

2014

Receipt Entry

Monroe County, WI

By entering receipt batches into Munis, revenue accounts are adjusted to appropriately reflect payments received by the county. At the end of the day, these entries are reviewed at both the department and the Treasurer's office to ensure an accurate deposit is made, as well as an accurate financial statement is produced.

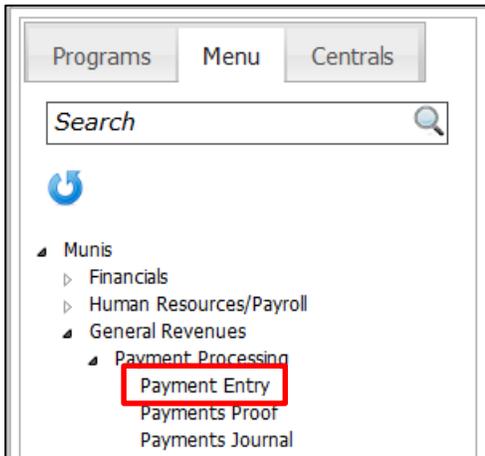


Procedure

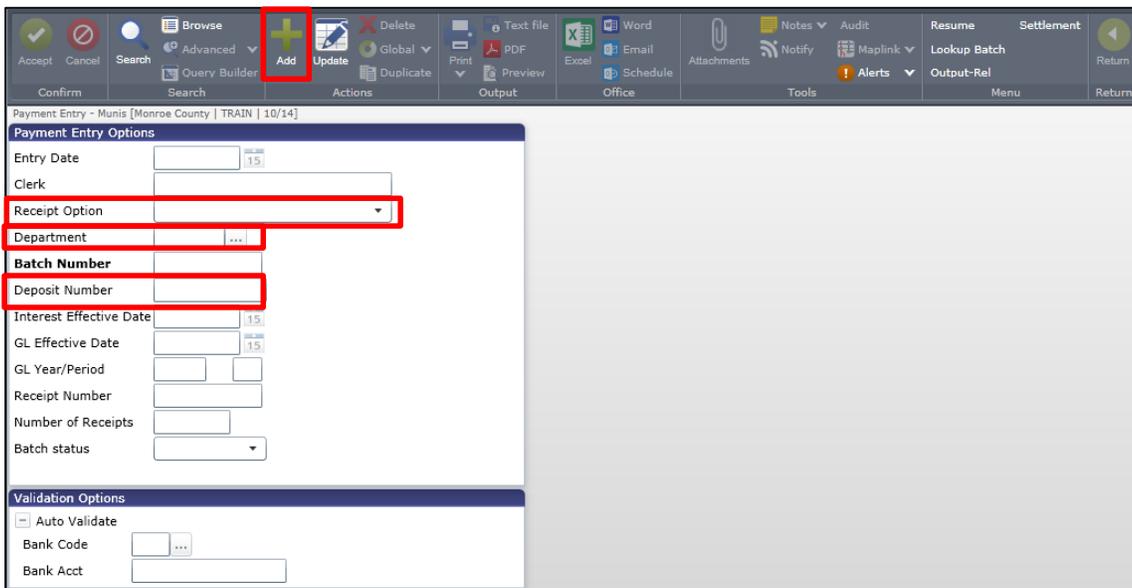
Use the following steps to enter a Receipt into Munis

Open Payment Entry:

General Revenues > Payment Processing > Payment Entry

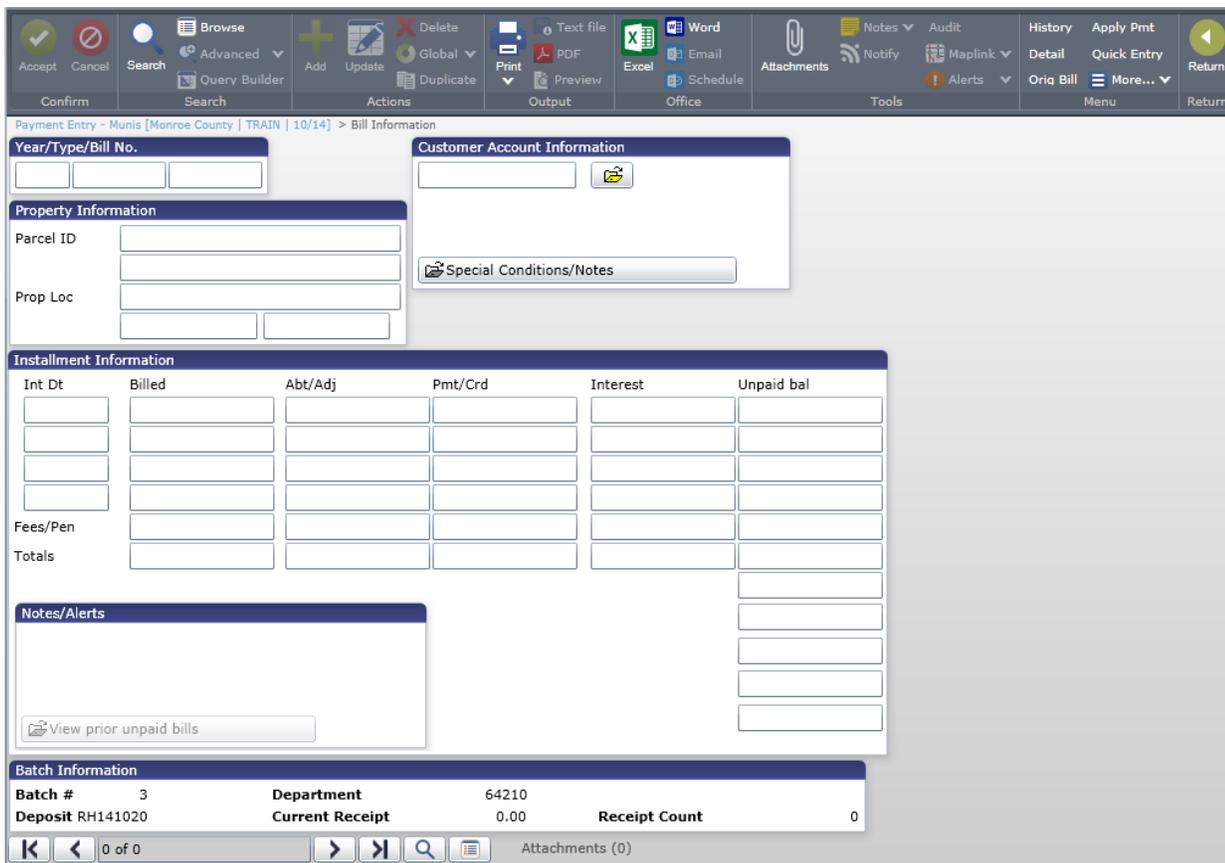


The Payment Batch Header screen will open. A batch is used to store multiple payments, which allow users to post entire batches of payments to the General Ledger at once. Choose  to add a new batch.



- The Entry Date and Clerk information will default
- Choose the Receipt Option Individual AND Summary
- Enter the department number using the  field help button
- Enter in a deposit number. This number will be the department initials plus the date i.e. **RH141021**. If the batch has already been deposited for the day, choose the next day's batch number
- Click  to save in the batch header information

Once the batch header is completed, the Bill Information screen will open. From this screen you may enter either a General Bill or a Miscellaneous Cash Receipt.



Payment Entry - Munis [Monroe County | TRAIN | 10/14] > Bill Information

Year/Type/Bill No.

Property Information

Parcel ID

Prop Loc

Customer Account Information

Installment Information

Int Dt	Billed	Abt/Adj	Pmt/Crd	Interest	Unpaid bal
<input type="text"/>					
<input type="text"/>					
<input type="text"/>					
<input type="text"/>					
Fees/Pen	<input type="text"/>				
Totals	<input type="text"/>				

Notes/Alerts

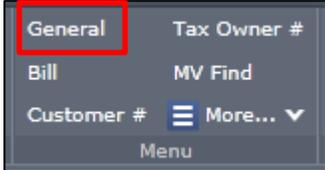
Batch Information

Batch #	3	Department	64210
Deposit	RH141020	Current Receipt	0.00
		Receipt Count	0

K < 0 of 0 > Attachments (0)

To Enter a payment against a General Bill:

Choose the  from the Dashboard Ribbon
 Choose General from the Dashboard Ribbon



You may enter in search criteria for the General Bill such as Bill number, customer, etc. You may choose not to enter any filter criteria to pull up all unpaid bills for your department.

Payment Entry - Munis [Monroe County | TRAIN | 10/14] > Bill Information > General Find

General Find

Bill Name	<input type="text"/>	Bill #	<input type="text"/>
Prop ID	<input type="text"/>	AR Cat	<input type="text"/>
Parcel ID	<input type="text"/>	Year	<input type="text"/>
Town/Prec	<input type="text"/>	Bill Type	<input type="text"/>
Customer #	<input type="text"/>		
Location	<input type="text"/>	<input type="text"/>	<input type="text"/>
Filter by special condition codes	<input type="text"/>	Selected	{0}

Chose  to save in the search criteria

A list will populate with all available bills. Choose the appropriate bill and click 

The Bill information will display. You may choose to view detail about the general bill using the **Detail** or choose to view the **Orig Bill** . Each of these options can be found in the Dashboard Ribbon.

Payment Entry - Munis [Monroe County | TRAIN | 10/14] > Bill Information

Year/Type/Bill No. 2014 GB-11230 1

Customer Account Information 126 ALICE E. LETT 830 N GLENDALE AVE TOMAH, WI 54660 USA

Property Information Parcel ID GB Acct # Prop Loc

Int Dt	Billed	Abt/Adj	Pmt/Crd	Interest	Unpaid bal
11/19/14	55.00	.00	.00	.00	55.00
Fees/Pen	.00	.00	.00	.00	.00
Totals	55.00	.00	.00	.00	55.00

Notes/Alerts Due 10/20/2014

Next Int .00

Int Paid .00

Total Paid .00

Batch Information Batch # 3 Department 64210 Deposit RH141020 Current Receipt 0.00 Receipt Count 0

Detail View

Original Bill

Payment Entry - Munis [Monroe County | TRAIN | 10/14] > Information > Installment Information

Currently Viewing ALL INSTALLMENTS AS OF 10/20/2014

Bill Customer/Property Year 2014 Cust # 126 Type GB-1 Name 1 ALICE E. LETT Bill # 1 Name 2 Prop ID

Line	Chg Desc	Billed/Adj	Unpd Prin	Fees/Pen	Interest	Due Now
1	FAMILY COU	55.00	55.00	.00	.00	55.00

Totals Billed 55.00 Fees/pen .00 Unpaid prin 55.00 Interest .00 Due now 55.00

Invoice Inquiry - Munis [Monroe County | TRAIN | 10/14]

Header Year/period 2014 10 OCT Customer 126 AR code 11230 - CLERK OF COURT Account 0 Invoice 1 Invoice date 10/20/2014 Batch # 1 Clerk 8516impl Implementation User Contract Customer PO Unpaid balance 55.00 Discount % .00 Department 64210 - ROLLING HILLS Parcel

Customer ALICE E. LETT 830 N GLENDALE AVE TOMAH, WI 54660 USA

For/loc Enter Descriptive Information about the Invoice HERE

Comments

Line	Description	Billed	Adjusted	Paid	Due	User Defined
1	FAMILY COU	55.00	.00	.00	55.00	

Totals Billed 55.00 Adjusted .00 Paid .00 Due 55.00

If this is the bill the customer would like to pay, choose  from the Dashboard Ribbon. The Completing Receipt Screen will open.

Payment Entry - Munis [Monroe County | TRAIN | 10/14] > Bill Information > Completing Receipt

Complete Receipt

Amount	55.00
<input checked="" type="checkbox"/> Last receipt for customer	
Payment method	1 - CHECK
Check/reference #	23640347
Add'l payment ref	
Receipt option	3 - INDIV & SUMMARY
Receipt copies	1
Printer	RCTGB80
<input type="checkbox"/> Validate	
Effective date	10/20/2014
Paid by customer #	126
Paid by reference	ALICE E. LETT
Reference	
Total this receipt	55.00
Total for customer	55.00
Total Remitted	55.00
Change due	.00

More Options Continue

Enter all applicable information in the apply payment screen including:

- Amount to be paid
- Payment Method (and if applicable, check number)
- Printer (Should always be **RCTGB80**)
- Total Remitted (If the customer is paying with cash)

Once the payment information is entered, choose



At the bottom of the screen, the batch information should now show the receipt amounts just entered.

Payment Entry - Munis [Monroe County | TRAIN | 10/14] > Bill Information

Year/Type/Bill No.		Customer Account Information			
2014	GB-11230	1	126		
Property Information		ALICE E. LETT 830 N GLENDALE AVE TOMAH, WI 54660 USA			
Parcel ID		Special Conditions/Notes			
GB Acct #					
Prop Loc					
Installment Information					
Int Dt	Billed	Abt/Adj	Pmt/Crd	Interest	Unpaid bal
11/19/14	55.00	.00	55.00	.00	.00
Fees/Pen	.00	.00	.00	.00	.00
Totals	55.00	.00	55.00	.00	.00
Notes/Alerts				Due 10/20/2014	.00
				Next Int	.00
				Int Paid	.00
				Total Paid	55.00
Batch Information					
Batch #	5	Department	64210	Batch Total	55.00
Deposit	RH141020	Current Receipt	0.00	Receipt Count	3

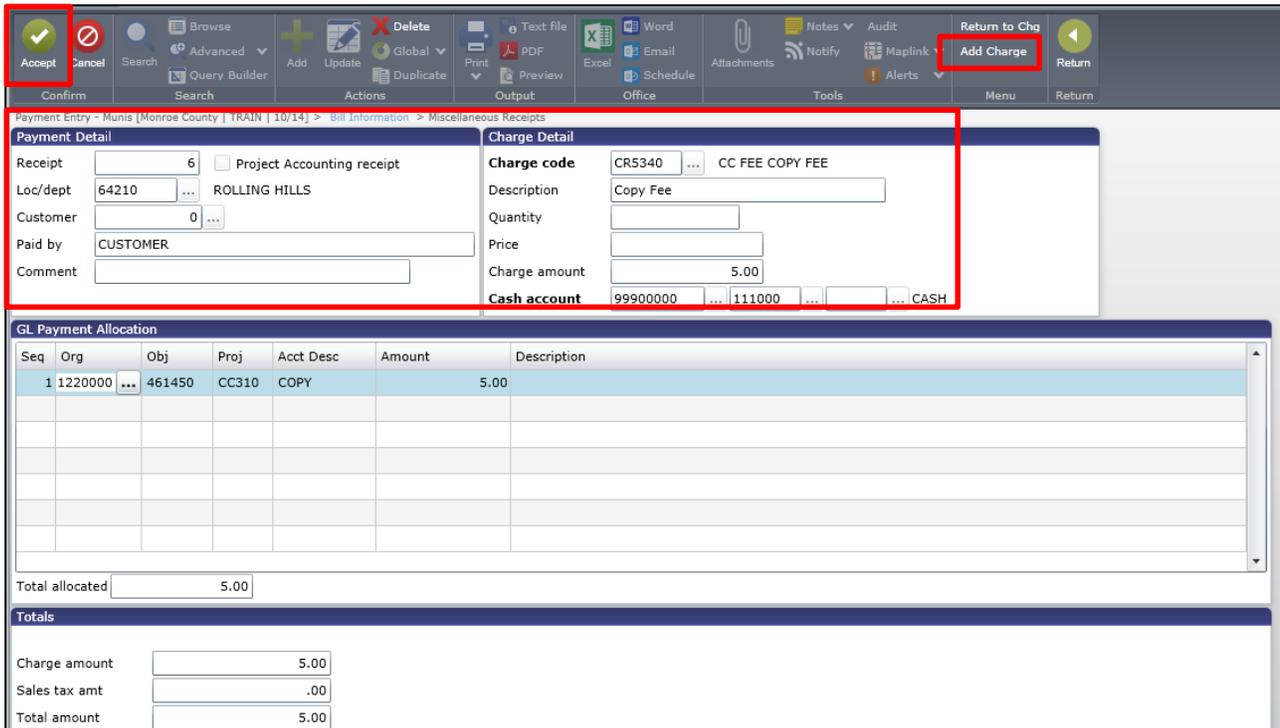
To print the receipt for the customer, should they want it, click the



option from the dashboard ribbon, and print the PDF to the local printer.

Enter the Receipt Information using the Tab Key to move from field to field

- The Receipt Number will default
- Enter the appropriate department code using the  field help button
- Choose a customer from the customer records, or simply leave customer number as “0” and type the customer’s name into the “Paid By” field
- Choose the charge code from the  field help button. This charge code will tell the system the correct revenue account, and dollar amount (if applicable) for this charge.
- Enter the quantity and/or dollar amount if not defaulted by the charge code
- If there are more charges to apply to this customer, choose  to add another charge to this receipt
- Choose  to save in your entries. You may need to choose  once more if you have permissions to change the revenue accounts in the GL Payment Allocation area



Payment Entry - Munis [Monroe County | TRAIN | 10/14] > Bill Information > Miscellaneous Receipts

Payment Detail

Receipt: 6 Project Accounting receipt
 Loc/dept: 64210 ... ROLLING HILLS
 Customer: 0 ...
 Paid by: CUSTOMER
 Comment:

Charge Detail

Charge code: CR5340 ... CC FEE COPY FEE
 Description: Copy Fee
 Quantity:
 Price:
 Charge amount: 5.00
 Cash account: 99900000 ... 111000 ... CASH

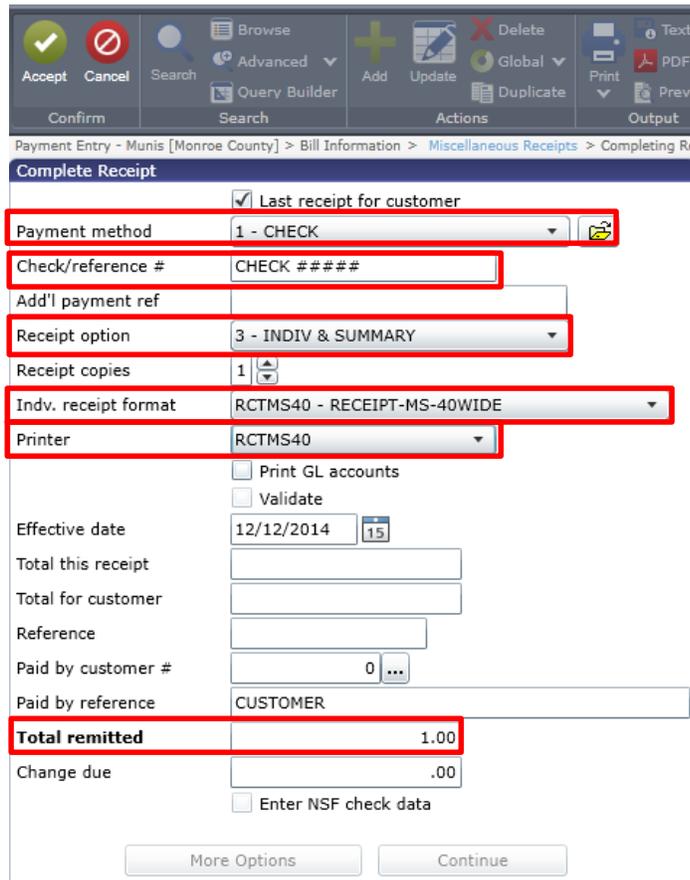
Seq	Org	Obj	Proj	Acct Desc	Amount	Description
1	1220000	461450	CC310	COPY	5.00	5.00

Total allocated: 5.00

Totals

Charge amount: 5.00
 Sales tax amt: .00
 Total amount: 5.00

The Payment Entry screen will open.



Enter all applicable information in the apply payment screen including:

- Amount to be paid
- Payment Method (and if applicable, check number)
- Printer (Should always be RCTMS40)
- Total Remitted (If the customer is paying with cash)

Once the payment information is entered, choose



Once all receipts are entered for the day, the batch should be released and a proof report will be generated. To do so, choose  until you get to the batch header screen.

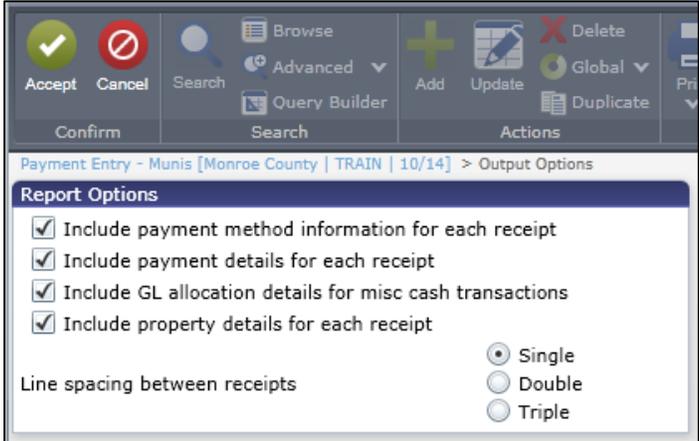
Count the drawer, and verify amounts using the **Settlement** option from the Dashboard Ribbon

Choose **Enter Amounts** to total and verify all deposit payment methods and amounts.

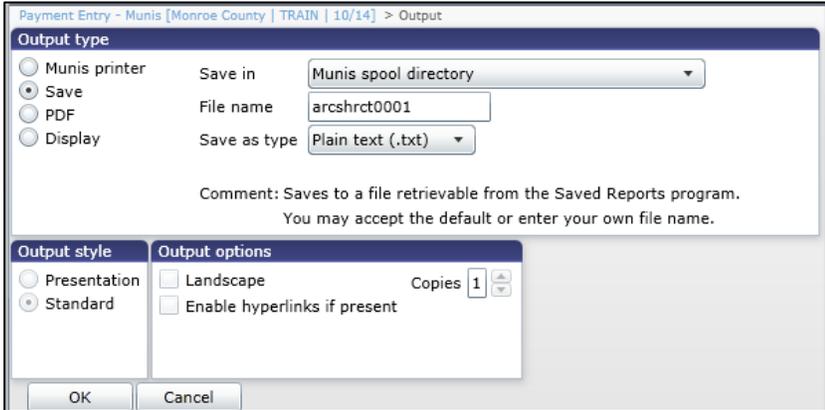
	Count	Batch Amounts	Drawer Amounts	Difference
CHECK	3	55.00	.00	55.00
CASH	1	5.00	.00	5.00
CREDIT CARD	0	.00	.00	.00
BANK XFER	0	.00	.00	.00
OTHER	0	.00	.00	.00
MANUAL BANK PMT	0	.00	.00	.00
E-CHECK	0	.00	.00	.00
WIRE TRANSFER	0	.00	.00	.00
Totals	4	60.00	.00	60.00
Total Remitted	4	60.00		
Total Change Due	0	.00		
Cash&Check Totals		60.00		
Overpayments Collected		.00		

Once amounts are verified,  to the batch header and choose **Output-Rel** from the Dashboard Ribbon.

Choose all available options in the output and click .



10. Choose Save and OK



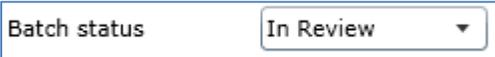
Choose Yes to release the batch



Confirm your deposit number



The batch should be shown as **In Review**, with a confirmation message at the bottom of the screen.



Batches should be Output Released by 2:30 and sent to the Treasurer's office for review and posting. Any payments made after this time should be in a new batch with the deposit number reflecting the next business day's date.

