ENCOMPASS

Report of Collections & Direct Journal

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Chapter 1

Entering Non-Customer Payments

1.1

Overview

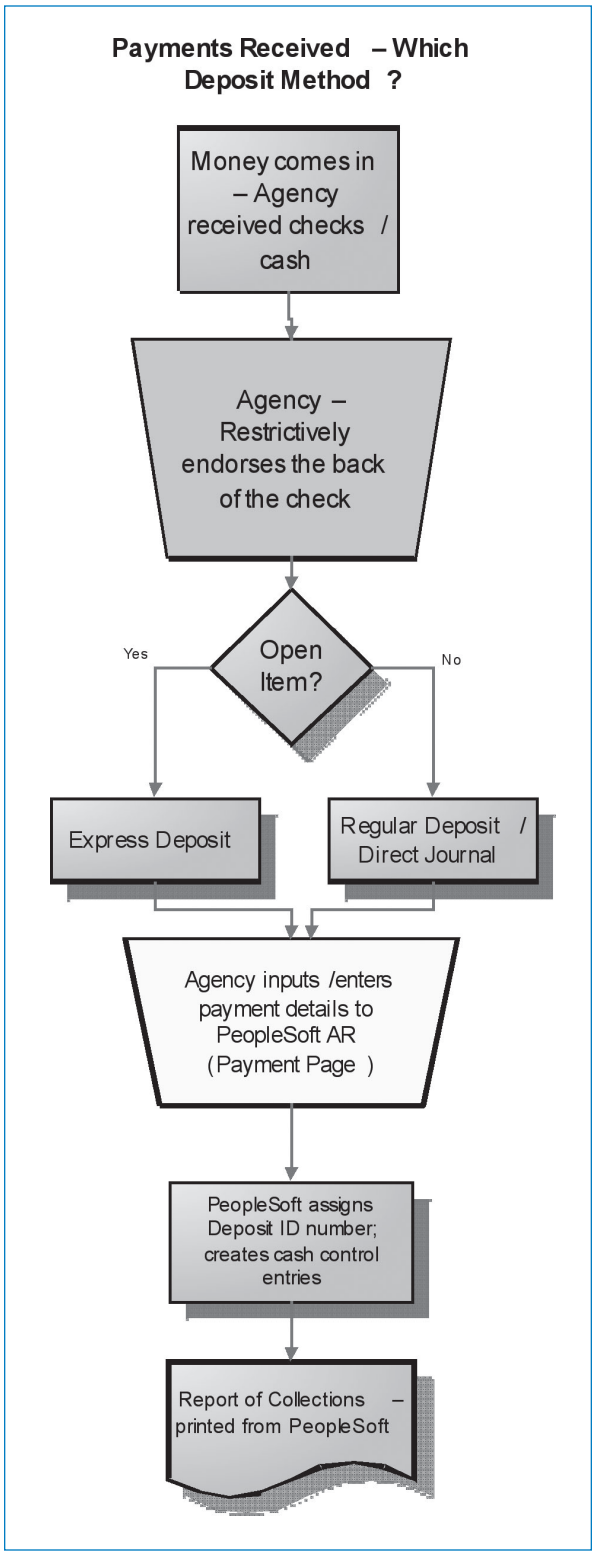
In this chapter, the student will focus on entering non-customer payments into PeopleSoft in accordance with the guidelines set forward by the Auditor of State. A decision template along with a series of necessary steps will be presented and demonstrated for the creation of the NEW Report of Collections. Once the Report of Collections has been completed, the student will move forward and complete the accounting by completing the Direct Journal.

Objectives

By the end of this lesson, you will be able to:

- Describe payment methods.
- Enter regular deposits.
- Set Treasurer of State Approval status to Pending Approval.
- Create NEW Report of Collections report.

1.2



ROCD 1.01

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Steps for Receiving and Posting Payments

Step #	Action
1	Receive the Payments.
2	Open Envelopes and Separate Payments by AR Customer and Non-Customer (Direct Journal).
3	Endorse all Checks.
4	Perform investigation of customer payments (if using Accounts Receivable).
5	Separate Payments into two sections: 1) Customer Payments – Express Deposit 2) Non Customer Payments – Regular Deposit
6	Total the number of Payments and Dollar Amount of the Deposit. Calculator tapes (2) are required.
7	Record details and totals in Agency Cash Book.
8	Agency user #2 – Verify totals in Cash Book to Payments.
9	Sign-Off Agency Cash Book.
10	Enter Control Totals for the Regular Deposit into ENCOMPASS (User #2).
11	Enter Payment Details on the Payments page.
12	Balance Deposit & SAVE – Write Deposit ID in Agency Cash Book.
13	Mark each Payment line entered as "Journal Directly" – Select ALL box.
14	On the "Totals" page, change the Treasurer of State Approval status from "Open" to "Pending Approval" & SAVE.
15	Go into Account Receivable > Payments > Reports > ROC Report to create & print the ROC. Print two copies of the NEW Report of Collections and Submit to TOS: •Attach the documents in the following order a. Adding machine tape (2) with total amount and count b. Payments c. Report of Collection (2)
16	Submit this package to the Treasurer of State.
17	Treasurer of State receives payments and verifies payments are correct and will change the Treasurer of State Approval Status from "Pending Approval" to "Approved". TOS will return 1 ROC to the agency as their receipt.

ROCT 1.01

1.4

The State Accounting Manual

7.1 STATUTORY AUTHORITY

7.1.1 Daily Deposit Law

Indiana Code (IC) 5 13 6, Sec. 1(b) states in part: "all public funds collected by state officers . . . shall be deposited with the treasurer of state, or an approved depository selected by the treasurer of state, not later than the business day following the receipt of the funds."

7.3.2 Basic internal control procedures for handling of receipts

- Checks should be restrictively endorsed with an endorsement stamp, immediately upon receipt. This occurs upon opening the mail or otherwise receiving the instrument (check).

- Considering the materiality of collections and the size of the agency, a complete listing of collections received should be made by a person independent of the duties of processing the receipts or making deposits.

- All receipts, licenses or other accountable items must be pre-numbered or sequentially numbered by computer when issued. Documents should be used in sequential order. If the volume warrants, a separate numeric series should be used for different revenue sources.

- Receipts should be issued and recorded at the time of the transaction; for example, when cash or a check is received, a receipt is to be immediately prepared and given to the person making payment. Licenses, permits, etc., should be issued timely.

- Licenses, permits, goods for sale, invoices, etc., are considered accountable items for which a corresponding deposit must be made. There is no authority for an agency to maintain an over and short fund.

- Collections must be deposited intact. Deposits are to be made within the next business day in compliance with IC 5 13 6 1.

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- Safeguard the collections through locked drawers, cabinets or safes, particularly during breaks, lunchtime, and overnight. Cash receipt books, licenses, etc., should be inaccessible to unauthorized persons.

- Collections and accountable items should be reconciled to the bank statements and/or Auditor of State's records.

- The duties of collecting monies, processing the receipt, license, permit, etc., preparing and making deposits, and performing reconciliations should be segregated to the fullest extent possible considering the size of the agency and the materiality of collections.

- Supporting documentation for monies received must be maintained and made available for audit to provide supporting information for the validity and accountability of monies received. Documents must be filed in such a manner as to be readily accessible, or otherwise reasonably attainable, upon request during an audit.

Payment Activity 1 | Analyzing & Restrictively Endorsing Payments

Activity Overview

In this activity, the student will become familiar with their Workshop Work Packet. To complete this activity, the student will need a grouping of five payments and adding machine tapes. They will also need access to an endorsement stamp. The student will be performing steps 1 through 3 of the "Steps for Receiving and Posting Payments" Job Aid.

Identify the five Payment Groups in the Workshop Work Packet. Where appropriate, proceed to restrictively endorse each payment. Attach each of the adding machine tapes from the workbook and then proceed to match them to each payment group. Paper clip each group together.

1.6

Agency Cash Book

Each agency is required to record daily cash receipts into a Cash Book. This form will be completed after various stages of the recording of the deposit. Provided in the Work Packet and shown below, is an example of an acceptable Cash Book.

State of Indiana Form

AUDITOR OF STATE
AOS Project/Encompass
ENTAP

Indiana Government Center
Old Trails Building
Indianapolis, IN 46204
(317) 234 - 4927

CASH BOOK
For Agency: _____

DATE	Collection Amount	Transaction Description	Funds Received By: Agency User 1	Funds Received By: Agency User 2	Deposit ID	Deposit ID Verified By: Agency User 1

ROCSC 1.01

Agency Cash Book

State of Indiana Law:

7.4.2.2 Cash Receipts Journal (Cash Book)

In those agencies where money is received on a regular basis, some type of cash book (paper or electronic) is required. The cash book must be so designed as to list the revenue by classification and amount in detail. It may include the receipt number or daily summaries from a source document or data processing listing. The amount deposited with the Treasurer of State and the corresponding report of collections number must also be shown on the cash book. The process of issuing a receipt and posting the cash receipts journal can be incorporated into one function. Since there is no standard cash book (also referred to as a cash receipts journal) prescribed for state agencies, all types of internal cash books or journals must be approved in writing by the State Board of Accounts.

Payment Activity 2 | Starting (not completing) the Agency Cash Book

Activity Overview

In this activity, the student will begin completing the Agency Cash Book included in the Workshop Work Packet. There are five deposits. Consequently, there will be five lines on this Cash Book.

Enter in one CASH payment in the amount of 186.00 USD. Find the detailed information about each payment in the table below:

Cash Book Field	Text Entered
For Agency:	Your Agency's Name or Business Unit number.
DATE	Enter today's date
Collection Amount	Enter amount from each Payment Group
Transaction Description	Provide your own description
Agency User 1	Place in your own initials
Deposit ID	CANNOT ENTER THIS INFORMATION UNTIL THE DEPOSIT IS SAVED IN PEOPLESOFT.

ROCT 1.02

1.8

Entering Regular Deposits for Purpose of Direct Journals

The regular deposit method:

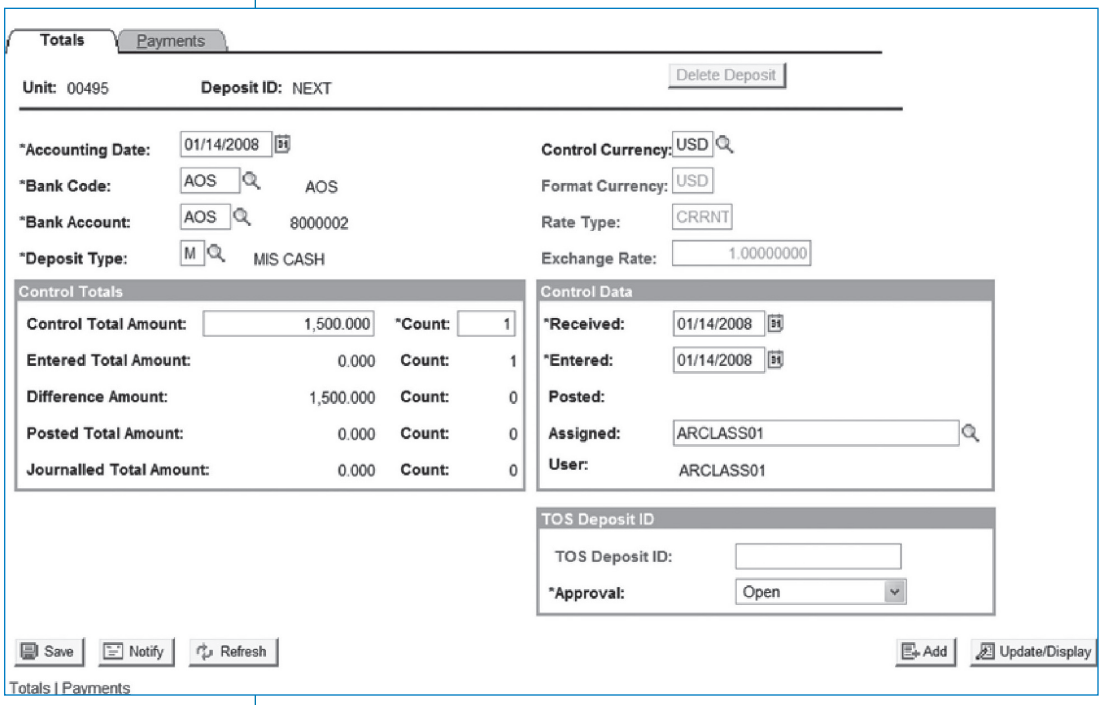
- Enables the identification of payments as they are entered.
- Flags the payment for Direct Journal processing. This is for non-customer payments.

How to Get There

Use this page to enter information and control totals for a new deposit.

Navigation

Accounts Receivable >> Payments >> Online Payments >> Regular Deposit



ROCSC 1.02

Regular Deposit - Totals page

Entering Regular Deposits for Direct Journals consists of five steps:

1. Enter Control Total Amount and Control Count on the Totals page.
2. Enter payment details and descriptions on Payments page – Save after each payment line entered so you don't lose any information. You can Save and not be in balance.
3. Select the Journal Directly checkbox or the "Select All" link to signal a Direct Journal.
4. Complete the Totals Page by changing the Treasurer of State section's Approval status from "Open" to "Pending Approval".
5. Click SAVE or Delete the deposit on the Total page.

7.4.1.1.1 Forms of deposits reported on a Report of Collections (ROC)

CASH - The total dollar amount of all U.S. Treasury bills and coins included in the deposit.

CHECKS - The total dollar amount of all checks included with the report of collections.

DEPOSITS - The total amount of all bank deposits made to the credit of the Treasurer of State (TOS) in outside banks, with evidence of deposit included with the deposit ticket. Agencies depositing directly into approved bank accounts outside the TOS must enter their agency number (and circle it) in the upper left hand corner of all bank deposit slips prior to making any deposits at the bank. This will allow the TOS to contact the agency if they discover a deposit that does not correspond to an ENCOMPASS generated ROC. After making the deposit in the bank, the agency must forward an ENCOMPASS ROC and bank proof of deposit to the TOS no later than the next business day following receipt of funds. Upon verification, the TOS will enter into the ENCOMPASS system a deposit identifier number from their independent system. Once approved, a deposited amount cannot be modified in that particular ENCOMPASS deposit ID.

WIRE TRANSFERS, ACH, EFT - Each electronic fund transfer transaction requires a separate ROC, with the total amount (and type) of the wire transfer documented on the ROC. If wire, EFT or ACH transfers are made to the TOS bank accounts on behalf of the agency, the agency should follow the same procedures as in the previous paragraph. The TOS will verify the ROC amount to the bank transfer information prior to entering the deposit identifier number and approving the deposit in the ENCOMPASS system. The TOS will destroy any ROC not identified with a deposit after a 30 day holding period.

LOCKBOX - The total amount of all lockbox account deposits included on the ROC. This information may be entered through an interface with bank provided information or manual entry.

TOTAL - The Grand Total on the ROC must equal the total of all deposits submitted with the ROC.

Detailed information should be supplied for each payment in the deposit.

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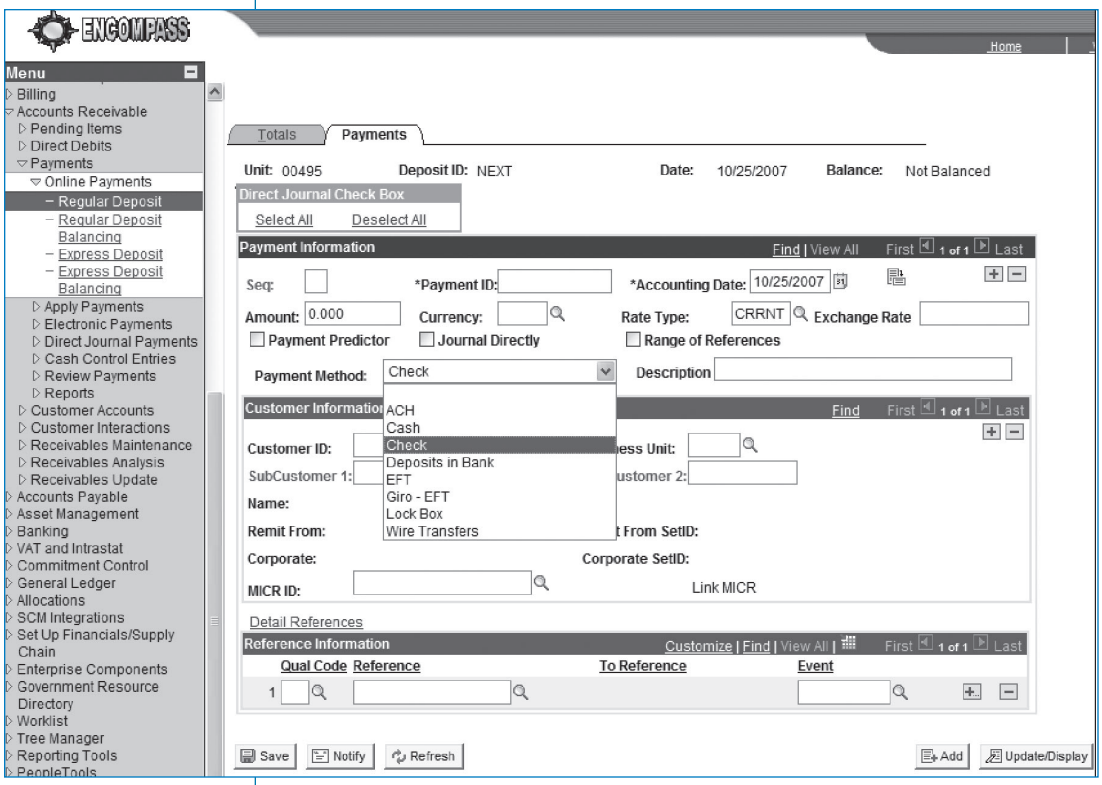
How To Get There

Use this page to enter detailed payment information:

Navigation

Accounts Receivable >> Payments >> Online Payments >> Regular Deposit



ROCSC 1.03 Regular Deposit - Payments page

Payment Information Section

This section must be completed. Enter the Payment ID (usually the Check number), the accounting date (which is entered by default from the prior page) and currency code.

The Payment ID, a required field, should be meaningful in context. That is, if a specific payment is being recorded then the payment ID should be the check number or EFT number that would be meaningful to the payer. If a summary of receipts is recorded in an agency sub system, then use something meaningful to locate the details in that subsystem. Payment ID should NOT be a "smart number" or an otherwise meaningless number. Payment ID should not include a payment type indicator such as CASH, CHK#, EFT#, etc.; only the received document's number should be entered. This field should always be a numeric field.

The Payment Method defaults to Check. If the payment method is different, the user may select the other value from the drop down list.

Customer Information Section

Not Applicable. For Direct Journals, this section is NOT used.

Reference Information Section

Not Applicable. For Direct Journals, this section is NOT used.

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Payment Activity Overview

In this phase of the workshop, the student will enter in five unique deposits. By the end of these activities, the student should have a firm understanding of how to enter all types of payments into PeopleSoft Regular Deposit. These payments will be marked for the Direct Journals.

Here is an overview of the activities at hand:

Activity Number	Type of Deposit	Number of Payments	Payment $ Total	Deposit ID Created
1	Cash Deposit – Simple Deposit	1	186.00	
2	1 Check 1 Cash Payment	1	2,732.01 50.00	
3	1 Deposit in Bank – 1 Payment	1	86,173.40	
4	Wire Transfer – 1 Payment, Numerous Accounting Distributions	1	1,804.59	
5	Many Checks / Limited Accounting Distribution	30	1,200.00	

ROCT 1.02

Make sure to come back to this page to complete this Overview Worksheet after entering each grouping of payments.

Indiana State Law!

Control Totals and Control Data: The Totals page provides the functionality of balancing the deposit and will track the dates in which the deposit has been Received (Endorsed) and Entered. The State Law requires a one business day turnaround for all deposits being posted and received by the Treasurer of State. Consequently, these dates should be the same.

1.14

Payment Activity 3 | Entering a Regular Deposit, Receiving Cash.

Activity Overview

In this activity, the student will enter a regular deposit into the system for the Indiana Department Environmental Management (IDEM) Agency/Deposit unit (Agency #00495). The deposit is going to the AOS Bank, account AOS 80000002. Use today's date for accounting purposes. Also, specify that the deposit type is M-Miscellaneous Cash Receipts.

Enter in one CASH payment in the amount of 186.00 USD. Find the detailed information about each payment in the table below:

Payment ID	Amount	Customer /Business Unit	Check Description
1	186.00	Not Applicable	Fishing License Revenue

ROCT 1.03

Be sure to take note of the Deposit ID.

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Entering a Regular Deposit

To add a regular deposit:

1. Select Accounts Receivable >> Payments >> Online Payments >> Regular Deposit.

2. Select the Add a New Value tab, and enter the following information:

Page Element	Value or Status
Deposit Unit	*00495*
Deposit ID	*NEXT*

ROCT 1.04

3. On the Regular Deposit Entry – Totals page, enter the following information:

Page Element	Value or Status
Accounting Date	*Today's Date*
Bank Code	*AOS – Auditor of State*
Bank Account	*AOS -8000002*
Deposit Type	*M-Miscellaneous Cash Receipts*
Control Currency	*USD*
Control Amount	*186.00*
Control Count	*1*

ROCT 1.05

4. On the Payments page, enter the following information:

Page Element	Value or Status
Payment ID	*01(XXX)*
Amount	*186.00*
Journal Directly	*Select*
Payment Method	*Cash*
Description	*Fishing License Revenue*
Accounting Direct Journal	*To Be Completed after TOS approval*

ROCT 1.06

5. Save the deposit and note the Deposit ID: _____

6. Complete the Totals page by changing the Treasurer of State section Approval status from "Open" to "Pending Approval" & click SAVE.

7. Mark the Deposit ID on the Agency Cash Book.

This concludes the activity.

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Payment Activity 4 | Entering a Regular Deposit, One Check and One Cash item.

Activity Overview

In this activity, the student will enter a regular deposit into the system for the IDEM Agency/Deposit unit (Agency #00495). Use today's date for accounting purposes. Also, specify that the deposit type is Miscellaneous Cash Receipts.

Enter in one CHECK payment in the amount of 2,732.01 USD & one CASH payment in the amount of $50. Find the detailed information about each payment in the table below:

Payment ID	Amount	Customer /Business Unit	Check Description
1253 – Check	2,732.01	Not Applicable	Correctional Facility Revenue
02 – Cash	50.00	Not Applicable	Correctional Facility Revenue

ROCT 1.07

Be sure to take note of the Deposit ID.

Entering a Regular Deposit

To add a regular deposit:

1. Select Accounts Receivable >> Payments >> Online Payments >> Regular Deposit.

2. Select the Add a New Value tab, and enter the following information:

Page Element	Value or Status
Deposit Unit	*00495*
Deposit ID	*NEXT*

ROCT 1.08

3. On the Regular Deposit Entry – TOTALS PAGE, enter the following information:

Page Element	Value or Status
Accounting Date	*Today's Date*
Bank Code	*AOS – Auditor of State*
Bank Account	*AOS -8000002*
Deposit Type	*M-Miscellaneous Cash Receipts*
Control Currency	*USD*
Control Total Amount	*2782.01*
Control Count	*2*

ROCT 1.09

4. On the PAYMENTS PAGE, enter the following information:

Payment # 1

Page Element	Value or Status
Payment ID	*1253*
Amount	*2732.01*
Journal Directly	*Select*
Payment Method	*Check*
Description	*Correctional Facility Revenue*

ROCT 1.10

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Payment # 2 – Insert a Row (use + key to the right on the payment information header)

Page Element	Value or Status
Payment ID	02
Amount	50.00
Journal Directly	Select
Payment Method	Cash
Description	Correctional Facility Revenue

ROCT 1.11

5. Save the deposit and note the Deposit ID: _____

6. Complete the TOTALS page by changing the Treasurer of State section – Approval status from "Open" to "Pending Approval" and SAVE.

7. Mark the Deposit ID on the Agency Cash Book.

This concludes the activity.

1.20

Payment Activity 5 | Entering a Regular Deposit – Deposits in Bank.

Activity Overview

In this activity, the student will enter a regular deposit into the system for the IDEM Agency/Deposit unit (Agency #00495). Use today's date for accounting purposes. Also, specify that the deposit type is Miscellaneous Cash Receipts.

Enter in one "Deposits in Bank" payment in the amount of 86,173.40 USD. Find the detailed information about each payment in the table below:

Payment ID	Amount	Customer /Business Unit	Check Description
100	86,173.40	Not Applicable	Motor Fuel Tax Division

ROCT 1.12

Be sure to take note of the Deposit ID.

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Entering a Regular Deposit

To add a regular deposit:

1. Select Accounts Receivable >> Payments >> Online Payments >> Regular Deposit.

2. Select the Add a New Value tab, and enter the following information:

Page Element	Value or Status
Deposit Unit	*00495*
Deposit ID	*NEXT*

ROCT 1.13

3. On the Regular Deposit Entry – TOTALS Page enter the following information:

Page Element	Value or Status
Accounting Date	*Today's Date*
Bank Code	*AOS – Auditor of State*
Bank Account	*AOS -8000002*
Deposit Type	*M – Miscellaneous Cash Receipts*
Control Currency	*USD*
Control Amount	*86,173.40*
Control Count	*1*

ROCT 1.14

4. On the Payments page, enter the following information:

Page Element	Value or Status
Payment ID	*100(XXX)*
Amount	*86173.40*
Journal Directly	*Select*
Payment Method	*Deposits in Bank*
Description	*Motor Fuel Tax Division*

ROCT 1.15

5. Save the deposit and note the Deposit ID: _____

6. Complete the Totals page by changing the Treasurer of State section – Approval status from "Open" to "Pending Approval" & click SAVE.

7. Mark the Deposit ID on the Agency Cash Book.

Payment Activity 6 | Entering a Regular Deposit – Wire Transfer with numerous Accounting Distributions

Activity Overview

In this activity, the student will enter a regular deposit into the system for the IDEM Agency/Deposit unit (Agency #00495). Use today's date for accounting purposes. Also, specify that the deposit type is Miscellaneous Cash Receipts.

Enter in one "Wire Transfer" payment in the amount of 1,804.59 USD. Find the detailed information about each payment in the table below:

Payment ID	Amount	Customer /Business Unit	Check Description
001	1,804.59	Not Applicable	Natural Resources

ROCT 1.16

Entering a Regular Deposit

To add a regular deposit:

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1 Select Accounts Receivable >> Payments >> Online Payments >> Regular Deposit.

2 Select the Add a New Value tab, and enter the following information:

Page Element	Value or Status
Deposit Unit	*00495*
Deposit ID	*NEXT*

ROCT 1.17

3 On the Regular Deposit Entry – TOTALS page, enter the following information:

Page Element	Value or Status
Accounting Date	*Today's Date*
Bank Code	*AOS – Auditor of State*
Bank Account	*AOS -8000002*
Deposit Type	*M – Miscellaneous Cash Receipts*
Control Currency	*USD*
Control Amount	*1804.59*
Control Count	*2*

ROCT 1.18

4 On the PAYMENTS page, enter the following information:

Page Element	Value or Status
Payment ID	*001a*
Amount	*804.00*
Journal Directly	*Select – "Select All"*
Payment Method	*Wire Transfer*
Description	*Payment for National Resources*

ROCT 1.19

5 Insert Row on Payment Information frame (use + key)

Page Element	Value or Status
Payment ID	*001b*
Amount	*1000.59*
Journal Directly	*Select – "Select All"*
Payment Method	*Wire Transfer*
Description	*Payment for National Resources*

ROCT 1.20

6 Save the deposit and note the Deposit ID: _____

7 Complete the Totals page by changing the Treasurer of State section Approval status from "Open" to "Pending Approval" & click SAVE.

8 Mark the Deposit ID on the Agency Cash Book.

This concludes the activity.

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Payment Activity 7 | Entering a Regular Deposit – Many Checks with Minimal Accounting Distribution.

Activity Overview

In this activity, the student will enter a regular deposit into the system for the IDEM Agency/Deposit unit (Agency #00495). Use today's date for accounting purposes. Also, specify that the deposit type is Miscellaneous Cash Receipts.

Enter in 30 check payments in the total amount of $1,200.00 USD. Find the detailed information about each payment in the table below:

Payment ID	Amount	Customer /Business Unit	Check Description
101	15.00	Not Applicable (N/A)	Teachers Credit union (TCU)
102	15.00	N/A	TCU
103	15.00	N/A	TCU
104	15.00	N/A	TCU
105	15.00	N/A	TCU
106	15.00	N/A	TCU
107	15.00	N/A	TCU
108	15.00	N/A	TCU
109	15.00	N/A	TCU
110	15.00	N/A	TCU
111	35.00	N/A	TCU
112	35.00	N/A	TCU
113	35.00	N/A	TCU
114	35.00	N/A	TCU
115	35.00	N/A	TCU
116	35.00	N/A	TCU
117	35.00	N/A	TCU
118	35.00	N/A	TCU
119	35.00	N/A	TCU

ROCT 1.21a

Payment ID	Amount	Customer /Business Unit	Check Description
120	35.00	N/A	TCU
121	70.00	N/A	TCU
122	70.00	N/A	TCU
123	70.00	N/A	TCU
124	70.00	N/A	TCU
125	70.00	N/A	TCU
126	70.00	N/A	TCU
127	70.00	N/A	TCU
128	70.00	N/A	TCU
129	70.00	N/A	TCU
130	70.00	N/A	TCU

ROCT 1.21b

Be sure to take note of the Deposit ID.

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Entering a Regular Deposit

To add a regular deposit

1. Select Accounts Receivable >> Payments >> Online Payments >> Regular Deposit.

2. Select the Add a New Value tab, and enter the following information:

Page Element	Value or Status
Deposit Unit	*00495*
Deposit ID	*NEXT*

ROCT 1.22

3. On the Regular Deposit Entry – TOTALS Page, enter the following information:

Page Element	Value or Status
Accounting Date	*Today's Date*
Bank Code	*AOS – Auditor of State*
Bank Account	*AOS -8000002*
Deposit Type	*M – Miscellaneous Cash Receipts*
Control Currency	*USD*
Control Amount	*1,200.00*
Control Count	*30*

ROCT 1.23

4. On the Payments page, enter the following information:

Payment #1:

Page Element	Value or Status
Payment ID	*101*
Amount	*15.00*
Journal Directly	*Do NOT Select*
Payment Method	*Check*
Description	*Teachers Credit Union Dues*

ROCT 1.24

Payment #2:

Page Element	Value or Status
Payment ID	*102*
Amount	*15.00*
Journal Directly	*Do NOT Select*
Payment Method	*Check*
Description	*Teachers Credit Union Dues*

ROCT 1.25

Payment #3:

Page Element	Value or Status
Payment ID	*103*
Amount	*15.00*
Journal Directly	*Do NOT Select*
Payment Method	*Check*
Description	*Teachers Credit Union Dues*

ROCT 1.26

Payment #4:

Page Element	Value or Status
Payment ID	*104*
Amount	*15.00*
Journal Directly	*Do NOT Select*
Payment Method	*Check*
Description	*Teachers Credit Union Dues*

ROCT 1.27

Payment #5:

Page Element	Value or Status
Payment ID	*105*
Amount	*15.00*
Journal Directly	*Do NOT Select*
Payment Method	*Check*
Description	*Teachers Credit Union Dues*

ROCT 1.28

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Payment #6:

Page Element	Value or Status
Payment ID	*106*
Amount	*15.00*
Journal Directly	*Do NOT Select*
Payment Method	*Check*
Description	*Teachers Credit Union Dues*

ROCT 1.29

Payment #7:

Page Element	Value or Status
Payment ID	*107*
Amount	*15.00*
Journal Directly	*Do NOT Select*
Payment Method	*Check*
Description	*Teachers Credit Union Dues*

ROCT 1.30

Payment #8:

Page Element	Value or Status
Payment ID	*108*
Amount	*15.00*
Journal Directly	*Do NOT Select*
Payment Method	*Check*
Description	*Teachers Credit Union Dues*

ROCT 1.31

Payment #9:

Page Element	Value or Status
Payment ID	*109*
Amount	*15.00*
Journal Directly	*Do NOT Select*
Payment Method	*Check*
Description	*Teachers Credit Union Dues*

ROCT 1.32

Payment #10:

Page Element	Value or Status
Payment ID	*110*
Amount	*15.00*
Journal Directly	*Do NOT Select*
Payment Method	*Check*
Description	*Teachers Credit Union Dues*

ROCT 1.33

Payment #11:

Page Element	Value or Status
Payment ID	*111*
Amount	*35.00*
Journal Directly	*Do NOT Select*
Payment Method	*Check*
Description	*Teachers Credit Union Dues*

ROCT 1.34

Payment #12:

Page Element	Value or Status
Payment ID	*112*
Amount	*35.00*
Journal Directly	*Do NOT Select*
Payment Method	*Check*
Description	*Teachers Credit Union Dues*

ROCT 1.35

Payment #13:

Page Element	Value or Status
Payment ID	*113*
Amount	*35.00*
Journal Directly	*Do NOT Select*
Payment Method	*Check*
Description	*Teachers Credit Union Dues*

ROCT 1.36

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Payment #14:

Page Element	Value or Status
Payment ID	*114*
Amount	*35.00*
Journal Directly	*Do NOT Select*
Payment Method	*Check*
Description	*Teachers Credit Union Dues*

ROCT 1.37

Payment #15:

Page Element	Value or Status
Payment ID	*115*
Amount	*35.00*
Journal Directly	*Do NOT Select*
Payment Method	*Check*
Description	*Teachers Credit Union Dues*

ROCT 1.38

Payment #16:

Page Element	Value or Status
Payment ID	*116*
Amount	*35.00*
Journal Directly	*Do NOT Select*
Payment Method	*Check*
Description	*Teachers Credit Union Dues*

ROCT 1.39

Payment #17:

Page Element	Value or Status
Payment ID	*117*
Amount	*35.00*
Journal Directly	*Do NOT Select*
Payment Method	*Check*
Description	*Teachers Credit Union Dues*

ROCT 1.40

Payment #18:

Page Element	Value or Status
Payment ID	*118*
Amount	*35.00*
Journal Directly	*Do NOT Select*
Payment Method	*Check*
Description	*Teachers Credit Union Dues*

ROCT 1.41

Payment #19:

Page Element	Value or Status
Payment ID	*119*
Amount	*35.00*
Journal Directly	*Do NOT Select*
Payment Method	*Check*
Description	*Teachers Credit Union Dues*

ROCT 1.42

Payment #20:

Page Element	Value or Status
Payment ID	*120*
Amount	*35.00*
Journal Directly	*Do NOT Select*
Payment Method	*Check*
Description	*Teachers Credit Union Dues*

ROCT 1.43

Payment #21:

Page Element	Value or Status
Payment ID	*121*
Amount	*70.00*
Journal Directly	*Do NOT Select*
Payment Method	*Check*
Description	*Teachers Credit Union Dues*

ROCT 1.44

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Payment #22:

Page Element	Value or Status
Payment ID	*122*
Amount	*70.00*
Journal Directly	*Do NOT Select*
Payment Method	*Check*
Description	*Teachers Credit Union Dues*

ROCT 1.45

Payment #23:

Page Element	Value or Status
Payment ID	*123*
Amount	*70.00*
Journal Directly	*Do NOT Select*
Payment Method	*Check*
Description	*Teachers Credit Union Dues*

ROCT 1.46

Payment #24:

Page Element	Value or Status
Payment ID	*124*
Amount	*70.00*
Journal Directly	*Do NOT Select*
Payment Method	*Check*
Description	*Teachers Credit Union Dues*

ROCT 1.47

Payment #25:

Page Element	Value or Status
Payment ID	*125*
Amount	*70.00*
Journal Directly	*Do NOT Select*
Payment Method	*Check*
Description	*Teachers Credit Union Dues*

ROCT 1.48

Payment #26:

Page Element	Value or Status
Payment ID	*126*
Amount	*70.00*
Journal Directly	*Do NOT Select*
Payment Method	*Check*
Description	*Teachers Credit Union Dues*

ROCT 1.49

Payment #27:

Page Element	Value or Status
Payment ID	*127*
Amount	*70.00*
Journal Directly	*Do NOT Select*
Payment Method	*Check*
Description	*Teachers Credit Union Dues*

ROCT 1.50

Payment #28:

Page Element	Value or Status
Payment ID	*128*
Amount	*70.00*
Journal Directly	*Do NOT Select*
Payment Method	*Check*
Description	*Teachers Credit Union Dues*

ROCT 1.51

Payment #29:

Page Element	Value or Status
Payment ID	*129*
Amount	*70.00*
Journal Directly	*Do NOT Select*
Payment Method	*Check*
Description	*Teachers Credit Union Dues*

ROCT 1.52

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Payment #30:

Page Element	Value or Status
Payment ID	*130*
Amount	*70.00*
Journal Directly	*Do NOT Select*
Payment Method	*Check*
Description	*Teachers Credit Union Dues*

ROCT 1.53

9. Save the deposit and note the Deposit ID: _____

10. Select the Journal Directly checkbox for each payment or the "Select All" link to signal a Direct Journal.

11. Complete the Totals page by changing the Treasurer of State section Approval status from "Open" to "Pending Approval" & click SAVE.

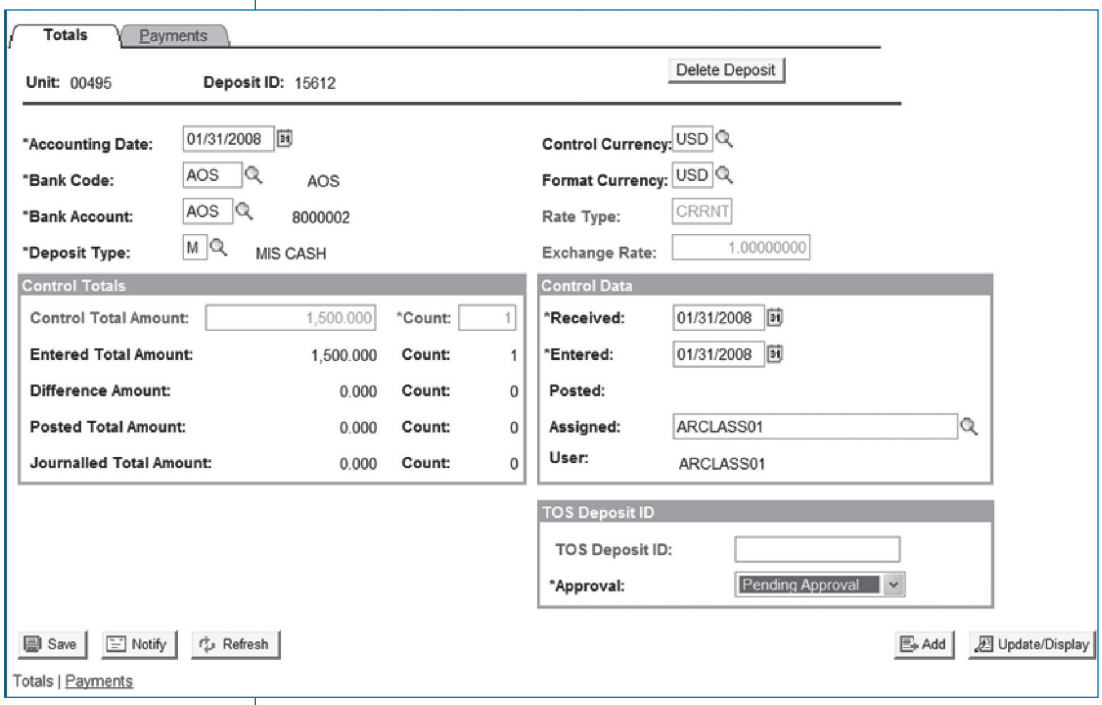
12. Mark the Deposit ID on the Agency Cash Book.

This concludes the activity.

Summiting Payment to the Treasurer of State for Approval

Once a Deposit is balanced each Agency must manually change the TOS Deposit ID Section – the Approval status from "Open" to "Pending Approval". Illustrated below is a Regular Deposit with the Approval Status of "Pending Approval".

The Treasurer of State (TOS) will then verify the accuracy of the deposit. Then they will change the Approval status from "Pending Approval" to "Approved". Finally, they will populate the TOS Deposit ID. Because TOS completes this step, it will not be reviewed in this class.



ROCSC 1.04 Totals page

NOTE

In the TOS Information Box - the Approval status is "Pending Approval".

Creation of the Report of Collections

Prior to submitting the "Pending Approval" deposits to the Treasurer of State (TOS), the Agency must complete the NEW Report of Collections report. Once this Crystal report has been printed, two copies must be submitted along with payments and tapes to TOS for approval.

How To Navigate There

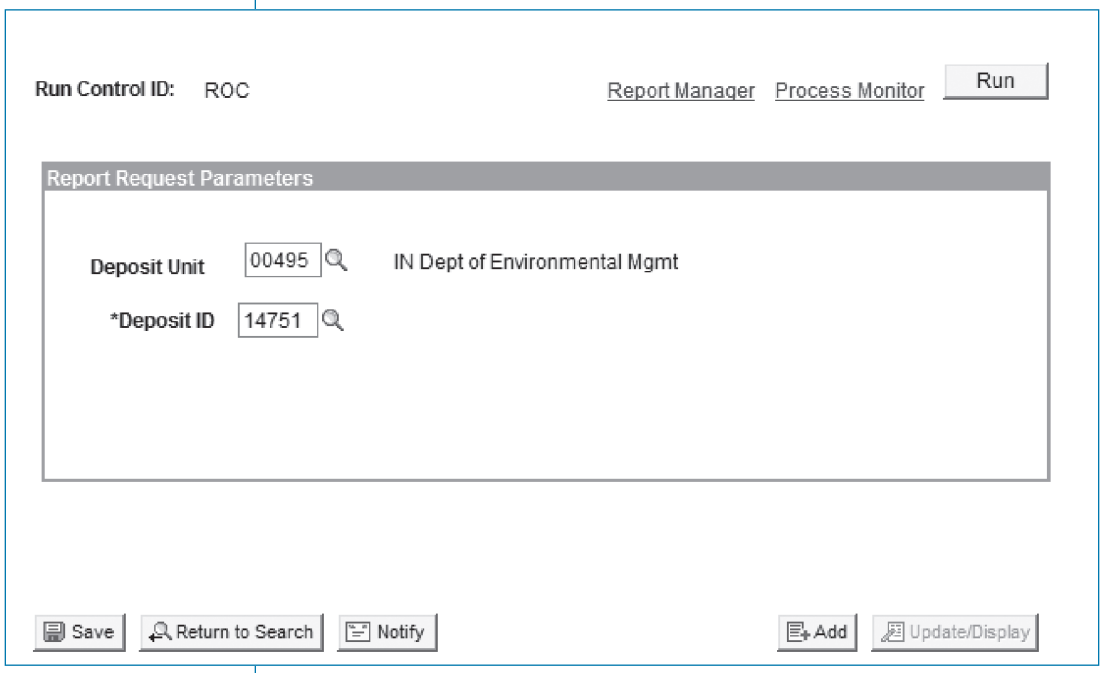
Navigation

Accounts Receivable >> Payments >> Reports >> ROC Report

Add a New Value

Name the Report ROC + your initials (no spaces).

Example: ROCdlj



ROCSC 1.05

Report of Collections process parameters page. CHANGE the Deposit ID to the one you want to print.

Report of Collections/Receipts
(Due Treasurer of State)
State Form ?????(R/1-08)
Approved by State Board of Accounts, 2008

FOR TREASURER USE ONLY

Business Unit: 00495
Deposit ID: 14751

Business Name: IN Dept of Environmental Mgmt
Bank ID: AOS
Bank Account #: AOS

Sequence	Payment ID	Amount	Pay Method	Enter Date	Description
1	12221	1,064.23	CHK	10/4/2007	
	Total:	1,064.23			

I certify that this report is true and correct to the best of my knowledge and belief.

Prepared By:	Date:

Cash	
Checks	$1,064.23
Deposits in Bank	
Wire Transfers	
ACH	
EFT	
Lock Box	
Grand Total:	$1,064.23

ROCSC 1.06 Report of Collections/Receipt

Activity 8 | Creating a Report of Collections

In this activity, the student will run the Report of Collections for the deposits created in this class. Please refer to the listing of Deposit Groups created on page 1.13.

Creating a Report of Collections

1. Select the Add a New Value tab, and enter the following information:

Navigation

Accounts Receivable >> Payments >> Reports >> ROC Report

Page Element	Value or Status
Run Control ID	ROC + your initials (no spaces)
Deposit Unit	00495
Deposit ID	Select from Regular Deposit Exercise

ROCT 1.55

2. RUN >> OK >> SAVE >> PROCESS MONITOR >>

3. REFRESH until the Run Status is "Success" and Distribution Status is "Posted" >>

4. DETAILS >> VIEW LOG/TRACE >>

5. Choose the .PDF file – a new window opens and that is your ROC. Print two copies of the Report of Collections.

6. Repeat this exercise for the remainder of the five deposits made in this chapter.

Activity 9 | Assembling the Deposit Packet

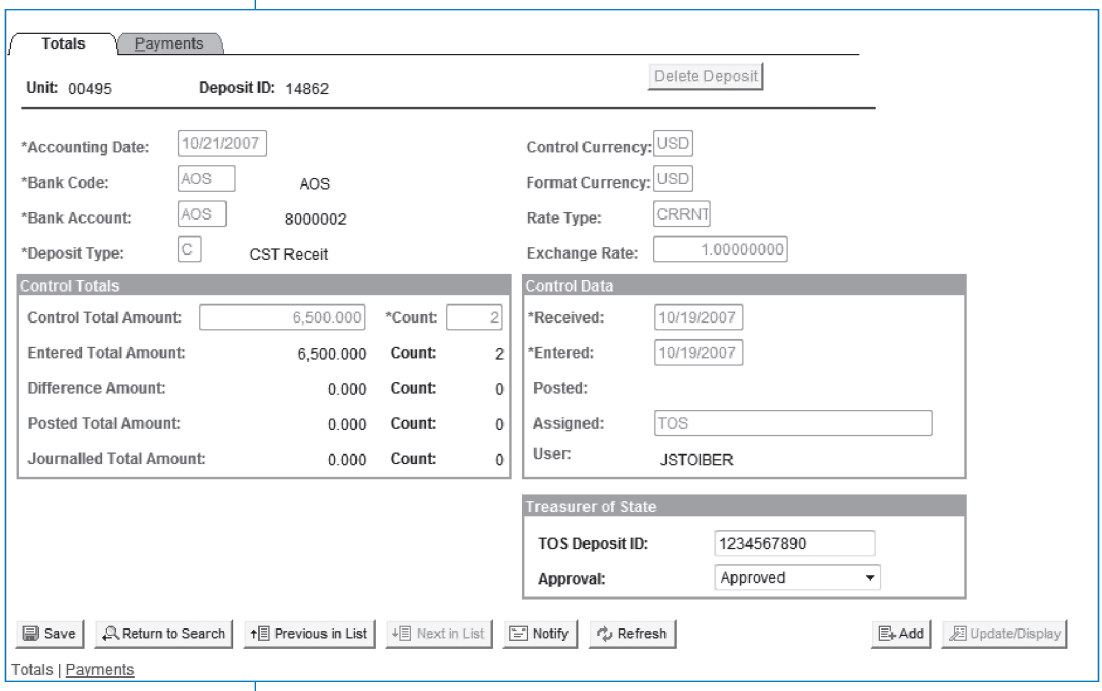
In this activity, the student will assemble the Deposit Packet and deliver it to the Treasurer of State.

Assemble individually for each of the five deposit groups in the following order:

1. Adding Machine Tapes (2)
2. Payments
3. Report of Collections (2 copies).
4. Paper Clip each Packet together.

What happens over at the Treasurer of State's Office

The Treasurer of State will verify each deposit for accuracy. Once satisfied, the Treasurer of State will change the approval status from Pending Approval to Approved. A TOS Deposit ID will also be provided.



ROCSC 1.07

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7.4.1.2 TOS Deposit Approval

Upon receiving the deposit, while the agency courier is waiting, the office of the TOS will verify that the amount of the cash, checks, deposit slips or other evidence of receipt are the exact amounts as shown on the ROC and in the ENCOMPASS system. When verified, the TOS will enter into the ENCOMPASS system a deposit identifier number from their independent system and select "Approved". If deposit is not verified, TOS will select "Deny" and give the deposit and ROC back to the depositor to return to the agency for correction. A copy of the ROC will be returned to the agency courier. Once approved, a deposited amount cannot be modified in the particular deposit ID. A sequential document number and transaction date will be stamped onto the ROC form in the top right section of the form labeled "For Treasurer Use Only". This becomes the official date and document number which will be listed on the Agency Revenue Activity Report or the Available Funds Activity Report which are stored in Alchemy.

NOTE

The TOS deposit window closes at 3:00 p.m. each day.

Balancing Regular Deposits

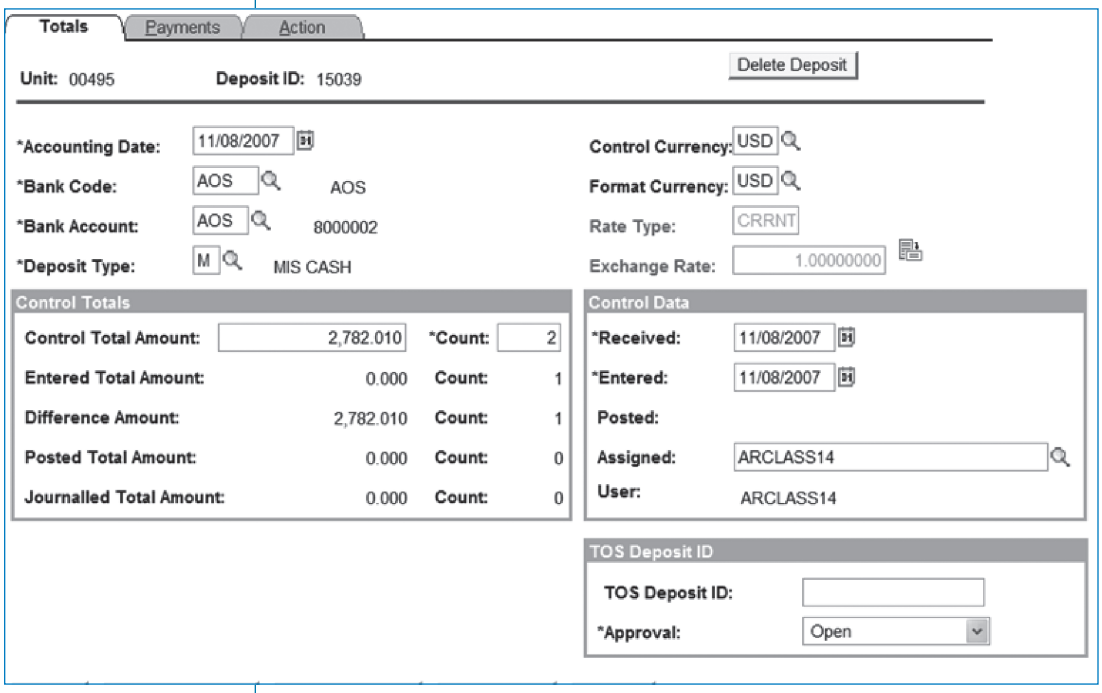
A user can see that a deposit is out of balance because the Not Balanced message appears on the Regular Deposit Payments entry page in the top right hand corner.

How To Get There

Use this page to review and modify those deposits that are not in balance. The Deposit must also be in balance before the Accounting Entries can be created for Direct Journals.

Navigation

Accounts Receivable >> Payments >> Online Payments >> Regular Deposit Balancing



ROCSC 1.08 Regular Deposit Balancing page

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Guided Activity | Correcting Deposit Errors

In this activity, you will review the activity overview and:

1. Create a Deposit with an unbalanced error.
2. Reviewing unbalanced error by navigating to Regular Deposit Balancing page.
3. Correct the deposit error.

Activity Overview

In this activity, the student will create and then correct an unbalanced error with a deposit.

Creating Errors in Deposits

To locate errors associated with your deposits on the All Deposits page.

Navigation

Accounts Receivable >> Payments >> Online Payments >> Regular Deposit

4. Select the Add a New Value tab, and enter the following information:

Page Element	Value or Status
Deposit Unit	*00495*
Deposit ID	*NEXT*

ROCT 1.56

5. On the Regular Deposit Entry – Totals page, enter the following information:

Page Element	Value or Status
Accounting Date	*Today's Date*
Bank Code	*AOS - Auditor of State*
Bank Account	*AOS - 8000002*
Deposit Type	*M-Miscellaneous Cash Receipts*
Control Currency	*USD*
Control Amount	*185.00*
Control Count	*1*

ROCT 1.57

6 On the Payments page, enter the following information:

Page Element	Value or Status
Payment ID	*003*
Amount	*186.00*
Journal Directly	*Select*
Payment Method	*Cash*
Description	*Fishing License Revenue*
Accounting Direct Journal	*To be completed after TOS approval*

ROCT 1.58

7 Save the deposit and note the Deposit ID: _____

Review, Deposit and Correct it.

Navigation

Accounts Receivable >> Payments >> Online Payments >> Regular Deposit Balancing

1 Enter the following information:

Page Element	Value or Status
Deposit Unit	00495
Deposit ID	Select from step 7 above

ROCT 1.59

2 Select the Search button.

3 Change the Control Amount to $186.00.

4 Save!

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Issue Date: 02/18/2008

Chapter Review

In this lesson you learned:

- The necessary steps for making a compliant deposit for the State of Indiana.
- A regular deposit must be used for the creation of all deposits that are not associated with an AR customer.
- The Auditor of State requires that all Deposits must be submitted for approval to the Treasurer of State within one business day.
- All Deposits must have the Treasurer of State approval flag changed from Open to Pending Approval.
- The Report of Collections is now an ENCOMPASS report which is run directly from the ENCOMPASS system.