

Deposit Processing

Overview

In NIS, you can create transactions to deposit cash receipts with the State Treasurer's office or to a State Treasurer's depositing account. You can review and approve these cash deposits but the posting of these transactions is done by the State Treasurer's office only. Please complete the work instructions for Creating Treasurer's Deposit Document and submit the document to the State Treasurer's Office. Agency funds do not have cash credited to them until a transaction has been posted by the State Treasurer's Office.

This work instruction shows:

- [Enter Standard Deposit](#)
- [Review Deposit Batch](#)
- [Revise Deposit Entry](#)
- [Approve Deposit Batch](#)
- [Delete Deposit Entry](#)
- [Post Deposit Batch](#)
- [Void Deposit Entry](#)
- [Create Treasurer's Deposit Document](#)

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.)

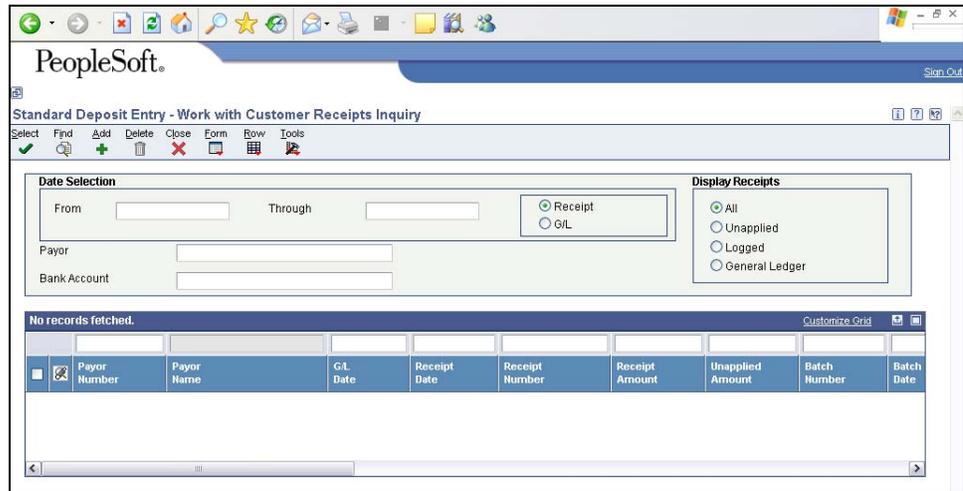
Accounts Receivable > Deposit Processing:
> Standard Deposit Entry, or
> Deposit Batches Review & Approval

Steps

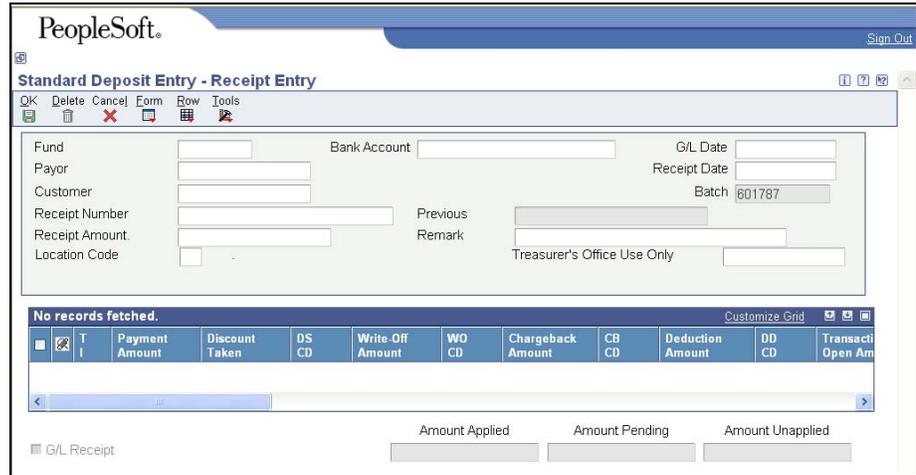
Enter Standard Deposit

Navigation: Accounts Receivable > Deposit Processing > Standard Deposit Entry

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.



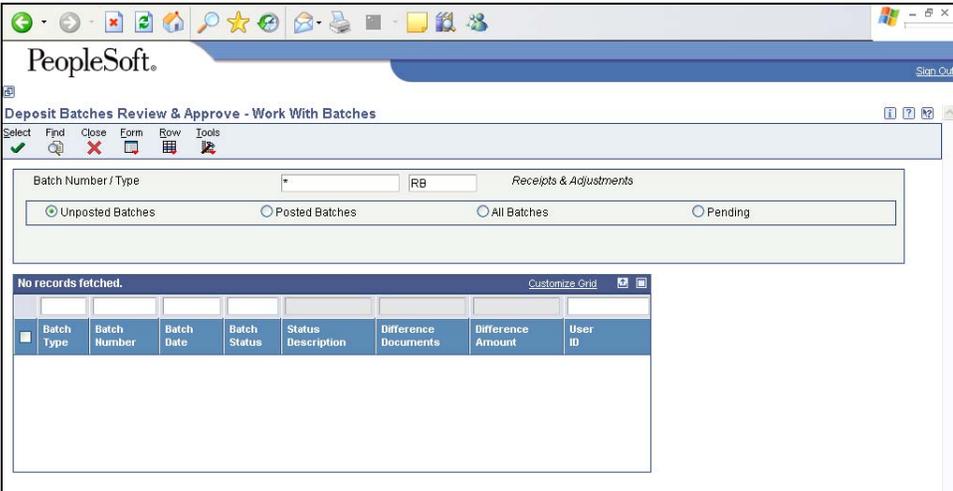
2. Enter the following information in the header:
- Fund – primary agency fund number for this deposit
 - Bank Account – assigned G/L account number for the bank where deposit is being made – enter "e" when Lincoln deposit is taken to State Treasurer's office
 - G/L Date – the date on which the entry should post to the general ledger – will default to current date if left blank.
 - Payor – number associated with an agency depository location in the Address Book (search type "D")
 - Receipt Date – normally current date, will default to the G/L Date if left blank
 - Customer – tab through field (will default to payor number)
 - Receipt Number – system will assign number if left blank
 - Receipt Amount – *total amount of deposit*
 - Remark – description of transaction (30 characters maximum)

-  Recommend entering receipt numbers or license numbers in the Remark field, so they will appear on the Deposit Document.
3. Click **Form, General Ledger**. The Standard Deposit Entry - G/L Receipts Entry window appears.
 4. Enter the following information:
 - G/L Account Number – where you want the deposit distributed
 - Payment Amount – amount you want distributed
 - Remarks – description of transaction (will default to header Remark value if left blank)
 - Press the down arrow on the keyboard to accept the data entered.
 - Other fields, such as subledger, may also be needed depending on agency requirements.
 5. Click **OK**. The Standard Deposit Entry - Receipt Entry window appears.
-  If the Amount Unapplied field is *not* blank, repeats steps 2 – 5. Change desired fields in the header, usually the Receipt Number or Remark, use the down arrow on the keyboard to enter a new row in the grid for each new entry amount.
6. Click **OK**.
 7. Record the Batch number assigned to the transaction.
 8. Click **Cancel**.
 9. Click **Close**.

Review Deposit Batch

Navigation: Accounts Receivable > Deposit Processing > Deposit Batch Review/Approve/Post

Start this instruction from the Deposit Batch Review/Approve/Post – Work with Batches window.



The screenshot displays the 'Deposit Batches Review & Approve - Work With Batches' window in PeopleSoft. At the top, there is a search bar with 'Batch Number / Type' and 'Receipts & Adjustments' fields. Below the search bar, there are four radio buttons: 'Unposted Batches' (selected), 'Posted Batches', 'All Batches', and 'Pending'. Below the radio buttons, there is a table with the message 'No records fetched.' and a 'Customize Grid' link. The table has the following columns: Batch Type, Batch Number, Batch Date, Batch Status, Status Description, Difference Documents, Difference Amount, and User ID.

1. Enter the batch number into the Batch Number field in the QBE line.
2. Click **Find**.

3. Choose the batch.
4. Click **Select**. The Deposit Batch Review/Approve/Post - Receipts Journal Review window appears.
5. Click **Select**. The Deposit Batch Review/Approve/Post - Receipt Entry window appears.
6. Click **Form, General Ledger** to view the details of the batch.
7. Click **Cancel** to return to the Deposit Batch Review/Approve/Post - Receipt Entry window.
8. Click **Cancel** to return to the Deposit Batch Review/Approve/Post - Receipts Journal Review window.
9. Click **Close**.
10. Click **Close**.

Revise Deposit Entry

Navigation to review: Accounts Receivable > Deposit Processing > Deposit Batch Review/Approve/Post

 If revisions need to be made on unposted receipts in any of the following fields, you must *delete* the receipt and *re-enter* the information on a new receipt, which must be reviewed and approved before it will post in the system:

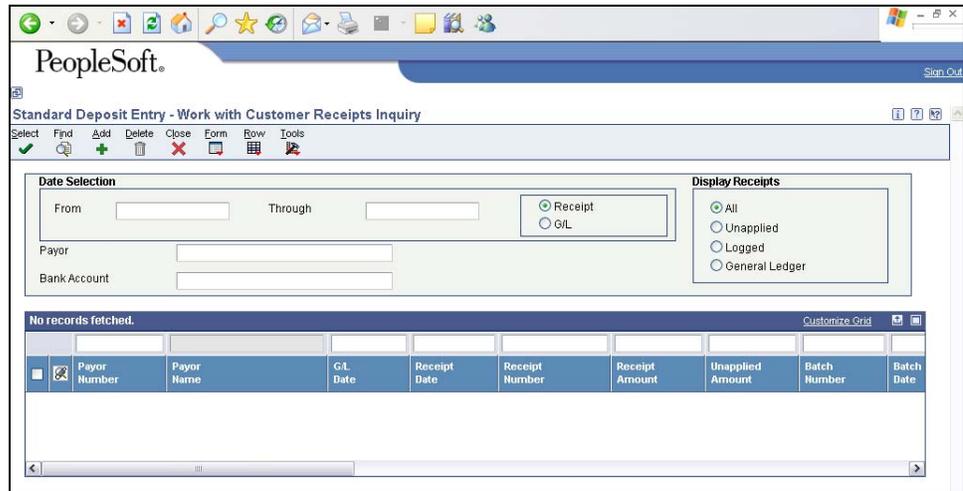
- Fund
- Payor
- Customer
- Currency Code
- G/L Date
- Receipt Number
- Receipt Date

 If revisions need to be made on posted receipts in any of the following fields, you must *void* the receipt and *re-enter* the information on a new receipt, which must be reviewed and approved before it will post in the system:

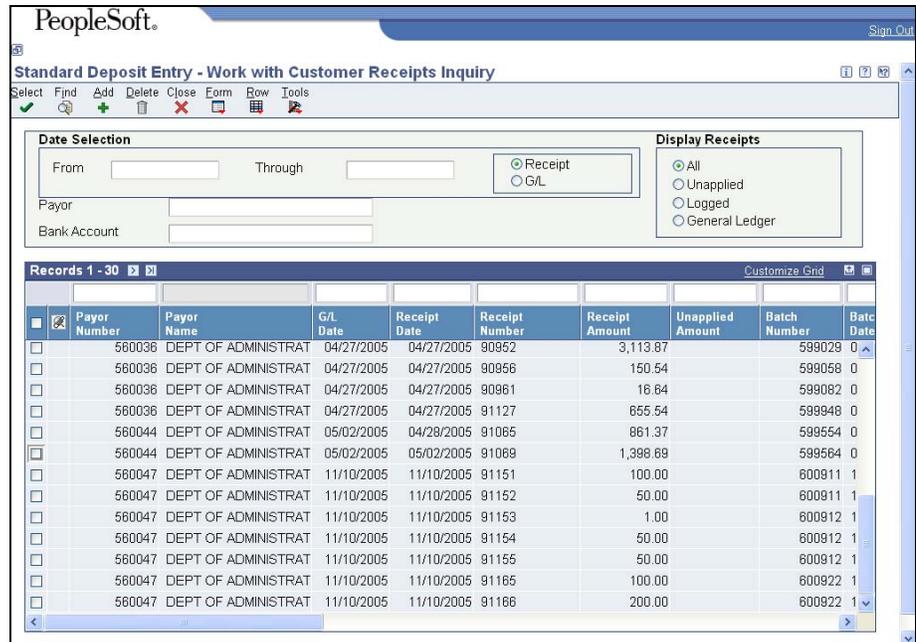
- The fields listed above for unposted receipts
- Receipt Amount

Navigation to make all other revisions: Accounts Receivable > Deposit Processing > Standard Deposit Entry

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



1. Enter any known information such as the Batch Number in the QBE line to minimize the search.
2. Click **Find**.



3. Choose the desired row in the grid to revise.
 The PC field must be blank (Unposted status).
4. Click **Select**. The Standard Deposit Entry – Receipt Entry window appears.

5. To increase the Receipt Amount:

- Enter new amount in the Receipt Amount field
- Click **Form, General Ledger**. The Standard Deposit Entry – G/L Receipts Entry window appears.

- Adjust the Payment Amount for an existing G/L Account Number or enter a new G/L Account Number and Payment Amount which equals the dollar amount in the Amount Available field in the header.
- Click **OK**, the Amount Unapplied field should be blank.

6. To decrease the Receipt Amount:
 - Click **Form, General Ledger**. The Standard Deposit Entry – G/L Receipts Entry window appears.

- Change the Payment Amount field of the desired G/L Account Number.
- Click **OK**. The Standard Deposit Entry – Receipt Entry window appears.

- Decrease the Receipt Amount field by the amount in the Amount Unapplied field.
- Click **OK**.

7. Click **Close**.

Approve Deposit Batch

Navigation: Accounts Receivable > Deposit Processing > Deposit Batch Review/Approve/Post

Start this instruction from the Deposit Batch Review/Approve/Post – Work with Batches window.

1. Enter the batch number into the Batch Number field in the QBE line.
2. Click **Find**.
3. Choose the batch.
4. Click **Row, Batch Approval**.
5. Click **Approved – Batch is ready to post**.
6. Click **OK**, Status Description is changed to "Approved".
7. Click **Close**.

Delete Deposit Entry

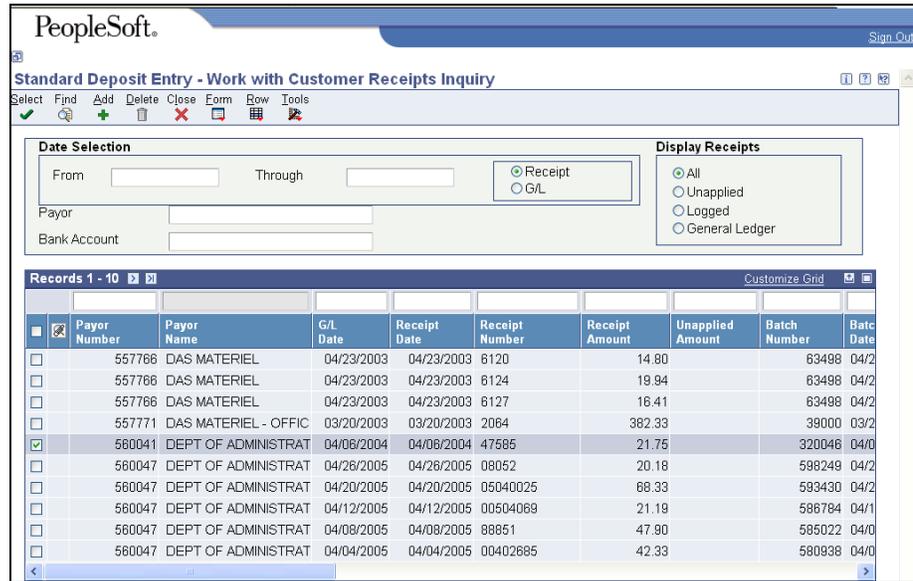
 Only unposted deposit entries can be deleted. If posted, use the Void Deposit Entry procedures.

Navigation: Accounts Receivable > Deposit Processing > Standard Deposit Entry

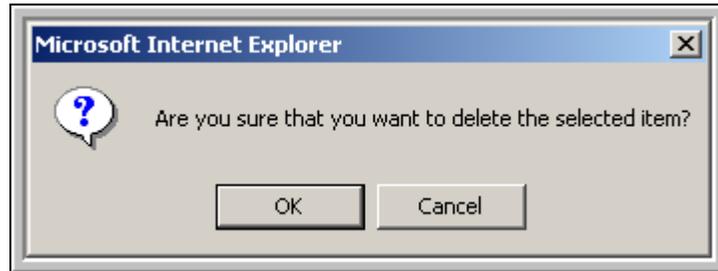
Start this instruction from the Standard Deposit Entry – Work with Customer Receipts Inquiry window.

1. Enter any known information such as the Batch Number in the QBE line to minimize the search.

2. Click **Find**.



3. Choose the desired row in the grid to delete.
4. Click **Delete**. The Microsoft Internet Explorer deletion confirmation window appears.



5. Click **OK**.
6. Click **Close**.

Post Deposit Batch

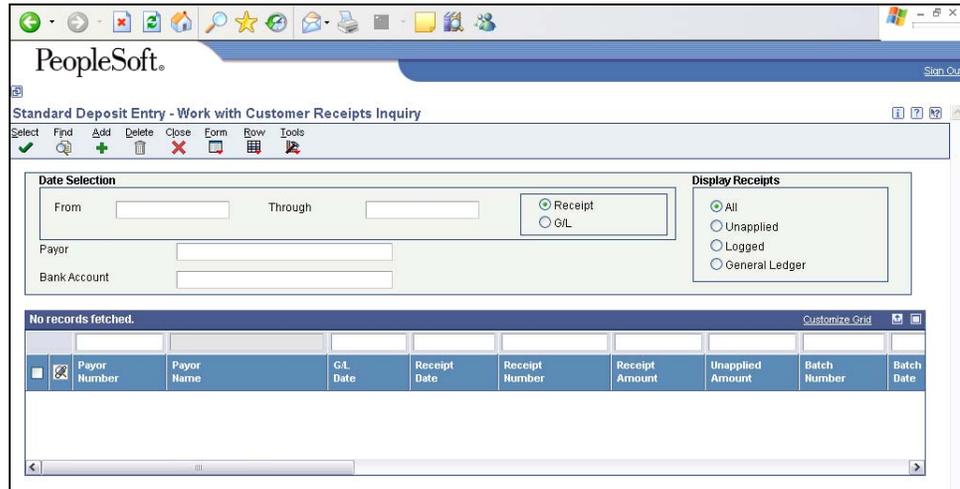
*Posting for deposit transactions will take place at the State Treasurer’s Office, not the agency. Please see the [Create a Treasurer's Deposit Document](#) instructions.

Void Deposit Entry

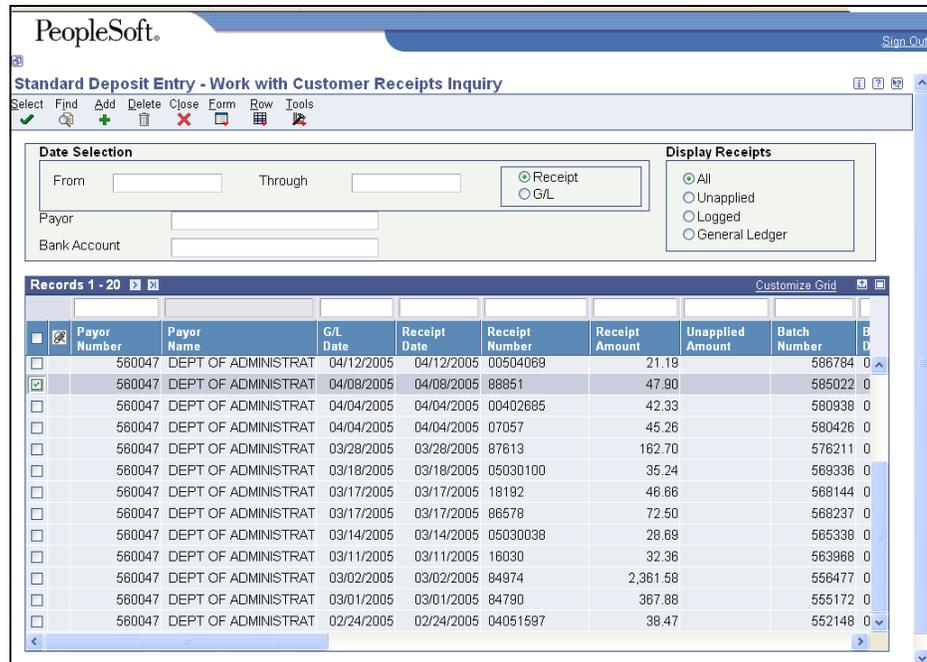
-  If a Deposit Entry has been posted, you must void the entry. The system keeps an audit trail when you void. The batch must then go through the approval process to get posted again.
-  Since posted deposit transactions involve monies which have already gone to the bank, contact State Accounting before voiding a transaction to discuss the situation.

Navigation: Accounts Receivable > Deposit Processing > Standard Deposit Entry

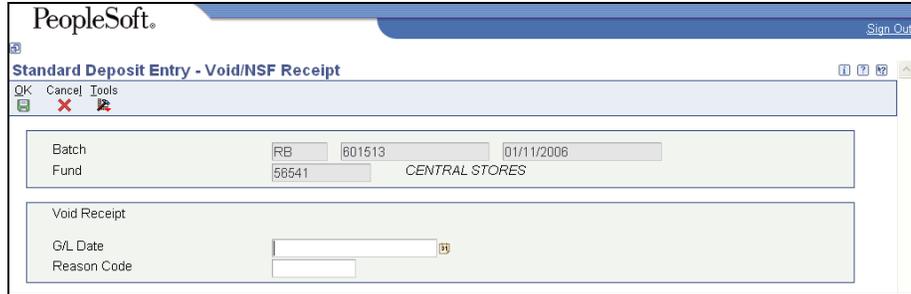
Start this instruction from the Standard Deposit Entry – Work with Customer Receipts Inquiry window.



1. Enter any known information such as the Batch Number in the QBE line to minimize the search.
2. Click **Find**.



3. Choose the desired row in the grid to void.
4. Click **Row, Void/Delete**. The Standard Deposit Entry – Void/NSF Receipt window appears.



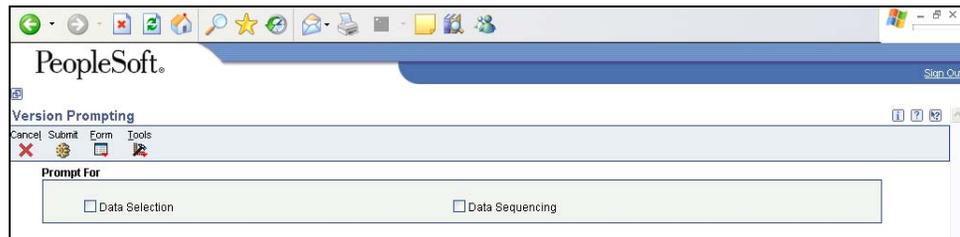
5. Complete the following fields:
 - G/L Date
 - Reason Code
6. Click **OK** to return to the Standard Deposit Entry - Work with Customer Receipts Inquiry window.
7. Click **Close**.

Create a Treasurer's Deposit Document

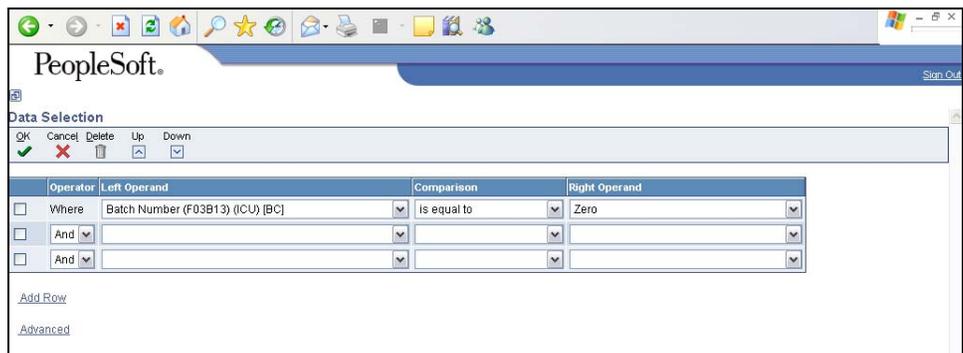
Once you create transactions to deposit cash receipts with the State Treasurer's office or to a State Treasurer's depositing account, you will need to create a Treasurer's Deposit Document. This document will need to be signed and the deposit composition section completed before the State Treasurer's office receives it. Two copies are required.

Navigation: Accounts Receivable > Deposit Processing > Treasurer's Deposit Document

Start this instruction from the Version Prompting window.



1. Choose **Data Selection**.
2. Click **Submit**. The Data Selection window appears.



3. Enter the following information in the first line, using the drop down menus:

- Left Operand – **Batch Number (F03B13)[BC]**
- Comparison – **is equal to**
- Right Operand – **Literal**, the Literal Selection Value window appears



4. Enter the desired **Batch Number** in the Literal Value field.
5. Click **OK** to return to the Data Selection window.
6. Click **OK**. The Printer Selection window appears.
7. Click **OK**.
- ✎ View the Report via Submit Job or View Job Status. For step-by-step instructions, please refer to the [Working with Submitted Reports](#) work instructions. Choose the Job Details to view (R5509228_...) once the Description is "Done".
8. Submit the document to the State Treasurer's Office to complete deposit processing.