View All | First 1 of 1 Last

Detail 1	Detail 2	Detail 3	Detail 4	Detail 5	Detail 6
Remit Seq	Pay Amt	Cur	Item ID	Item Line	Unit
1	180.05	USD	AD131684	1	DOTM1

Add with Detail Letter of Credit ID:

[Revenue Distribution](#)

Balance			
Amount:	150.00	Remaining:	-30.05
Selected:	180.05	Discount:	0.00
Adjusted:	0.00	Write Off:	0.00

Unearned: 0.00
Earned: 0.00

[Worksheet Selection](#) Worksheet Application [Worksheet Action](#)

Save Return to Search Notify Refresh

- The deposit information defaults on the Worksheet Application page.
- The Worksheet Application page is used to select the items to which payments will be applied.
- The Amount of the Deposit listed in the Balance group box is \$150.00. The amount for that Item ID number is \$180.05, therefore the worksheet was created.

Payment Worksheet

Worksheet Application

Deposit Unit: DOTM1 Deposit ID: 58174 Payment ID: 1234 Payment Sequence: 1
 Location: 57000015 Payment Accounting Date: 03/02/2010 Currency: USD

Item Action **Row Selection** **Item Display Control**

Entry Type: Pay An Item Reason: Choice: Select Range Range: Go Display: All Items Go

Item List Customize | Find | View All | First 1 of 1 Last

Detail 1	Detail 2	Detail 3	Detail 4	Detail 5	Detail 6					
Remit Seq	Pay Amt	Cur	Item ID	Item Line	Unit	Customer	Type	Reason	Disc	Disc Amt
1	150.00	USD	AD131684	1	DOTM1	AD43392	PY			

Add with Detail Letter of Credit ID:

[Revenue Distribution](#)

Balance

Amount:	150.00	Remaining:	-30.05	Unearned:	0.00
Selected:	180.05	Discount:	0.00	Earned:	0.00
Adjusted:	0.00	Write Off:	0.00		

[Worksheet Selection](#) Worksheet Application [Worksheet Action](#)

Save Return to Search Notify Refresh

- Change the Pay Amt to \$150.00.
- Click the Refresh button.

Payment Worksheet

Worksheet Application

Deposit Unit: DOTM1 Deposit ID: 58174 Payment ID: 1234 Payment Sequence: 1
 Location: 57000015 Payment Accounting Date: 03/02/2010 Currency: USD

Item Action **Row Selection** **Item Display Control**

Entry Type: Pay An Item Reason: Choice: Select Range Range: Go Display: All Items Go

Item List Customize | Find | View All | First 1-2 of 2 Last

Detail 1	Detail 2	Detail 3	Detail 4	Detail 5	Detail 6												
Remit Seq	Sel	Pay Amt	Cur	Item ID	Item Line	Unit	Customer	Type	Reason	Disc	Disc Amt	Conversion Amount - Currency					
1	<input checked="" type="checkbox"/>	150.00	USD	AD131684	1	DOTM1	AD43392	PY									
	<input type="checkbox"/>	30.05	USD	AD131684	1	DOTM1	AD43392										

Add with Detail Letter of Credit ID:

[Revenue Distribution](#)

Balance

Amount:	150.00	Remaining:	0.00	Unearned:	0.00
Selected:	150.00	Discount:	0.00	Earned:	0.00
Adjusted:	0.00	Write Off:	0.00		

[Worksheet Selection](#) Worksheet Application [Worksheet Action](#)

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

- A new row with the amount that has not been paid will be added in the Item List group box. The Item ID will be the same. The item will remain an Open Item until the balance of \$30.05 is paid.
- It is important to contact the Customer to remind them of the remaining balance. When the remaining balance is paid, the deposit should get picked up automatically during the Payment Predictor batch process.

Payment Worksheet

Worksheet Application

Deposit Unit: DOTM1 Deposit ID: 58174 Payment ID: 1234 Payment Sequence: 1
 Location: 57000015 Payment Accounting Date: 03/02/2010 Currency: USD

Item Action **Row Selection** **Item Display Control**

Entry Type: Pay An Item Reason: Choice: Select Range Range: Go Display: All Items Go

Item List Customize | Find | View All | First 1-2 of 2 Last

Detail 1	Detail 2	Detail 3	Detail 4	Detail 5	Detail 6												
Remit Seq	Sel	Pay Amt	Cur	Item ID	Item Line	Unit	Customer	Type	Reason	Disc	Disc Amt	Conversion Amount - Currency					
1	<input checked="" type="checkbox"/>	150.00	USD	AD131684	1	DOTM1	AD43392	PY		<input type="checkbox"/>							
	<input type="checkbox"/>	30.05	USD	AD131684	1	DOTM1	AD43392			<input type="checkbox"/>							

Add with Detail Letter of Credit ID:

[Revenue Distribution](#)

Balance

Amount:	150.00	Remaining:	0.00	Unearned:	0.00
Selected:	150.00	Discount:	0.00	Earned:	0.00
Adjusted:	0.00	Write Off:	0.00		

[Worksheet Selection](#) Worksheet Application [Worksheet Action](#)

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

- Click the Save button.
- Click the Worksheet Action link.

Payment Worksheet

Worksheet Action Location 57000015

Deposit Unit: DOTM1 Deposit ID: 58174 Payment ID: 1234

Entered: 03/02/2010 Status: Do Not Post

Worksheet Action	Posting Action	Accounting Entry Action
<div style="background-color: #ffffcc; padding: 5px; margin-bottom: 5px;">Delete Worksheet</div> <div style="background-color: #cccccc; padding: 5px; margin-bottom: 5px;">Delete Payment Group</div>	Action: Do Not Post OK	<div style="background-color: #ffffcc; padding: 5px; border: 2px solid red; border-radius: 10px;">Create/Review Entries</div>

[Worksheet Selection](#) [Worksheet Application](#) Worksheet Action

Save Return to Search Previous in List Next in List Notify

- Click the Create/Review Entries button to create the accounting entries.

Payment Worksheet

Payment Control | Accounting Entries

Deposit Unit: DOTM1 Deposit ID: 58174 Payment ID: 1234

Accounting Entries

Item ID: AD131684 Line: 1 Entry Type: PY Reason:

Bus. Unit: DOTM1 Customer: AD43392006 SubCust1: SubCust2:

Amount: -150.00 Currency: USD

Complete Return To Previous Panel

Distribution Lines

ChartFields | Currency Details | Additional Details | Journal Reference Information

Line	GL Unit	Type	Amount	Fund	Dept	SID	Program	Account
1	STATE	Cash	150.00	12001	DOT57111	18010		10445
100	STATE	AR	-150.00	12001	DOT57111	18010		11224

Lines: 2 DR: 150.00 Currency: USD CR: 150.00 Currency: USD Net:

Save Return to Search Notify

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

- The Distribution Lines page displays the accounting distribution lines for the worksheet. Review the lines for accuracy.
- Click the Save button.
- Click the Return to Previous Panel button.

Payment Worksheet

Worksheet Action Location 57000015

Deposit Unit: DOTM1 **Deposit ID:** 58174 **Payment ID:** 1234

Entered: 03/02/2010 **Status:** Batch Standard

Worksheet Action	Posting Action	Accounting Entry Action
<div>Delete Worksheet</div> <div>Delete Payment Group</div>	<div>Action: Batch Standard OK</div>	<div>Create/Review Entries</div>

[Worksheet Selection](#) [Worksheet Application](#) Worksheet Action

Save

Return to Search

Notify

- Click the Action drop down and select Batch Standard. The next time AR Update runs, this worksheet will get picked up for Batch processing.
- Click the OK button.
- Click the Save button.

Payment Worksheet

Worksheet Action Location 57000015

Deposit Unit: DOTM1 Deposit ID: 58174 Payment ID: 1234

Entered: 03/02/2010 Status: Batch Standard

Worksheet Action	Posting Action	Accounting Entry Action
<div style="border: 2px solid red; padding: 2px; display: inline-block;">Delete Worksheet</div> <div style="border: 2px solid red; padding: 2px; display: inline-block; margin-top: 5px;">Delete Payment Group</div>	Action: Batch Standard OK	<div style="border: 1px solid gray; padding: 2px; display: inline-block;">Create/Review Entries</div>

[Worksheet Selection](#) [Worksheet Application](#) Worksheet Action

Save Return to Search Notify

Delete worksheet DOTM1, 58174: Are you sure? (6050,33)

Are you sure that you want the current worksheet to be deleted?

Yes No

- If a worksheet needs to be deleted at any time navigate to the Worksheet Action page.
- After the Accounting Entries are created, the Delete Payment Group button will activate.
- Click the Delete Payment Group button first to delete the accounting entries.
- Click the Delete Worksheet button.
- Click the Yes button to the message to delete the worksheet.
- If a worksheet has gone through the AR Batch process it cannot be deleted.

Adding a Conversation

Navigation: Accounts Receivable> Customer Accounts> Item Information> Item List

Item List [Advanced Search](#)

SetID: DOTM1 Unit: DOTM1 Customer: 110 PROVIDENCE AND WORCESTER RAILROAD CO. Level: N

Search [Advanced Search](#)

Status: Open [Add A Conversation](#) [View/Update Conversations](#) [Account Overview](#)

Row Selection Range: **GO** **Select All** **Deselect All**

Item Action **GO**

Item List [Customize](#) [Find](#) [View All](#) First 1-2 of 2 Last

Seq Nbr	Item	Line	Activities	Conv	Conversation Exists?	Unit	Customer ID	Status	Terms	Entry Type	Entry Reason	Due	Days Late	Item Balance	Cur
1	RG200461	1			Y	DOTM1	110	Open	IMMED IN	EXT	09/23/2009	196	4,552.79	USD	
2	RG200512	1				DOTM1	110	Open	IMMED CR	EXT	04/07/2010		-4,552.79	USD	

Search Result Totals

Debits:	1	Debit Amount:	4,552.79	Currency:	USD
Credits:	1	Credit Amount:	-4,552.79	Currency:	USD
Total:	2	Total Amount:		Currency:	USD
Selected:				Selected Currency:	

[Refresh](#)

[Item List](#) | [Advanced Search](#)

- It is important to add a conversation when there is interaction between the agency and the customer. Note the conversations about a specific issue, summarize general conversations for future reference, or add information to a recent conversation.

- There are several ways to add a conversation to an item. One path is to go to the Item List page.

- The Item List will display all Open Items for a specific customer or for an entire Business Unit.

- Enter the search criteria and click Search

- Select the checkbox next to the item that needs a conversation added. In this example, the credit bill RG200512 is selected.

30

- Click the link next to the selected checkbox. This will display the Item Details page.

Adding a Conversation

Detail 1	Detail 2	Detail 3	Item Activity	Item Accounting Entries	Item Audit History
Unit: DOTM1 Customer: 110 PROVIDENCE AND WORCESTER RAILROAD CO.					
Item ID: RG200512 Line: 1 Days Late: Status: Open					
Accounting Date: 04/07/2010 Entry Type: CR Billing Unit: DOTM1 Detail					
Balance: -4,552.79 USD		Entry Reason: EXT Original Amount: -4,552.79 USD			
AR Distribution Code: EXTERNAL					
Discount Options			Customer Relations		
Due Date: 04/07/2010 Due Days: <input type="text"/>			<input type="checkbox"/> Dispute Reason: <input type="text"/> Date: <input type="text"/>		
Terms: IMMED <input type="text"/> Discount Days: <input type="text"/>			Dispute Amount: <input type="text"/>		
Discount Amount: <input type="text"/> Date: <input type="text"/>			<input type="checkbox"/> Deduction Reason: <input type="text"/> Date: <input type="text"/>		
Discount Amount 1: <input type="text"/> Date 1: <input type="text"/>			<input type="checkbox"/> Doubtful		
<input type="checkbox"/> Always Allow Discount			<input type="checkbox"/> Collection Code: <input type="text"/> Date: <input type="text"/>		
As Of Date: 04/07/2010 Posted: 04/07/2010			Analyst: ACCREC <input type="text"/> Accounts Receivable		
Payment/Draft Options			Collector: ACCT REC <input type="text"/> Accounts Receivable		
Payment Method: Check <input type="text"/> Pay By Credit Card			Sales Person: MISC <input type="text"/> Miscellaneous		
Draft Type: <input type="text"/> <input type="checkbox"/> Preapproved?			AR Specialist: <input type="text"/>		
Direct Debit Profile ID: <input type="text"/> <input type="checkbox"/> Create Document?			Other Options		
<input type="checkbox"/> One Item per Draft?			<input checked="" type="checkbox"/> Revaluation Flag <input checked="" type="checkbox"/> Available for Netting		
Split Item Action Add A Conversation					
<div style="display: flex; justify-content: space-around;"> OK Cancel Apply Refresh </div>					
Detail 1 Detail 2 Detail 3 Item Activity Item Accounting Entries Item Audit History					

- Click the Add A Conversation link.

Adding a Conversation


Conversations
References




SetID: DOTM1 Customer: 110 PROVIDENCE AND WORCESTER RAILROAD CO.
Status: New Description: Credit bill to offset RG200461
Subject: MISCELLANEOUS Sub-Topic: MISCELLANEOUS


Review

Follow Up




Reference Amount

Review Days: Date: 
User: ☐ Done
☐ Supervisor Review

Action: 
User ID:  ☐ Done
Letter:  Date:

Amount: -4552.79 USD
Promise Date: 
Confidence:

Keywords


Keyword1:  Keyword2:  Keyword3: 

Add Conversation

Conversation Entries


Find | View All First 1 of 1 Last

DateTime: 04/07/10 10:50AM User: CORETRAINER15 ☐ Visible Edit Entry

Contact ID:  Telephone: Extension:

Comments:

The credit bill was created to write off RG200461. OPM has given approval on 2/25/2010, and the approval number is OPMXXXXXX.

OK Cancel Apply  Refresh

Conversations | References

- Enter the Subject, Description, and Sub-Topic. Enter all the information as to what is happening with the bill.
- There are five options for Subject. Core-CT only uses **FEDERAL PAYMENT**, **MISCELLANEOUS**, and **STATE PAYMENT**. **MISCELLANEOUS** is the most common.
- Sub-Topic options can be configured for the agency. To add an option, please contact the Help Desk.
- Click the Add Conversation button to add additional conversations. It is recommended that every time there is contact with the customer, it is documented by adding another conversation.
- After OPM approves the write-off, it is required to include the OPM approval number in the Conversation Entries of the credit bill.
- Click the Apply button to save the conversation. This will grey out the Subject, Description, and Sub-Topic fields. Click the References tab.

Adding a Conversation

Conversations
References

SetID: DOTM1

Customer: 110 PROVIDENCE AND WORCESTER RAILROAD CO.

Date: 04/07/2010

Description: Credit bill to offset RG200461

Status: New

Subject: MISCELLANEOUS

Subject Topic: MISCELLANEOUS

☐ Include Closed Information

Related Transactions

[Customize](#) | [Find](#) | [View All](#) |
First 1 of 1 Last

Qualifier	Reference ID	Unit	Customer ID / Deposit ID	Item Line		
I	RG200512	DOTM1	110	1	View Item Activity	<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; width: 20px; height: 20px; text-align: center; line-height: 20px;">+</div> <div style="border: 1px solid black; width: 20px; height: 20px; text-align: center; line-height: 20px;">-</div> </div>

OK

Cancel

Apply

Refresh

[Conversations](#) | [References](#)

- Verify that the Related Transaction information populates. Depending on the path of navigation, the information may not populate. If this happens, manually enter the information.
- For example, Adding a new string of Conversations from Navigation: Customer Interactions> Conversations> View/Update Conversations> Find an Existing Value, the information does not populate. Enter the Related Transaction information for the items you want the conversation attached to.
- Click the Apply button, then the OK button. This will apply the conversation.

Adding a Conversation

Detail 1		Detail 2		Detail 3		Item Activity		Item Accounting Entries		Item Audit History	
Unit:	DOTM1		Customer:	110		PROVIDENCE AND WORCESTER RAILROAD CO.					
Item ID:	RG200512		Line:	1		Days Late:			Status:	Open	
Accounting Date: 04/07/2010				Entry Type: CR		Billing Unit: DOTM1		Detail			
Balance: -4,552.79		USD		Entry Reason: EXT		Original Amount: -4,552.79		USD			
				AR Distribution Code: EXTERNAL							
Discount Options						Customer Relations					
Due Date: 04/07/2010		Due Days:				<input type="checkbox"/> Dispute		Reason:		Date:	
Terms: IMMED		Discount Days:				<input type="checkbox"/> Deduction		Reason:		Date:	
Discount Amount:		Date:				<input type="checkbox"/> Doubtful		Code:		Date:	
Discount Amount 1:		Date 1:				<input type="checkbox"/> Collection		Code:		Date:	
<input type="checkbox"/> Always Allow Discount						Analyst: ACCREC Accounts Receivable					
As Of Date: 04/07/2010		Posted: 04/07/2010				Collector: ACCT REC Accounts Receivable		Sales Person: MISC Miscellaneous		AR Specialist:	
Payment/Draft Options						Other Options					
Payment Method Check		Pay By Credit Card				<input checked="" type="checkbox"/> Revaluation Flag		<input checked="" type="checkbox"/> Available for Netting			
Draft Type: 1		<input type="checkbox"/> Preapproved?									
Direct Debit Profile ID:		<input type="checkbox"/> Create Document?									
		<input type="checkbox"/> One Item per Draft?									
Split Item Action Add A Conversation View/Update Conversations											
OK Cancel Apply Refresh											
Detail 1 Detail 2 Detail 3 Item Activity Item Accounting Entries Item Audit History											

- Click the OK button on the Item Details page to navigate back to the Item List page

Adding a Conversation

Item List
Advanced Search

SetID: DOTM1 Unit: DOTM1 Customer: 110 PROVIDENCE AND WORCESTER RAILROAD CO. Level: N

Search Advanced Search

Status: Open
Add A Conversation View/Update Conversations Account Overview

Row Selection
Range: GO Select All Deselect All

Item Action
Select Action... GO

Item List
Customize Find View All First 1-2 of 2 Last

Seq	Item	Line	Activities	Conv	Conversation Exists?	Unit	Customer ID	Status	Terms	Entry Type	Entry Reason	Due	Days Late	Item Balance	Cur
1	RG200461	1	1		Y	DOTM1	110	Open	IMMED IN	EXT	09/23/2009	196	4,552.79	USD	
2	RG200512	1	1		Y	DOTM1	110	Open	IMMED CR	EXT	04/07/2010		-4,552.79	USD	

Search Result Totals

Debits:	1	Debit Amount:	4,552.79	Currency:	USD
Credits:	1	Credit Amount:	-4,552.79	Currency:	USD
Total:	2	Total Amount:		Currency:	USD
Selected:				Selected Currency:	

Refresh

Item List | Advanced Search

- After the conversation is added a Call-Out icon under the Conversation column and a Y in the Conversation Exists? Column will populate.
- To go directly to the Conversation Page, click the Call-Out icon or Item link.

View/Update Item Details

Navigation: Accounts Receivable> Customer Accounts> Item Information> View/Update Item Details

View/Update Item Details
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Business Unit: = DOTM1

Customer ID: begins with

Item ID: begins with AD131684

Item Line: =

Item Status: =

Credit Analyst: begins with

Collector: begins with

Purchase Order Reference: begins with

Document ID: begins with

Bill of Lading: begins with

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1 of 1 Last

Business Unit	Customer ID	Item ID	Item Line	Item Status	Credit Analyst	Collector	Purchase Order Reference	Document ID	Bill of Lading
DOTM1	AD4339200	AD131684		Open	ACCREC	ACCT REC	DOA 112806	(blank)	(blank)

- The View/Update Item Details page displays the item history of a particular customer or Item. If there are issues with Payment Predictor or Payment Worksheet, the Item Details page is a very useful tool.

- The Business Unit will default. Enter the search criteria available and click the Search button.

- Look up the partial payment made in the previous section. The payment worksheet was picked up during AR Update BATCH. The information was updated. The Item Status is Open.

- Click the Item ID AD131684 link.

View/Update Item Details

Detail 1	Detail 2	Detail 3	Item Activity	Item Accounting Entries	Item Audit History
Unit: DOTM1 Customer: AD43392006 MASTROPIETRO, JAMES Item ID: AD131684 Line: 1 Days Late: 731 Status: Open					
Accounting Date: 03/28/2008 Entry Type: IN Billing Unit: DOTM1 Detail Balance: 30.05 USD Entry Reason: EXT Original Amount: 1,483.93 USD AR Distribution Code: EXTERNAL					
Discount Options Due Date: 03/28/2008 Due Days: <input type="text"/> Terms: IMMED <input type="text"/> Discount Days: <input type="text"/> Discount Amount: <input type="text"/> Date: <input type="text"/> Discount Amount 1: <input type="text"/> Date 1: <input type="text"/> <input type="checkbox"/> Always Allow Discount As Of Date: 03/27/2008 Posted: 03/29/2010			Customer Relations <input type="checkbox"/> Dispute Reason: <input type="text"/> <input type="text"/> Date: <input type="text"/> <input type="text"/> Dispute Amount: <input type="text"/> <input type="checkbox"/> Deduction Reason: <input type="text"/> <input type="text"/> Date: <input type="text"/> <input type="text"/> <input type="checkbox"/> Doubtful <input type="checkbox"/> Collection Code: <input type="text"/> <input type="text"/> Date: <input type="text"/> <input type="text"/> Analyst: <input type="text"/> ACCREC <input type="text"/> Accounts Receivable Collector: <input type="text"/> ACCT REC <input type="text"/> Accounts Receivable Sales Person: <input type="text"/> APD <input type="text"/> Accidents-Property Damage AR Specialist: <input type="text"/> <input type="text"/>		
Payment/Draft Options Payment Method: <input type="text"/> Check <input type="text"/> Pay By Credit Card Draft Type: <input type="text"/> <input type="checkbox"/> Preapproved? Direct Debit Profile ID: <input type="text"/> <input type="checkbox"/> Create Document? <input type="checkbox"/> One Item per Draft?			Other Options <input checked="" type="checkbox"/> Revaluation Flag <input checked="" type="checkbox"/> Available for Netting		
Split Item Action Add A Conversation <div> <input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Previous in List"/> <input type="button" value="Next in List"/> <input type="button" value="Notify"/> <input type="button" value="Refresh"/> </div>					
Detail 1 Detail 2 Detail 3 Item Activity Item Accounting Entries Item Audit History					

- The Detail 1 page displays.
- The number of Days Late, the Balance of the Item, and the Status of the item can be found on this page. In this example, the bill is 731 days late and the Status is Open.
- If fields are updated in the Details 1 page, view the changes in the Item Audit History page.
- Click the Item Activity tab to view the item activity.

View/Update Item Details

Detail 1	Detail 2	Detail 3	Item Activity	Item Accounting Entries	Item Audit History
Unit: DOTM1	Customer: AD43392006	MASTROPIETRO, JAMES			
Item ID: AD131684	Line: 1	Days Late: 731	Status: Open		
Balance: 30.05 USD					
<div> Find View All First 1-2 of 22 Last </div>					
Sequence: 1	Accounting Date: 03/28/2008	Posted Date: 03/31/2008			
Entry Type: IN Reason: EXT	Voucher ID:				
Document:	Amount: 1,483.93 USD				
Group Unit: DOTM1 Group ID: 21652	Billing				
Sequence: 2	Accounting Date: 04/16/2008	Posted Date: 04/17/2008			
Entry Type: PY Reason:	Worksheet Reason:	Voucher ID:			
Document:	Amount: -50.00 USD				
Group Unit: DOTM1 Group ID: 22383	Payment				
Deposit Unit: DOTM1 Deposit ID: 40936	Payment ID: 196 1136				
Split Item Action Add A Conversation					
<div> Save Return to Search Previous in List Next in List Notify Refresh </div>					
Detail 1 Detail 2 Detail 3 Item Activity Item Accounting Entries Item Audit History					

- The Item Activity page displays the activities for the entered Item ID. This page is a useful tool to view an item or customer. It includes the bill information and if the item was paid, it would appear in the Item Activities group box. If a customer paid a bill in installments, all the installments would appear on this page.
- In this example, Sequence 1 is the bill for Item AD131684. Sequence 2 to 22 are the payments. The customer made 21 partial payments for this Item.
- Click the View All link to see all the sequences.
- To view Customer information, click the Customer link.

View/Update Item Details

Sequence: 19	Accounting Date: 09/15/2009	Posted Date: 09/16/2009
Entry Type PY Reason:	Worksheet Reason:	Voucher ID:
Document:	Amount: -50.00 USD	
Group Unit: DOTM1 Group ID: 33453	Payment	
Deposit Unit: DOTM1 Deposit ID: 55040	Payment ID: 51 1465	

Sequence: 20	Accounting Date: 10/16/2009	Posted Date: 10/19/2009
Entry Type PY Reason:	Worksheet Reason:	Voucher ID:
Document:	Amount: -50.00 USD	
Group Unit: DOTM1 Group ID: 34122	Payment	
Deposit Unit: DOTM1 Deposit ID: 55920	Payment ID: 73 1482	

Sequence: 21	Accounting Date: 12/01/2009	Posted Date: 12/01/2009
Entry Type PY Reason:	Worksheet Reason:	Voucher ID:
Document:	Amount: -50.00 USD	
Group Unit: DOTM1 Group ID: 34960	Payment	
Deposit Unit: DOTM1 Deposit ID: 57069	Payment ID: 102 1506	

Sequence: 22	Accounting Date: 03/02/2010	Posted Date: 03/29/2010
Entry Type PY Reason:	Worksheet Reason:	Voucher ID:
Document:	Amount: -150.00 USD	
Group Unit: DOTM1 Group ID: 35770	Payment	
Deposit Unit: DOTM1 Deposit ID: 58174	Payment ID: 1234	

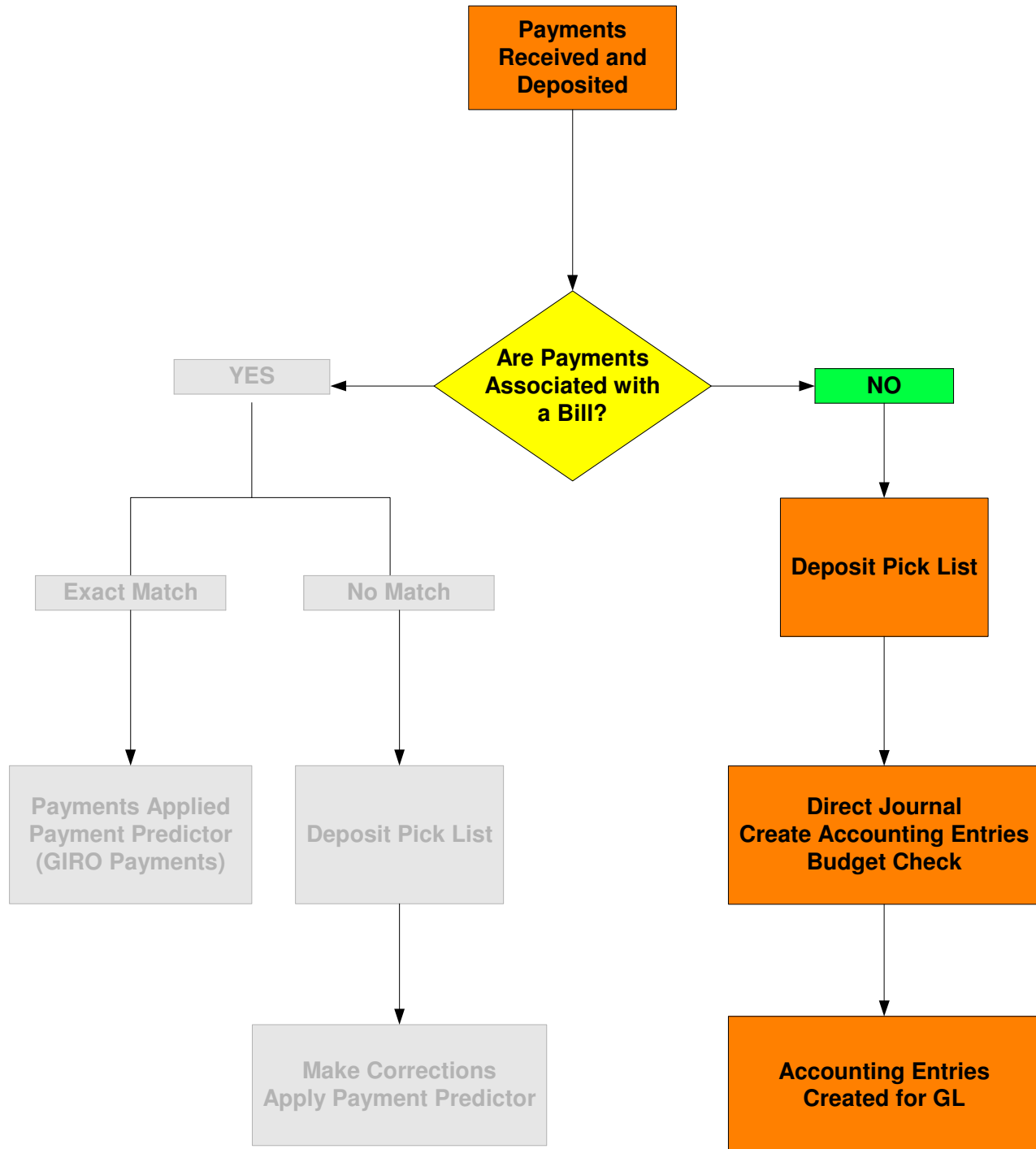
[Split](#) [Item Action](#) [Add A Conversation](#)

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

[Detail 1](#) | [Detail 2](#) | [Detail 3](#) | [Item Activity](#) | [Item Accounting Entries](#) | [Item Audit History](#)

- Sequence 22 is the payment processed in the Payment Worksheet section.

Processing in Accounts Receivable



Create Direct Journals

Navigation: Accounts Receivable> Payments> Online Payments> Regular Deposits

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**

Deposit Unit: = DOTM1

Deposit ID: begins with

Agency Location Code: begins with

Control Total: =

User ID: begins with

Assigned Operator ID: begins with

☐ Case Sensitive

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

Search Results

View All First 1-27 of 27 Last

Deposit Unit	Agency Location Code	Deposit ID	Control Total	User ID	Assigned Operator ID	Bank Code	Entered Date	Deposit Balance
DOTM1	57000009	54586	380	BATCH	BATCH	FLEET	08/27/2009	Yes
DOTM1	57000009	54587	191	BATCH	BATCH	FLEET	08/27/2009	Yes
DOTM1	57000011	54588	249	BATCH	BATCH	FLEET	08/27/2009	Yes
DOTM1	57000011	54589	168	BATCH	BATCH	FLEET	08/27/2009	Yes
DOTM1	57000009	54616	374	BATCH	BATCH	FLEET	08/28/2009	Yes

- Direct Journals are used to create accounting entries for funds that are received but do not have bills associated with them.
- Some examples include miscellaneous revenue and refunds of expenditures (i.e. copy fees, park fees, prior year refunds not billed); payroll recoveries from OSCIP; and funds awaiting distribution (pending receipts).
- DO NOT Direct Journal any funds that a bill has been created for. Apply that money directly to the bill.
- On the Find an Existing Value page of a Regular Deposit, the Business Unit will default in the Deposit Unit field. Click the Search button.
- The Search results return unapplied deposits in the pick list.
- Click the Deposit ID link. In this example, select Deposit ID 54586.

Create Direct Journals

Unit: DOTM1 Deposit ID: 54586 'Location: 57000009 [Delete Deposit](#)

'Accounting Date: 08/26/2009 Control Currency: USD

'Bank Code: FLEET Format Currency: USD

'Bank Account: DEP2 444407 Rate Type: CRRNT

'Deposit Type: M Misc Exchange Rate: 1.00000000

Control Totals		Control Data	
Control Total Amount:	380.00	'Count:	1
Entered Total Amount:	380.00	'Received:	08/27/2009
Difference Amount:	0.00	'Entered:	08/27/2009
Posted Total Amount:	0.00	Posted:	
Journalled Total Amount:	0.00	Assigned:	CORESheldonC
		User:	CORESheldonC

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

[Totals](#) | [Payments](#)

- The Totals page displays.
- The Control Total Amount and Count information comes in from the bank daily deposit. The Control Total Amount will always be the entire amount of the deposit.
- The Count represents the number of sequences, or individual payments, in the actual deposit. The Count will always come in as 1. Adding sequences and changing the Count will be discussed later.
- The Entered Total Amount and Count keep track of changes made to the payments page versus how it came in originally from the bank and will need to be updated when sequences are added.
- Click the Payments tab.

Create Direct Journals

Unit: DOTM1 Deposit ID: 54586 Date: 08/27/2009 Location 57000009 Balance: Balanced

Payment Information Find | View All First 1 of 1 Last

Seq: 1 Payment ID: 57000009 Accounting Date: 04/01/2010

Amount: 380.00 Currency: USD Rate Type: CRRNT Exchange Rate: 1.00000000

☐ Payment Predictor ☒ **Journal Directly** ☐ Range of References

Payment Method: Check

Customer Information Find First 1 of 1 Last

Customer ID: Business Unit:

SubCustomer 1: SubCustomer 2:

Name:

Remit From: Remit From SetID:

Corporate: Corporate SetID:

MICR ID: Link MICR

[Detail References](#)

Reference Information Customize | Find | View All | First 1 of 1 Last

Qual Code	Reference	To Reference
1		

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

[Totals](#) | [Payments](#)

- The Reference Information Box should be blank because this item is not associated with an Invoice ID. If it is populated delete the line.
- Select the Journal Directly checkbox.
- Click the Save button.
- The next step in creating a Direct Journal is to create the accounting entries.

Create Direct Journals

Totals **Payments**

Unit: DOTM1 Deposit ID: 54586 Date: 08/27/2009 Location 57000009 Balance: Balanced

Payment Information Find | View All First 1 of 1 Last

Seq: 1 *Payment ID: 57000009 *Accounting Date: 08/26/2009

Amount: 380.00 Currency: USD Rate Type: CRRNT Exchange Rate 1.00000000

☐ Payment Predictor ☒ Journal Directly ☐ Range of References

Payment Method: Check

Customer Information Find First 1 of 1 Last

Customer ID: Business Unit:

SubCustomer 1: SubCustomer 2:

Name:

Remit From: Remit From SetID:

Corporate: Corporate SetID:

MICR ID: Link MICR

[Detail References](#)

Reference Information Customize | Find | View All First 1 of 1 Last

	Qual Code	Reference	To Reference
1			

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

[Totals](#) | [Payments](#)

- After saving, the Reference Information group box will grey out.




Create Direct Journals

Navigation: Accounts Receivable> Payments> Direct Journal Payments> Create Accounting Entries> Find an Existing Value


Create Accounting Entries

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

Find an Existing Value

Deposit Unit:	=	DOTM1	
Deposit ID:	begins with	54586	
Payment Sequence:	=		
Agency Location Code:	begins with		
Payment Amount:	=		
Payment ID:	begins with		
User ID:	begins with		
Assigned Operator ID:	begins with		

☐ Case Sensitive



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


- The Deposit Unit defaults.
- Enter the Deposit ID and click the Search button.

Create Direct Journals


Accounting Entries | **Deposit Control**


Unit: DOTM1 Deposit ID: 54586 Payment: 57000011 Seq: 1 Location: 57000011

Amount: 380.00 USD  





☐ Complete Budget Status: Entry Event: 

Distribution Lines

ChartFields | Currency Details | Budget | Journal Reference Information 

	*GL Unit	Speed Type	Line Amount	Currency	Fund Code	Dept	SID	Program Code	*Account	ChartField 1
1	1	STATE 	Speed Type		USD					

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

 Save  Return to Search  Notify  Refresh


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

- Create the Accounting Entries for the deposit on the Accounting Entries page.
- It is important that the ChartField coding is correct because it is difficult to fix coding after the Direct Journal has been saved.
- Enter Line Amount and appropriate Chartfield codes. The Line Amount is the credit amount of the payment Amount. In this example, the Amount is \$380.00. Enter a negative in the Line Amount, -\$380.00. The Revenue lines must offset the payment amount before a cash line can be created.

Create Direct Journals

Accounting Entries | **Deposit Control**

Unit: DOTM1 Deposit ID: 54586 Payment: 57000009 Seq: 1 Location: 57000009





Amount: 380.00 USD 

☐ Complete Budget Status: Entry Event:

Distribution Lines

ChartFields											
Currency Details											
Budget											
Journal Reference Information											
	*GL Unit	Speed Type	Line Amount	Currency	Fund Code	Dept	SID	Program Code	*Account	ChartField 1	
1	1	STATE	Speed Type	-380.00	USD	12001	DOT57911	40010	00000	44091	

0 Lines **Total Debits:** 0.00 **Currency:** USD **Total Credits:** 380.00 **Currency:** USD **Net** -380.00

 Save  Return to Search  Notify  Refresh



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


- Click the Create icon (lightning bolt) to generate the offset cash entries in Core-CT.

Create Direct Journals


Accounting Entries **Deposit Control**

Unit: DOTM1 Deposit ID: 54586 Payment: 57000009 Seq: 1 Location: 57000009

Amount: 380.00 USD  





☒ Complete Budget Status: Entry Event: 

Distribution Lines

ChartFields Currency Details Budget Journal Reference Information 

	GL Unit	Line Amount	Currency	Fund Code	Dept	SID	Program Code	Account	ChartField 1	ChartField 2	Bud Ref
1	1 STATE	-380.00	USD	12001	DOT57911	40010	00000	44091			2009
2	101 STATE	380.00	USD	12001	DOT57911	40010		10405			

2 Lines **Total Debits:** 380.00 **Currency:** USD **Total Credits:** 380.00 **Currency:** USD Net 0.00

 Save  Return to Search  Notify  Refresh

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

- After clicking the Create icon, Core-CT will generate the offset line (second line). The lines will be greyed out.
- Select the Complete checkbox.
- Click the Save button.

Create Direct Journals

Accounting Entries | Deposit Control

Unit: DOTM1 Deposit ID: 54586 Payment: 57000009 Seq: 1 Location: 57000009

Amount:

☐ Complete

Distribution Lines

ChartFields

Microsoft Internet Explorer

! User and system lines failed ChartField combination edit. Cannot mark complete. (6040,716)

OK

	GL Unit	Line Amount	Currency	Fund Code	Dept	SID	Program Code	Account	ChartField 1	ChartF
1	1 STATE	-380.00	USD	12001	DOT57911	40010	00000	44091		
2	101 STATE	380.00	USD	12001	DOT57911	40010		10405		

2 Lines Total Debits: 380.00 Currency: USD Total Credits: 380.00 Currency: USD Net 0.00

Save Return to Search Notify Refresh


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

- This error message will display if the Chartfield combo edit is not correct. Chartfield values must be valid. The Chartfield combo edit are specified Funds and SIDs that can be used together.
- When a transaction is saved, Core-CT ensures that the required chartfields are populated and the only valid combinations of Fund and SID are used. For example, SID Code (10020) is only used in conjunction with Fund Code (11000). The error message above will display if the combination is incorrect.
- The error must be corrected before the Direct Journal can be completed. Click the OK button.
- For the appropriate combo edits, please contact the agency budget office.

Create Direct Journals


Accounting Entries | **Deposit Control**

Unit: DOTM1 Deposit ID: 54586 Payment: 57000009 Seq: 1 Location: 57000009

Amount: 380.00 USD 





☐ Complete Budget Status: Entry Event:

Distribution Lines

ChartFields | Currency Details | Budget | Journal Reference Information 

	GL Unit	Line Amount	Currency	Fund Code	Dept	SID	Program Code	Account	ChartField 1	ChartField 2
1	1 STATE	-380.00	USD	12001	DOT57911	40010	00000	44091		
2	101 STATE	380.00	USD	12001	DOT57911	40010		10405		

2 Lines **Total Debits:** 380.00 **Currency:** USD **Total Credits:** 380.00 **Currency:** USD Net 0.00

 Save  Return to Search  Notify  Refresh


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

- The cash accounting lines must be deleted to make changes.
- In this example, Fund 12001 cannot be used with SID 40010.
- Click the Delete icon.

Create Direct Journals

Accounting Entries | **Deposit Control**

Unit: DOTM1 Deposit ID: 54586 Payment: 57000009 Seq: 1 Location: 57000009





Amount: 380.00 USD 

☐ Complete Budget Status: Entry Event:

Distribution Lines

		ChartFields	Currency Details	Budget	Journal Reference Information						
		'GL Unit	Speed Type	Line Amount	Currency	Fund Code	Dept	SID	Program Code	'Account	ChartFie
1	1	STATE	Speed Type	-380.00	USD	12001	DOT57911	1801	00000	44091	

1 Lines **Total Debits:** 0.00 **Currency:** USD **Total Credits:** 380.00 **Currency:** USD Net -380.00

 Save  Return to Search  Notify  Refresh

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

- Enter the appropriate SID value. In this example enter 18010 in the SID field.
- Click the Create icon.

Create Direct Journals

Accounting Entries
Deposit Control

Unit: DOTM1 Deposit ID: 54586 Payment: 57000009 Seq: 1 Location: 57000009

Amount: 380.00 USD

☒ Complete Budget Status: Entry Event:

Distribution Lines

ChartFields Currency Details Budget Journal Reference Information

	GL Unit	Line Amount	Currency	Fund Code	Dept	SID	Program Code	Account	ChartField 1	ChartF
1	1 STATE	-380.00	USD	12001	DOT57911	18010	00000	44091		
2	101 STATE	380.00	USD	12001	DOT57911	18010		10405		

2 Lines Total Debits: 380.00 Currency: USD Total Credits: 380.00 Currency: USD Net 0.00

Accounting Entries | Deposit Control

- Select the Complete checkbox.
- Click the Save button.
- The Direct Journal is now complete and will be picked up when the next Batch process runs for Budget Check.
- If there are corrections to be made to a deposit they must be done before Budget Check runs with a Budget Status of Valid. That will grey out the Complete checkbox and changes cannot be made. Corrections after a Valid Budget Status are made on a General Ledger Spreadsheet or Online Journal with a source of "DC" for deposit correction. The journal will reverse the incorrect entries and create correct entries.
- Contact Tony Torcia, 860-702-3354, at OSC Accounting Services for assistance with correcting Direct Journal accounting entries.

View Direct Journals

Navigation: Accounts Receivable> Payments> Direct Journal Payments> Modify Accounting Entries

Directly Journalled Payments | **Deposit Control**

Unit: DOTM1 Deposit ID: 54586 Payment: 57000009 Seq: 1

Amount: 380.00 Currency: USD
Base: 380.00 Currency: USD

☒ Complete Budget Status: Valid

Distribution Lines

ChartFields | Currency Details | Budget | Journal Reference Information

	GL Unit	Debit Amount	Credit Amount	Fund Code	Dept	Special ID	Program Code	Account	Bud Ref
1	STATE		380.000	USD 12001	DOT57911	18010	00000	44091	2010
101	STATE	380.000		USD 12001	DOT57911	18010		10405	

2 Lines Total Debits: 380.00 Currency: USD Total Credits: 380.00 Currency: USD Net 0.00

Save | Return to Search | Notify

[Directly Journalled Payments](#) | [Deposit Control](#)

- The **Modify Accounting Entries** page displays direct journals that are marked complete and the **Budget Status** of the payment.
- In the **Directly Journalled Payments** page, the **Complete** checkbox is checked and grayed out.
- Notice the **Budget Status** is **Valid**. This means the **Direct Journal** has gone through budget check.
- Click the **Deposit Control** tab.

View Direct Journals

[Directly Journalled Payments](#)
[Deposit Control](#)

Unit: DOTM1 Deposit ID: 54586 Location: 57000009 [Delete Deposit](#)

'Accounting Date: 08/26/2009 Control Currency: USD
'Bank Code: FLEET FLEET Format Currency: USD
'Bank Account: DEP2 444407 Rate Type: CRRNT
'Deposit Type: M Misc Exchange Rate: 1.00000000

Control Totals		
Control Total Amount:	380.00	'Count: 1
Entered Total Amount:	380.00	Count: 1
Difference Amount:	0.000	Count: 0
Posted Total Amount:	0.00	Count: 0
Journalled Total Amount:	380.00	Count: 1

Control Data	
'Received:	08/27/2009
'Entered:	08/27/2009
Posted:	09/04/2009
Assigned:	FuscoS
User:	FuscoS

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

[Directly Journalled Payments](#) | [Deposit Control](#)

- In the Deposit Control page, the Journalled Total Amount and Count and the Posted Date populates after budget check.

Direct Journal – Budget Errors

Correcting Direct Journals

Navigation: EPM Reporting Tools> Query> Query Manager

CT_CORE_AR_DIR_JRNL_BDGT_ERROR_18574[1]								
	A	B	C	D	E	F	G	
1	Direct Journals in Bdgt Error	0						
2	Deposit Business Unit	Deposit ID	Acctg Date	Budget Status	Seq	Line	Acct	Dep

CT_CORE_AR_DIR_JRNL_BDGT_ERROR_20748[1]								
	A	B	C	D	E	F	G	
1	Direct Journals in Bdgt Error	8						
2	Deposit Business Unit	Deposit ID	Acctg Date	Budget Status	Seq	Line	Acct	Dep
3	DSSM1	14034	3/18/2010	E	1	1	43400	DSS
4	DSSM1	14034	3/18/2010	E	1	2	52720	DSS
5	DSSM1	14034	3/18/2010	E	1	3	20920	OS
6	DSSM1	14034	3/18/2010	E	1	4	20920	OS
7	DSSM1	14034	3/18/2010	E	1	101	10406	DSS
8	DSSM1	14034	3/18/2010	E	1	102	10406	DSS
9	DSSM1	14034	3/18/2010	E	1	103	10406	OS
10	DSSM1	14034	3/18/2010	E	1	104	10406	OS
11								

- Budget check in AR verifies that the budget string of coding passes chartfield combo edits, ensures that the budget exists, and updates budgets by the corresponding amounts on each line.
- If a Direct Journal does not pass budget check, it goes into error status. To view all direct journals that have error status, run an EPM query. The EPM query will show agencies when they have direct journals in budget error. The name of the query is:
CT_CORE_AR_DIR_JRNL_BDGT_ERROR.
- This is a public query and it will show any deposits an agency may have that are in budget error. Agencies should run this report daily to see if they have any problems. The normal return on this report will 0, with no data listed.

Correcting Direct Journals

Navigation: Accounts Receivable> Payments> Direct Journal Payments> Modify Accounting Entries

Directly Journalled Payments

Deposit Control

Unit: DOTM1 Deposit ID: 51813 Payment: 57000009 Seq: 1

Amount: 51.00 Currency: USD
Base: 51.00 Currency: USD

☒ Complete Budget Status: Error

Distribution Lines

ChartFields Currency Details Budget Journal Reference Information

GL Unit	Debit Amount	Credit Amount	Line Amount	Fund Code	Dept	Special ID	Program Code	Account
1 STATE			-51.00	USD 11000	DOT57471	10020	00000	53720
101 STATE			51.00	USD 11000	DOT57471	10020		10405

2 Lines Total Debits: 51.00 Currency: USD Total Credits: 51.00 Currency: USD Net 0.00

[Directly Journalled Payments](#) | [Deposit Control](#)

- A Direct Journal will go into Budget Error if there isn't a budget for the coding line used in the Accounting Entries. It may pass the Chartfield Combo Edit, but have an incorrect Fund, SID, Dept, Account, Program, Project or Bud Ref for the Agency's budget structure. In this case, it will produce a warning message but when Budget Check runs, it will put the journal into Error Status and need to be corrected.

- The Directly Journalled Payments page shows that this deposit is complete, but it is in Budget Error. This means that it has gone through the Budget Check process and failed.

- Click the Budget Check Options icon.

- The Commitment Control page will display with the budget error information.

- Uncheck the Complete checkbox and click Save.

Correcting Direct Journals

Directly Journalled Payments | **Deposit Control**

Unit: DOTM1 Deposit ID: 51813 Payment: 57000009 Seq: 1

Amount:	51.00	Currency: USD
Base:	51.00	Currency: USD

☐ Complete Budget Status: Not Chk'd

Microsoft Internet Explorer

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

Dist	Special ID
1	10020
101	10020

0 Lines Total Debits: 51.00 Currency: USD Total Credits: 51.00 Currency: USD Net: 0.00

Save Return to Search Notify

[Directly Journalled Payments](#) | [Deposit Control](#)

- After the check mark is removed from the Complete box, the Budget Status goes to Not Chk'd.
- A warning message displays. Once the Journal is Not Complete and Not Chk'd, Navigate to Create Accounting Entries to correct the entry.
- Click the OK button.

Correcting Direct Journals

Navigation: Accounts Receivable> Payments> Direct Journal Payments> Create Accounting Entries>

Accounting Entries

Deposit Control

Unit: DOTM1 Deposit ID: 51813 Payment: 57000009 Seq: 1 Location: 57000009

Amount: 51.00 USD

☐ Complete Budget Status: Not Chk'd Entry Event:

Distribution Lines

	GL Unit	Line Amount	Currency	Fund Code	Dept	SID	Program Code	Account	ChartField 1	ChartField 2	Bud Ref
1	1 STATE	-51.00 USD	11000	DOT57471	10020	00000	53720				2009
2	101 STATE	51.00 USD	11000	DOT57471	10020		10405				

2 Lines Total Debits: 51.00 Currency: USD Total Credits: 51.00 Currency: USD Net 0.00

Save

Return to Search

Notify

Refresh


Accounting Entries | [Deposit Control](#)

- Click the delete icon to delete the cash accounting lines on the Accounting Entries page for the deposit being corrected.

Correcting Direct Journals

Accounting Entries | **Deposit Control**

Unit: DOTM1 Deposit ID: 51813 Payment: 57000009 Seq: 1 Location: 57000009

Amount: 51.00 USD 


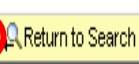


☐ Complete Budget Status: Not Chk'd Entry Event:

Distribution Lines

ChartFields | Currency Details | Budget | Journal Reference Information

	*GL Unit	Speed Type	Line Amount	Currency	Fund Code	Dept	SID	Program Code	*Account	ChartField 1	ChartField 2	Bud Ref
1	1	STATE	Speed Type	-51.00	USD	11000	DOT57471	1002	00000	53720		2009

1 Lines Total Debits: 0.00 Currency: USD Total Credits: 51.00 Currency: USD Net -51.00



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


- Make the appropriate changes and click the Save button.
- In this example, change the Bud Ref to 2010.
- Click the Create button to create the new cash line.

Correcting Direct Journals


Accounting Entries | **Deposit Control**

Unit: DOTM1 Deposit ID: 51813 Payment: 57000009 Seq: 1 Location: 57000009

Amount: 51.00 USD  





☒ **Complete** Budget Status: Not Chk'd Entry Event: 

Distribution Lines

ChartFields | Currency Details | Budget | Journal Reference Information 

	GL Unit	Line Amount	Currency	Fund Code	Dept	SID	Program Code	Account	ChartField 1	ChartField 2	Bud Ref
1	1 STATE	-51.00	USD	11000	DOT57471	10020	00000	53720			2010
2	101 STATE	51.00	USD	11000	DOT57471	10020		10405			

2 Lines Total Debits: 51.00 Currency: USD Total Credits: 51.00 Currency: USD Net 0.00

 Save |  Return to Search |  Notify |  Refresh

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

- Check the Complete checkbox and click the Save button.
- The Deposit is now ready for the next Budget Check BATCH to pick it up.

Correcting Direct Journals

Directly Journalled Payments

Deposit Control

Unit: DOTM1 Deposit ID: 51813 Payment: 57000009 Seq: 1

Amount: 51.00 Currency: USD

Base: 51.00 Currency: USD

☒ Complete Budget Status: Valid

Distribution Lines

ChartFields

Currency Details

Budget

Journal Reference Information

	GL Unit	Debit Amount	Credit Amount	Line Amount		Fund Code	Dept	Special ID
1	STATE			-51.00	USD	11000	DOT57471	10020
101	STATE			51.00	USD	11000	DOT57471	10020

2 Lines

Total Debits: 51.00 Currency: USD Total Credits: 51.00 Currency: USD Net 0.00

Save

Return to Search

Notify

[Directly Journalled Payments](#) | [Deposit Control](#)

- Once the direct journal passes budget check, the Budget Status will be Valid and the Complete checkbox is greyed out.

Creating SpeedType

Navigation: Set Up Financials/Supply Chain> Common Definition> Design ChartFields> Define Values> Speed Types

SpeedTypes

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

SetID:

SpeedType Key:

User ID:


Primary Permission List:

Add












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


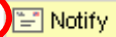

- SpeedTypes allow State agencies to set up Chartfield strings, assign them a name, and use them repeatedly when entering accounting information in direct journals. This saves time when generating accounting entries.
- Before creating a SpeedType, verify valid chartfield combinations with the agency budget analyst.
- In this example, a SpeedType is created for a refund expenditure for Workers Compensation.

Creating SpeedType

SpeedType 

SetID: DOCM1
SpeedType Key: REFUND
Type of SpeedType: Universal (All Users)
Description:

Fund Code:  General Fund
Department:  Office of the Commissioner
Special ID:  Other Expenses
Program Code:  Programs & Treatment Services
Account:  Salaries & Wages-Full Time
ChartField 1: 
ChartField 2: 
Budget Reference: 
Project:  DOC Non Project
Currency Code: 
Statistics Code: 



 Save  Notify  Refresh

- Enter the Description.
- Enter the appropriate chartfield information. If one of the chartfield values varies with the deposit, leave it blank here and enter it manually when creating the direct journal.
- Click the Save button.

Applying SpeedType

Accounting Entries | **Deposit Control**

Unit: DOCM1 Deposit ID: 6997 Payment: 88000000 Seq: 1 Location: 88000000





Amount: 3,500.00 USD  

☐ Complete Budget Status: Entry Event:

Distribution Lines

ChartFields											
Currency Details											
Budget											
Journal Reference Information											
	*GL Unit	Speed Type	Line Amount	Currency	Fund Code	Dept	SID	Program Code	*Account	ChartField 1	
1	1	STATE	Speed Type	USD							

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

 Save  Return to Search  Notify  Refresh

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

- Navigate to the Create Accounting Entries page for Direct Journals.
- Click the SpeedType button.

Applying SpeedType

Accounting Entries | **Deposit Control**

Unit: DOCM1 Deposit ID: 6997 Payment: 88000000 Seq: 1 Location: 88000000

Amount: 3,500.00 USD

☐ Complete Budget Status: Entry Event:

Distribution Lines

ChartFields | Currency Details | Budget | Journal Reference Information

	*GL Unit	SpeedType Key	Line Amount	Currency	Fund Code	Dept	SID	Program Code	*Account	Cl
1	1	STATE		USD						

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

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

Look Up SpeedType Key

SetID: DOCM1

SpeedType Key: begins with

[Basic Lookup](#)

Search Results

View All First 1 of 1 Last



SpeedType Key	Description
REFUND	Refund Expenditures


- Click the SpeedType Key look up icon to select the SpeedType.

Applying SpeedType


Accounting Entries | **Deposit Control**








Unit: DOCM1 Deposit ID: 6997 Payment: 88000000 Seq: 1 Location: 88000000

Amount: 3,500.00 USD  





☐ Complete Budget Status: Entry Event: 

Distribution Lines

ChartFields | Currency Details | Budget | Journal Reference Information 

	*GL Unit	SpeedType Key	Line Amount	Currency	Fund Code	Dept	SID	Program Code	'Account	
1	1	STATE 	REFUND 		USD	11000 	DOC88110 	10020 	25003 	50110 

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

 Save  Return to Search  Notify  Refresh

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

- Follow the same process for creating accounting entries for Direct Journals.

OSCIIP Deposits

OSCIP

Navigation: Accounts Receivable> Payments> Online Payments> Regular Deposits> Find an Existing Value

Regular Deposit

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

Find an Existing Value

Deposit Unit: = DOTM1

Deposit ID: begins with

Agency Location Code: begins with

Control Total: =

User ID: begins with

Assigned Operator ID: begins with

☐ Case Sensitive

Search

Clear

[Basic Search](#)

[Save Search Criteria](#)

Search Results

View All First 1-12 of 12 Last

Deposit Unit	Agency Location Code	Deposit ID	Control Total	User ID	Assigned Operator ID	Bank Code	Entered Date	Deposit Balance
DOTM1	OSCIP	58062	100	BATCH	BATCH	GIRO	01/12/2010	Yes
DOTM1	57000300	58100	151.65	CORETRAINER1	CORETRAINER1	FLEET	01/13/2010	Yes
DOTM1	57000003	58147	3794.89	BATCH	BATCH	FLEET	01/15/2010	Yes

- OSCIP is the OSC payroll unit. All OSCIP payments come in as GIRO payments, but do not go directly through Payment Predictor because they are not associated with bills.

- OSCIP is used when employee wages are involved. An example would be refunding an expenditure for an employee that was accidentally overpaid.

Totals **Payments**

Unit: DOTM1 Deposit ID: 58062 Date: 01/12/2010 Location OSCIP Balance: Balanced

Payment Information Find | View All First 1 of 1 Last

Seq: 1 Payment ID: 081407 Accounting Date: 01/15/2010

Amount: 100.00 Currency: USD Rate Type: CRRNT Exchange Rate: 1.00000000

☒ **Payment Predictor** ☐ Journal Directly ☐ Range of References

Payment Method: Check

Customer Information Find First 1 of 1 Last

Customer ID: Business Unit: SubCustomer 1: SubCustomer 2: Name: Remit From: Remit From SetID: Corporate: Corporate SetID: MICR ID: Link MICR

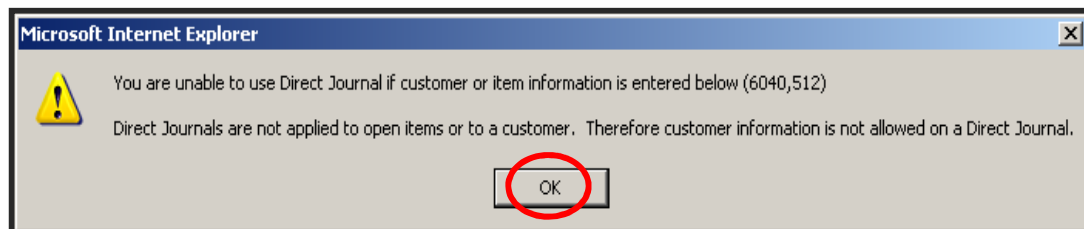
[Detail References](#)

Reference Information Customize | Find | View All | First 1 of 1 Last

	Qual Code	Reference	To Reference
1		P0621623	

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

[Totals](#) | [Payments](#)



- For all OSCIP payments, the AR Processor needs to uncheck the Payment Predictor checkbox and delete all reference information by clicking the minus sign. The Reference information comes in from the payroll voucher in Accounts Payable.
- If the Direct Journal checkbox is selected before the Qual Code and Reference ID row is deleted, the message above will display. Click the OK button and delete the row.

Totals **Payments**

Unit: DOTM1 Deposit ID: 58062 Date: 01/12/2010 Location: OSCIP Balance: Balanced

Payment Information Find | View All First 1 of 1 Last

Seq: 1 *Payment ID: 081407 *Accounting Date: 01/15/2010

Amount: 100.00 Currency: USD Rate Type: CRRNT Exchange Rate: 1.00000000

☐ Payment Predictor ☒ **Journal Directly** ☐ Range of References

Payment Method: Check

Customer Information Find First 1 of 1 Last

Customer ID: Business Unit: SubCustomer 1: SubCustomer 2: Name: Remit From: Remit From SetID: Corporate: Corporate SetID: MICR ID: Link MICR

[Detail References](#)

Reference Information Customize | Find | View All First 1 of 1 Last

	Qual Code	Reference	To Reference
1			

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

[Totals](#) | [Payments](#)

- Check the Journal Directly checkbox and click the Save button.
- The transaction can now be processed as a regular Direct Journal.

Multiple Sequence Deposits

- As stated earlier, regardless of the number of checks deposited to the bank, the bank deposit in Core-CT will show the total, not the individual deposit amounts. Multiple sequences must be created for any deposit that has both Open Items with reference numbers and miscellaneous cash, or for deposits that have payments from more than one customer.

Create Multiple Sequences on a Deposit

Regular Deposit

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

Find an Existing Value

Deposit Unit: =
 Deposit ID: begins with
 Agency Location Code: begins with
 Control Total: =
 User ID: begins with
 Assigned Operator ID: begins with
☐ Case Sensitive

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

Search Results

View All First 1-20 of 20 Last

Deposit Unit	Agency Location Code	Deposit ID	Control Total	User ID	Assigned Operator ID	Bank Code	Entered Date	Deposit Balance
DEPM1	43000443	32915	26167.36	BATCH	BATCH	FLEET	01/11/2010	Yes
DEPM1	43000013	32917	74.24	BATCH	BATCH	FLEET	01/12/2010	Yes
DEPM1	43000742	32939	5736	BATCH	BATCH	FLEET	01/14/2010	Yes
DEPM1	43000036	32941	18445	BATCH	BATCH	FLEET	01/15/2010	Yes
DEPM1	43000742	32944	3165	BATCH	BATCH	FLEET	01/15/2010	Yes
DEPM1	43000036	32946	21689	BATCH	BATCH	FLEET	01/19/2010	Yes
DEPM1	43000742	32950	5209	BATCH	BATCH	FLEET	01/19/2010	Yes
DEPM1	43000443	32951	129654	BATCH	BATCH	FLEET	01/19/2010	Yes

- In this example, the deposit needs to be split to pay an item where there is miscellaneous cash in the same deposit. This can be accomplished by having two sequences on the one deposit.

Create Multiple Sequences on a Deposit

Totals

Payments

Unit: DEPM1 Deposit ID: 32950 'Location: 43000742 Delete Deposit

'Accounting Date: 01/15/2010

Control Currency: USD


'Bank Code: FLEET FLEET

Format Currency: USD

'Bank Account: CCA1 1838644


Rate Type: CRRNT


'Deposit Type: A CHI


Exchange Rate: 1.00000000 


Control Totals		
Control Total Amount:	5,209.00	'Count: 1
Entered Total Amount:	5,209.00	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:	01/19/2010
'Entered:	01/19/2010
Posted:	
Assigned:	BATCH
User:	BATCH


 Save

 Return to Search

 Previous in List

 Next in List

 Notify

 Refresh

[Totals](#) | [Payments](#)

- The Control and Entered Total Amounts both equal 5,209.00 and the Counts are 1.
- Click the Payments tab.

Create Multiple Sequences on a Deposit

Totals **Payments**

Unit: DEPM1 Deposit ID: 32950 Date: 01/19/2010 Location 43000742 Balance: Balanced

Payment Information Find | View All First 1 of 1 Last

Seq: 1 Payment ID: 43000742 Accounting Date: 01/15/2010

Amount: 5,209.00 Currency: USD Rate Type: CRRNT Exchange Rate: 1.00000000

☐ Payment Predictor ☐ Journal Directly ☐ Range of References

Payment Method: Check

Customer Information Find First 1 of 1 Last

Customer ID: Business Unit:

SubCustomer 1: SubCustomer 2:

Name:

Remit From: Remit From SetID:

Corporate: Corporate SetID:

MICR ID: Link MICR

[Detail References](#)

Reference Information Customize | Find | View All First 1 of 1 Last

	Qual Code	Reference	To Reference
1			

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

[Totals](#) | [Payments](#)

- On the Payments page, there is only one sequence for the total Amount of 5,209.00, but there are two different items that need to be applied.
- Item ID DEP0000000047 for 5,000.00 needs to be applied in addition to miscellaneous cash of 209.00.
- Click the Add a new row in Sequence 1 button to add another sequence. Click the Add a new row button in the Payment Information group box.
- Do not click the Customer Information plus sign by mistake.

Create Multiple Sequences on a Deposit

Totals **Payments**

Unit: DEPM1 Deposit ID: 32950 Date: 01/19/2010 Location: 43000742 **Balance:** Not Balanced

Payment Information Find | View 1 First 1-2 of 2 Last

Seq: 1 *Payment ID: 43000742 *Accounting Date: 01/15/2010

Amount: 209.00 Currency: USD Rate Type: CRRNT Exchange Rate: 1.00000000

☐ Payment Predictor ☒ Journal Directly ☐ Range of References

Payment Method: Check

Customer Information Find First 1 of 1 Last

Customer ID: Business Unit:

SubCustomer 1: SubCustomer 2:

Name:

Remit From: Remit From SetID:

Corporate: Corporate SetID:

MICR ID: Link MICR

Detail References

Qual Code	Reference	To Reference
1		

Seq: 2 *Payment ID: 43000742 *Accounting Date: 01/15/2010

Amount: 5,000.00 Currency: USD Rate Type: CRRNT Exchange Rate: 1.00000000

☒ Payment Predictor ☐ Journal Directly ☐ Range of References

Payment Method: Check

Customer Information Find First 1 of 1 Last

Customer ID: Business Unit:

SubCustomer 1: SubCustomer 2:

Name:

Remit From: Remit From SetID:

Corporate: Corporate SetID:

MICR ID: Link MICR

Detail References

Qual Code	Reference	To Reference
1	DEP0000000047	

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

Totals | Payments

- Change the amount in Sequence 1 to apply the miscellaneous cash. In this example, the cash amount deposited was 209.00. This Sequence will get direct journalled.
- Complete Sequence 2 by entering 5,000.00 in the Amount field that is being applied to an item.
- Select the Payment Predictor checkbox. Enter the Qual Code and the Reference ID in the Reference Information group box.
- Click the Refresh button.
- Click the Totals tab to update the Sequence information.

Create Multiple Sequences on a Deposit

Totals

Payments

Unit: DEPM1 Deposit ID: 32950 'Location: 43000742 [Delete Deposit](#)

'Accounting Date: 01/15/2010 Control Currency: USD
'Bank Code: FLEET FLEET Format Currency: USD
'Bank Account: CCA1 1838644 Rate Type: CRRNT
'Deposit Type: A CHI Exchange Rate: 1.00000000

Control Totals		
Control Total Amount:	5,209.00	'Count: 2
Entered Total Amount:	5,209.00	Count: 2
Difference Amount:	0.00	Count: 0
Posted Total Amount:	0.00	Count: 0
Journalled Total Amount:	0.00	Count: 0

Control Data	
'Received:	01/19/2010
'Entered:	01/19/2010
Posted:	
Assigned:	BATCH
User:	BATCH

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

[Totals](#) | [Payments](#)

- Update the Control Total Count by entering 2 in the Count field. When adding sequences, the count must always be changed to agree with the number of sequences. The Entered Total Count automatically updates.
- Click the Save button.
- The Payment ID is the same for all sequences on a single deposit.

Create Multiple Sequences on a Deposit

Totals **Payments**

Unit: DEPM1 **Deposit ID:** 32950 **Date:** 01/19/2010 **Location:** 43000742 **Balance:** **Balanced**

Payment Information Find | View All First 1 of 2 Last

Seq: 1 *Payment ID: 43000742 *Accounting Date: 01/15/2010

Amount: 209.00 Currency: USD Rate Type: CRRNT Exchange Rate: 1.00000000

☐ Payment Predictor ☒ Journal Directly ☐ Range of References

Payment Method: Check

Customer Information Find First 1 of 1 Last

Customer ID: Business Unit:

SubCustomer 1: SubCustomer 2:

Name:

Remit From: Remit From SetID:

Corporate: Corporate SetID:

MICR ID: Link MICR

[Detail References](#)

Reference Information Customize | Find | View All First 1 of 1 Last

	Qual Code	Reference	To Reference
1			

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

[Totals](#) | [Payments](#)

- After the Count is updated and saved in the Totals page, the transaction displays **Balanced**

Maintaining Receivables

Aging Reports

Navigation: Accounts Receivable> Receivable Analysis> Aging> Aging Detail by Unit Rpt

Aging Detail by Unit Rpt

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

Run Control ID:

[Add](#)

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

- Aging Reports are used to view items that have not been paid. AR processors use this report to ensure items are paid in a timely manner.
- Enter or create a Run Control ID and Click Add.

Aging Reports

Aging Detail By Unit

Run Control ID: Aging_Report_by_Unit [Report Manager](#) [Process Monitor](#) **Run**

Language: English

Report Request Parameters

As of Date: 01/20/2010

Unit: DOIM1 Dept. of Insurance Credit Analyst:

SetID: STATE State of Connecticut Sales Person:

Aging ID: STD Standard Aging

Amount Type: Base Curr

Rate Type: CRRNT Current

Customer ID:

*Display Option: Include All

Save Return to Search Previous in List Next in List Notify Add Update/Display

Process Scheduler Request

User ID: CORESheldonC Run Control ID: Aging_Report_by_Unit

Server Name: Run Date: 01/20/2010

Recurrence: Run Time: 3:58:43PM Reset to Current Date/Time

Time Zone:

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Aging Detail by Business Unit	AR30003	SQR Report	Web	PDF	Distribution

OK Cancel

- Enter the appropriate parameters for the report. The As of Date, Unit, Set ID, and Aging ID are required fields. This report can also be run by Customer ID or Credit Analyst.
- SetID is always STATE and Aging ID is always STD.
- Click the Run button.
- In the Process Scheduler Request page, click the OK button.

Aging Reports

Aging Detail By Unit

Run Control ID: Aging_Report_by_Unit [Report Manager](#) [Process Monitor](#)

Language: Process Instance: 4340

Report Request Parameters

As of Date:

Unit: Board for Academic Awards Credit Analyst:

SetID: State of Connecticut Sales Person:

Aging ID: Standard Aging

Amount Type:

Rate Type: Current

Customer ID:

*Display Option:

Process List **Server List**

View Process Request For

User ID: Type: Last: Days

Server: Name: Instance: to

Run Status: Distribution Status: ☒ Save On Refresh

Process List Customize | Find | View All | 1-7 of 7

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	4340		SQR Report	AR30003	CORESheldonC	01/20/2010 3:58:43PM EST	Success	Posted	Details
<input type="checkbox"/>	4328		SQR Report	AR30003	CORESheldonC	01/20/2010 12:21:42PM EST	Success	Posted	Details
<input type="checkbox"/>	4315		SQR Report	AR30003	CORESheldonC	01/20/2010 10:34:36AM EST	Success	Not Posted	Details
<input type="checkbox"/>	4314		SQR Report	AR30003	CORESheldonC	01/20/2010 10:33:08AM EST	Success	Not Posted	Details
<input type="checkbox"/>	4313		SQR Report	AR30003	CORESheldonC	01/20/2010 10:17:56AM EST	Cancelled	N/A	Details
<input type="checkbox"/>	4312		SQR Report	AR30003	CORESheldonC	01/20/2010 9:49:10AM EST	Cancelled	N/A	Details
<input type="checkbox"/>	4311		SQR Report	AR30003	CORESheldonC	01/20/2010 9:40:46AM EST	Cancelled	N/A	Details

- Click the **Process Monitor** link.
- Click the **Refresh** button until the Run Status is **Success** and Distribution Status is **Posted**.
- Click the **Details** link.

Aging Reports

Process Detail

Process	
Instance: 4340	Type: SQR Report
Name: AR30003	Description: Aging Detail by Business Unit
Run Status: Success	Distribution Status: Posted

Run	Update Process
Run Control ID: Aging_Report_by_Unit Location: Server Server: PSNT Recurrence:	<input type="radio"/> Hold Request <input type="radio"/> Queue Request <input type="radio"/> Cancel Request <input type="radio"/> Delete Request <input type="radio"/> Restart Request

Date/Time	Actions
Request Created On: 01/20/2010 4:01:38PM EST	Parameters Transfer
Run Anytime After: 01/20/2010 3:58:43PM EST	Message Log
Began Process At: 01/20/2010 4:01:42PM EST	Batch Timings
Ended Process At: 01/20/2010 4:01:57PM EST	View Log/Trace

View Log/Trace

Report		
Report ID: 3983	Process Instance: 4340	Message Log
Name: AR30003	Process Type: SQR Report	
Run Status: Success		

Aging Detail by Business Unit

Distribution Details	
Distribution Node: PRODRPTFTP	Expiration Date: 04/20/2010

File List		
Name	File Size (bytes)	Datetime Created
AR30003_4340.PDF	48,505	01/20/2010 4:01:57.000000PM EST
AR30003_4340.out	16	01/20/2010 4:01:57.000000PM EST
SQR_AR30003_4340.log	1,703	01/20/2010 4:01:57.000000PM EST

Distribute To	
Distribution ID Type	*Distribution ID
User	CORESheldonC

- Click the View Log/Trace link.
- Click the PDF link in the View Log/Trace page.

Aging Reports

Report ID: AR30003		State of Connecticut Receivables										Page No. 1
Aging Id: STATE/STD		AGING DETAIL BY BUSINESS UNIT										Run Date 05/20/2011
Currency		as of 17-MAY-2011										Run Time 11:05:15
Rate Type:												
Item	Line Sales Person	As Of	Ent Typ/Rsn	Terms Document	Cur Amount	Future	Current	31-60	61-90	91-120	Other	

DCJM1	OPM001	Office of Policy Management			Hartford	CT						
ET30579	1 STPAY	11/22/2010	IN STATE	IMMED	USD	500.00					500.00	
GT03397	1 STPAY	01/11/2010	IN STATE	IMMED	USD	56,594.53					56,594.53	
GT03397	2 STPAY	01/11/2010	IN STATE	IMMED	USD	18,864.85					18,864.85	
GT03458	1 STPAY	03/26/2010	CR STATE	IMMED GT03397	USD	-56,594.53					-56,594.53	
GT03458	2 STPAY	03/26/2010	CR STATE	IMMED GT03397	USD	-18,864.85					-18,864.85	
GT04000	1 STPAY	01/18/2011	IN STATE	IMMED	USD	91,625.12				91,625.12		
ST30305	1 STPAY	01/18/2011	IN STATE	IMMED	USD	30,541.71				30,541.71		

Total		Office of Policy Management				122,666.83				122,166.83	500.00	

Total DCJM1						122,666.83				122,166.83	500.00	

- The report displays the open Items for Business Unit DJCM1.
- The report is for customer OPM001, Office of Policy Management
- They have a balance of \$122,166.83 that is 91-120 days late and a balance of \$500.00 that is more than 120 days late.
- There are several debits and credits that can be cleared from the report using Maintenance Worksheets.

Auto Maintenance Worksheet

Navigation: Receivable Maintenance> Maintenance Worksheet> Create Worksheet> Find an Existing Value

Create Worksheet
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**

Worksheet Business Unit: = BAAM1

Worksheet ID: begins with

User ID: begins with

☐ Case Sensitive

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

Search Results

View All First 1-4 of 4 Last

Worksheet Business Unit	Worksheet ID	User ID	Assigned Operator ID	Entered Date
BAAM1	16544	BATCH	BATCH	08/05/2009
BAAM1	16550	BATCH	BATCH	08/07/2009
BAAM1	16555	BATCH	BATCH	08/12/2009
BAAM1	16572	BATCH	BATCH	08/27/2009

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

- If a bill was created using the “Adjust Entire Bill” or “Adjust Selected Bill Line” functions in Billing, there isn’t a corresponding deposit to close the item.
- Auto Maintenance is a process that matches the adjusted bill with the original bill and waits for completion of the Maintenance Worksheet.
- When Auto Maintenance creates the worksheet, the User ID will be BATCH. It is important to look at the Update Worksheet page to see if there are any worksheets that were already created for the same items. Users can manually create worksheets and close out the items.
- Click the Search button and select the worksheet ID. In this example, select Worksheet ID 16544.

Auto Maintenance Worksheet

Worksheet Application

Unit: BAAM1 Worksheet ID: 16544 Currency: USD Accounting Date: 08/05/2009 Reason Code: [Anchor Information](#)

Item Action				Row Selection				Display Control			
Entry Type:	<input type="text" value="Offset an Item"/>	Reason:	<input type="text"/>	Choice:	<input type="text" value="Select Range"/>	Range:	<input type="text"/>	Go	Display:	<input type="text" value="All Items"/>	Go

Item List [Customize](#) | [Find](#) | [View All](#) | [First](#) | 1-2 of 2 | [Last](#)

Detail 1 Detail 2 Detail 3 Detail 4 Detail 5 Detail 6											
	Seq Nbr	Sel	Item Balance	Currency	Item ID	Line	Type	Reason	Unit	Customer	
	1	<input type="checkbox"/>	750.00	USD	CTDLC622	1	MT	<input type="text"/>	BAAM1	23	<input type="button" value="+"/> <input type="button" value="-"/>
	2	<input type="checkbox"/>	-750.00	USD	CTDLC622CR	1	MT	<input type="text"/>	BAAM1	23	<input type="button" value="+"/> <input type="button" value="-"/>

[Add Item](#) [Group View](#) [Revenue Distribution](#)

Balance					
Dr:	750.00	Cr:	-750.00	Adj:	0.00
		Net:	0.00	WO:	0.00
		Ref:	0.00		

[Worksheet Selection](#) [Worksheet Application](#) [Worksheet Action](#)

- Either run an Aging Report to see if Item ID CTDLC622 and CTDLC622CR are still open, or check the items in the View/Update Item Details page.
- In this example, an Aging Report was used to view the Item ID status and the Item is in the report. Complete the Maintenance Worksheet.

Auto Maintenance Worksheet

Worksheet Application

Unit: BAAM1 Worksheet ID: 16544 Currency: USD Accounting Date: 08/05/2009 Reason Code: [Anchor Information](#)

Item Action		Row Selection		Display Control	
Entry Type:	Offset an Item	Reason:	<input type="text"/>	Choice: Select Range	Range: <input type="text"/>
				Display:	All Items

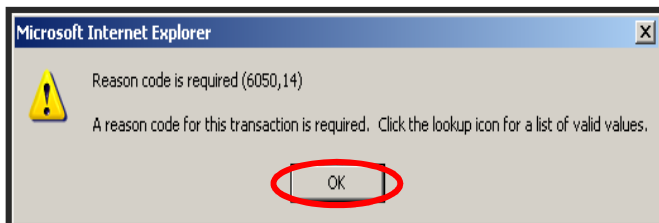
Item List [Customize](#) [Find](#) [View All](#) First 1-2 of 2 Last

Detail 1	Detail 2	Detail 3	Detail 4	Detail 5	Detail 6
Seq Nbr	Sel	Item Balance	Currency	Item ID	Line Type Reason Unit Customer
1	<input checked="" type="checkbox"/>	750.00	USD	CTDLC622	1 MT 002 BAAM1 23
2	<input checked="" type="checkbox"/>	-750.00	USD	CTDLC622CR	1 MT 002 BAAM1 23

[Group View](#) [Revenue Distribution](#)

Balance					
Dr: 750.00	Cr: -750.00	Adj: 0.00	Net: 0.00	WO: 0.00	Ref: 0.00

[Worksheet Selection](#) Worksheet Application [Worksheet Action](#)



View All

First

1-10 of 10


Last


SetID	Entry Type	Entry Reason	Description
STATE	MT	001	Billed Wrong Customer
STATE	MT	002	Billed Wrong Amount
STATE	MT	003	Wrong ChartField Value
STATE	MT	004	Duplicate Billing
STATE	MT	005	Write-Off Uncollectible < 1000
STATE	MT	006	Write-Off Uncollectible > 1000
STATE	MT	007	Close an On Account Item
STATE	MT	008	Payment Directly Journalled
STATE	MT	009	Match to FYE Updated Item
STATE	MT	010	Apply Existing Credit Item




- Select the Item in the Sel field. There are always a minimum of two lines to select (one credit and one debit Item Balance). In this example, select Seq Nbr 1 and 2. If nothing is selected, Core-CT will not allow the creation of accounting entries for this worksheet.
- Click the Reason look up icon to select a reason for this Item. Make sure the Reason for the two lines are the same. In this example, the reason for this Maintenance Worksheet is that the invoice was billed the wrong amount. Select 002.
- The following message will display if a Reason code was not entered. Click OK and enter the Reason code.











Auto Maintenance Worksheet

Worksheet Application

Unit: BAAM1 Worksheet ID: 16544 Currency: USD Accounting Date: 08/05/2009 Reason Code:  [Anchor Information](#)

Item Action			Row Selection			Display Control			
Entry Type:	<input type="text" value="Offset an Item"/>	Reason: <input type="text"/>	Choice:	<input type="text" value="Select Range"/>	Range: <input type="text"/>	Go	Display:	<input type="text" value="All Items"/>	Go 







Item List [Customize](#) | [Find](#) | [View All](#)  First  1-2 of 2  Last

Detail 1												Detail 2												Detail 3												Detail 4												Detail 5												Detail 6											
	Seq	Idbr	Sel	Item Balance	Currency	Item ID	Line	Type	Reason	Unit	Customer																																																												
	1		<input checked="" type="checkbox"/>	750.00	USD	CTDLC622	1	MT 	002 	BAAM1	23																																																												
	2		<input checked="" type="checkbox"/>	-750.00	USD	CTDLC622CR	1	MT 	002 	BAAM1	23																																																												

[Add Item](#) [Group View](#) [Revenue Distribution](#)

Balance						
Dr: 750.00	Cr: -750.00	Adj: 0.00	Net: 0.00	WO: 0.00	Ref: 0.00	

[Worksheet Selection](#) Worksheet Application [Worksheet Action](#)

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

- Click the **Save** button.
- Click the **Worksheet Action** link.

Auto Maintenance Worksheet

Worksheet Action

Unit: BAAM1 Worksheet ID: 16544 Accounting Date: 08/05/2009

Status: Do Not Post

Worksheet Action	Posting Action	Accounting Entry Action
<div>Delete Worksheet</div> <div>Delete Maintenance Group</div>	Action: <input type="text" value="Do Not Post"/> <input type="button" value="OK"/>	<div>Create/Review Entries</div>

[Worksheet Selection](#) [Worksheet Application](#) Worksheet Action

- Click the Create/Review Entries button.
- If no items were selected in the Worksheet Application page, the Create/Review Entries would be greyed out.

Auto Maintenance Worksheet

Worksheet Control
Accounting Entries

Group Unit: BAAM1 **Group ID:** 16544

Accounting Entries

Item ID: CTDL0622
Bus. Unit: BAAM1
Amount: -750.00

Customer:
Currency: USD

Line: 1
Entry Type: MT
SubCust1:

Reason: 001
SubCust2:

Complete

Return To Previous Panel

Distribution Lines

ChartFields
Currency Details
Additional Details
Journal Reference Information
[...]

Line	GL Unit	Type	Amount	Fund	Dept	SID	Program	Account	Cha
2	STATE	Offset	750.00	12060	BAA77200	35289		11500	
100	STATE	AR	-750.00	12060	BAA77200	35289		11224	

Lines: 2 **DR:** 750.00 **Currency:** USD **CR:** 750.00 **Currency:** USD **Net:**

Save
Return to Search
Notify

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

- Verify that the credit and debit amount match and the coding is correct. Click the Save button.
- Click the Return To Previous Panel button.

Auto Maintenance Worksheet

Worksheet Action

Unit: BAAM1 Worksheet ID: 16544 Accounting Date: 08/05/2009

Status: Batch Standard

Worksheet Action	Posting Action	Accounting Entry Action
<div>Delete Worksheet</div> <div>Delete Maintenance Group</div>	Action: Batch Standard <div>OK</div>	<div>Create/Review Entries</div>

[Worksheet Selection](#) [Worksheet Application](#) Worksheet Action

Save

Return to Search

Notify

- Click the Action dropdown and select Batch Standard. Click the OK button. The next time AR Update runs, this worksheet will get picked up in the BATCH and get processed.
- Click the Save button.

Manual Maintenance Worksheet

Report ID: AR30003		State of Connecticut Receivables							Page No. 1		
Aging Id: STATE/STD		AGING DETAIL BY BUSINESS UNIT							Run Date 05/20/2011		
Currency		as of 17-MAY-2011							Run Time 11:05:15		
Rate Type:											
Item	Line Sales Person	As Of	Ent Typ/Rsn	Terms Document	Cur Amount	Future	Current	31-60	61-90	91-120	Other

DCJMI	OPM001		Office of Policy Management		Hartford	CT					
ET30579	1 STPAY	11/22/2010	IN STATE	IMMED	USD	500.00					500.00
GT03397	1 STPAY	01/11/2010	IN STATE	IMMED	USD	56,594.53					56,594.53
GT03397	2 STPAY	01/11/2010	IN STATE	IMMED	USD	18,864.85					18,864.85
GT03458	1 STPAY	03/26/2010	CR STATE	IMMED GT03397	USD	-56,594.53					-56,594.53
GT03458	2 STPAY	03/26/2010	CR STATE	IMMED GT03397	USD	-18,864.85					-18,864.85
GT04000	1 STPAY	01/18/2011	IN STATE	IMMED	USD	91,625.12				91,625.12	
ST30305	1 STPAY	01/18/2011	IN STATE	IMMED	USD	30,541.71				30,541.71	

	Total	Office of Policy Management				122,666.83				122,166.83	500.00

Total DCJMI						122,666.83				122,166.83	500.00

Manual Maintenance Worksheet

Navigation: Receivable Maintenance> Maintenance Worksheet>
Create Worksheet> Add New Value

Create Worksheet

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

Worksheet Business Unit:

DASM1

Worksheet ID:

NEXT

Add

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

- Entering a Manual Worksheet is necessary when creating an offsetting bill by using the Standard Bill – Bill Entry function.
- An invoice was originally sent to Peter Johnston Consulting Company for \$480.00. The actual charge was \$720.00. The Billing Processor created two Standard Bills, one for \$-480.00 and one for the correct amount, instead of using the Credit Entire Bill option.
- The unit defaults to the agency Business Unit. Worksheet ID defaults to NEXT.
- When the worksheet is saved, Core-CT will generate a Worksheet ID.
- Click the Add button.

Manual Maintenance Worksheet

Worksheet Selection

Worksheet Business Unit: DASM1 Worksheet ID: 4918

Customer Criteria

'Customer Criteria' **Customer Reference** [Find](#) | [View All](#) First 1 of 1 Last

Cust ID: Business Unit:

Name:

Remit SetID: Remit From ID:

Corporate SetID: Corporate ID: Rate Type: CRRNT

MICR ID: [Link MICR](#) Accounting Date: 05/20/2011

Reference Criteria

'Reference Criteria' **Item Reference** [Customize](#) | [Find](#) | [View All](#) First 1-2 of 2 Last

'Restrict to'

'Match Rule'

Anchor Business Unit:

Currency:

Qual Code	Reference	To Reference		
<input type="text"/>	ET33313	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text"/>	ET33314	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

Item Inclusion Options

☒ All Items
 ☐ Deduction Items Only
 ☐ Items in Dispute Only
☐ Exclude Deduction Items
☐ Exclude Collection Items
☐ Exclude Dispute Items

Item Selection Filter

Accounting Date From: Accounting Date To:

AR Specialist: Deduction Reason: Broker ID:

Worksheet Action

[Build](#) [Clear](#)
 Created Date/Time: 05/20/11 1:26PM
 Number of items in worksheet: 2

[Worksheet Selection](#)
[Worksheet Application](#)
[Worksheet Action](#)

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

• On the Worksheet Selection page enter the Item Reference information in the Reference Criteria Group box. This information can be found on the Aging Report.


• Here there are two Reference numbers, one for the original invoice and one for the credit invoice.








• Click Build.




• Select the Worksheet Application link.













Manual Maintenance Worksheet


Worksheet Application

Unit: DASM1 Worksheet ID: 4918 Currency: USD Accounting Date: 05/20/2011 Reason Code:  [Anchor Information](#)

Item Action		Row Selection		Display Control	
Entry Type:	Offset an Item 	Reason:	<input type="text"/> 	Choice:	Select Range  Range: <input type="text"/> 
				Display:	All Items   

Item List [Customize](#) | [Find](#) | [View All](#)  First  1-2 of 2  Last

Detail 1												Detail 2												Detail 3												Detail 4												Detail 5												Detail 6											
	Seq Nbr	Sel	Item Balance	Currency	Item ID	Line	Type	Reason	Unit	Customer																																																													
	1		480.00	USD	ET33313	1			DASM1	2																																																													
	2		-480.00	USD	ET33314	1			DASM1	2																																																													

 [Group View](#) [Revenue Distribution](#)

Balance


Dr: 0.00	Cr: 0.00	Adj: 0.00	Net: 0.00	WO: 0.00	Ref: 0.00
----------	----------	-----------	-----------	----------	-----------








[Worksheet Selection](#) Worksheet Application [Worksheet Action](#)




- The information from the Reference numbers populate the Worksheet Application page.











Manual Maintenance Worksheet


Worksheet Application

Unit: DASM1 Worksheet ID: 4918 Currency: USD Accounting Date: 05/20/2011 Reason Code:  [Anchor Information](#)

Item Action		Row Selection		Display Control	
Entry Type:	Offset an Item 	Reason:	<input type="text"/> 	Choice:	Select Range  Range: <input type="text"/> 
				Display:	All Items   

Item List [Customize](#) | [Find](#) | [View All](#)  First  1-2 of 2  Last

Detail 1		Detail 2		Detail 3		Detail 4		Detail 5		Detail 6	
	Seq Nbr	Sel	Item Balance	Currency	Item ID	Line	Type	Reason	Unit	Customer	
	1	<input checked="" type="checkbox"/>	480.00	USD	ET33313		MT 	002 	DASM1	2	 
	2	<input checked="" type="checkbox"/>	-480.00	USD	ET33314		MT 	002 	DASM1	2	 

 [Group View](#) [Revenue Distribution](#)

Balance					
Dr: 480.00	Cr: -480.00	Adj: 0.00	Net: 0.00	WO: 0.00	Ref: 0.00

[Worksheet Selection](#) Worksheet Application [Worksheet Action](#)

- Select the checkboxes in the Sel column.
- Use the lookup icon to select the Type and Reason for each line.
- Go to the Worksheet Action page to Create/Review the Accounting Entries and change the post Status to Batch Process.
- Save the Worksheet.
- These items will close and not appear on the Aging report after the next Batch process.

Deleting a Maintenance Worksheet

Navigation: Accounts Receivable> Customer Accounts> Item Information> View/Update Item Details

View/Update Item Details
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Business Unit: [=] DASS1

Customer ID: [begins with]

Item ID: [begins with] 24499

Item Line: [=]

Item Status: [=]

Credit Analyst: [begins with]


Collector: [begins with]

Purchase Order Reference: [begins with]

Document ID: [begins with]

Bill of Lading: [begins with]

☐ Case Sensitive

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

Search Results
[View All](#)

Business Unit	Customer ID	Item ID	Item Line	Item Status	Credit Analyst	Collector	Purchase
DASS1	57535	24499	1	Closed	ANALYST1	ACCTSREC	(blank)

- Before completing an Auto Maintenance Worksheet or creating a Manual Worksheet be sure that the item status is Open. If the status is closed, a Worksheet was previously created.
- Either run an aging report to see if the items are still open, or check the item in the View/Update Item Details page.
- In this example, the Item Status is Closed. A Maintenance Worksheet was manually created to close the item.
- Delete the worksheet that was automatically created by Core-CT.

Deleting a Maintenance Worksheet

Navigation: Accounts Receivable> Receivable Maintenance> Maintenance Worksheet> Create Worksheet

Worksheet Application

Unit: DASS1 Worksheet ID: 28585 Currency: USD Accounting Date:

Item Action
Entry Type: Offset an Item Reason:

Row Selection
Choice: Select Range

Item List

Detail 1		Detail 2		Detail 3		Detail 4		Detail 5		Detail 6	
	Seq Nbr	Sel	Item Balance	Currency	Item ID	Line	Type				
	1	<input type="checkbox"/>	965.10	USD	24499	1	MT				
	2	<input type="checkbox"/>	-965.10	USD	24515	1	MT				

Add Item [Group View](#) [Revenue Distribution](#)

Balance

Dr: 0.00	Cr: 0.00	Adj: 0.00	Net: 0.00
----------	----------	-----------	-----------

[Worksheet Selection](#) Worksheet Application [Worksheet Action](#)

Save

Return to Search

Previous in List

Next in List

Notify

Refresh

- Click the Worksheet Action link.

Deleting a Maintenance Worksheet

Worksheet Action

Unit: DASS1 Worksheet ID: 28585 Accounting Date: 01/07/2010

Status: Do Not Post

Worksheet Action	Posting Action	Accounting Entry Action
Delete Worksheet Delete Maintenance Group	Action: Do Not Post OK	Create/Review Entries

[Worksheet Selection](#) [Worksheet Application](#) Worksheet Action

Save Return to Search Previous in List Next in List Notify

Delete worksheet DASS1, 28585: Are you sure? (6050,33)

Are you sure that you want the current worksheet to be deleted?

Yes No

- Click the **Delete Worksheet** button.
- Click the **Yes** button to the following message to delete the worksheet.

Customer Statements

Navigation: Accounts Receivable> Customer Interactions> Statements> Create Customer Statements

Create Customer Statements

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

Run Control ID:

[Add](#)

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

- A Customer Statement is a report in letter format generated by an agency and sent to a customer identifying Open Receivable Items by Customer that have not yet received full payment.
- Enter a Run Control ID and click the Add button.

Customer Statements

Statements Parameters | [Currency to Convert](#)

Run Control ID: CUSTOMER_STATEMENTS | [Report Manager](#) | [Process Monitor](#) | **Run**

Language: English

Report Request Parameters

As of Date: 11/13/2009 ☐ **Open Item**
☐ **Open Item Include Drafts**
☐ **Balance Forward**
☐ **Balance Forward Re-run**

Unit: DOCS1 DOC - Correctional Industries
 SetID: DOCS1 DOC - Correctional Industries
 Customer: DCF001 Dept. of Children and Families
 Correspondence Customer: %
 Statement Group: All Statement Groups
 Balance Forward Due Date: 12/01/2007

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

[Statements Parameters](#) | [Currency to Convert](#)

Process Scheduler Request

User ID: CORESheldonC | Run Control ID: CUSTOMER_STATEMENTS

Server Name: | Run Date: 11/24/2009 ☐
 Recurrence: | Run Time: 11:33:56AM | [Reset to Current Date/Time](#)
 Time Zone:

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	PS/AR Statements -Preprocessor	ARSTMT	PSJob	(None)	(None)	Distribution
<input checked="" type="checkbox"/>	PS/AR Statements	STATEMNT	PSJob	(None)	(None)	Distribution

OK **Cancel** **Refresh**

- Enter the required fields: As of Date, Unit, and SetID. If the statement is for a particular customer, enter the Customer field. The As of Date determines the last date for customer statement data. Select the Open Item checkbox.

- Click the Run button.

- In the Process Scheduler Request page, check the PS/AR Statements checkbox. The PS/AR Statements – Preprocessor option runs the job but it does not print the statement. The processor would need to print the statement separately if this option was selected.

- In this example, run a DOC customer statement report for DCF to see if there are any items past due.

- Click the OK button.

Customer Statements

Statements Parameters [Currency to Convert](#)

Run Control ID: CUSTOMER_STATEMENTS [Report Manager](#) [Process Monitor](#) [Run](#)
 Language: English Process Instance: 1713

Report Request Parameters

As of Date: 11/13/2009

Unit: DOC81 DOC - Correctional Industries ☒ Open Item
☐ Open Item Include Drafts
☐ Balance Forward
☐ Balance Forward Re-run

SetID: DOC81 DOC - Correctional Industries

Customer: DCF001 Dept. of Children and Families

Correspondence Customer: %

Statement Group: All Statement Groups

Balance Forward Due Date: 12/01/2007

Process List [Server List](#)

View Process Request For

User ID: CORESheldon Type: Last: 1 Hours [Refresh](#)
 Server: Name: Instance: to
 Run Distribution Status ☒ Save On Refresh

Process List [Customize](#) [Find](#) [View All](#) First 1 of 1 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1707		PSJob	STATEMNT	CORESheldonC	11/13/2009 3:29:09PM EST	Success	Posted	Details

- Click the Process Monitor link.
- Click the Refresh button until the Run Status is *Success* and the Distribution Status is *Posted*.
- Click the STATEMNT link.






Customer Statements

Process Detail

Process Name: STATEMNT Refresh

Main Job Instance: 1707

Left | Right

-  [1707 - STATEMNT Success](#)
-  [1708 - AR_STMTTPP Success](#)
-  [1711 - AR_STMT Success](#)
-  [1709 - AR32000- Success](#)
-  [1710 - AR32001- Success](#)

Process Detail

Process	
Instance: 1709	Type: Crystal
Name: AR32000-	Description: Customer Statement Print
Run Status: Success	Distribution Status: Posted

Run	Update Process
Run Control ID: CUSTOMER_STATEMENTS	<input type="radio"/> Hold Request <input type="radio"/> Queue Request <input type="radio"/> Cancel Request <input type="radio"/> Delete Request <input type="radio"/> Restart Request
Location: Server	
Server: PSNT	
Recurrence:	

Date/Time	Actions
Request Created On: 11/13/2009 3:29:26PM EST	Parameters Transfer
Run Anytime After: 11/13/2009 3:29:09PM EST	Message Log
Began Process At: 11/13/2009 3:30:26PM EST	Batch Timings
Ended Process At: 11/13/2009 3:30:38PM EST	View Log/Trace

- Click the AR32000 link.
- On the Process Detail page, click the View Log/Trace link.

Customer Statements

View Log/Trace

Report

Report ID: 1496 **Process Instance:** 1709 [Message Log](#)
Name: AR32000- **Process Type:** Crystal
Run Status: Success

Customer Statement Print

Distribution Details

Distribution Node: PRODRPTFTP **Expiration Date:** 02/11/2010

File List


Name	File Size (bytes)	Datetime Created
AR32000- 1709.PDF	86,620	11/13/2009 3:30:38.000000PM EST
CRW AR32000- 1709.log	0	11/13/2009 3:30:38.000000PM EST
pssgltrace.trc	503	11/13/2009 3:30:38.000000PM EST

Distribute To

Distribution ID Type	*Distribution ID
User	CORESheldonC

- Click the PDF link.

Customer Statements

		STATEMENT		Statement Number: 3,426				
				Statement Date: 11/13/2009				
		Account Number: DCF001						
		Send payment to:		The Department of Correction Accounting Unit 24 Wolcott Hill Road Wethersfield, CT 06109-1152				
				United States				
		Dept. of Children and Families 505 Hudson Street Hartford, CT 06106		United States				

Due Date	Item ID and Line	Entry Type	Amount Due	Item Activity	PO	Document:	Payment	Discount
Account: DCFM1 DCF001 DOCS1								
Aug/06/2009	DOCCEC12199	1 Invoice	1,438.00					ATTN: HARR
		Total for DCFM1	1,438.00					
		Total for DOCS1	1,438.00					
		Statement Total USD	1,438.00					

	Future	0 - 30	31 - 60	61 - 90	Over 90	Total
No. of Items					1	1
Amount					1,438.00	1,438.00 USD

We appreciate your business. If you have questions about your account, please call Accounts Receivable 860 6927719

- In this example, the statement is for the Dept of Children and Families. There is one invoice past due.

Dunning Letters

**Navigation: Accounts Receivable> Customer Interactions>
Dunning Letters> Extract Dunning Letter Info**

Extract Dunning Letter Info

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

Run Control ID:

[Add](#)

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

- A Dunning Letter is a report in letter format generated by an agency and sent to customers identifying Open Receivable Items by Customer and Number of Days Late. The agency is responsible for the dunning language that is written on the Dunning Letter. Generally, the language in the Dunning Letter is more firm as the Open Receivable Items increase in the Number of Days Late.
- A Dunning Letter allows an agency to add comments to the letter and add/delete information that is not needed in the letter.
- Enter a Run Control ID and click Add.

Dunning Letters

Dunning Letters Parameters | [Display Currency](#)

Run Control ID: Dunning_Letters [Report Manager](#) [Process Monitor](#) **Run**

Language: English

Report Request Parameters

As of Date: 02/01/2010

SetID: DOCM1 Dept. of Correction

Unit: DOCM1 Dept. of Correction

Customer ID:

Correspondence Customer:

Dunning Group: All Groups

☒ Use Severest Dunning Letter

☐ Use Modest Dunning Letter

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

[Dunning Letters Parameters](#) | [Display Currency](#)

Process Scheduler Request

User ID: CTSUPERUSER Run Control ID: Dunning_Letters

Server Name: Run Date: 02/01/2010

Recurrence: Run Time: 1:44:36PM [Reset to Current Date/Time](#)

Time Zone:

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	AR Dunning	AR_DUNNING	Application Engine	Web	TXT	Distribution
<input checked="" type="checkbox"/>	Dunning Letters	DUNNING	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Dunning for all levels	DUNNINGA	PSJob	(None)	(None)	Distribution

OK Cancel Refresh

• In the Dunning Letters Parameters page, enter the As of Date field. The As of Date is a date that determines the last date for the dunning letter data. The SetID and Unit is the agency's business unit.

• Enter a Customer ID.

• Click the Run button.

• In the Process Scheduler Request page, check the Dunning Letters checkbox.

• Click the OK button.

Dunning Letters

Process List **Server List**

View Process Request For

User ID: CORESheldon Type: [] Last: 99 Hours **Refresh**

Server: [] Name: [] Instance: [] to []

Run Status: [] Distribution Status: [] ☐ Save On Refresh

Process List [Customize](#) [Find](#) [View All](#) First 1-9 of 9 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	2138		PSJob	DUNNING	CORESheldonC	11/24/2009 9:14:31AM EST	Success	Posted	Details

Process Detail

Process Name: DUNNING **Refresh**

Main Job Instance: 2138

Left | Right

[2138 - DUNNING Success](#)

[2139 - AR DUNNING Success](#)

[2140 - AR33001- Success](#)

[2141 - AR33002- Success](#)

[2142 - AR33003- Success](#)

- The process is similar to running an Aging Report and Customer Statement report.
- Click the Refresh button until the Run Status is *Success* and the Distribution Status is *Posted*.
- Click the DUNNING link.
- Depending on the Dunning Level, click the AR33XXX link. For this example, select AR33003. The following levels are all based on the number of days the payment is late.
 - AR33001 (Level 1) – informs the customer that their account is past due.
 - AR33002 (Level 2) – informs the customer that their account is in delinquent status and that it will be reported to the Commissioner unless the agency receives a payment within the next five days.
 - AR33003 (Level 3) – informs the customer that the agency did not receive any correspondence regarding the delinquent account, so the agency will notify a collection agency to take further action.

Dunning Letters

This is to inform you that the items listed below are past due. Please remit payment within the next ten days.

← Level 1

Please be advised that your account is now in a delinquent status.

← Level 2

Level 3



2/1/2010

Judicial Department
936 Silas Deane Hgwy
Wethersfield, CT 06109

Dear Valued Customer

Please be advised that we have not received any correspondence from you with respect to your delinquent account after repeated notifications, therefore we have turned your account over to The Bureau of Collection Services.

Business Unit		DOCM1	Customer		JUD002	Judicial D			
Seq.	Item	Line	Entry Type/Reason		Balance	Due Date	Accounting Date	Days Late	
1	ET21364	1	IN	STATE	7,162.95USD	5/27/2009	5/27/2009	250	
1	ET21364	2	IN	STATE	7,162.95USD	5/27/2009	5/27/2009	250	
					14,325.90USD				
Please remit payment to me immediately					14,325.90USD				

The Department of Correction
Accounting Unit
24 Wolcott Hill Road
Wethersfield, CT 06109-1152

If you have any questions regarding your account please feel free to call me.
860 6927709

Sincerely,

Accounts Receivable

- This is an example of a Dunning Level 3 letter from DOCM1.

Write Off a Bill Using a Credit

Process for Uncollectible Bills

- **Confirm from Customer that receivable item is uncollectible and document.**
- **Follow the policies from the OSC Comptroller's Memo No. 2000-15 and OPM Policy for Uncollectible Accounts. Both are located on the OSC and OPM website.**
- **Need approval from OPM if amount is greater than \$1,000. If approved, OPM will send an Approval number.**
- **Enter credit bill in the Adjust Entire Bill function. If a partial payment has been made, a credit bill must be entered manually from the Standard Billing Add a New Value function.**
- **Enter conversations for the original item and credit item. Enter OPM approval number in the credit item.**
- **Complete Maintenance Worksheet for the credit bill.**

• The Office of the State Comptroller does not allow the use of the write-off functionality in Core-CT. If a bill in Accounts Receivable is deemed uncollectible, create a credit bill to "write-off" the amount.

Accounts Receivable Information

Accounts Receivable Information

EPM Reports for Billing and Accounts Receivable

• CT_CORE_AR_CF_DETAIL	Detail Revenue Query
• CT_CORE_AR_DEPT_DPOSIT_IDS	Deposit IDs by Fund, SID, Fiscal Year and Date
• CT_CORE_AR_DIR_JRNL_BDJT_ERROR	Direct Journals in Budget Error
• CT_CORE_AR_REFUND_EXP	AR Distribution for 50000 Accounts Only
• CT_CORE_AR_REVENUE_FY	Detail Revenue Query
• CT_CORE_FIN_AR_CUST_CONVRS	Customer Conversations
• CT_CORE_FIN_AR_JRNLID_TO_DEPOS	Direct Journal ID, SID, Deposit
• CT_CORE_FIN_AR_OPEN_ITEMS	AR Open Items
• CT_CORE_FIN_BI_ACCT_ENTRY	Bill Account Entry
• CT_CORE_FIN_BI_AR_EXPNDITURE	Billed, Unpaid Expenditures
• CT_CORE_FIN_BI_AR_PNDITM	Billing AR Pending Item
• CT_CORE_FIN_BI_INVOICE	Billing Invoice
• CT_CORE_FIN_BI_PART_OPENBILL	Partial Payments, Open Invoices
• CT_CORE_FIN_FED_GRANT_EXP	Expenditures by SID/CFDA Number
• CT_CORE_FIN_GL_REFUND_OF_EXP	Refunds of Expenditures

Accounts Receivable Information

www.core-ct.state.ct.us/reports/

Catalog of Online Reporting: Catalog of Online reports are delivered or custom reports designed to provide “real-time” access to financial data. These reports are available within system modules according to user security profiles and roles.

- Group Control by Entry Date
- Pending Item by Entry Date
- Deposit Control by Entry Date
- Payment Summary
- Receivable Activity
- Payment Predictor Detail Report
- Payment Predictor Summary
- Aging Detail by Business Unit
- Aging Summary by Unit
- Aging by Chartfield
- Customers by SetID
- Customers by Unit
- Contacts by SetID
- Contacts by Unit
- Accounting Entries
- Business Unit Activity

Accounts Receivable Information

www.core-ct.state.ct.us/user/finjobaids/ar.htm

Job Aids: Job aids contain the steps necessary to complete a task. Financial modules have job aids that are specifically created to assist users in their day to day processes.

- Accounts Receivable Batch Processes
- Accounts Receivable Navigation
- Accounts Receivable Functions – The Basics
- Accounts Receivable Reports
- Adding Conversation to an Item
- Agency Acronyms
- Aging by Chartfield Report
- Closing Out an On Account (OA) Item
- Deposit Problems
- Direct Journaling
- Direct Journal – Budget Errors
- Dunning Letter Process
- Entry Type and Reasons
- Federal Program Appropriations Report (CTGLR122)
- Generating Customer Statements in Billing
- GIRO Deposits in Error
- How to Run an AR Report
- Item Audit History
- Month-End Close Guidelines
- Petty Cash Reimbursement in Main Business Unit
- Processing Transfer Invoices – Financials Bulletin No.3
- Reconciling Grant Expenditures for SEFA
- Reviewing Payment Predictor Results
- Write Off a Bill Using a Credit

Accounts Receivable Information

The screenshot shows a web browser window titled "UPK - Financials - Microsoft Internet Explorer". The address bar displays the URL: https://corect.ct.gov:11000/ps_peprd_UPK_pub_docs/Publishing%20Content/PlayerPackage/toc0.html. The page features the Core-CT logo and a navigation menu on the left with the following items: My Roles, Accounts Payable, Accounts Receivable, Maintain Customers for AR, AR Payments, Payments, Understanding Payment, Enter a Manual Deposit, Apply Payments Using P, Apply Overpayments by C, Apply Partial Payments a, Create a Direct Journal, Correct a Direct Journal, Create a Journal with Mu, SpeedTypes, Reviewing Payments, AR Analysis, AR Maintenance, Customer Interactions, Credit & Collection Management, Asset Management, Billing, Customer Contracts, eProcurement, General Ledger, Inventory, Project Costing, and Purchasing. The main content area displays the Core-CT logo and the following text:

Core-CT has an automatic payment process that will match deposits to outstanding items if two criteria are met. The first criterion is that the deposit amount must match exactly to the item amount. The second criterion is the Reference ID must match exactly to the Item ID.

Payments can be applied automatically if the payment predictor box on the payment information page is checked. In order for this to process, you must have an "I" in the **Qual Code** field and the item number must be in the **Reference** field. The item number must match exactly to the bill number.

In some cases, when other agencies are making payment, they will enter an incorrect reference number, or their own type of reference information in the field that comes into the deposit page. If this is the case, payment predictor will not be able to process the deposit. You will need to correct the reference information first. If the amount of money received does not match the item amount, payment predictor will not process the deposit, but it will create a worksheet and leave it for you to finish. You can tell that a worksheet has been created if you see the payment predictor box greyed out and the deposit is still in the pick list.

For more information, click the following link to the AR Job Aid:

[Reviewing Payment Predictor Results](#)

The Windows taskbar at the bottom shows the Start button, several open applications (Inbox, Web PS, News Vi, UPK, Accoun, Microso, AR Scre), and the system clock displaying 8:02 AM.

Accounts Receivable Information

Core-CT

Home Worklist Add to My Links Sign out

My Links: Select One:

New Window Help Customize Page http

Totals **Payments**

Unit: DOTM1 Deposit ID: 53889 Location: 57000015 Delete Deposit

'Accounting Date: 08/12/2009 Control Currency: USD

'Bank Code: FLEET FLEET Format Currency: USD

'Bank Account: BILL 9478502334 Rate Type: CRRNT

'Deposit Type: B Billing Exchange Rate: 1.00000000

Control Totals		
Control Total Amount:	2,075.00	'Count: 1
Entered Total Amount:	2,075.00	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:	08/12/2009
'Entered:	08/12/2009
Posted:	
Assigned:	CORESheldonC
User:	CORESheldonC

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

Totals | Payments