

2014

Posting Deposits in Munis

Monroe County, WI

The Treasurer's Office is responsible to the proofing and posting of receipt batches. This documents outlines the daily deposit procedure in Munis.

Staff, Erin

Monroe County Accounts Receivable

10/9/2014



1. Open the Payment Entry program.
General Revenues > Payment Processing > Payment Entry
Property Revenues > Payment Processing > Payment Entry

2. Click **Lookup Batch** to open department batches to proof. Note that each batch will be identified by their department initials, and the date. Ex) RH100914
3. Once a batch is selected, click **Deposit Rpt** in the Menu group. The deposit report provides a list of deposits collected as part of the batch. Compare check quantities and totals with the actual deposits on hand. .

4. Complete the fields, as required, using the Field Definitions tables as a reference. Then choose



| Field | Description |
|------------------------|--|
| Report Criteria | |
| Range Type | This list indicates the range type for which to include deposits in the report: entry date, effective date, or GL year and period. |
| Date Range | These boxes are available if you select Entry Date or Effective Date from the Range Type list and indicate the range of entry or effective dates for the records to include in the report. You can type the dates in the box or click the calendar buttons to select dates. |
| GL Year/Period | These boxes are available if you select GL Year/Period from the Range Type list and indicate the range of GL years and periods for the records to include in the report. |
| Deposit Number | This box indicates the deposit number for which to include payment information in the report. You can type a number in the box or leave the box blank to include information for all deposits for the selected date or GL year and period range. |
| Batch Number | This box indicates the batch number for which to include payment information in the report. You can type a number in the box or leave the box blank to include information for all batches for the selected date or GL year and period range. |
| Clerk | This box indicates the user name of the clerk for which to include payment information in the report. |
| Tenders | This list option allows you to determine which types of payment methods are involved in the report. Select from the following: Exclude if in Selected Set Include if in Selected Set The Selected button displays the selected tenders from the Tender Method Chooser. |
| Print Sequence | This indicates the order by which to sort records in the report: by cash account, batch number, clerk ID, deposit, department, or AR Code. |

- A Batch Report will show. Proof each batch, and notify the department if discrepancies are found. The department will update changes and the Deposit Report can be run again.

| 10/09/2014 06:58 8516impl | | Monroe County TRAIN 10/08 Deposit Report | | | | | | P 1 ardpokr | | |
|--|-----------|---|----------|---------------------------|----------------------|---------|----------|----------------|---------|------------------------|
| ENTRY DATE RANGE: 10/08/2014 TO 10/08/2014 | | | | | | | | | | |
| ENTRY DATE | REFERENCE | M | AMOUNT | PAID BY AR CODE | REFERENCE NO DEPT | DEPOSIT | CLERK | BATCH | RECEIPT | CASH ACCOUNT FUND |
| 10/08/2014 | | 1 | 1000.00 | US DEPT OF AGRIC 64210 | 45261253 | 100814 | 8516impl | 2 | 1 | 99900000 111000 999 |
| CHECK TOTAL | | | 1,000.00 | | | | | | | |
| TOTAL FOR DEPOSIT | | | 1,000.00 | | | | | | | |

- Once all batches have been proofed, open the Payment Proof program
General Revenues > Payment Processing > Payments Proof

Payments Proof - Munis [Monroe County | TRAIN | 10/08]

General | Maintain | Deposits

Batch Find Options

Batch: Department:

Entry date: Deposit:

Clerk: Status:

Created in:

Batch Types

Payments Refunds Transfers

Reversals Writeoffs

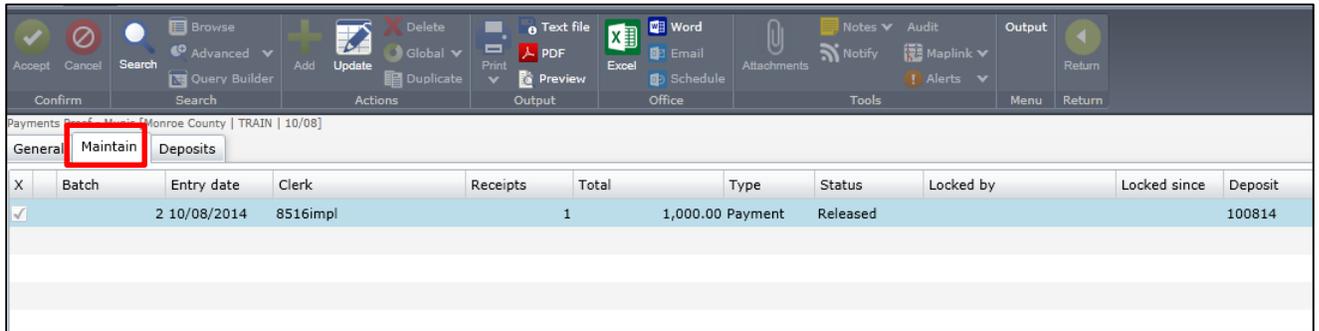
Results

Batches found: 0 PROOF

Batches selected: 0

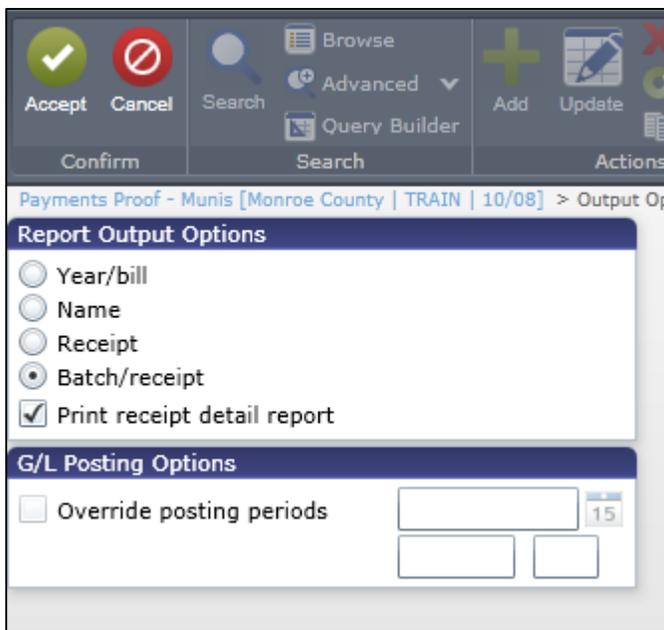
- Choose 
- Select the Payments Batch Type
- Choose 

10. Open the Maintain tab

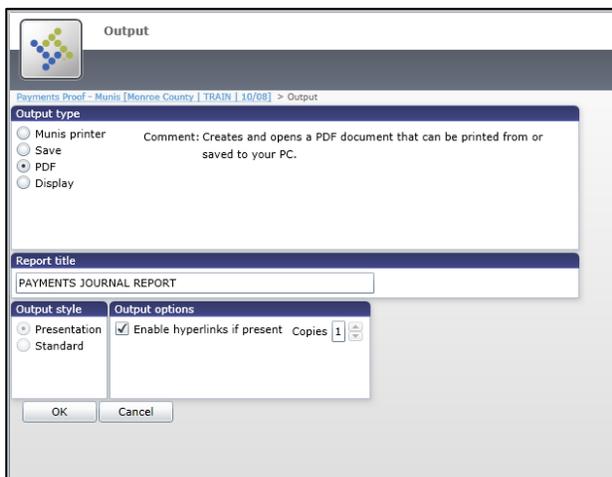


11. Confirm that all batches marked as released are checked

12. Click Output in the top right of the dashboard ribbon. The Output screen will display.



13. Click Accept. Choose to open the Payments Journal Report



14. The Payments Journal will open. Confirm Batch amounts

| 10/09/2014 07:16 8516impl | | Monroe County TRAIN 10/08 PAYMENTS PROOF BATCH SUMMARY | | P 1 arrectpst | | | | | |
|------------------------------|------|---|----------------|------------------|----------|-------------|---------|------------|---------|
| ENTRY DATE | DEPT | CLERK | BATCH YEAR PER | RECEIPTS | PAYMENTS | ADJUSTMENTS | REFUNDS | WRITE-OFFS | DEPOSIT |
| 10/08/2014 | | 8516impl | 2 2014 10 | 1 | 1,000.00 | 0.00 | 0.00 | 0.00 | 100814 |
| | | | | TOTAL: | 1 | 1,000.00 | 0.00 | 0.00 | |

15. Once Batch amounts are confirmed, open the Payments Journal.
General Revenues > Payment Processing > Payments Journal

16. Choose Search

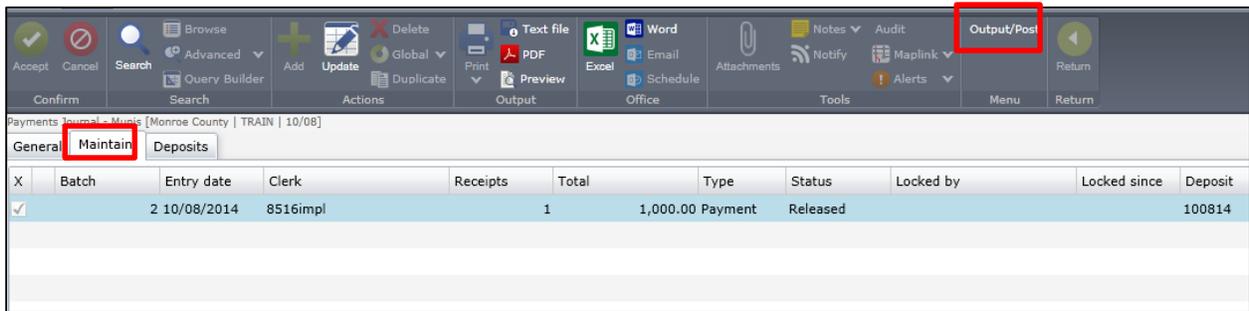


17. Select the Payments Batch Type

18. Choose Accept



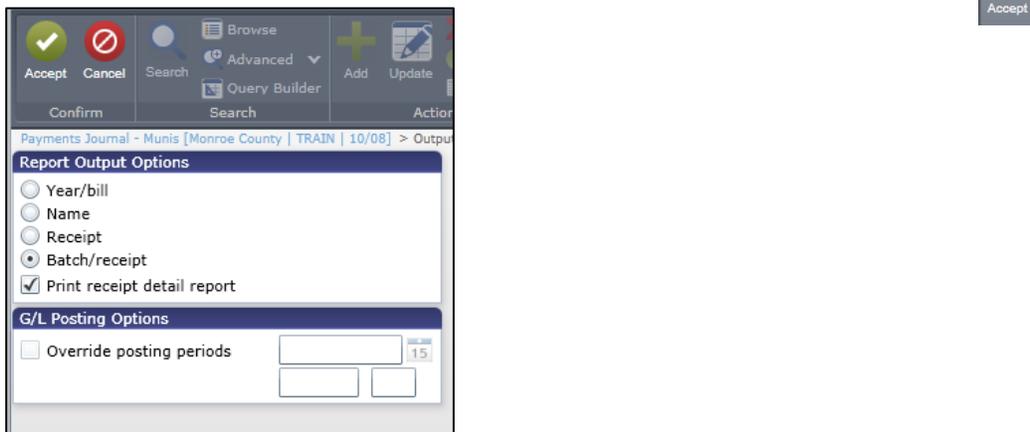
19. Open the Maintain tab



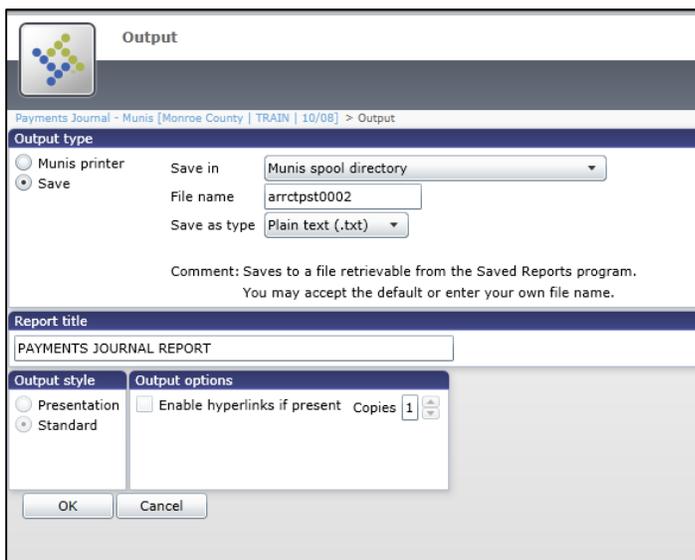
20. Confirm that all batches marked as released are checked

21. Choose **Output/Post**

22. The Output options screen will open. Fill in the output options and click



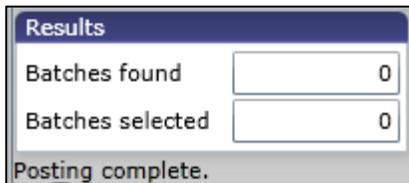
23. Choose to Save the Journal



24. Click Yes when prompted to post the payments to the General Ledger



25. A message will appear the the bottom left of the screen when the deposits have been posted to the ledger.



Results

The general results of this type of reconciling and review of payments is a high level of confidence in the integrity of each payment batch and the resulting journals created in the General Ledger.

Status Change

The following records are affected by this process:

- Posting the batch in Payment Journal and Post flags each receipt in the batch as *posted*.
- Posting the batch in Payment Journal and Post deletes the proof receipt tables. Permanent receipt history tables are retained.

GL Impact

This is the central location that Accounts Receivable activity impacts the General Ledger. The accounts that are debited and credited are based on the type of payment activity (payment, refund, write-off, and so on) and the General Ledger accounts associated with the various charge codes on the items being paid. A full description of the intricacies of the various posting options and possible account combinations is outside the scope of this document.

Other Munis Modules Impact

Journals are created in the financial module as a result of posting.

