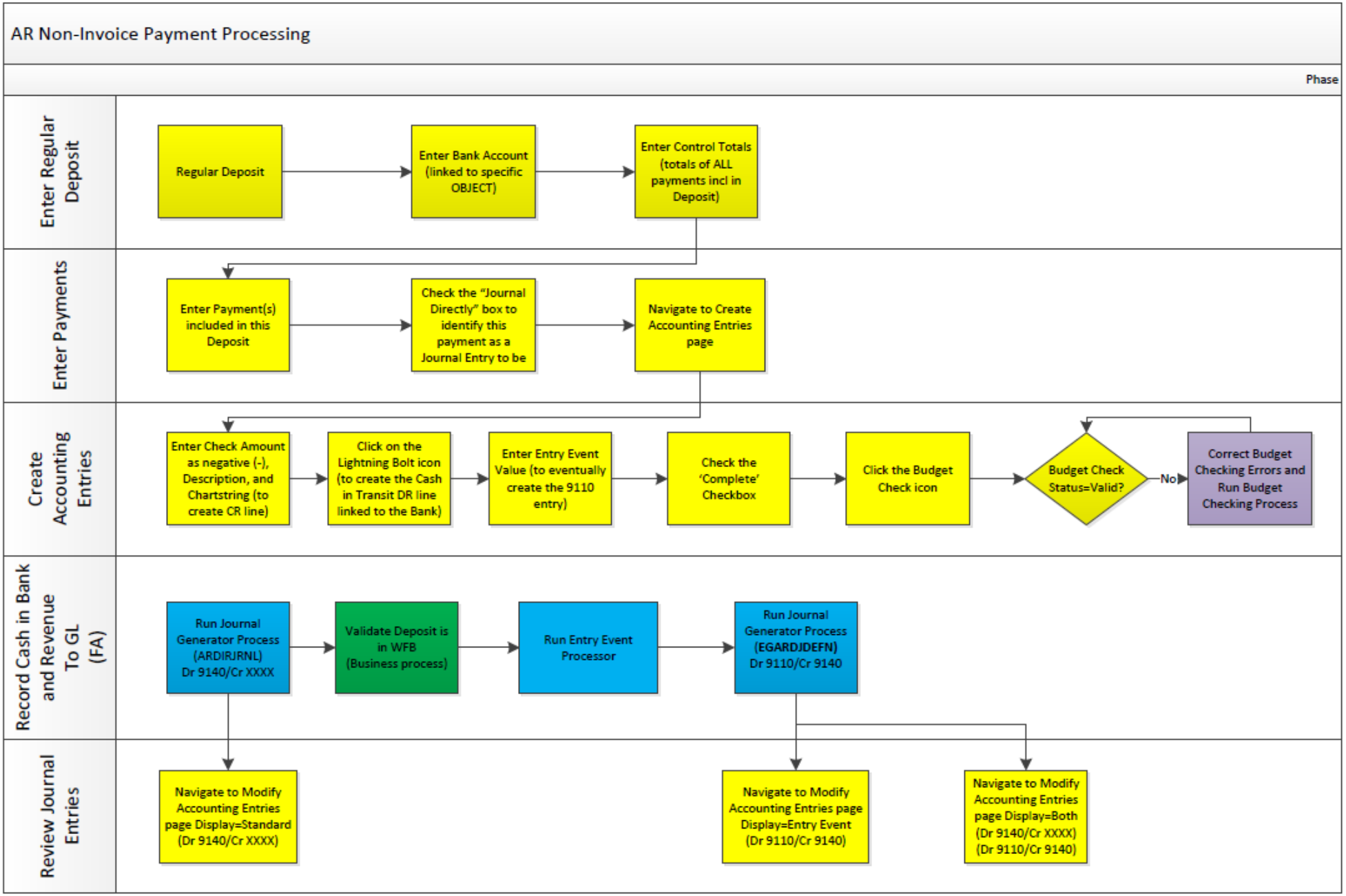
AR Non-Invoice Payment Processing
Phase
Enter Regular Deposit
Regular Deposit
Enter Bank Account (linked to specific OBJECT)
Enter Control Totals (totals of ALL payments incl in Deposit)
Enter Payments
Enter Payment(s) included in this Deposit
Check the "Journal Directly" box to identify this payment as a Journal Entry to be
Navigate to Create Accounting Entries page
Create Accounting Entries
Enter Check Amount as negative (-), Description, and Chartstring (to create CR line)
Click on the Lightning Bolt icon (to create the Cash in Transit DR line linked to the Bank)
Enter Entry Event Value (to eventually create the 9110 entry)
Check the 'Complete' Checkbox
Click the Budget Check icon
Budget Check Status=Valid?
No
Correct Budget Checking Errors and Run Budget Checking Process
Record Cash in Bank and Revenue To GL (FA)
Run Journal Generator Process (ARDIRJRNL) Dr 9140/Cr XXXX
Validate Deposit is in WFB (Business process)
Run Entry Event Processor
Run Journal Generator Process (EGARDJDEFN) Dr 9110/Cr 9140
Review Journal Entries
Navigate to Modify Accounting Entries page Display=Standard (Dr 9140/Cr XXXX)
Navigate to Modify Accounting Entries page Display=Entry Event (Dr 9110/Cr 9140)
Navigate to Modify Accounting Entries page Display=Both (Dr 9140/Cr XXXX) (Dr 9110/Cr 9140)

SDCOE MITI Finance Refresher Activity
Creating a Direct Journal

This activity details the steps required to create Direct Journal. A Direct Journal is used to record deposits for miscellaneous cash.

Navigation: Main Menu > Accounts Receivable > Payments > Online Payments>Regular Deposit

Step	Action
1.	To Add a new Deposit, click the **Add a New Value** tab.
2.	Your District ID will default onto the **Business Unit** field. The **Deposit ID** default will be NEXT and the system will assign the value at save.
3.	Click the **Add** button. This takes you to the **Totals** tab. This tab is the control total for your entire deposit. There is also a **Payments** tab, but you must fill in the Totals tab first.
4.	Select Bank Code from the **Bank Account** field. Only your district Bank Account is available for selection. The **Deposit Type** will default for you.
5.	Enter "**USD**" in the **Control Currency** field.
6.	Enter the total amount of all your payments in the **Control Total Amount** field. Enter the number of payments in the **Count** field.
7.	Click on the **Payments** tab.
8.	Enter the payment reference (up to 15 characters) for your first payment in the **Payment ID** field.
9.	Enter the amount of the payment in the **Amount** field.
10.	Check the **Journal Directly** check box .
11.	Click the **SAVE** button at the bottom of the page. Your Deposit ID value will be system-assigned at this time.
12.	If needed, add additional lines to enter additional Payments by clicking the **(+ sign)** button.
13.	Make sure the **Balance** shown at the top of the page is "**Balanced**". If it shows "**Not Balanced**", this means your payments do not equal your **Control Totals** on Step 3 and you will need to correct your Control Totals before proceeding.
14.	Using the Navigation Toolbar, Click on Payments>Direct Journal Payments>Create Accounting Entries. Your Deposit ID will automatically default in for you.
15.	Click **Search.** This takes you to the Accounting Entries tab where you will be required to enter the amount, full chartstring, and description for your payment.
16.	Enter the amount of your payment as a negative **(-)** in the **Line Amount** field.
17.	Enter your chartstring in the corresponding fields.
18.	Enter a Description for your payment in the **Description** field.

19.	If needed, add additional lines to enter additional chartstrings for your Payment by clicking the (**+ sign)** button.
20.	Enter 9140_9110 in the **Entry Event** field. Note: This field is required and the system will not let you Save your work until a value is entered.
21.	Click the lightning bolt icon in the middle of the page to default in the cash distribution string.
22.	Check the **Complete** checkbox. Click on **SAVE**. If successful, the **Budget Check** icon will appear in the middle of the page. If not, proceed to Step 25.
23.	Click on the **Budget Check** icon to budget check your transaction. Check to ensure the **Budget Status** shows "Valid".
24.	You have successfully completed your Direct Journal entry.
25.	If you receive the following message "Warning -- The accounting lines contain an invalid ChartField combination. Cannot mark complete", then there is an issue with one or more of the charfields you have entered. Go ahead and click on **OK.** The **Chartfield Combo Error** tab will appear to the right.
26.	Click on the **Chartfield Comb Error** tab to review the error details which should give you enough information to correct your entry.
27.	Click on the **Delete** icon. This will reset your entry so that you can recreate it correctly.
28.	Enter the corrected chartstring
29.	Repeat Steps 21-24
30.	END

SDCOE MITI Finance Refresher Activity
Reviewing a Direct Journal

This activity details the steps required to review a completed Direct Journal. A Direct Journal is used to record deposits for miscellaneous cash.

Navigation: Main Menu > Accounts Receivable > Payments > Direct Journal Payments>Modify Accounting Entries

Step	Action
1.	Enter your **Deposit ID** value in the Deposit ID field. Note: You can also search by Payment ID or your User ID.
2.	Click the **Search** button.
3.	Click the **Show All** icon to display all available fields.
4.	By default, the system will display the entry as it was entered including the **Journal ID** value if the journal has been created for the deposit. Otherwise, the Journal ID will remain blank until it has been created.
5.	Select the "Both" button in the Accounting Line Display to display all accounting entries, including the Cash in Bank accounting entries (dr 9110000/cr 9140000). Note: The Cash in Bank accounting entries are only available if Financial Accounting has reconciled and verified that the cash is in the bank.