



**Munis Version 11** 

Use the following steps to enter miscellaneous cash receipts.

To create a new payment batch for the miscellaneous receipts:

1. Open the Payment Entry program. General Revenues > Payment Processing > Payment Entry

| 🤌 н           | IOME         |                             |            |                   |             |                | Paymen  | t Entry – M | lunis |                |   |   |        |
|---------------|--------------|-----------------------------|------------|-------------------|-------------|----------------|---------|-------------|-------|----------------|---|---|--------|
| Accept Car    | oncel Search | Browse Query Builder Search | Add Update | Delete<br>Global- | Print Dutpu | PDF<br>Preview | Word    | U<br>Attach | Notes | Audit Maplink- | Resume<br>Lookup Batch<br>View-Rev<br>Mei | Output-Rel<br>Deposit Rpt<br>Settlement | Return |
| Payment En    | ntry Options |                             |            |                   |             |                |         |             |       |                |   |   |        |
| Entry Date    |              |                             |            |                   |             |                |         |             |       |                |   |   |        |
| Clerk         |              |                             |            |                   |             |                |         |             |       |                |   |   |        |
| Receipt Opti  | tion         |                             | 7          | 7                 |             |                |         |             |       |                |   |   |        |
| Department    | t            |                             |            |                   |             |                |         |             |       |                |   |   |        |
| Batch Num     | iber         |                             |            |                   |             |                |         |             |       |                |   |   |        |
| Deposit Nun   | mber         |                             |            |                   |             |                |         |             |       |                |   |   |        |
| Interest Effe | ective Date  | 0                           |            |                   |             |                |         |             |       |                |   |   |        |
| GL Effective  | e Date       | Ē                           |            |                   |             |                |         |             |       |                |   |   |        |
| GL Year/Per   | riod         |                             |            |                   |             |                |         |             |       |                |   |   |        |
| Receipt Nun   | mber         |                             |            |                   |             |                |         |             |       |                |   |   |        |
| Number of F   | Receipts     |                             |            |                   |             |                |         |             |       |                |   |   |        |
| Batch status  | S            |                             |            |                   |             |                |         |             |       |                |   |   |        |
| Validation O  | Options      |                             |            |                   |             |                |         |             |       |                |   |   |        |
| Auto Va       | alidate      |                             |            |                   |             |                |         |             |       |                |   |   |        |
| Bank Co       | de           |                             |            |                   |             |                |         |             |       |                |   |   |        |
| Bank Acc      | ct           |                             |            |                   |             |                |         |             |       |                |   |   |        |
| Workflow      |              |                             |            |                   |             |                |         |             |       |                |   |   |        |
| Approval Sta  | atus         |                             |            |                   |             |                |         |             |       |                |   |   |        |
| Approval Co   | omment       |                             |            |                   |             |                |         |             |       |                |   |   |        |
| Approv        | /e           | Reject Fo                   | rward      | Hold              | Approv      | ers R          | esubmit |             |       |                |   |   |        |
|               |              |                             |            |                   |             |                |         |             |       |                |   |   |        |
| No receipt    | ts entered.  |                             |            |                   |             |                |         |             |       |                |   |   |        |

This screen is the payment batch header screen. A batch stores multiple payments, which allow you to post entire batches of payments to the general ledger at once.

- 2. On the ribbon, click Add.
- 3. Complete the fields, as follows.

| Field          | Description  |
|----------------|--|
| Entry Date     | Indicates the date that the batch is being entered. This defaults to today's |
|                | date.  |
| Clerk          | Provides the user ID of the clerk who is entering the batch. This is system  |
|                | generated, with no access to the filed.                                      |
| Receipt Option | Determines the option used to print receipts:                                |
|                | 0 - NO RECEIPTS - The program does not print receipts.                       |
|                | 1 - INDIV ONLY - The program prints receipts for each transaction.           |
|                | 2 - SUMMARY ONLY - The program prints a summary of receipts processed        |
|                | in the batch.  |
|                | 3 - INDIV & SUMMARY - The program prints receipts for each transaction       |
|                | and a summary of receipts processed in the batch.                            |
|                | 4 - INDIV OR SUMMARY - The program prints an individual receipt if you       |
|                | have only processed one payment for one customer, or prints a summary        |





| Field                   | Description  |
|-------------------------|--|
|                         | receipt if you have processed several payments for one customer.                 |
|                         | Note: The payment summary receipt displays the property location for             |
|                         | receipts that include payments for real estate bills. The receipt also displays  |
|                         | the year, make, model, license plate, and vehicle identification number (VIN)    |
|                         | for receipts that include payments for motor vehicle bills, depending on         |
|                         | available information.   |
| Department              | Indicates the department code for the user entering the payment.                 |
| Batch Number            | Indicates the unique batch number for the batch of receivables. The batch        |
|                         | number established in the Accounts Receivable Settings program is the            |
|                         | default batch number. It cannot be zero.   |
| Deposit Number          | Provides a reference for a batch of payments that are processed, and then        |
|                         | deposited at your financial institution.   |
|                         | Whether or not a deposit number is required depends on the Accounts              |
|                         | Receivable permission settings for the current role. If the number is required,  |
|                         | the program displays the Batch Deposit Number dialog box and you must            |
|                         | type the number there. If validation of the deposit number is also required      |
|                         | and you type an invalid number, the program displays an error message and        |
|                         | you must retype the number.  |
| Interest Effective Date | Indicates the last date that interest calculates. If a payment is overdue,       |
|                         | interest calculates from the original due date to the effective date. The        |
|                         | current date is the default date.  |
| GL Effective Date       | Specifies the date the transaction is effective in the General Ledger            |
|                         | programs.  |
| GL Year and Period      | Indicate the accounting year and month, which may not coincide with the          |
|                         | calendar year and month. The year and period established in the General          |
|                         | Ledger Settings program is the default year and period, but they can be          |
|                         | changed by authorized users.   |
| Receipt Number          | Indicates the receipt number, this field is system generated. This field is only |
|                         | populated if using department specific receipts.                                 |
| Number of Receipts      | Indicates the number of receipts within the batch; this field is system          |
|                         | generated.   |
| Amount Total            | Indicates the total amount of payments within the batch; this field is system    |
|                         | generated.   |
| Batch Status            | Specifies the status of a payment batch. The list options are In Review,         |
|                         | Released, or Unreleased and are automatically presented when the batch is        |
|                         | released.  |
| Auto Validate           | If selected, identifies you are validating payments.                             |
| Bank Code               | Identifies the bank code. Enter the bank code or click the help field button to  |
|                         | select a code. There is no access to this field when Auto Validate is not        |
|                         | checked.   |
| Bank Acct               | Specifies the Bank Account for Validation. There is no access to this field      |
|                         | when Auto Validate is not checked.   |





## 4. To enter a new payment, click Add.

|                    |              |                 |                     |                           | Payment En               | try - Munis              | > Bill Informa            | ion > Miscella | ineous Receip | ots  |                          |        |             | a ()    | ? | × |
|--------------------|--------------|-----------------|---------------------|---------------------------|--------------------------|--------------------------|---------------------------|----------------|---------------|--|--------------------------|--------|-------------|---------|---|---|
| <b>N N</b>         | HOME         |                 |                     |                           | -                        |                          |                           |                |               |  |                          |        |             |         |   |   |
| Accept 0           | Cancel Sea   | arch Browse     | Add Upd             | ate X Delete<br>G Global- | Print DF                 | Excel                    | Word<br>Email<br>Schedule | Notes          | Rudit 🔂 Audit | Pre-Payment<br>Animal Lic<br>Vehicle Sticker | UB Deposit<br>UB App Fee | Return |             |         |   |   |
| Confir             | m            | Search          |                     | Actions                   | Output                   | Off                      | fice                      | Tools          |               | Me   | enu                      |        |             |         |   |   |
| Payment            | Detail       |                 |                     |                           |                          |                          | Charge Detai              |                |               |  |                          |        |             |         |   |   |
| Receipt            |              | Project /       | Accounting re       | ceipt                     |                          |                          | Charge code               |                |               |  |                          |        |             |         |   |   |
| Loc/dept           |              |                 |                     |                           |                          |                          | Description               |                |               |  |                          |        |             |         |   |   |
| Customer           | r            |                 |                     |                           |                          |                          | Quantity                  |                |               |  |                          |        |             |         |   |   |
| Paid by            |              |                 |                     |                           |                          |                          | Price                     |                |               |  |                          |        |             |         |   |   |
| Comment            | t            |                 |                     |                           |                          |                          | Charge amou               | nt             |               |  |                          |        |             |         |   |   |
|                    |              |                 |                     |                           |                          |                          | Cash accour               | t              |               |  |                          |        |             |         |   |   |
| GL Paym            | ent Allocati | ion             |                     |                           |                          |                          |                           |                |               |  |                          |        |             |         |   |   |
| Se                 | eq T         | Project Account |                     |                           | Org                      | ОБј                      | Proj                      | Acct Desc      | Ref 1         | Re   | ef 2                     |        | Amount Desc | ription |   |   |
| Total alloc        | cated        |                 |                     |                           |                          |                          |                           |                |               |  |                          |        |             |         |   | > |
| Totals             |              |                 |                     |                           |                          |                          |                           |                |               |  |                          |        |             |         |   |   |
| Charge ar          | mount        |                 |                     |                           |                          |                          |                           |                |               |  |                          |        |             |         |   |   |
| Sales tax          | amt          |                 |                     |                           |                          |                          |                           |                |               |  |                          |        |             |         |   |   |
| Total amo          | ount         |                 |                     |                           |                          |                          |                           |                |               |  |                          |        |             |         |   |   |
| Batch Info         | ormation     |                 |                     |                           |                          |                          |                           |                |               |  |                          |        |             |         |   |   |
|                    |              |                 |                     |                           |                          |                          |                           |                |               |  |                          |        |             |         |   |   |
| Batch #            | 545          | Depar           | tment               | BLDG                      | Batch Tota               | al <u>0.00</u>           |                           |                |               |  |                          |        |             |         |   |   |
| Batch #<br>Deposit | 545          | Depar<br>Curre  | tment<br>nt Receipt | BLDG<br>0.00              | Batch Tota<br>Receipt Co | al <u>0.00</u><br>ount 0 |                           |                |               |  |                          |        |             |         |   |   |

## 5. Complete the necessary fields.

| Field         | Description  |
|---------------|--|
| Receipt       | Defaults to the next available receipt number. This is system generated.       |
| Clerk         | Defaults to the user ID of the clerk who is entering the batch. This is system |
|               | generated, with no access to the filed.  |
| Loc/Dept      | Defaults to blank. Type the department from which you are receipting           |
|               | payment. If you do not know the department number, click the field help to     |
|               | see a list of valid locations/departments.                                     |
| Customer      | Defaults to zero. This is used if there is not a valid customer to apply the   |
|               | payments to. As it displays zero, it updates the Paid By field to show         |
|               | CUSTOMER. If a value is entered, it must be a valid customer number in         |
|               | the Munis system. Click field help to see a list of valid customers.           |
| Paid By       | Defaults to the customer name indicated in the customer field. If Customer     |
|               | is zero you may type a customer name into this field.                          |
| Parcel        | Allows user to enter a Parcel ID.  |
| Charge Code   | Defaults to blank. When a value is entered it must be a valid charge code in   |
|               | the Munis system. Click field help to see a list of valid charge codes.        |
| Quantity      | Identifies the number of items being paid. If applicable this field will allow |
|               | entry.   |
| Price         | Specifies the price of the item. If applicable this field will allow entry.    |
| Charge Amount | Specifies the Charge Amount. If using Qty x Unit Price this field updates      |
|               | based on the price and quantity of the charge code. If using a flat fee, the   |





| Field        | Description  |
|--------------|--|
|              | cost of the charge will default here. The amount can be changed from the |
|              | charge code default; an amount must be entered.                          |
| Cash Account | Defaults to the org and object of the cash account general ledger code.  |

- 6. Press Tab to move through the cash account fields into the GL Payment Allocation. Your permissions may allow you to change the revenue accounts established from the charge code. If they do not, you may add another charge to the current receipt by clicking Add Charge or you may add another receipt for this customer through the Apply Payment screen. If this receipt is complete, you should click Accept to save the receipt and move to the Apply Payment screen.
- 7. Enter all applicable information in the Complete Receipt screen. If you are entering multiple payments/ receipts for the same customer, unselect the Last Receipt for Customer? field and follow the above instructions until all receipts are added. Additionally, you could select the Last Receipt for Customer? field

| Complete Receipt     |                           |
|----------------------|---------------------------|
|                      | Last receipt for customer |
| Payment method       | 1 - CHECK 🛛 🖉 🖻           |
| Check/reference #    |                           |
| Add'l payment ref    |                           |
| Receipt option       | 0 - NO RECEIPTS           |
| Receipt copies       | 0                         |
| Indv. receipt format |                           |
| Printer              | $\square$                 |
|                      | Print GL accounts         |
|                      | Validate                  |
| Effective date       | 06/05/2015                |
| Total this receipt   |                           |
| Total for customer   |                           |
| Reference            |                           |
| Paid by customer #   | 222                       |
| Paid by reference    | WAYNE JEWELL              |
| Total remitted       | 50.00                     |
| Change due           | .00                       |
|                      | Email receipt to customer |
|                      | Enter NSF check data      |
|                      |                           |
| r N                  | lore Options Continue     |

and add separate receipts for the customer.

| Field                         | Description  |  |  |  |  |
|-------------------------------|--|--|--|--|--|
| Last Receipt for<br>Customer? | Specifies the appropriate option:<br>Y- This is the last receipt for the customer.   |  |  |  |  |
|                               | N- You are entering more than one receipt for the same customer and wish to enter the next receipt. The total amount due will continue to accrue and the customer will have separate receipts for each charge/transaction. |  |  |  |  |
| Payment Method                | Indicates the payment method. Options include:<br>1- CHECK<br>2- CASH<br>3- CREDIT CARD  |  |  |  |  |





| Field                        | Description  |
|------------------------------|--|
|                              | 4- BANK XFER   |
|                              | 5- OTHER   |
|                              | 6- MANUAL BANK PMT   |
|                              |  |
|                              | 8- WIRE TRANSFER   |
|                              | selection is made, you will be brought to a multiple payment screen. Each payment type should be entered here.)  |
| Check/Reference #            | Specifies the check number or reference number. This field is optional.  |
| Add'l Payment Ref            | Specifies additional payment reference. This field is optional.  |
| Receipt Option               | Indicates the selection made on the payment batch header, but may be changed.  |
| Indv. Receipt Option         | If selecting receipt options 1-4, displays the default receipt option. Do not change this option. If you have selected receipt option 0, you will not have access to this field.   |
| Printer                      | If selecting receipt options 1-4, displays the default printer. You may select<br>a different printer or accept the default. If you have selected receipt option<br>0, you will not have access to this field.   |
| Print GL Accounts?           | Specifies the appropriate option:  |
|                              | N- Do not print general ledger accounts on the customer receipt. Typically this is the default.  |
|                              | Y- General ledger accounts used on the receipt will print on the customer receipt.   |
| Validate?                    | Indicates if this payment will be validated. Defaults from the settings on the Payment Entry header screen.  |
| Effective Date               | Indicates the effective date of the payment.   |
| Total this Receipt           | This field is blank when entering miscellaneous receipts.  |
| Total for Customer           | This field is blank when entering miscellaneous receipts.  |
| Reference                    | Indicates the reference for the payment, this field is optional.   |
| Paid by Customer #           | Indicates the customer number who is making the payment.   |
| Paid by Reference            | Indicates the name of the customer who is making the payment.  |
| Total Remitted               | Indicates the total due. If customer is paying more than the total due, enter the total being remitted by the customer.  |
| Change Due                   | Indicates the change that is due to the customer, if the total being paid is more than the total remitted. This field is system generated.   |
| Enter NSF Check data?        | No access.   |
| Email Receipt to<br>Customer | Directs the receipt to be sent to the customer by email. When selected this check box, the customer's email address displays below the check box. Click the email address to display the Email Address screen, where you can enter a new email address, or click the Save as Default Email Address |





| Field                | Description  |
|----------------------|--|
|                      | check box to retain the current email address. If the receipt is part of a multiple receipt transaction, a single email contains all of the receipts in the transaction. |
| Enter NSF Check Data | Indicates that you want to add insufficient funds data information for a check. When selected, the program opens the NSF Checks program.                                 |

8. Select the Attach icon to attach supporting documentation within TCM.



|  | Document Mappings  |           |       |          |
|--|--|-----------|-------|----------|
| Attachment Documents   |  |           |       |          |
| Attachment Type  | Document Type  | Read Only | Count | Required |
| Generic Adactiment   | Anachiment (no searchable metadata)  |           | ų     |          |
| Di statuto i   |  |           |       |          |
| Maintain   |  |           |       |          |
| esociated Documents  |  | 0.101     |       |          |
| Document Title   | TCM Document Type  | Read Only | Count |          |
| and a second | And a state of the |           |       |          |
|  |  |           |       |          |
|  |  |           |       |          |
|  |  |           |       |          |
|  |  |           |       |          |
|  |  |           |       |          |
|  |  |           |       |          |
| 7 Maintain   |  |           |       |          |

- 9. Click Accept to save the payment.
- 10. When all receipts are entered, the batch should be released and a proof report will be generated. To do so, choose file and exit until you are at the batch header screen.





Click on

- 11. Click on Return to return to the batch.
- 12. Click Output-Rel and select the appropriate output options for the report.

| HOME                     | Payment Entry – Munis  | ⇔ V ? X |
|--------------------------|--|---------|
| Accept Cancel Search     | Browse       Image: Constraint of the second s |         |
| Confirm                  | Search Actions Output Office Tools Menu  |         |
| Payment Entry Options    | 2010 D04 C   |         |
| Entry Date               | 000032013  |         |
| Cierk<br>Respirit Option |  |         |
| Receipt Option           |  |         |
| Batch Number             |  |         |
| Deposit Number           |  |         |
| Interest Effective Date  | 06/05/2015   |         |
| GL Effective Date        | 06/05/2015   |         |
| GL Year/Period           | 2015 12 JUN  |         |
| Receipt Number           |  |         |
| Number of Receipts       | 1  |         |
| Amount Total             | 50.00  |         |
| Batch status             | Unreleased   |         |
|                          |  |         |
| Validation Options       |  |         |
| Auto Validate            |  |         |
| Bank Code                |  |         |
| Bank Acct                |  |         |
| Workflow                 |  |         |
| Approval Status          |  |         |
| Approval Comment         |  |         |
| Approve                  | Reject Forward Hold Approvers Resubmit   |         |
|                          |  |         |
| 1 of 1                   | 1  |         |

13. Click Accept once the appropriate options are selected.



Print 2 copies of this report off to bring to the Treasurer's Office with the monies. The Treasurer's Office will stamp both copies. One copy will be kept by the Department and page 1 of the second copy will be taken to the Auditor's Office. The Treasurer's Office will keep pages 2 & 3.

14. Click Yes to release this batch.





15. When you receive this message during output, leave this blank and select "OK".

| Batch Deposit Number                                    | 23 |
|---|----|
| Do you wish to change the default batch deposit number? | 1  |
| OK Cancel   |    |

Other Miscellaneous Receipt options: To resume a batch that has been started:



Utilize "reverse" if a mistake was made to zero out the transaction. Ensure the Treasurer's office receives a copy of all pay in's, even if the total is \$0.00. All batches will remain in the system until the Treasurer's office receives a copy.

