

GM 12.4 ACCOUNTS RECEIVABLE FOR GRANT AND NON-GRANT

PEOPLESOFT 8.4

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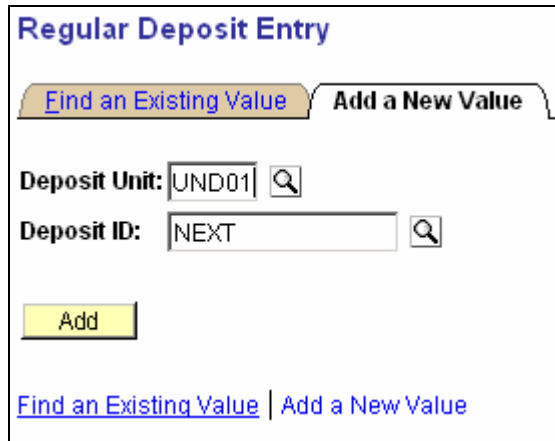
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Regular Deposit Entry

The Regular Deposit Entry functionality will allow the users to enter a payment that will be applied against two receivables.

1. From the menu, select **Accounts Receivable > Payments > Online Payments > Regular Deposit > Add a New Value**




2. The **Business Unit** field will be the one established for your institution, “[NDSU1](#), [UND01](#), etc.”. The **Deposit ID** field defaults to the value **NEXT**. DO NOT CHANGE THIS VALUE. The auto number system will populate this value when the deposit is saved correctly.
3. Click on the **ADD** button.

Totals Page

The Totals Page establishes control information for each of the payments in your deposit. The page shown below will appear after you click the **ADD** button from the step above.

Totals		Payments	
Unit: UND01		Deposit ID: NEXT	
		Delete Deposit	
*Acctg Date:	<input type="text" value="01/28/2005"/>	Control Currency:	<input type="text" value="USD"/>
*Bank Code:	<input type="text" value="BND"/>	Format Currency:	<input type="text" value="USD"/>
*Bank Account:	<input type="text" value="BND"/> 05-20-727	Rate Type:	<input type="text" value="CRRNT"/>
*Deposit Type:	<input type="text" value="D"/> DEPOSIT	Exch Rt:	<input type="text"/>
Totals		Control Data	
Control Total Amt:	<input type="text" value="10,000.00"/>	*Count:	<input type="text" value="2"/>
Entered Total Amt:	<input type="text" value="0.00"/>	*Received:	<input type="text" value="01/28/2005"/>
Difference Amt:	<input type="text" value="10,000.00"/>	*Entered:	<input type="text" value="01/28/2005"/>
Posted Total Amt:	<input type="text" value="0.00"/>	Posted:	<input type="text"/>
Journalled Total Amt:	<input type="text" value="0.00"/>	Assign To:	<input type="text" value="aelbacha"/>
		User:	aelbacha

- The **Acctg Date** will default to the current system date. There is no need to change this provided the deposit is being physically made on the date listed.
- Select the **Bank Code** and the **Bank Account** using the search key . The **Deposit Type** of “D” should then appear. When selecting the Bank Code, use the BND value if you know the Item(s) that the payments will be applied against and will complete the Payment Worksheet immediately. If you do not know the Item(s) to apply the payment against or if the Item(s) haven’t been created yet, you should use the CTRL value to deposit the funds into the Cash Control account. This books the deposit to the GL even though the Payment Worksheet may not be completed for some time.
- Enter the **Control Total Amt** as the total value of all the payments in your deposit.
- Enter the **Count** as the total number of payments to be deposited.
- Enter the **Control Currency** of “USD”.
- The **Received** and **Entered** dates will default to the current system date. These fields are for informational use only, and can be changed if necessary.
- The **Assign To** field will be populated with your User ID. This field is for informational use only; it is not necessary to change it.

Payments Page

The Payments Page establishes control information for each of the payments in your deposit. The page shown below will appear after you click the **ADD** button from the step above.

11. Select the **Payments** tab.
12. For the Grant Receivable, Enter your Payment (Check Number) and enter only the amount that should be applied for this Grant Receivable.
13. The **Acctg Date** will default to the current system date. There is no need to change this provided the deposit is being physically made on the date listed
14. If the sponsor associated with the payment is known, select the **Business Unit** in the **Customer Information** level using the search key . Then select the **Cust ID** for the payment using the search key

The screenshot shows the 'Payments' tab selected. At the top, it displays 'Unit: UND01', 'Deposit ID: NEXT', 'Date: 01/28/2005', and 'Balance: Not Balanced'. Below this is the 'Payment Information' section with a table containing one entry: Seq 1, Payment ID CHK123, Acctg Date 01/28/2005, Amount 5,000.00, Currency USD, Rate Type CRRNT, and Exch Rt 1.00000000. There are search icons for 'Cust ID' and 'Business Unit' in the 'Customer Information' section, which also shows 'Name: U.S. Department of Energy' and 'Remit From: FED_810000'. A '+ -' sign is visible in the top right corner of the form area.

Click on + sign in the top right of the page to add a Payment for your Non-Grant Receivable.

Totals		Payments	
Unit:	UND01	Deposit ID:	NEXT
Date:	01/28/2005	Balance:	Not Balanced
Payment Information			
			Find First 2 of 2 Last
Seq	'Payment ID	'Acctg Date	Amount
2	CHK123	01/28/2005	5000
			Currency: USD
			Rate Type: CRRNT
			Exch Rt: 1.00000000
<input type="checkbox"/> Payment Predictor <input checked="" type="checkbox"/> Journal Directly <input type="checkbox"/> Range of References			
Customer Information			
			Find First 1 of 1 Last
Cust ID:	<input type="text"/>	Business Unit:	<input type="text"/>
SubCustomer 1:	<input type="text"/>	SubCustomer 2:	<input type="text"/>
Name:			
Remit From:	Remit From SetID:		
Corporate:	Corporate SetID:		
MICR ID:	<input type="text"/>	Link MICR	
Reference Information			
			Customize Find View All First 1 of 1 Last
Qual Code	Ref Value	To Ref Value	
1	<input type="text"/>		
Detail References			

15. Enter a **Payment ID** for the payment. This Id should be the same Payment Id as the one that you are using for your grant receivable (for instance same check number).
16. Enter the **Amount** of the payment that is left in the check from the previous payment. For instance if your check amount is \$10,000, you applied \$5000 against a Grant receivable and you have \$5000 left on your check that your are going to apply against this Non Grant receivable.
17. The **Acctg Date** will default to the current system date. There is no need to change this provided the deposit is being physically made on the date listed.
18. Select the Check Box for **Journal Directly**
19. Click the **Save** button.
20. Verify that the deposit status is **Balanced**. If it is not, then the **Control Total Amt** and **Count** entered on the **Totals** page does not match the individual payments entered on the **Payments** page. Either adjust the **Control Total Amt** and **Count**, or adjust the number or amount of the individual payments until they are in-sync and the deposit status is **Balanced**. You cannot apply any of the payments until the deposit is balanced.

Totals		Payments	
Unit:	UND01	Deposit ID:	10
Date:	12/06/2004	Balance:	Balanced

21. Record your **Deposit ID**.

Create Worksheet For your Grant Receivable

The Create Worksheet Page allows you to apply the individual payments from your deposit to one or more Items (receivables) that were created based on Invoices from the Billing module. Payment Worksheets allow you to make full or partial payments on an Item.

22. From the menu, select **Accounts Receivable > Payments > Apply Payments > Create Worksheet**

Worksheet Selection

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Deposit Unit:	=	<input type="text"/>	<input type="button" value="Q"/>
Deposit ID:	begins with	<input type="text"/>	<input type="button" value="Q"/>
Payment Sequence:	=	<input type="text"/>	
Payment ID:	begins with	<input type="text"/>	<input type="button" value="Q"/>
Payment Status:	=	<input type="text"/>	<input type="button" value="Q"/>
User ID:	begins with	<input type="text"/>	
Assigned Operator ID:	begins with	<input type="text"/>	<input type="button" value="Q"/>
Accounting Date:	=	<input type="text"/>	<input type="button" value="Q"/>

Case Sensitive

[Basic Search](#)

23. The **Deposit Unit** field will be the one established for your institution, “[NDSU1](#), [UND01](#), etc.”. Enter or select your **Deposit ID** from your previous step. Click on the **Search** button. If you entered more than one payment, the list of your available payments will be displayed. Click on the payment you want to apply to go to the Worksheet Selection page (Grant Payment).

- Once on the Worksheet Application page, the first thing to do is change the **Dynamic Col 1** and **Dynamic Col 2** to 'Letter' and 'Contract'. This will then show the Letter of Credit number and Contract number on the right side of the page, which will help select your invoice.

Worksheet Application **Detail View**

Deposit Unit: UND01 Deposit ID: 10 Payment ID: TEST Payment Sequence: 1 Currency: USD

Item Display Control

Select: [] Sort All: Item Display: All Items **Dynamic Col 1: Letter** **Dynamic Col 2: Contract**

Seq	Sel	Pay Amt	Cur	Item ID	Item Line	Type	Reason	Disc	Disc Amt	Unit	Customer	Letter	Contract	Due Date
1	<input type="checkbox"/>	2,954.00	USD	UND-000000005						UND01	FED_100		UND0000066	12/08/20
2	<input type="checkbox"/>	3,547.06	USD	UND-000000006						UND01	FED_100	12-14-3802	UND0000081	12/08/20
3	<input type="checkbox"/>	2,954.00	USD	UND-000000008						UND01	FED_100		UND0000066	12/09/20
4	<input type="checkbox"/>	2,954.00	USD	UND-000000010						UND01	FED_100		UND0000066	12/08/20
5	<input type="checkbox"/>	7,094.12	USD	UND-000000011						UND01	FED_100	12-14-3802	UND0000081	12/30/20

Balance

Amount:	500.00	Remaining:	500.00	Unearned:	0.00
Selected:	0.00	Discount:	0.00	Earned:	0.00
Adjusted:	0.00	Write Off:	0.00		

- Find your invoice using the Amount, Contract (Award), and/or Letter of Credit ID. Check the invoice you want to apply payment.

If your payment amount is less than your invoice, Enter your amount in the invoice and PeopleSoft will add an extra with the remaining amount of your invoice.

- Press **Save** button at the bottom of the page.

- Ensure the payment amount is fully selected by verifying that **Remaining** is '0.00'.

Balance			
Amount:	13,000.00	Remaining:	0.00
Selected:	13,000.00	Discount:	0.00

Once your payment has been fully selected, navigate to the Worksheet Action page by clicking the hyperlink at the bottom of the page. [Worksheet Action](#) Once on the Worksheet Action page, select the **Post Later** box in the Posting Action frame. This sets the payment to post the next time the AR Update process is run. The AR Update process is run in batch on a nightly basis. (Note: If the **Post Later** box is not available for choosing, your deposit is not in balance. Return to the Worksheet Application page by clicking the hyperlink at the bottom of the page, and resume at step 22 of this document.)

Worksheet Action		
Deposit Unit:	UND01	Deposit ID: 10
		Payment ID: TEST
Entered:	12/06/2004	
Status:	No Action	
Worksheet Action	Posting Action	Accounting Entry Action
Delete Worksheet	Do Not Post	Create/Review Entries
Delete Payment Group	Post Now	
	Post Later	
Worksheet Selection Worksheet Application Worksheet Action		
<input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/>		

Create Accounting Entries for your Non Grants.

The Create Accounting Entries Page allows you to enter specific ChartField values for your deposit to credit it to a specific Business Unit, Department, Project, etc. The debit to cash is created for you by the system.

1. From the menu, select **Accounts Receivable > Payments > Direct Journal Payments > Create Accounting Entries**

Direct Journal Entry
 Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Deposit Unit: [=] [UND01]
 Deposit ID: [begins with] [24]
 Payment Sequence: [=]
 Payment ID: [begins with]
 User ID: [begins with]
 Assigned Operator ID: [begins with]
 Case Sensitive

[Basic Search](#)

- The **Business Unit** field will be the one established for your institution, “**NDSU1, UND01, etc.**”. Enter the **Deposit ID** value you recorded in your Previous step. Click the **Search** button. If you entered more than one payment, the list of your available payments will be displayed. Click on the payment you want to apply to go to the Accounting Entries page (Non Grant).
- Enter the appropriate Account, Fund Code, DeptID, and Program Code ChartField values, as well as the **Line Amount** for the credit entry of the deposit. If you are entering a refund for an expense purchase, be sure to enter the detailed expense account value that was used for the original purchase. This will ensure that correct budget category is credited when the deposit is journal generated to the GL, Commitment Control is updated, the transaction is integrated to PROJ_RESOURCE, and F&A/Billing are processed.

Accounting Entries | **Deposit Control**

Unit: UND01 Deposit ID: 24 Payment: CHK 12345 Seq: 1

Amount: 32,000.00 USD

Complete

Customize | Find | View All | First 1 of 1 Last

Chartfields | More Chartfields | Currency Details | Misc |

'GL Unit	Speed Type	'Account	Oper Unit	Fund Code	DeptID	Program Code	Line Amount	Currency
1 1	UND01	Speed Type						USD

0 Lines Total Debits: 0.000 Currency: Total Credits: 0.000 Currency: Net 0.000

Accounting Entries | [Deposit Control](#)

- Navigate to the **More Chartfields** tab and enter the appropriate value for Project.

- Click the **Save** button.
- Click the lightning bolt icon to create the Debit entries to Cash. The ChartField entry fields will be changed to display-only, with both entries displayed.

GL Unit	Speed Type	Account	Oper Unit	Fund Code	DeptID	Program Code	Line Amount	Currency
1 1 UND01	Speed Type	450010		43500	1120		-32,000.00 USD	
2 101 UND01	Speed Type	105251		43500	1120		32,000.00 USD	

- Select the **Complete** checkbox. Click the **Save** button. This will populate the PC Business Unit (Subsys PC BU), Activity ID (Subsystem Activity ID), and Analysis Type (Subsystem Analysis Type) fields on the More Chartfields tab. The GLE Analysis Type is populated on all Direct Journal deposits.
- When the Journal Generator process is run, journal entries will be created for the accounting distributions you entered.