



Module: General Revenues

Topic: Payment Entry

How to process a miscellaneous receipt (i.e. **PAYINS**)

Munis Version **2019.1**

Objective

This document is intended to provide step by step instructions on how to enter a miscellaneous receipt through the Payment Entry program in the Munis General Revenues module. It is intended for a Munis user who is familiar with Accounts Receivable processes.

Overview

In Munis, miscellaneous receipts can be entered through the Payment Entry program in the General Revenues module. Receipts are entered in batches.

Prerequisites

Before you can successfully use this feature, you must ensure that the necessary settings and codes are in place. If settings and codes are not set up, or not set up correctly, **you may need to contact your Munis system administrator or department manager to have them updated or added into the Munis system.**

- You must have permission to enter cash receipts.

Significant Changes

from v11.3.18 to v2019.1.13

The beginning of the Payment Entry-Miscellaneous Receipts is nearly the same, and users should not have major issues getting through the header and receipt detail screen. However, if you used “Add Charge” or had “Multiple” as a form of payment, there are SEVERAL changes to the way the screen looks and how you will select that information going forward.

1. Adding Multiple Charges (*page 5*)
2. Entering Payment Methods (*page 5*)
3. Settlement Report – verifying breakdown of checks and cash/coins (*page 8*)

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Full Detailed Procedures.....pages 2-11

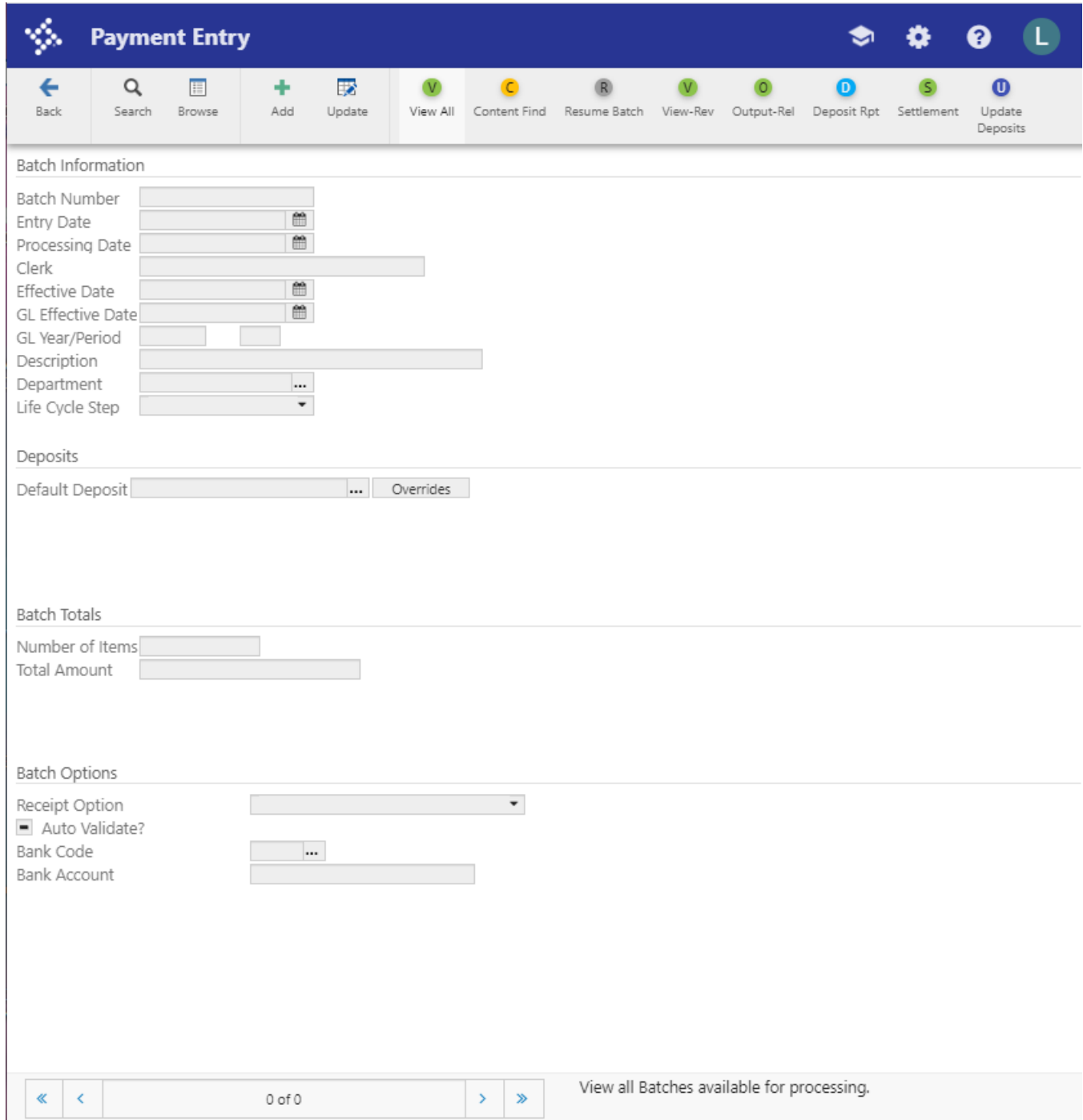
Abbreviated Procedures.....page 12

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Full Detailed Procedure

To enter a miscellaneous receipt (i.e. PAYIN):





- Open the Payment Entry program. Munis > General Revenues > Payment Processing > Payment Entry.



Payment Entry

Back Search Browse Add Update View All Content Find Resume Batch View-Rev Output-Rel Deposit Rpt Settlement Update Deposits

Batch Information

Batch Number
 Entry Date 
 Processing Date 
 Clerk
 Effective Date 
 GL Effective Date 
 GL Year/Period
 Description
 Department ...
 Life Cycle Step


Deposits

Default Deposit ... Overrides


Batch Totals

Number of Items
 Total Amount


Batch Options

Receipt Option 
 Auto Validate?
 Bank Code ...
 Bank Account

« < 0 of 0 > » View all Batches available for processing.

- On the toolbar, click Add .

Group	Description
Payment Detail – WHO is the \$\$ coming from?	
Loc/Dept	Provides the location or department receiving the payment.
Customer	Identifies the number of the customer making the payment.
Contract	LEAVE BLANK
Paid By	Indicates who made the payment (<i>Payee</i>). The default value is the name associated with the customer number entered in the Customer field. DO NOT LEAVE “CUSTOMER” . Type in the NAME on the CHECK or other identifying information to know who paid you the money.
Comment	Stores any comments associated with the payee.
Charge Detail – WHAT is the \$\$ being received for?	
Charge Code	Defines the charge code for the payment.
Description	Provides a user-defined description of the charge.
Quantity	Indicates the number of charge items.
Price	Provides the item price as stored on the Charge Code record.
Charge Amount	Indicates the amount of the miscellaneous charge.
Cash Account	Specifies the full account number or org/obj/project for the general ledger cash account.
GL Payment Allocation – WHERE will this post in Munis?	
Account Description Amount	Provides the general ledger accounts and project strings (if applicable) associated with the charge code, along with the charges for each.
Total Allocated	Display the total amount allocated to the accounts.
Totals	

9. Click Accept  to take you to the **Tender Payment** screen.

10. Tender Payment. See “A”, “B”, and “C” instructions below to go with screen shot.

A →

REQUIRED
Section “a” is required to be completed for each Tender Payment.

Amount:
Per method -list each check separately

Payment Method :

- CHECK
- CASH
- CREDIT CARD
- BANK XFER
- OTHER
- MANUAL BANK PMT
- E-CHECK
- WIRE TRANSFER

Deposit: *IGNORE*

Check Details (if relevant) :

- CHECK NUMBER: ENTER FROM CHECK
- BANK CODE: *IGNORE*

DO NOT COMBINE MULTIPLE CHECKS into one Tender Information screen.

Additional Information:
Payment Memo enter information regarding who. Example: if check, “who’s” check.

B →

Click to create “Multiple” checks or tenders if relevant.

Prompts for a new “A” for the same receipt.

C →

Click when DONE with this receipt.

Tender Payment

Payment Information

[View Receipts \(1\)](#) Total Amount **\$100,250.00**

Tender Information

Total Tendered **\$100,250.00** Change Due **\$0.00**

Amount

Payment Method

Deposit

Check Details

Check Number

Bank Code

Additional Information

Paid By Customer [Select Customer](#)

Payment Memo

Payment Method	Tender Amount	Deposit
CHECK	\$250.00	
CHECK	\$100,000.00	

Print Options

Output summary receipt Printer


Output individual receipts Copies

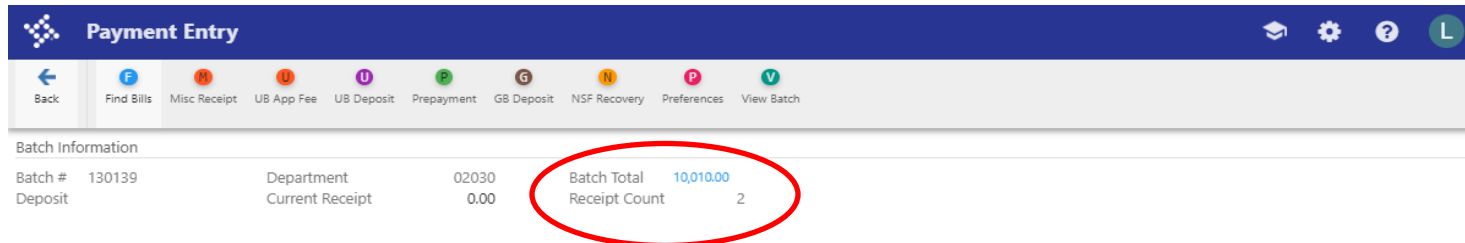
Validate

Email receipt


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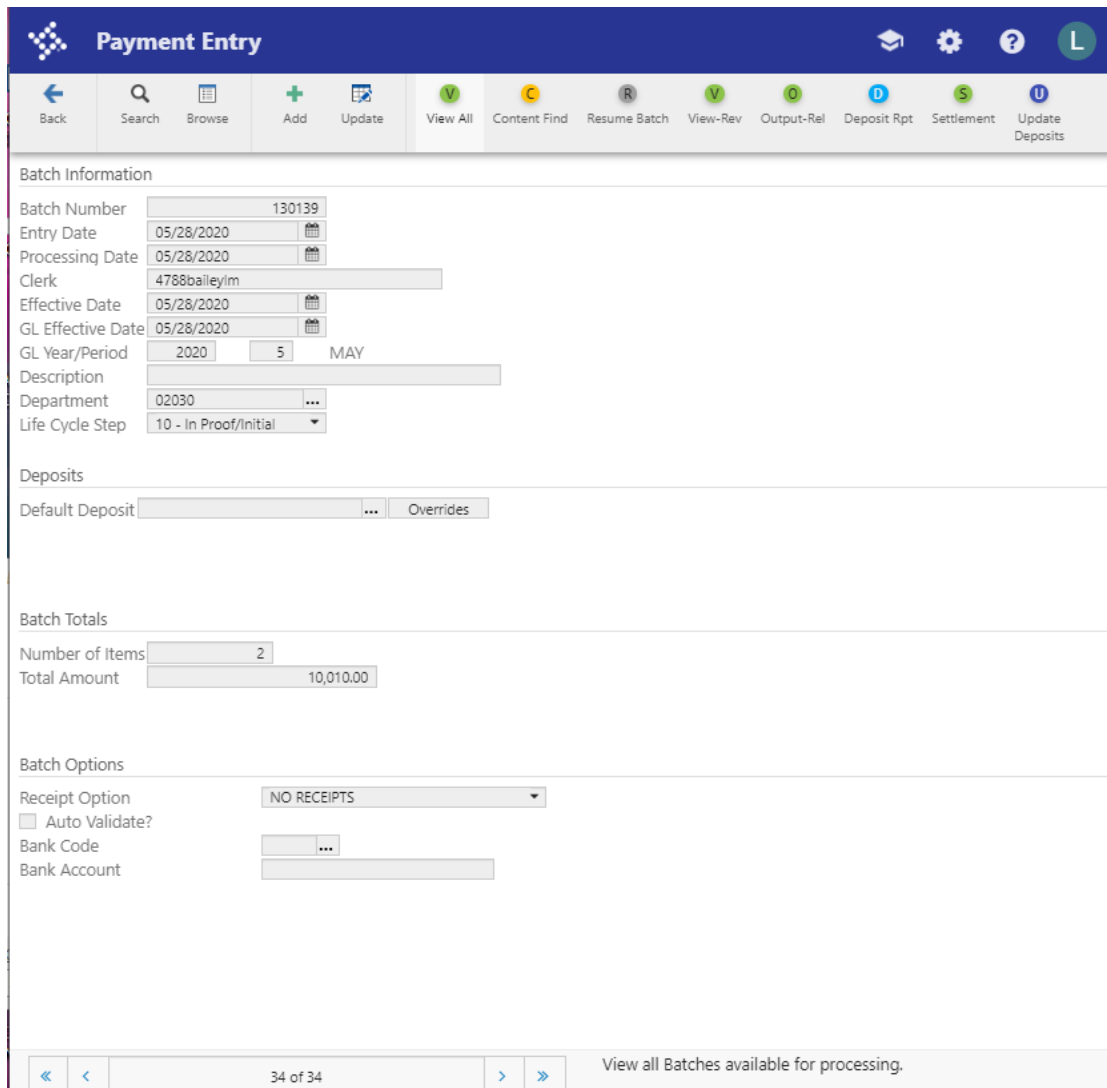
11. This will bring you back to Step #8 to add additional receipts to your batch if necessary. **Repeat #8-10 until batch is complete for each separate receipt in your batch.**

12. Once complete, click on the Back arrow  to get back to your PAYMENT ENTRY summary page. This tells you the Batch Total and Receipt Count.



Batch Information			
Batch #	130139	Department	02030
Deposit		Current Receipt	0.00
		Batch Total	10,010.00
		Receipt Count	2

13. If this matches what you want your batch to total, click on the Back arrow  to get back to your PAYMENT ENTRY header page.



Batch Information	
Batch Number	130139
Entry Date	05/28/2020
Processing Date	05/28/2020
Clerk	4788bailey/m
Effective Date	05/28/2020
GL Effective Date	05/28/2020
GL Year/Period	2020 5 MAY
Description	
Department	02030
Life Cycle Step	10 - In Proof/Initial

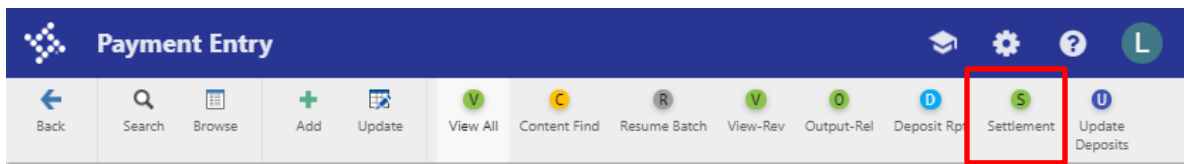
Batch Totals	
Number of Items	2
Total Amount	10,010.00


Batch Options	
Receipt Option	NO RECEIPTS
<input type="checkbox"/> Auto Validate?	
Bank Code	
Bank Account	

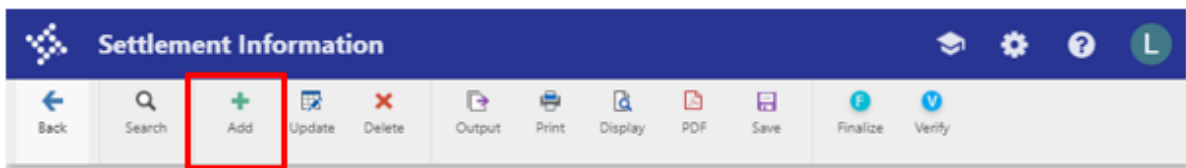
14. GENERATE, RECONCILE SETTLEMENT REPORT.

When the batch is complete, a deposit report is required. This process confirms of all the cash, coins, checks, EFT, and credit card payments that make up your batch. The end result is the **Settlement Report** that is given to the Treasurer’s office for deposit.

a) Click on Settlement in the ribbon



b) Click Add  to complete a “check-out” of your payin batch.



c) Enter each tender type in the Drawer Amount column.

This must balance to what you physically have to take to the Treasurer’s office to make your deposit.

Settlement Information

Settled By: 4788baileyim
 Settled Date: 05/29/2020 15:39:40
 Status: Initial

Settlement Totals		Count	Remitted Amount	Drawer Amount	Total Difference
Totals		2	100,250.00	250.00	-100,000.00
Total Change Due		0	0.00		
Cash Total			250.00		
Check Total		1	100,000.00		

Settlement Overview	Count	Batch Amount	Drawer Amount	Difference	Comment
BANK XFER	0	0.00	0.00	0.00	
CASH	1	250.00	250.00	0.00	
CHECK	1	100,000.00	0.00	-100,000.00	
CREDIT CARD	0	0.00	0.00	0.00	
E-CHECK	0	0.00	0.00	0.00	
MANUAL BANK PMT	0	0.00	0.00	0.00	
MULTIPLE	0	0.00	0.00	0.00	
OTHER	0	0.00	0.00	0.00	
WIRE TRANSFER	0	0.00	0.00	0.00	

Settlement Details

CASH COUNTER

Initial Amount		Currency	Quantity	Coin	Quantity
Drawer Amount	250.00	\$100.00	2	\$1.00	
Remitted Amount	250.00	\$50.00	1	\$0.50	
System Amount	250.00	\$20.00		\$0.25	
		\$10.00		\$0.10	
		\$5.00		\$0.05	
		\$2.00		\$0.01	
		\$1.00			

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(d) As you enter different Drawer Amounts in the Tender types, it will populate different items in the Settlement Details (Cash Counter, Check Counter, Card Counter, EFT Counter). This is to help reconcile. See screen shots below

Settlement Overview

	Count	Batch Amount	Drawer Amount	Difference	Comment
BANK XFER	0	0.00	0.00	0.00	
CASH	1	250.00	250.00	0.00	
CHECK	1	100,000.00	100,000.00	0.00	
CREDIT CARD	0	0.00	0.00	0.00	
E-CHECK	0	0.00	0.00	0.00	
MANUAL BANK PMT	0	0.00	0.00	0.00	
MULTIPLE	0	0.00	0.00	0.00	
OTHER	0	0.00	0.00	0.00	
WIRE TRANSFER	0	0.00	0.00	0.00	

Settlement Details

CHECK COUNTER


Present	Check Number	Payment Memo	System Amount	Drawer Amount
<input checked="" type="checkbox"/>	999867	BUREAU WORKERS COMP	100000.00	100000.00

Settlement Details

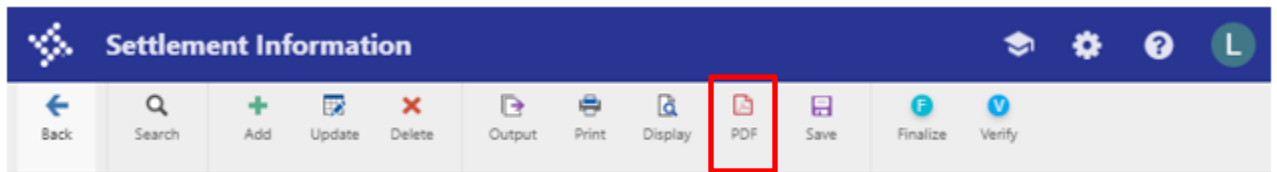
CASH COUNTER

Initial Amount	
Drawer Amount	250.00
Remitted Amount	250.00
System Amount	250.00

Currency	Quantity	Coin	Quantity
\$100.00	2	\$1.00	
\$50.00	1	\$0.50	
\$20.00		\$0.25	
\$10.00		\$0.10	
\$5.00		\$0.05	
\$2.00		\$0.01	
\$1.00			

d) Once settlement report screen is verified, click the Accept  button.

e) DO NOT Click on FINALIZE to create your report. Just click PDF.



- i) Pop-up appears "Would you like to print Settlement Detail reports?" Click "Yes". Choose PDF as your Output option.
- ii) Print two (2) copies of this report. You will have multiple pages based on your Tender Payment types.
 - (1) SETTLEMENT REPORT recap (Page 1)- **Sign both copies above your printed name and deliver with your deposits to the Treasurer's Office.**

SETTLEMENT REPORT

BATCH: 130151				
CLERK: Logan M. Bailey				
DATE: 05/29/2020 15:39:40				
DEPOSIT TENDER TYPE	COUNT	SYSTEM AMOUNT	DRAWER AMOUNT	DIFFERENCE
CASH	1	250.00	250.00	0.00
CHECK	1	100,000.00	100,000.00	0.00
TOTALS	2	100,250.00	100,250.00	0.00
TOTAL REMITTED	2	100,250.00		
TOTAL CHANGE DUE	0	0.00		
TOTAL CASH		250.00		
TOTAL CHECKS	1	100,000.00		

Logan M. Bailey

REVIEWER

(2) CASH DETAIL REPORT -breaks down your types of cash/coin in hand by quantity

CASH DETAIL REPORT

BATCH: 130151				
CLERK: Logan M. Bailey				
DATE: 05/29/2020 15:39:40				
TRANSACTION	SEQUENCE	PAYMENT METHOD	AMOUNT	
151887	1	CASH - REMITTED	250.00	
TOTALS	# OF TENDERS: 1		250.00	
CASH CURRENCY	QUANTITY	COIN	QUANTITY	
\$100.00	2	\$1.00	0	
\$50.00	1	\$0.50	0	
\$20.00	0	\$0.25	0	
\$10.00	0	\$0.10	0	
\$5.00	0	\$0.05	0	
\$2.00	0	\$0.01	0	
\$1.00	0			
INITIAL AMOUNT:		0.00		
DRAWER AMOUNT:		250.00		
REMITTED AMOUNT:		250.00		

(3) CHECK DETAIL REPORT – breaks down list of checks included in your deposit

CHECK DETAIL REPORT

BATCH: 130151						
CLERK: Logan M. Bailey						
DATE: 05/29/2020 15:39:40						
PRESENT	TRANSACTION	SEQUENCE	CHECK NUMBER	PAYMENT MEMO	SYSTEM AMOUNT	DRAWER AMOUNT
Y	151887	2	999867	BUREAU WORKERS COMP	100,000.00	100,000.00
TOTALS		# OF TENDERS: 1			100,000.00	100,000.00

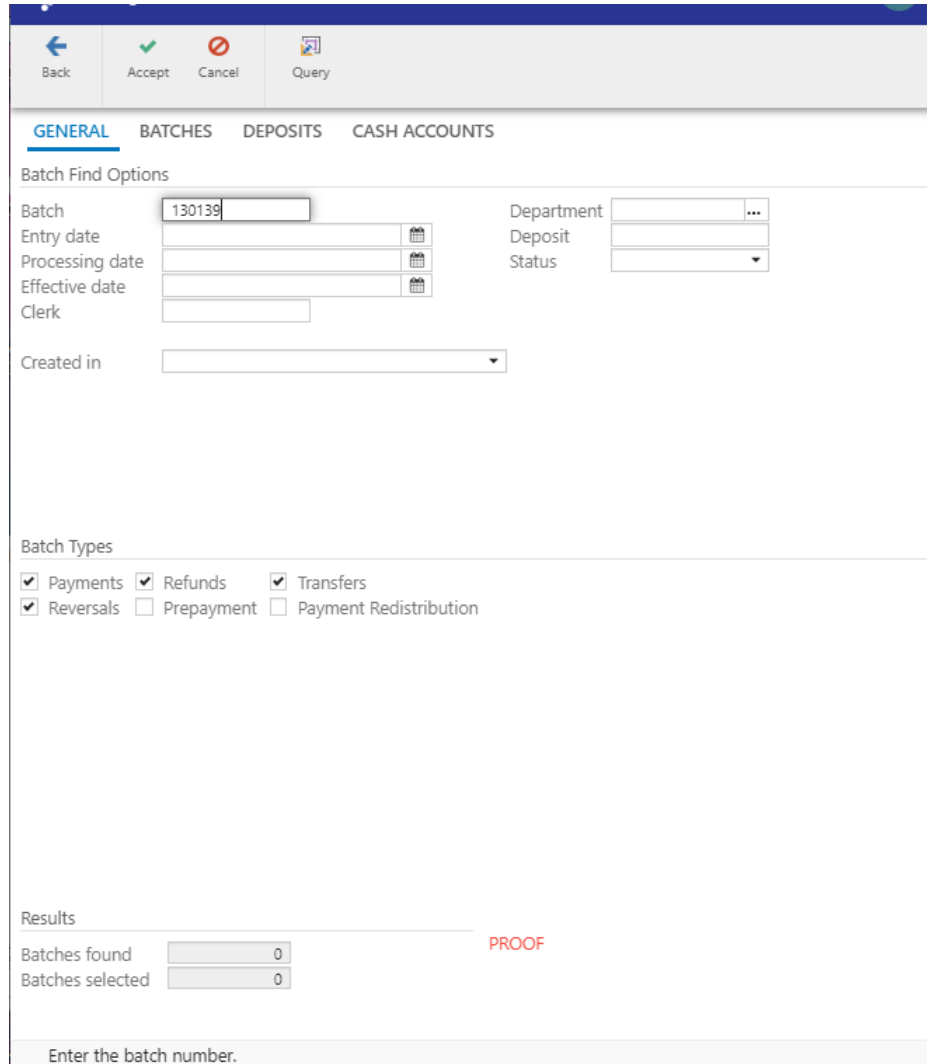
f) On the Settlement Information window tab, click the Back button to exit this report.

15. Close the window by clicking the Back if no other batches are needed to be created at this time.

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16. If you need a **detail** report of the receipts # and **GL account posting**, you need to open Payment Proof. Munis > General Revenues > Payments Proof.

a) Click “Search” in your ribbon, and enter your batch number in “batch.” Check Accept.



Back Accept Cancel Query

GENERAL BATCHES DEPOSITS CASH ACCOUNTS

Batch Find Options

Batch: 130139 Department: ...

Entry date: [calendar icon]

Processing date: [calendar icon]

Effective date: [calendar icon]

Clerk: [text box]

Created in: [dropdown menu]

Batch Types

Payments Refunds Transfers

Reversals Prepayment Payment Redistribution

Results

Batches found: 0

Batches selected: 0

PROOF

Enter the batch number.

b) Once your selection is generated, click on PDF to get your payment detail report.

i) Click Accept in next screen.

You will generate a similar looking report, beginning on pg. 2. This includes charge codes and revenue accounts.

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PAYMENTS JOURNAL REPORT

Misc Cash Receipts										
Receipt	Year	Bill	AR Code	Batch	Eff. Date	Customer Name	Actvty	Reason/Method	Total Paid	
109792	2020	109792	001	130139	05/28/2020	CUSTOMER	PMT	CHECK		
				Charge: 001108		Cash: 000000 100001 POOLED CASH AND CASH EQUIV-A/P				
						Revenue: 10100000 401400 RENTAL INCOME			10.00	
									Receipt Total:	10.00
109793	2020	109793	001	130139	05/28/2020	CUSTOMER	PMT	CHECK		
				Charge: 001105		Cash: 000000 100001 POOLED CASH AND CASH EQUIV-A/P				
						Revenue: 10100000 401400 RENTAL INCOME			10,000.00	
									Receipt Total:	10,000.00
									Total Receipts:	2
									Category Totals:	10,010.00

Report generated: 05/28/2020 13:16:14
 User: Logan M. Bailey (4788baileym)
 Program ID: arcrpst

Page 2

Status Change

The status of the receipts batch changes as the batch is processed. After posting the batch, the batch leaves the payment entry program.

GL Impact

The payments journal that has been posted creates a credit entry to the cash account, and a debit entry to the revenue account(s).

Abbreviated Procedures

General Revenue > Payment Processing > Payment Entry

Add +

Accept ✓

Misc Receipt

- Enter information by tabbing thru fields

Accept ✓

Enter payment method (Tender Payment) i.e. cash, check etc.

- If multiple methods are used make sure the amount entered for first method is correct. Tab down to Add Tender to enter the next payment method.

Click on **Complete Transaction** box at the bottom of the screen or click Accept ✓ – either of these will work.

Click Back ← button until you get to the main screen (2 times)

Click **Settlement** button at the top of the screen

Add +

Enter drawer amounts

Accept ✓

Click **PDF** to print settlement pages

Would you like to print settlement detail reports? Yes

Click Back ← button

Output options window opens – click accept at the bottom of this window

Save – OK