



**State of Wisconsin
Department of Administration**

**Deposits Processing
Job Aid**

Version 1.0



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PURPOSE

This job aid is designed to provide additional information regarding the Accounts Receivable and Billing course.

The **Entering Specific Deposits** job aid will review the following deposit entry processes:

1. Lockbox Deposits
2. Entering Regular Deposits
3. Creating Deposits from Excel Files



The job aid will also illustrate applying payments by the Payment Worksheet and Payment Predictor.

The following icons are depicted throughout this document to bring special attention to additional information, key points, and warnings.

Icon	Description	Purpose
	Additional information	Provides more information on the fields highlighted or selected on the screenshot.
	Key Points	Explains the purpose/importance of a particular field/option.
	Warning	Provides any critical information for critical fields.

LOCKBOX DEPOSIT PROCESS

Description

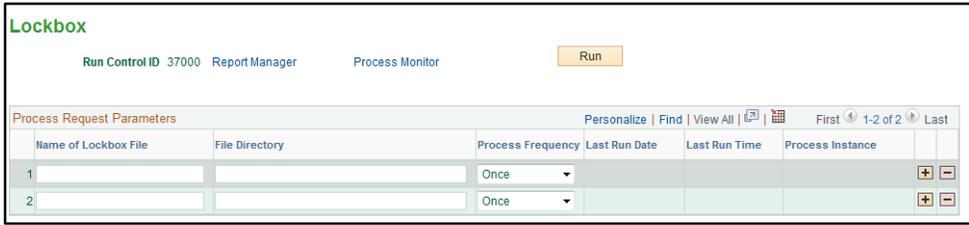
A lockbox is a bank account that is used as a remit-to account for your customers. When using a lockbox, a financial institution receives payments and credits the appropriate account. After the bank applies payments to the lockbox, you receive a file that can be used to automatically load deposit details.

The key activities involved in the lockbox deposit sub-processes are:

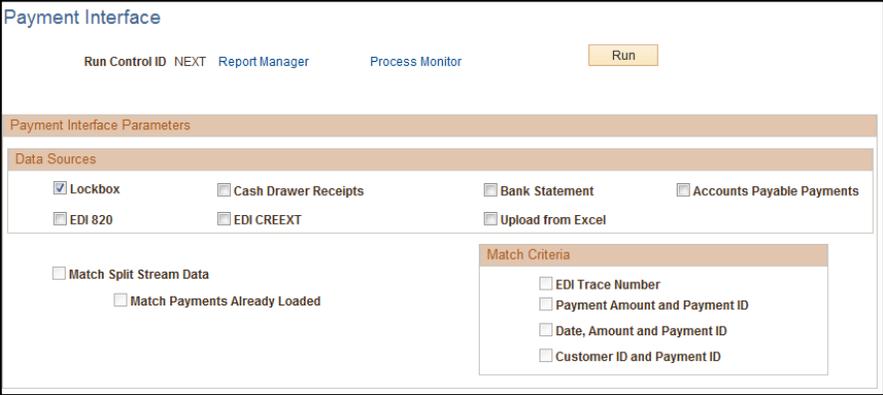
- Loading Lockbox files
- Run Lockbox Process from Lockbox – Request Page
- Run Payment Loader Process
- Review totals in Lockbox Run Information

Steps

Scenario: Follow the steps explained below to retrieve and enter lockbox deposits. After deposit entry, use the **Lockbox Run Information** to review deposit information and prepare it for payment application.

Step	Action
1.	<p>Navigate to: Accounts Receivable > Payments > Electronic Payments > Retrieve Lockbox Files</p>  <p>Use this page to run the Lockbox SQR process that imports Lockbox files.</p>



2.	<p>Once lockbox files have been loaded in to the Lockbox - Request page, navigate to: Accounts Receivable > Payments > Electronic Payments > Process Payment Interface.</p>  <p> Check the Lockbox checkbox when running this process.</p>
3.	Click Run to transfer the data into the payment application tables using the Payment Loader .
4.	<p>Navigate to: Accounts Receivable > Payments > Electronic Payments > Review Deposit Information</p> <p>Use the Lockbox Run Information to view the control totals of the lockbox deposit.</p>
5.	The Control Information section in this page displays the control totals, payment count, and payment amount for the lockbox. If the deposit is out of balance, you must make corrections before continuing the Payment Application process.

ENTERING REGULAR DEPOSITS PROCESS

Description

Follow the steps below to complete the entry of a regular deposit.

Steps

Scenario: You have received notification about deposits for the day. Follow the steps explained below to enter a regular deposit.

Step	Action
1.	Navigate to: Accounts Receivable > Payments > Online Payments > Regular Deposit
2.	<p>Select the Add a New Value tab and enter:</p> <ul style="list-style-type: none"> • Deposit Unit • Deposit ID <p>Click Add.</p>
3.	<p>Fill out Totals and Payments tabs.</p> 



4.	<p>In the Totals tab, enter the following:</p> <ul style="list-style-type: none"> • Accounting Date • Bank Code • Bank Account • Deposit Type • Count • Control Total Amount • Received
5.	<p>Populate the Payments tab with available information, such as:</p> <ul style="list-style-type: none"> • Payment ID • Amount • Customer ID • Accounting Date <p>If the deposit requires Direct Journaling, ensure that Journal Directly is checked to ensure the deposit will be available for processing.</p>
6.	<p>Click + (Add a Row) to enter another deposit.</p> <p>Verify the Balance indicator displays Balanced when done adding deposits.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> Balance Balanced </div>
7.	<p>Click Save. You have entered a regular deposit and updated the Receivables System with payments.</p>

CREATING DEPOSITS FROM EXCEL FILES

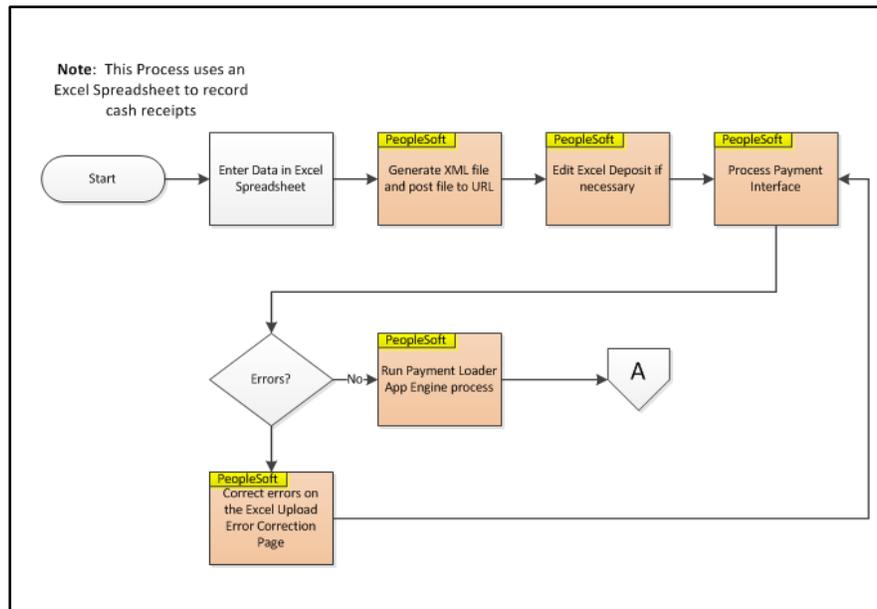
Description

Payment Processors can also import a Microsoft Office Spreadsheet with payment information into PeopleSoft. After the uploaded spreadsheet passes a verification process, it will be loaded into payment data in the payment application tables.

To process Excel Payments, the following steps are performed:

1. Generate XML file
2. Post file to URL
3. Process payment interface

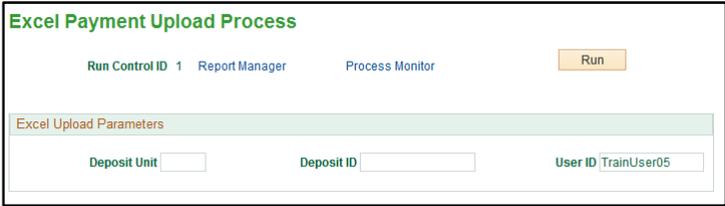
Process Flow



Steps

Scenario: You have to import an Excel spreadsheet with payment information. In STAR, the spreadsheet must contain two worksheets:

1. **Template Worksheet:** Fields will represent those available on the Data Entry worksheet. This allows the user to configure the Data Entry worksheet to meet the payment requirements.
2. **Data Entry Worksheet:** Enter data specific to the transaction on this sheet.

Step	Action
1.	Generate XML file and Post to URL.
2.	Upload the Spreadsheet using the Excel Edit Request. Navigate to: Accounts Receivable > Payments > Electronic Payments > Excel Edit Request 
3.	Save the file and note the path and filename.

APPLYING PAYMENTS

Description

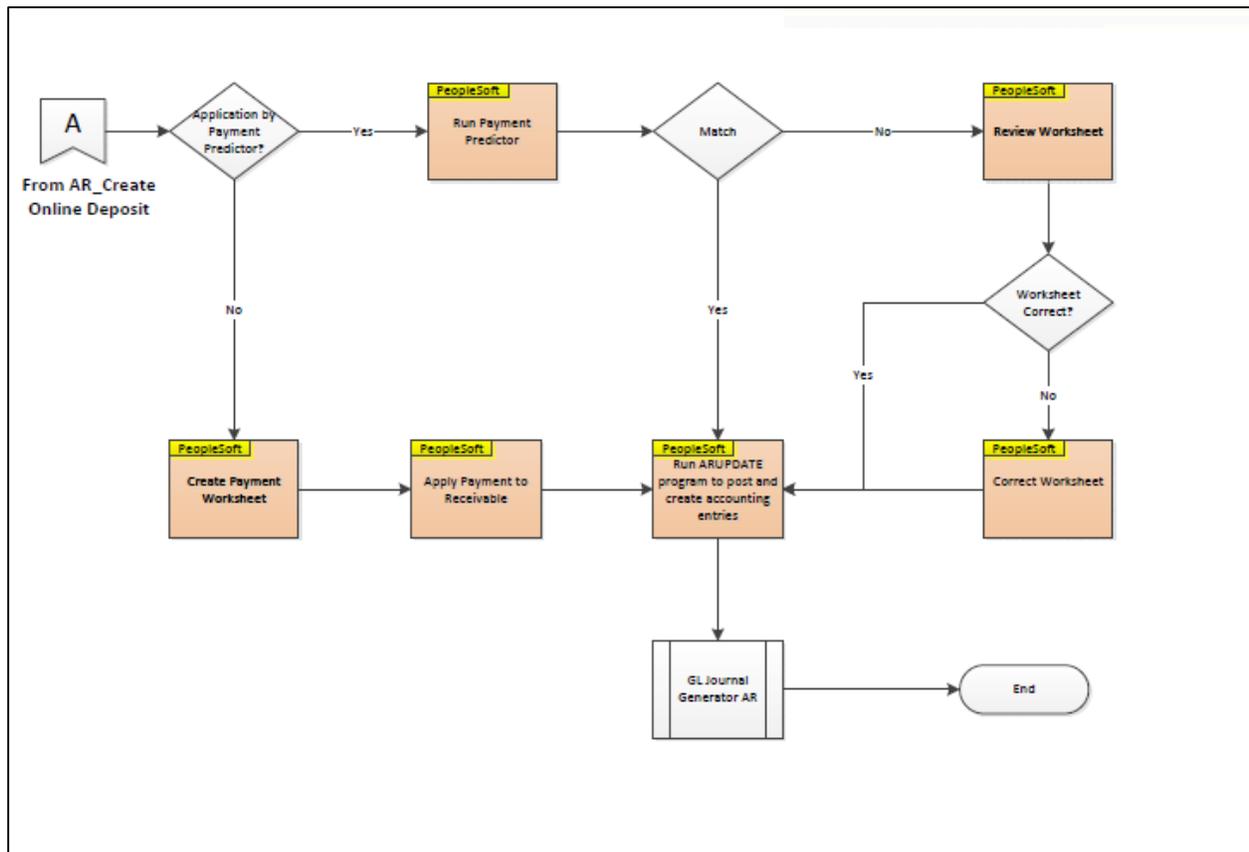
Before you use the procedure of worksheet application to apply payments to an item on the payment worksheet and select posting options for the payment, the Payment Worksheet must be created. Then, payments are applied on the payment worksheet, and posting options are selected.

The key activities involved in maintaining the payment worksheet sub-processes are:

- Creating Payment Worksheet
- Applying Payments to Worksheet and selecting Posting Options using:
 - Payment Worksheet
 - Payment Predictor

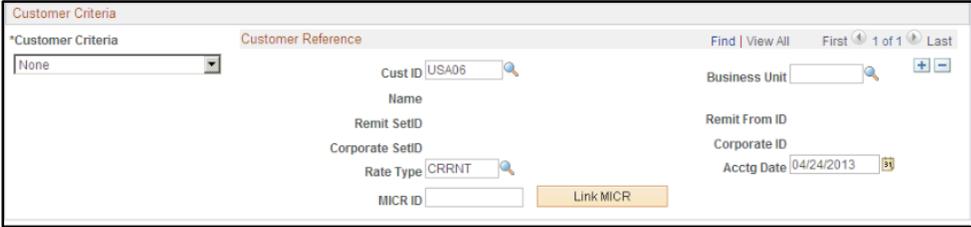
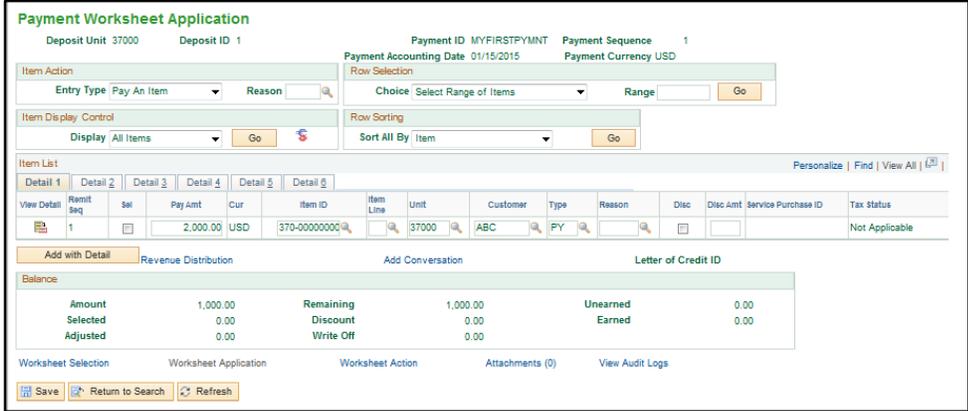
Process Flow

Below is the business process flow for applying payments using different methods. This process flow will help you understand the system-generated actions as well as the tasks that are performed manually.



Creating Payment Worksheet Steps

Scenario: Follow the steps explained below to create a Payment Worksheet.

Step	Action
1.	Navigate to: Accounts Receivable > Payments > Apply Payments > Create Worksheet
2.	Select the Add a New Value tab and enter Business Unit and Worksheet ID . Leave the Worksheet ID field blank for system-generated default option.  Click Add .
3.	Use the Worksheet Selection page to populate Customer Criteria section, such as Customer ID.  Scroll to the bottom of the page and click Build .
4.	Use the Worksheet Application page to select the items that will be matched to the payment.  Select items from the Item List section as the items that will be matched.
5.	Verify Balance section values are correct. Click Save .

Applying Payments on Payment Worksheet Steps

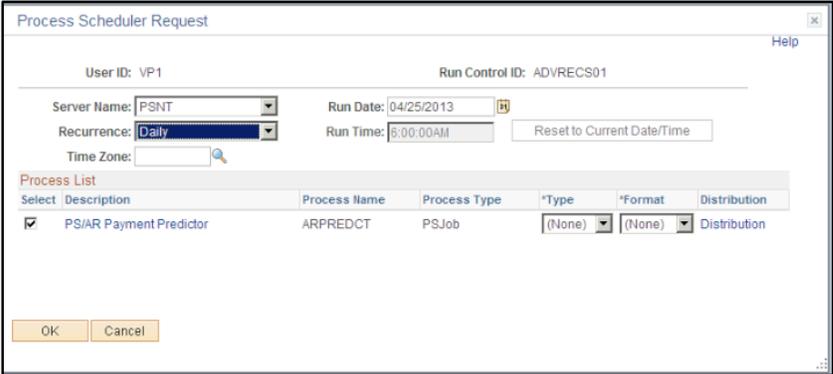
Scenario: You have received and deposited a payment and created the Payment Worksheet. Follow the steps below to apply payment to Payment Worksheet.

Step	Action
1.	Navigate to: Accounts Receivable > Payments > Apply Payments > Finalize Worksheet
2.	Enter the desired Search Criteria, such as: <ul style="list-style-type: none"> • Deposit Unit • Deposit ID Click Search .
3.	<p>In the Payment Worksheet Action page, select next actions.</p> <p>Posting Action section – select appropriate posting action from the drop-down menu. Select Batch Standard.</p> <div data-bbox="544 871 1169 1150" data-label="Image">  </div> <p> The Batch Standard action will queue the worksheet to be posted on next scheduled job batch run</p>
4.	You have applied payment to a worksheet and selected a posting option.

Using the Payment Predictor Steps

The Payment Predictor process automatically matches payments with open items for a customer based on a predefined payment predictor method. In order to run the Payment Predictor process, the payments must have some identifying information such as **MICR ID** or **Customer ID**, and the deposit must be in balance.

Step	Action
1.	Navigate to: Accounts Receivable > Payments > Apply Payments > Request Payment Predictor
2.	Select Control ID to have system apply the payments according to previously defined specifications. Click Run .

3.	<p>On the Process Scheduler Request page, select PS/AR Payment Predictor.</p> 
4.	<p>Click Process Monitor and verify that process finishes successfully.</p>

APPENDIX

Screenshot Elements

Icon	Description	Purpose
	Add a New Row / Delete an Existing Row	Add a new row whenever you need to input additional deposits / Delete a row that isn't needed.

Vocabulary Terms

Term	Definition
Accounting Date	Accounting date for each payment and pending items created from the payment. This date will be validated by the system to ensure that the date falls within the open period for the business unit.
Bank Account	This will determine the options for deposit type.
Bank Code	This will determine the options for bank account.
Control Total Amount	Control totals for the amount.
Count	Count of payments in the deposit.
Deposit Type	Specifies type of deposit being processed.
Received	The date the payment was received.