



**State of Wisconsin
Department of Administration**

**Regular Deposit – aka
Direct Journal Payment
Job Aid**

Version 3.0

(9/29/2015)



TABLE OF CONTENTS

TABLE OF CONTENTS	1
PURPOSE	2
STEP 1 – Create the Deposit Entry and Generate the Deposit ID	3
STEP 2 – Apply the Payments and Create the Accounting Entries	5




PURPOSE

STAR has a two-part process for cash receipting that enforces separation of duties:

Step 1 – Create the Deposit Entry and Generate the Deposit ID (STAR Security Role: Agency AR Payment Processor)

The first part of the deposit process is to create the Deposit Entry, which generates a deposit ID. This part is the equivalent to filling out a deposit slip. On the Deposit you must check the “Journal Directly” box to




indicate that the payment(s) are **Direct Journal Payments**. . If this is not selected you will not find the payments when searching for the deposit on the “Create Accounting Entries” page, and will need to return to the Deposit Entry to correct.

Step 2 – Apply the Payment(s) and Create the Accounting Entries (STAR Security Role: Agency AR Payment Approver)

The second part of the Regular Deposit process applies the payment and creates the required accounting entries.

Important things to know:

- A key difference between WiSMART and STAR is that recording a deposit in STAR is a 2-step process, each using a different STAR Security Role. This equates to the dual-approval process for CR’s in WiSMART.
- When you make the deposit you determine if it is associated with an existing receivable.
- Deposit types must not be mixed on the same deposit (Cash, Checks, ACH, Lockbox, etc...)

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 process information.
Data Standard	Data Standard	These are required data values that must be entered into the listed STAR field.




STEP 1 – Create the Deposit Entry and Generate the Deposit ID

NOTE: Deposit transactions including Regular Deposits – Direct Journal Payments MUST NOT be approved on Weekends or Holidays.

Step	Action																				
1.	Navigate to: Accounts Receivable > Payments > Online Payments > Regular Deposit																				
2.	Select the Add a New Value tab and enter: <ul style="list-style-type: none"> • Deposit Unit (Business Unit) • Deposit ID – defaults to NEXT Click Add .																				
3.	Complete the Totals tab, using the following data standards: <table border="1" data-bbox="289 919 1414 1724"> <thead> <tr> <th>Field</th> <th>Data Standard</th> </tr> </thead> <tbody> <tr> <td>Accounting Date</td> <td>Date the deposit will be made to the bank account (usually today's date). NOTE: The Accounting date should never be set to a weekend or holiday.</td> </tr> <tr> <td>Bank Code</td> <td>US022</td> </tr> <tr> <td>Bank Account</td> <td>1166 – NOTE: Cash deposits will no longer be made to the 333 account.</td> </tr> <tr> <td>Deposit Type</td> <td>Must match the payments deposited. Each regular deposit entry may have only one payment type (check, cash, lockbox, wire/ach, credit card, etc).</td> </tr> <tr> <td>Control Currency</td> <td>Manually enter USD (format currency defaults to USD).</td> </tr> <tr> <td>Count</td> <td>Number of individual payments that will be recorded in this deposit (entered payment lines must match this count) NOTE: For Direct Journal Payments, agencies may enter a summary line for all payments. Agencies may choose to attach a document to support the individual payments within the deposit document. For applied payments (payments related to an open receivable) each individual payment must be entered, in order to apply it to the open receivable item.</td> </tr> <tr> <td>Control Total Amount</td> <td>The total amount of this deposit.</td> </tr> <tr> <td>Received</td> <td>The date the deposit is made to the bank account.</td> </tr> <tr> <td>Entered</td> <td>System default date.</td> </tr> </tbody> </table>	Field	Data Standard	Accounting Date	Date the deposit will be made to the bank account (usually today's date). NOTE: The Accounting date should never be set to a weekend or holiday.	Bank Code	US022	Bank Account	1166 – NOTE: Cash deposits will no longer be made to the 333 account.	Deposit Type	Must match the payments deposited. Each regular deposit entry may have only one payment type (check, cash, lockbox, wire/ach, credit card, etc).	Control Currency	Manually enter USD (format currency defaults to USD).	Count	Number of individual payments that will be recorded in this deposit (entered payment lines must match this count) NOTE: For Direct Journal Payments, agencies may enter a summary line for all payments. Agencies may choose to attach a document to support the individual payments within the deposit document. For applied payments (payments related to an open receivable) each individual payment must be entered, in order to apply it to the open receivable item.	Control Total Amount	The total amount of this deposit.	Received	The date the deposit is made to the bank account.	Entered	System default date.
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4. Complete the **Payments** tab, using the following data standards:

Field	Data Standard
Payment ID	If this payment is part of an established STAR A/R application, enter the STAR Payment ID, otherwise enter an identifying number such as the check number.
Amount	Amount of each individual payment (if less than 25) OR the total amount of the payment batch (more than 25 payments). You must select the "+" to add the next payment line.
Journal Directly	Select "Journal Directly". Note if this is not selected, you will not see the payments when searching for the deposit on the "Create Accounting Entries" page.  If you do not select this and leave the deposit to go to the Accounting Entries page, you must return to Step 1 and select "Journal Directly" before you can complete the accounting.

5. Return to the **Totals** tab and verify that the Control Total and Entered Total Amounts and Counts are



equal:

Control Totals			
Control Total Amount	1,000,000.00	*Count	2
Entered Total Amount	1,000,000.00	Count	2
Difference Amount	0.00	Count	0
Posted Total Amount	0.00	Count	0
Journalled Total Amount	0.00	Count	0

On the top of the Payments tab, you can also see whether the deposit is balanced:

Totals		Payments	
Unit	50500	Deposit ID	NEXT
Date	08/29/2015	Balance	Balanced

6. **Attach any supporting documentation for the deposit, and click Save.** The system will then generate a Deposit ID number for the deposit.

STEP 2 – Apply the Payments and Create the Accounting Entries

Step	Action																																				
1.	Create accounting entries for the payment on the Direct Journal Entry – Accounting Entries page. Navigation: Accounts Receivable > Payments > Direct Journal Payments > Create Accounting Entries.																																				
2.	<p>Enter search criteria and select the desired deposit. (Enter Deposit Unit and Deposit ID, if known). Otherwise you can click Search after entering the Deposit Unit to get a list of Deposit ID to select from.</p> <div data-bbox="337 1249 1331 1921" data-label="Complex-Block"> <p>Create Accounting Entries</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>Search Criteria</p> <p>Deposit Unit: = 50500</p> <p>Deposit ID: begins with 173</p> <p>Payment Sequence: =</p> <p>Payment ID: begins with</p> <p>User ID: begins with</p> <p>Assigned Operator ID: begins with</p> <p><input type="checkbox"/> Case Sensitive</p> <p>Search Clear Basic Search Save Search Criteria</p> <p>Search Results</p> <p>View All First 1-3 of 3 Last</p> <table border="1"> <thead> <tr> <th>Deposit Unit</th> <th>Deposit ID</th> <th>Payment Sequence</th> <th>Payment ID</th> <th>User ID</th> <th>Assigned Operator ID</th> <th>Non Customer Dist</th> <th>Balanced</th> <th>Entered Date</th> </tr> </thead> <tbody> <tr> <td>50500</td> <td>173</td> <td>1</td> <td>001</td> <td>ROYERSXJYU</td> <td>ROYERSXJYU</td> <td>No Dist</td> <td></td> <td>08/30/2015</td> </tr> <tr> <td>50500</td> <td>173</td> <td>2</td> <td>002</td> <td>ROYERSXJYU</td> <td>ROYERSXJYU</td> <td>No Dist</td> <td></td> <td>08/30/2015</td> </tr> <tr> <td>50500</td> <td>173</td> <td>3</td> <td>003</td> <td>ROYERSXJYU</td> <td>ROYERSXJYU</td> <td>No Dist</td> <td></td> <td>08/30/2015</td> </tr> </tbody> </table> </div>	Deposit Unit	Deposit ID	Payment Sequence	Payment ID	User ID	Assigned Operator ID	Non Customer Dist	Balanced	Entered Date	50500	173	1	001	ROYERSXJYU	ROYERSXJYU	No Dist		08/30/2015	50500	173	2	002	ROYERSXJYU	ROYERSXJYU	No Dist		08/30/2015	50500	173	3	003	ROYERSXJYU	ROYERSXJYU	No Dist		08/30/2015
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An accounting distribution must be entered for each payment sequence entered in STEP 1.



Two ways to speed this process up are 1) Use speed-types to enter the accounting distribution line(s), and 2) select the “next in list” option at the bottom of the Accounting Entries page (see below). Only the Credit line will need to be entered (the cash offset lines will be created automatically). **The Credit line must be entered as a negative amount in Line**

Amount field.



Additional accounting distribution lines can be added by selecting + (Add a Row).

The following distribution line ChartFields are required:

- Bud Ref
- Fund
- Appr
- Dept
- Account

Additional ChartFields may be entered if needed, (i.e. Project, Operating Unit, etc.) based on the agency’s requirements. Use the right-hand arrow as highlighted in screenshot, below, to move to other ChartFields on the screen.

3.

Click on the “Currency Details” Tab under the Distribution Lines Box to enter a Description for the payment. **Data Standard** a description should be entered for each payment line. The description should identify what the payment is for – this will assist with bank account reconciliation.

The screenshot shows the 'Accounting Entries' page for 'Deposit Control'. It displays a distribution line with the following details:

Distribution Sequence	*GL Unit	Speed Type	Line Amount	Currency	Appropriation	Dept	*Account	Program
1	50500	Speed Type	300.00	USD	13900	505B100000	5410000	

A lightning bolt icon is highlighted in a red box on the Amount line. The 'Currency Details' tab is selected. At the bottom, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', and 'Refresh'.

4.

Click Create - lightning bolt icon at the top of the page on the Amount Line (see above). This will create the cash offset lines (Note: You will not be able to create the cash lines until the accounting distributions have been entered for ALL of the payment lines within the deposit). There will be three cash offset lines for each distribution line (two offsetting within Business Unit 99900 and one in the Business Unit of the credit line. Verify Total Debits equal




Total Credits in the Total Section.

The screenshot shows the STAR software interface for a deposit entry. At the top, it displays 'Unit 50500', 'Deposit ID 173', 'Payment 001', and 'Seq 1'. The amount is '300.00 USD'. Below this, there are tabs for 'Accounting Entries' and 'Deposit Control'. A 'Budget Status' section is visible, followed by a 'Distribution Lines' table. The table has columns for 'Distribution Sequence', '*GL Unit', 'Speed Type', 'Line Amount', 'Currency', 'Appropriation', 'Dept', '*Account', and 'Program'. The first row shows '1', '50500', 'Speed Type', '300.00', 'USD', '13900', '505B100000', and '5410000'. Below the table is a 'Total' section with a table showing 'Lines 0', 'Total Debits 300.00', 'Currency USD', 'Total Credits 0.00', 'Currency USD', and 'Net 300.00'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify' (highlighted with a red box), and 'Refresh'.

Select Notify, and enter the email address cash.receipts@wisconsin.gov. In the delivery options select Email. Enter "Cash Receipt" in the Subject Line.

Click Save. **The Agency is now done with Part 2 of the process.**

To modify the accounting entry click on the icon next to the lightning bolt  to delete the Debit entry. Once entries have been corrected click on the Lightning Bolt again to create the Debit entry.

5. **The SCO will select the completed flag below, once the email notification is received. The email must be sent no later than 2pm for deposits to be processed in STAR that day.**

The screenshot shows the STAR software interface for a deposit entry. At the top, it displays 'Unit 37000', 'Deposit ID 32', 'Payment 000005', and 'Seq 1'. The amount is '200.00 USD'. Below this, there is a 'Complete' checkbox which is checked and highlighted with a red box. There is also an 'Entry Event' field. Below this, there are tabs for 'Accounting Entries' and 'Deposit Control'. A 'Budget Status' section is visible, followed by a 'Distribution Lines' table. The table has columns for 'Distribution Sequence', 'GL Unit', 'Speed Type', 'Line Amount', 'Currency', 'Bud Ref', 'Fund', 'Appropriation', 'Dept', and 'Ac'. The first row shows '1', '37000', 'Speed Type', '-200.00', 'USD', and '3701081001'. The second row shows '2', '237000', 'Speed Type', '200.00', 'USD', and '3701081001'. Below the table is a 'Total' section with a table showing 'Lines 2', 'Total Debits 200.00', 'Currency USD', 'Total Credits 200.00', 'Currency USD', and 'Net 0.00'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', and 'Refresh'.

6. An automated batch process will run the Journal Generator to send the accounting entries to the General Ledger (GL).