

State of Wisconsin Department of Administration

Regular Deposit – aka Direct Journal Payment Job Aid

Version 3.0

(9/29/2015)

FIN304: Accounts Receivable and Billing



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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 <u>Direct Journal Payments</u>. 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.

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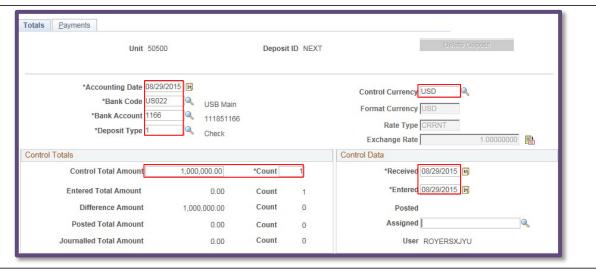
STEP 1 – Create the Deposit Entry and Generate the Deposit ID

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

Navigate to: Accounts Receivable > Payments > Online Payments > Regular Deposit			
Select the Add a New Value tab and enter: • Deposit Unit (Business Unit) • Deposit ID – defaults to NEXT Click Add. Complete the Totals tab, using the following data standards:			
today's <mark>weekend</mark>			
<mark>33</mark>			
entry e/ach,			
deposit Direct I Upport applied dividual			
a I			

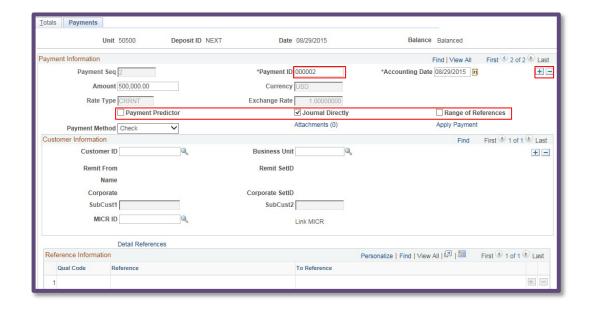
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4. Complete the **Payments** tab, using the following data standards:

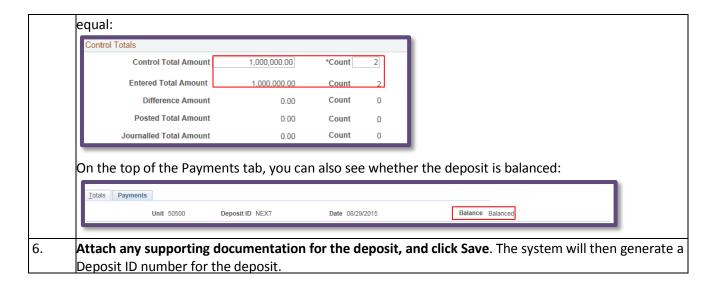
Field	Data Standard
Payment ID	If this payment is part of an established STAR A/R application, enter
	the STAR Payment ID, otherwise enter an identifying number such
	as the check number.
Amount	Amount of each individual payment (if less than 25) OR the total
	amount of the payment batch (more than 25 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.



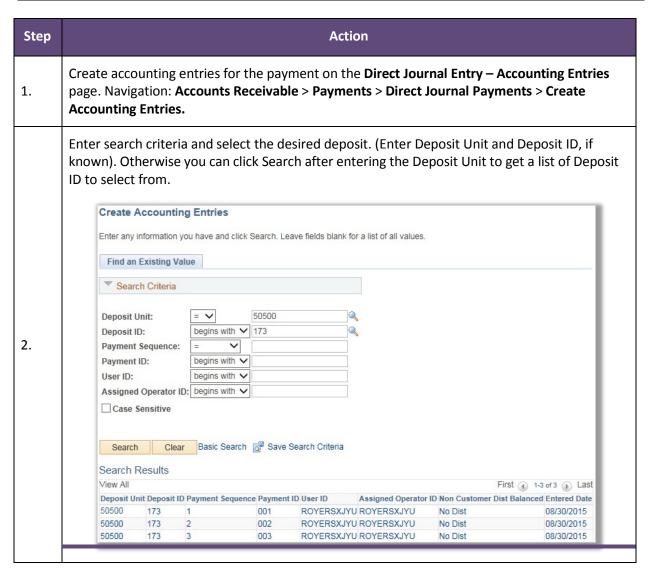
5. Return to the **Totals tab** and verify that the Control Total and Entered Total Amounts and Counts are

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STEP 2 – Apply the Payments and Create the Accounting Entries





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.



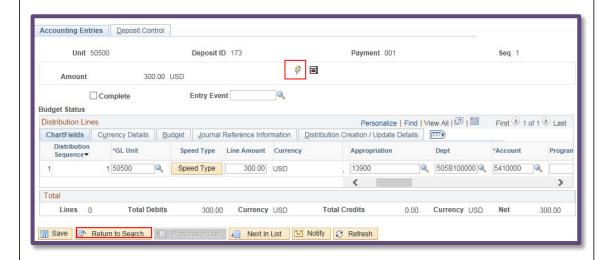
Additional accounting distribution lines can be added by selecting + (Add a Row).

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.



Click Create - \$\frac{9}{2}\$ 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 4. 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

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