📄 Applying Cash Received to an Invoice

Overview

In NIS, you can apply cash received to invoices created earlier and then create a deposit for the State Treasurer's office.

This work instruction shows the process to Apply Cash Received to an Invoice.

NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website: http://www.das.ne.gov/.
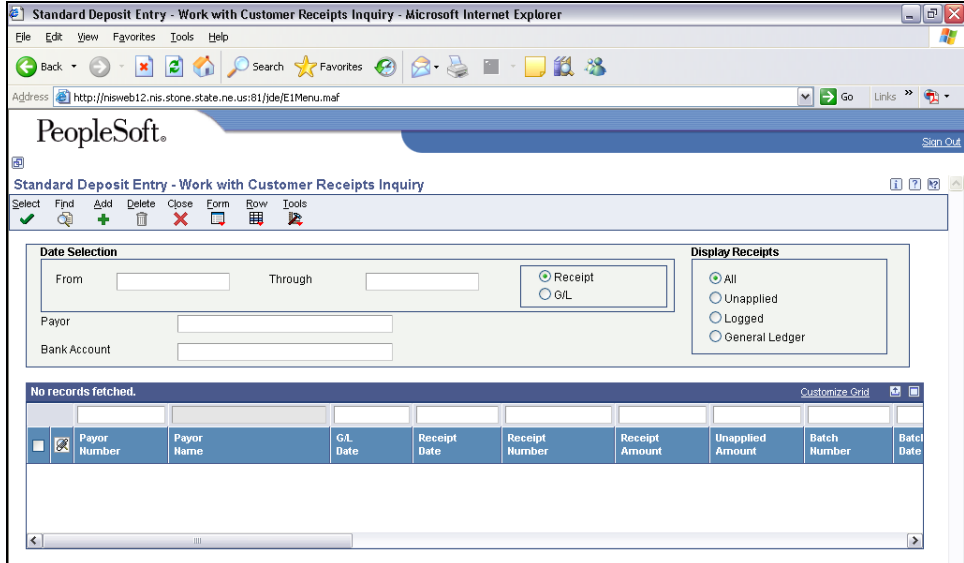
Navigation

Click Roles, Accounts Receivable.
(Citrix users – right click on the menu, choose View by Role, choose Accounts Receivable.)

Accounts Receivable > Deposit Processing > Standard Deposit Entry

Steps

Apply Cash Received to an Invoice

Start this instruction from the Standard Deposit Entry – Work with Customer Receipts Inquiry window.

1. Click **Add**. The Standard Deposit Entry – Receipt Entry window appears.

2. Enter the following information in the header:

   - Fund – specific fund number
   - Bank Account – for funds creating invoices, value should default in – should equal the balance sheet business unit for the above fund and object account 139902
   - G/L Date – the date on which the entry should post to the general ledger; will default to current date if left blank.
   - Payor – number associated with a name in the Address Book
   - Receipt Amount – amount of receipt

3. Click **Form**, **Select**. The Standard Deposit Entry - Select Invoices window appears.

4. Click **Find**.

5. Choose the invoice(s) associated with the cash received.

6. Click **Row**, **Select/Deselect** and green check mark appears next to the selected invoice(s).

7. Click **Close**, invoice lines will be brought into the grid in the Standard Deposit Entry - Receipt Entry window.

8. Click **OK**.

9. Record the Batch number.

10. Click **Cancel** to return to the Standard Deposit Entry - Work with Customer Receipts Inquiry window.

11. Click **Close** to return to the Deposit Processing menu.

12. Choose **Deposit Batch Review/Approve/Post**, from the menu.

13. Enter the batch number from above in the Batch Number field in the header or QBE line.

14. Click **Find**.

15. Choose the desired batch.

16. Click **Row**, **Batch Approval**.

17. Choose **Approved** – **Batch is ready to post**.

18. Click **OK**. The Status Description for the batch should read Approved.

19. Click **Close**.

These entries will post on a daily basis through a process in State Accounting.

The above steps post the receipt of the invoiced funds to the agency "bank account".

The following steps create the transaction to deposit those monies with the State Treasurer's office or to a depository bank.

20. Choose **Standard Deposit Entry**, from the menu. The Standard Deposit Entry - Work With Customer Receipts Inquiry window appears.

21. Click **Add**.

22. Enter the following information in the header:

   - Fund – specific fund number
   - Bank Account – assigned bank account number for the bank where deposit is being made – enter "**e**" where Lincoln deposit is taken to State Treasurer's office
   - G/L Date – normally current date
   - Payor – address number associated for your depository location
   - Receipt Amount – amount of deposit
   - Remark – deposit

23. Click **Form**, click **General Ledger**.

24. Enter the following information in the grid:

   - G/L Account Number - X.139902 where x represents the fund number for these invoices.

      This account number <u>must</u> be used for the deposit of all monies previously invoiced in order to prevent doubling the revenue originally recorded when the invoice was prepared. This deposit entry offsets the cash application entry just processed.

   - Payment Amount

25. Click **OK**. The Standard Deposit Entry - Receipt Entry window appears.

26. Record the Batch number created for deposit.

27. Click **OK**.

28. Click **Cancel**.

29. Click **Close**.

30. Deposit document will now follow normal agency approval and State Treasurer posting processes.