ACH Invoice Processing

Overview

In NIS, you can create account receivable invoices for monies that will be received by the State electronically directly to the State Treasurer's office.

This work instruction shows the process for:

Enter ACH Invoice

Approve ACH Invoice Batch

Delete Unposted ACH Invoice Batch

Post ACH Invoice Batch

Void Posted ACH Invoice Batch

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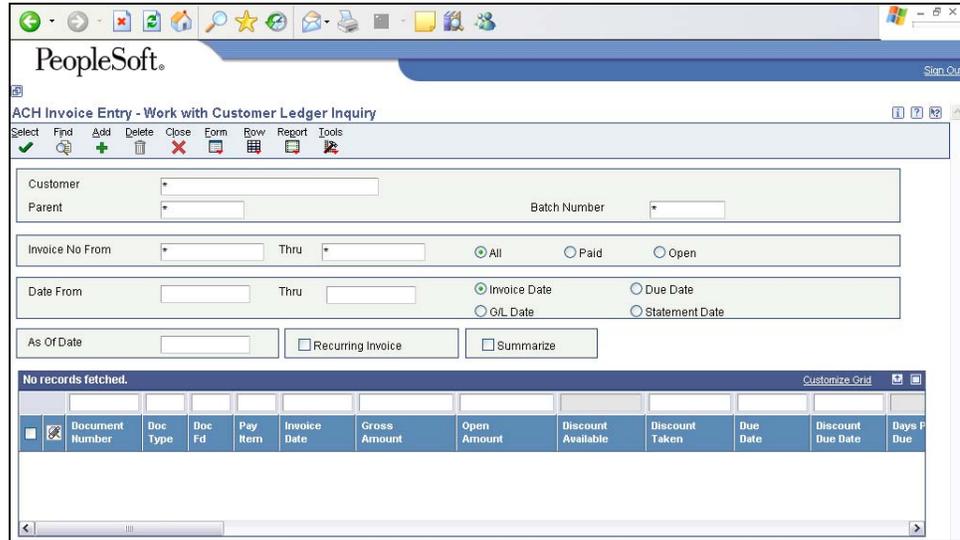
Click Roles, Accounts Receivable.
(Citrix users – right click on the menu, choose View by Role, choose Accounts Receivable.)

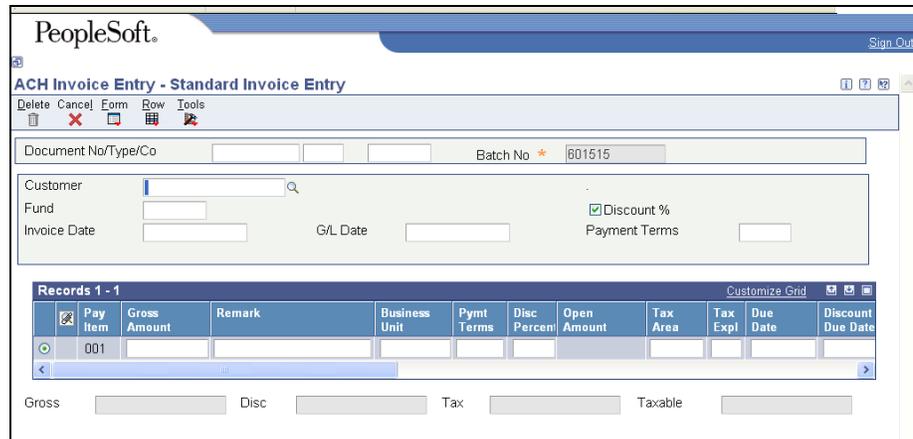Accounts Receivable > Deposit Processing > ACH Invoice Entry

Steps

Enter ACH Invoice

Start this instruction from the ACH Invoice Entry – Work with Customer Ledger Inquiry window.

1. Click **Add**. The ACH Invoice Entry – Standard Invoice Entry window appears.

2. Enter the following information in the header:

   - Customer – customer Address Book number (this should be a customer address book should identified as an ACH customer)
   - Fund – fund number
   - Invoice Date – date of your invoice to the customer or leave blank to default to G/L Date
   - G/L Date – the date on which the entry should post to the general ledger

3. Click the cursor in the Gross Amount field in the grid to refresh the window.

4. Enter the following information in the grid:

- Gross Amount

- Remark – identify the invoice, up to 30 characters

- G/L Class – enter the appropriate offset code – this field is *required* when the general ledger distribution for a portion of the invoice will go to a fund other than the fund listed in the invoice header.

5. Click **OK**.

6. The ACH Invoice Entry – G/L Distribution window appears.

The Document Type for an ACH is "RP".

7. Enter the following information in the grid:

- Account Number – G/L number (Business Unit and Object and optional Subsidiary)

- Amount – should be negative, all or part of the Gross Amount

- Explanation -Remark- – will default to the same as above or can be modified

- Press the down arrow on the keyboard

- Add additional line(s) as needed and repeat steps above.

- Amount field should show full distributed amount, Remaining field should be blank

If the General Ledger distribution involves more than one fund, be sure the distribution is consistent with the invoice grid information and the G/L Class codes used.

8. Click **OK**. The ACH Invoice Entry - Standard Invoice Entry window appears.

9. Repeat steps 2 – 8 as needed if multiple invoices are being prepared in this batch.

10. Record the batch number.

11. Click **Cancel** to return to the ACH Invoice Entry - Work with Customer Ledger Inquiry window.

12. Click **Close**.

Approve ACH Invoice Batch

Navigation: Deposit Processing > ACH Invoice Review/Approve/Post

Start this instruction from the ACH Invoice Review//Approve/Post – Work with Batches window.
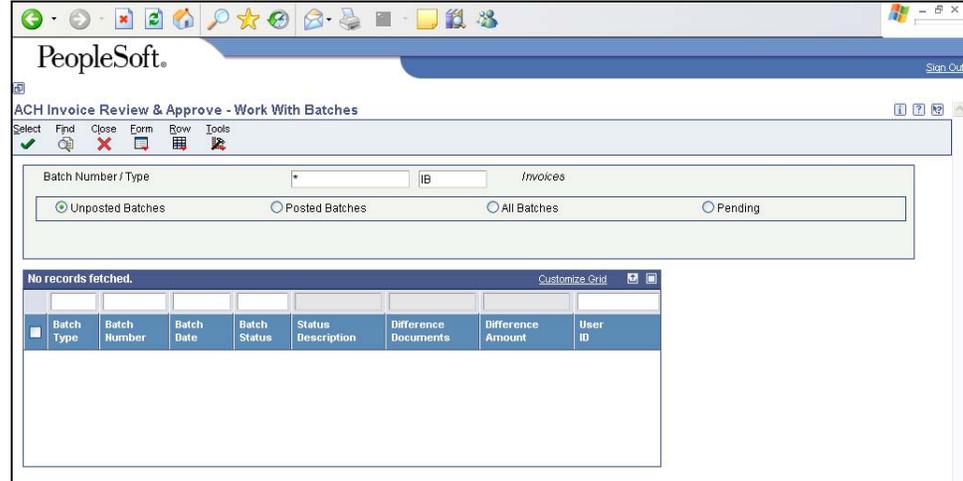

1. Enter the **batch.**

2. Click **Find.**

3. Choose the desired batch(es).

4. Click **Row**, **Batch Reviews**.

5. Click, **Row**, **Invoice Review**. The ACH Invoice Review/Approve/Post - Invoice Journal Review window appears.

6. Click, **Row**, **G/L Distribution** to review detail.

7. Click **Cancel**.

8. Click **Close** to return to the ACH Invoice Review/Approve/Post - Work with Batches window.

9. Click **Row**, **Batch Approval**.

10. Click **Approved -- Batch is ready to post.**

11. Click **OK** or **Form, OK to All** to all for multiple ACH invoices.

12. Chosen batch(s) will show status of Approved.

13. Click **Close**.

Delete Unposted ACH Invoice

Navigation: Accounts Receivable > Deposit Processing > ACH Invoice Entry

Start this instruction from the ACH Invoice Entry – Work with Customer Ledger Inquiry window.
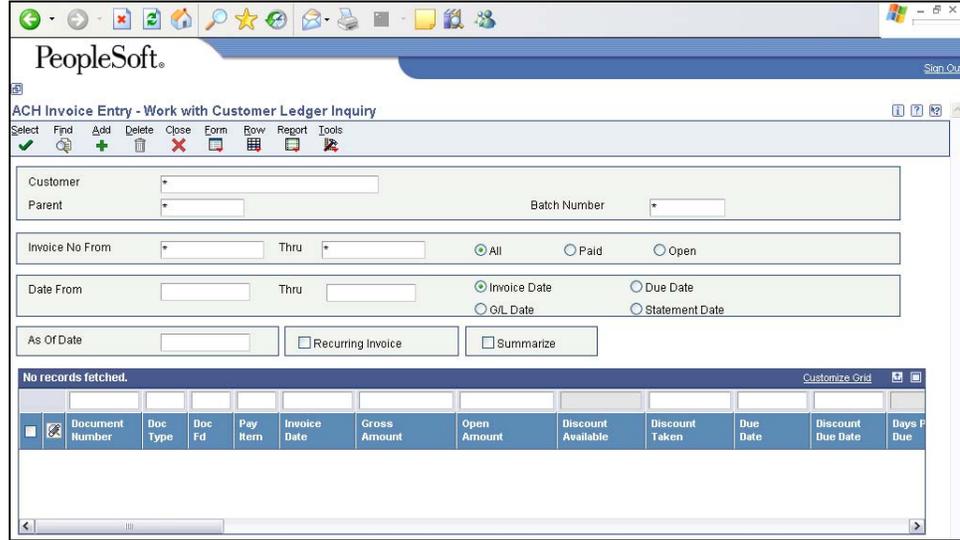
1. Enter **Batch Number**, **Document Number**, or **Supplier Number**.

2. Click **Find**.

3. Choose the document(s) to delete.

✎ If you wish to delete all the documents in a batch or all the documents for a supplier, choose the "select all" box (left hand side of QBE line). Up to 200 records will display in the grid with a checkmark.

✎ If your batch or supplier has more than 200 documents/records, click scroll-to-end to retrieve all records. Only 200 can be displayed and deleted at one time.

4. Click **Delete**. The confirmation window appears.

5. Click **OK**. Then if the document has not posted and no warning is received move to step 7.

6. Click **OK** to confirm void and return to the ACH Invoice Entry window.

⚠️ **If the document has been posted, you will be prompted to enter the G/L date for the voiding entry. Enter today's date as the G/L date. Be sure to approve the batch to complete the void process.**

7. Click **Close**.

✐ When deleting a multi-line invoice, all lines are deleted as expected. However, line items which were not highlighted for deleting still appear. After refreshing the screen (clicking Find), no line items appear.

Post ACH Invoice Batch

Invoice posting will take place through an automated process. All approved invoices will be posted. The status of the invoice will change to "Posted" once the automatic process has completed.

Void a Posted ACH Invoice

Navigation: Accounts Receivable > Deposit Processing > ACH Invoice Entry

Start this instruction from the ACH Invoice Entry – Work with Customer Ledger Inquiry window.
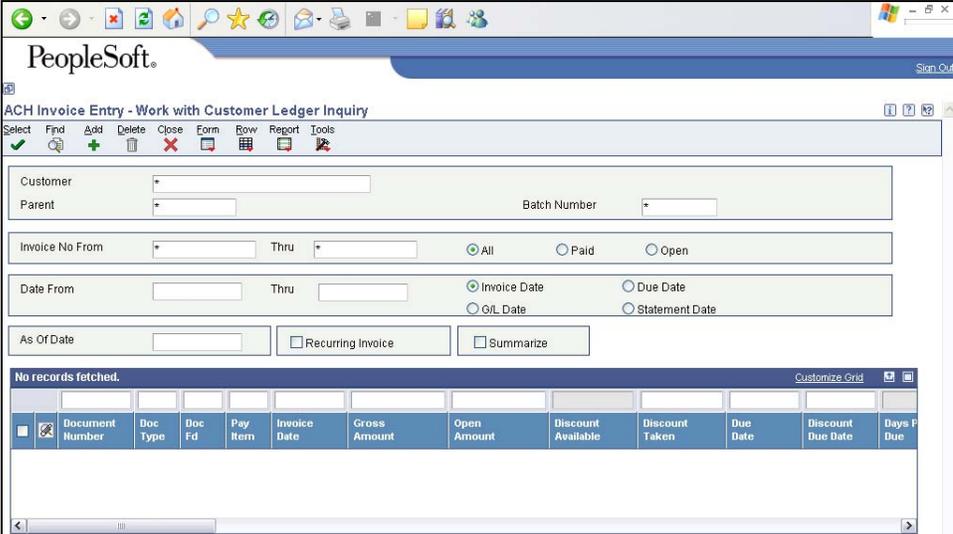
1. Type any known information about the voucher in the header or QBE line (ex. Batch Number, Document Number, etc.)

2. Click **Find**.

3. **Choose** the Document Number to void.

✐ Voiding a Document Number will not void the entire batch. Only the chosen row(s) will be voided.

4. Click **Delete**. A confirmation window will appear.

5. Click **OK** on the confirmation window.

6. Enter the **current date** in the G/L Date field.

⚠️ Be sure to change this field. The G/L Date field defaults to the original invoice entry date. If this date is in a prior month, the void can not be posted.

7. Click **OK** to confirm the void and return to the ACH Invoice Entry window.

8. Click **Close**.

🖉 Voiding a Posted Invoice will create a batch that will need to be re-approved. Please refer to the work instructions for Approve Invoice Batch and then Post an Invoice Batch.

Print ACH Invoice

Navigation: Deposit Processing > Print ACH Invoices

Start this instruction from the Version Prompting window.
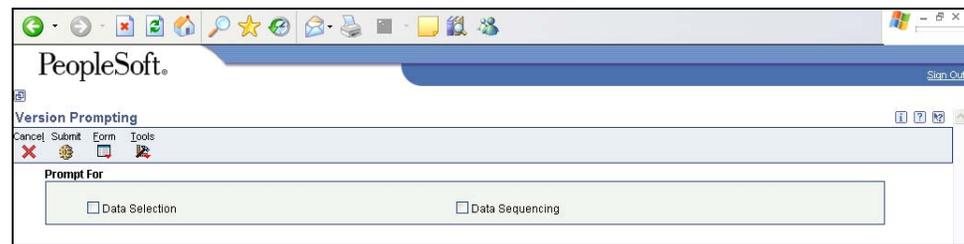
1. Choose **Data Selection.**

2. Click **Submit**.

3. In the first row, verify:

    - Left Operand is "Document Type (F03B121)[BC]"

    - Comparison is "is equal to"

    - Right Operand is "RP"

4. In the second row, verify:

    - Left Operand is "Batch Number (F03B11)[BC]"

    - Comparison is "is equal to"

5. Click **Right Operand, Literal**. The Select Literal Value window appears.
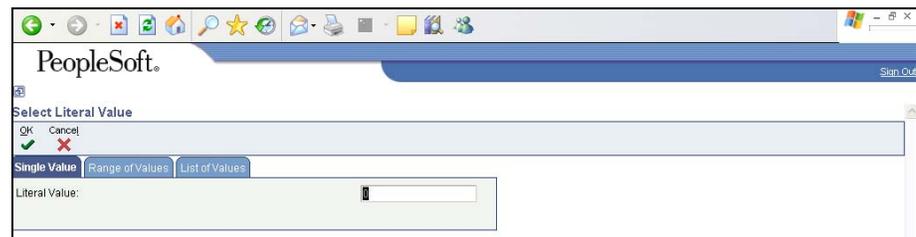
6. Enter the batch number in the Literal Value field.

7. Click **OK** to return to the Data Selection window.

8. Click **OK**. The Printer Selection window appears.

🖉 Citrix users only: click on the Document Setup tab and checkmark OSA Interface Name. Click the visual assist, choose FSOSATXRX, and click Select.

9. Click **OK**.

✏️ View the Report via Submit Job or View Job Status. For step-by-step instructions, please refer to the <u>Working with Submitted Reports</u> work instructions. Choose the Job Details to view (R03B505_…) once the Description is "Done".

✏️ This report runs in OSA

✏️ This report designed to print two copies (an original and a remittance copy), have the invoice signed by an agency authorized agent (just as you would for a regular deposit) and submit a copy to the State Treasurer's office.

⚠️ Depending on the configuration of your PC, you may see a pop-up window titled "You have chosen to download a file from this location."

If this screen appears, and "Open this file from its current location" is available as an option, click the radio button and click OK.

If the "Open this file from its current location" option is greyed out, click the radio button for :Save this file to disk". Choose a location, rename the file and save the file with a ".pdf" extension. Once the file is saved, you can open the .pdf file you just saved from its location on your disk.