



CENTRALSQUARE

TECHNOLOGIES

Cash Receipt Entry

END USER GUIDE

Finance Enterprise Version 20.2

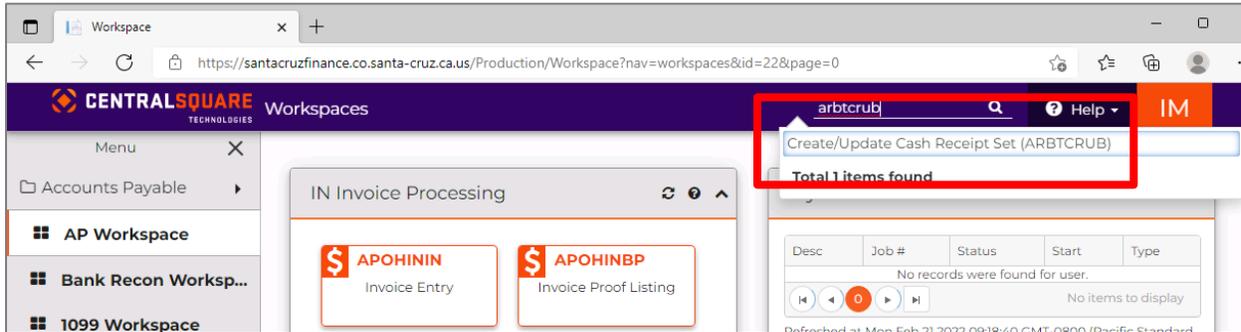
Updated 11/14/2023

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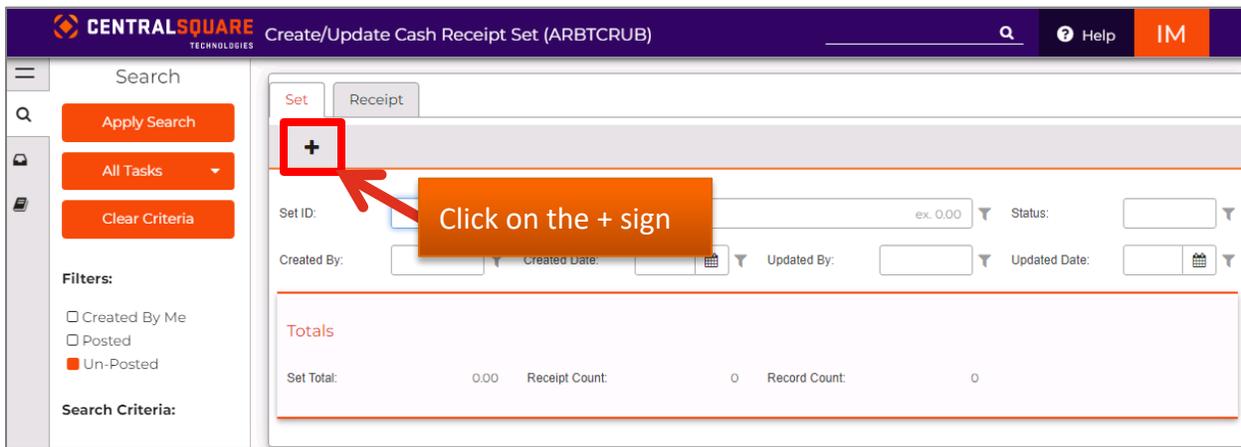
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Manual Entry Process

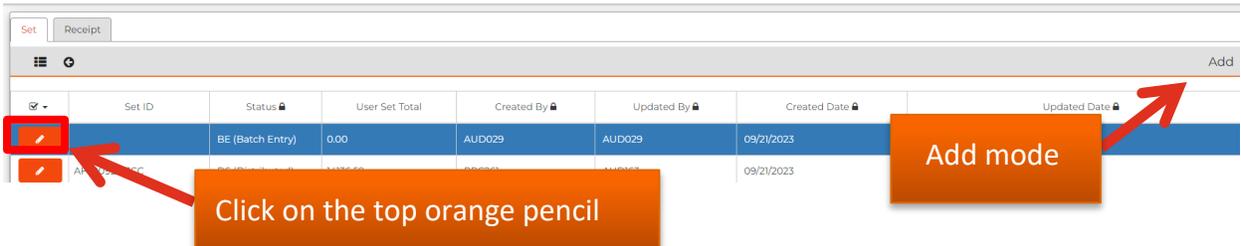
1. Open the ARBTRUB Create/Update Cash Receipt Set screen.



2. Once you are on the Create/Update Cash Receipt Set (ARBTRUB) screen, click on the + button in the main screen area to switch to Add Mode.



3. You can confirm you are in Add mode because the system will display the word Add in the upper right-hand corner. Now, click on the top orange pencil.



Entering the Cash Receipt Set Information

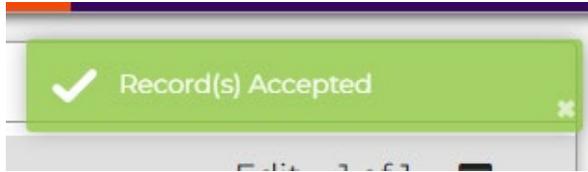
4. Enter the following information on the Set tab.

- **Set ID:** The CR Set ID format should be created using the following methodology (*Required field*)
 - User's initials (3 characters) + Dept code (2 digits) + Date (6 digits). Example: Laura J. Bowers, Dept 12, February 8th, 2022 = LJB12020822
 - If you create multiple sets per day add a suffix at the end of the set ID, i.e. LJB12020822A, LJB12020822B etc.
- **User Set Total:** Enter the total of all the transactions you are about to enter in the User Set Total field.
- **Status:** *Display only* - To track the current status of the batch. Statuses include:
 - **BE** – Batch Entry – The receipt has not been posted to the GL.
 - **AP** – Approved – The receipt is fully approved and can be posted to the GL.
 - **DS** – Distributed – The receipt has been posted to the GL.
 - **EX** – Extracted – This typically denotes that an error occurred. Contact your system administrator.
- **Created By:** *Display only* - Will default to your User ID.
- **Created Date:** *Display only* - Will default to today's date.
- **Updated By:** *Display only* - To track who made the last changes to the set.
- **Updated Date:** *Display only* - To track the last date the set was updated.
- **Set Total** – *Display only* – System calculated set total.
- **Receipt Count** – *Display only* – The number of cash receipts within the set.
- **Record Count** – *Display only* – The number of line items within the set.

5. Save the Set by clicking the Save icon on the left menu panel (the gray vertical bar menu)

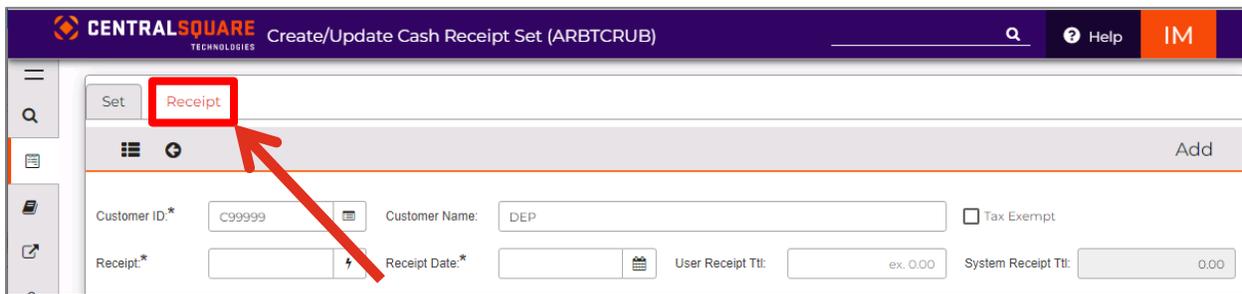


When the record has been successfully saved to the database, a green message is displayed that indicates the records was accepted:

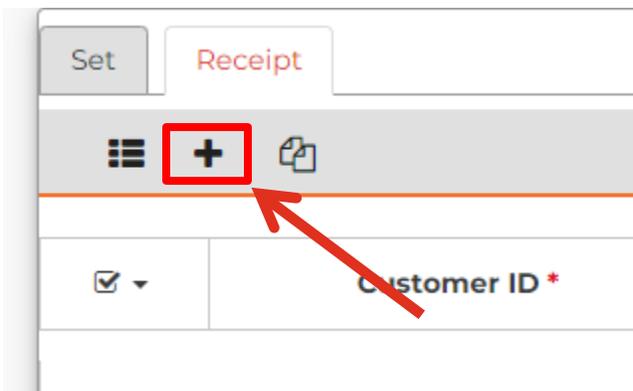


Entering Receipt Header Information

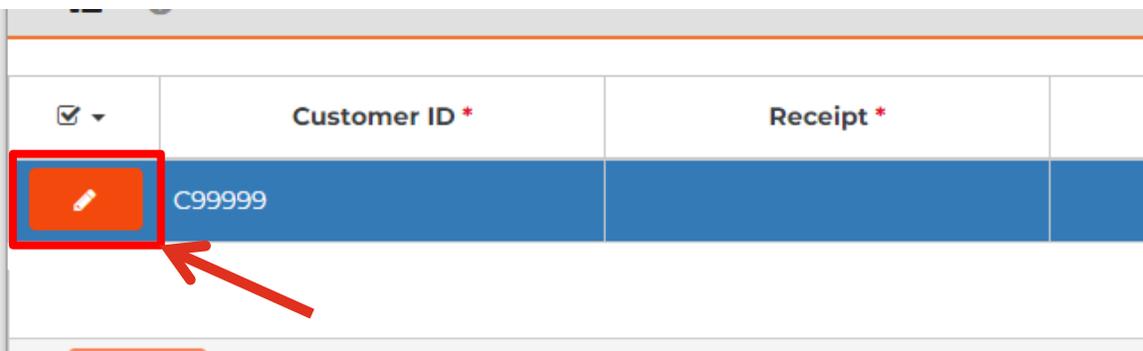
6. Click on the Receipt Tab to enter cash receipt information.



7. Click the + sign at the top of the screen.



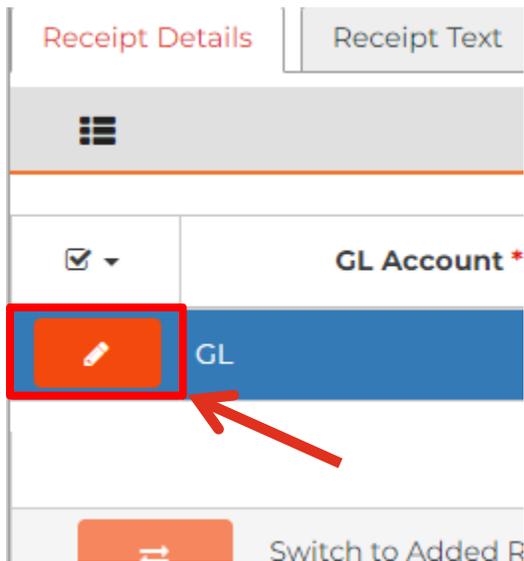
8. Click the orange pencil.



- **Customer ID** – This field will default to C99999. *(Required field)*
- **Receipt** - Select Generate (⚡) to the right of the Receipt field and select the CRREF seed generator to add the next sequential cash receipt number. *(Required field)*
- **Receipt Date** – Enter the date of the receipt. *(Required field)*
- **User Receipt Ttl** - Enter the total amount of the receipt.

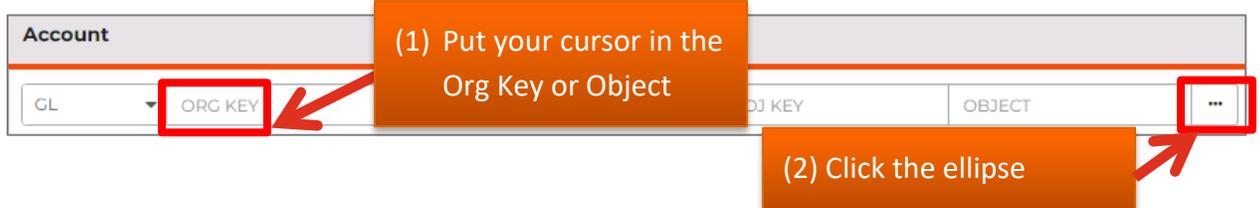
Entering Receipt Line Item Information

9. Click on the orange pencil.

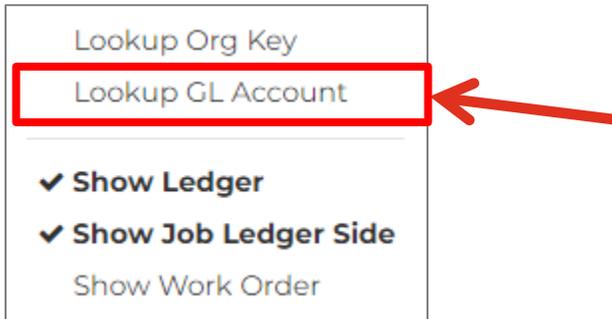


- **GL Account** - Enter the Account. A value must be entered in both the GL ORG KEY and OBJECT fields. The JL PROJ KEY and OBJECT fields are optional. You can enter this information directly into the fields if you already know the account numbers. *(Required)*
 - Refunds: If you are processing a refund and need to abate an expenditure Object Code, please enter the correct expenditure Object Code here. (When you enter the Unit Price for this line, please make the value negative)
 - Bank Fees: If you receive credit card income and have bank fees, please use Object Code 62310. (When you enter the Unit Price for this line, please make the value negative)

To lookup account numbers, click in the ORG KEY field and then click off to the right on the ellipsis button with the 3 dots.



Then select Lookup GL ACCOUNT. This will allow you to look up valid combinations of the org and the object together.

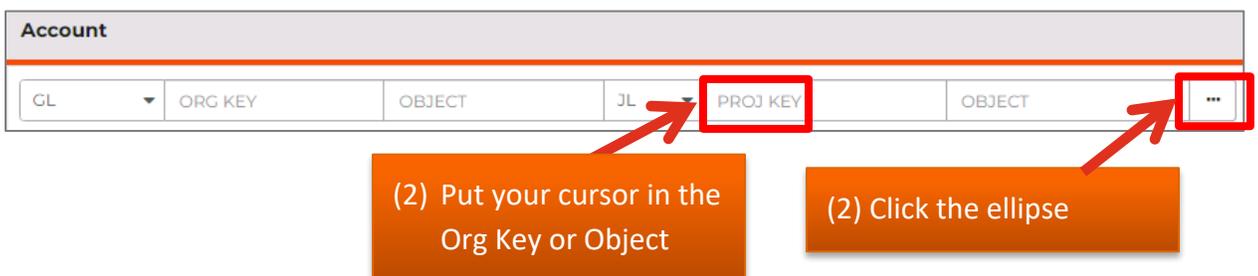


You can filter your lookup by the account number or by the description fields. Please note that the first Long Desc filter is to filter based on the org key description whereas the second Long Desc filter is to filter based on the object code description. Also keep in mind using the filter icon/button to the right of each filtering field to ensure that you are filtering based on the correct parameters.

Ledger Lookup

| Account | Long Desc | Long Desc | Year | Active | Ledger |
|----------------------|----------------------|----------------------|------|--------|--------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | 2022 | A | |
| 001020-10100 | GF SUBFD-MHSA... | EQUITY-POOLED... | 2022 | A | GL |
| 001020-10700 | GF SUBFD-MHSA... | ACCOUNTS RECE... | 2022 | A | GL |
| 001020-34304 | GF SUBFD-MHSA... | COMMITTED - M... | 2022 | A | GL |
| 001020-34400 | GF SUBFD-MHSA... | FUND BALANCE | 2022 | A | GL |
| 001238-10100 | COURTS-ENHAN... | EQUITY-POOLED... | 2022 | A | GL |

To enter a Project account, click in either the PROJ KEY or OBJECT field for the JL ledger and then click off to the right on the ellipsis button with the 3 dots. This will allow you to look up project information similar to how you looked up the GL account information.



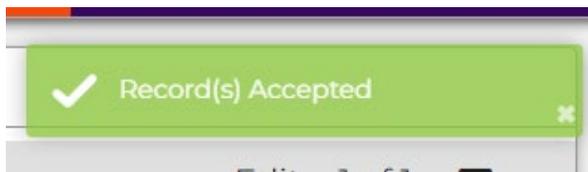
- **Description** - Enter a description into the Description field (the module will sometimes default the description to the GL object description, but you can customize the description)
- **Quantity and Unit Price** - Enter a quantity into the Quantity field and a unit price into the Unit Price field. The Extended Amount will calculate based on quantity X unit price.
(Required)
 - **Refunds:** If you are processing a refund and need to abate an expenditure Object Code, please make this value negative.
 - **Bank Fees:** If you receive credit card income and have bank fees, please make this value negative.

All the other fields will either default or can be left empty.

10. Save the Set by clicking the Save icon on the left menu panel (the gray vertical bar menu)



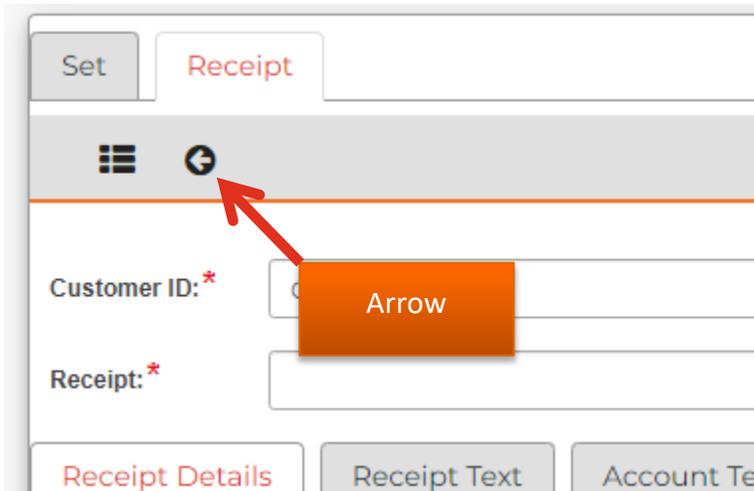
When the record has been successfully saved to the database, a green message is displayed that indicates the records was accepted:



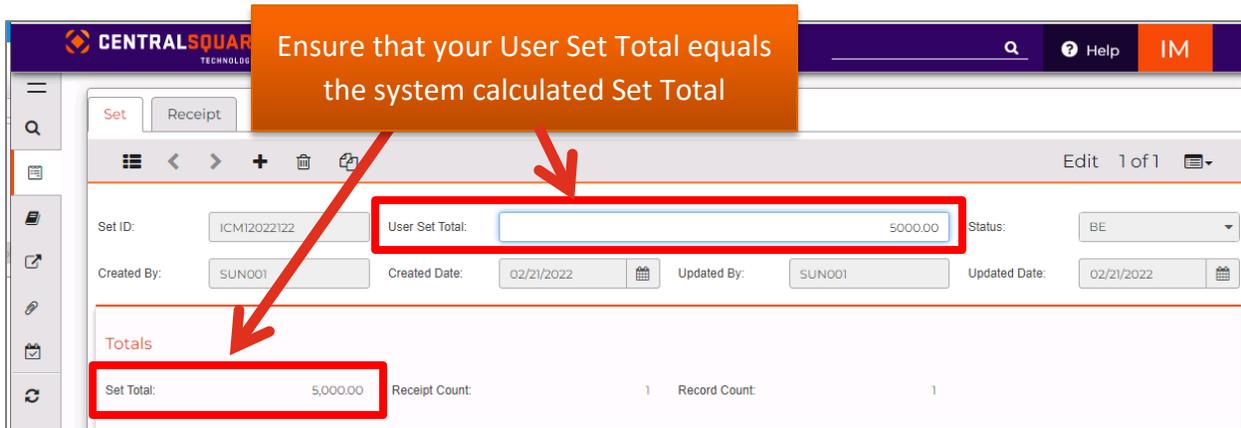
If the total of your line items does not yet total the amount you entered into the User Receipt Total on the header portion of your screen, then the system will clear out the line item portion so you can enter additional line items until they total the User Receipt Total amount.

Once the total of your line items equals the User Receipt Total that was entered on the header portion of the screen, the system will clear out both the header portion and the line item portion of your screen.

11. Click on the Arrow at the top of the screen to delete the new Receipt that has been created.



12. Click on the Set tab and verify that your User Set Total equals the system Set Total.



13. If you edited the User Set Total amount, click Save again. 

Importing a Cash Receipt

Complete the Import Template

1. Fill out the **Affidavit and Record of Deposit** template.
 - a. Download a copy of the **Affidavit and Record of Deposit** entry import template from the Auditor-Controller Intranet.
 - b. Fill out the **CRForm** of the Excel template with your cash receipt information.

COUNTY OF SANTA CRUZ
FINANCE ENTERPRISE AFFIDAVIT AND RECORD OF DEPOSIT

Set (Batch) ID: **LJB12020922**
 ACTTC Deposit No.:

I hereby swear, under penalty of perjury, that the amount due the treasury of said county for moneys collected by: **ACTTC**

is the sum of **nine hundred** dollars

\$ **900.00** in settlement of the following accounts to and including the data below:

Subscribed this **Wednesday, February 9, 2022** by **Laura Bowers X2684**
 PREPARED BY, EXT

Edith Driscoll - Auditor/Controller
 HEAD OF DEPARTMENT - NAME & TITLE

by: DEPARTMENTAL APPROVAL

| | |
|---------------------------|------------------|
| Total Wire Deposit | |
| Total Cash | 500.00 |
| Total Checks | 400.00 |
| Total Deposit | \$ 900.00 |

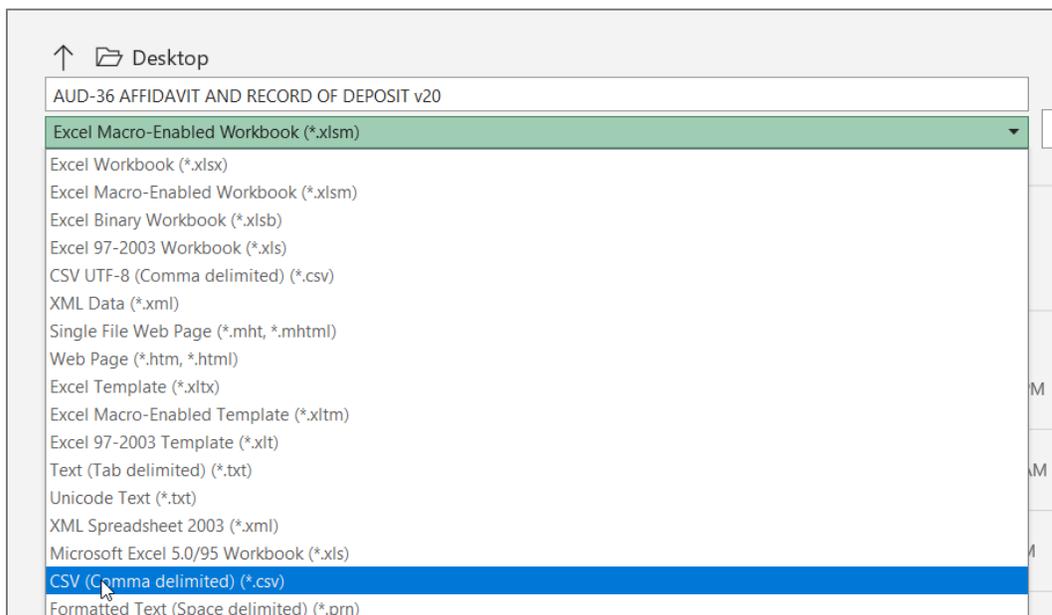
| | |
|---------------------------|------------------|
| Sum of Lines Below | \$ 900.00 |
|---------------------------|------------------|

| Line | GL Key | GL Obj | JL Key | JL Obj | Description | Amount |
|------|--------|--------|--------|--------|--------------|--------|
| 1 | 121000 | 41220 | | | TEST REVENUE | 100.00 |
| 2 | 122100 | 41222 | | | TEST REVENUE | 200.00 |
| 3 | 126000 | 42384 | | | TEST REVENUE | 400.00 |
| 4 | 128000 | 42047 | | | TEST REVENUE | 200.00 |
| 5 | | | | | | |

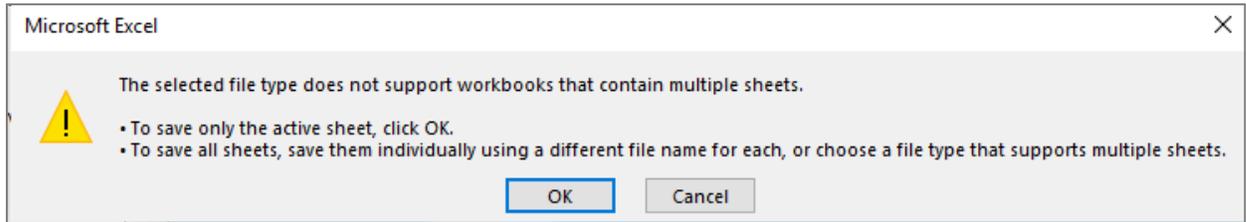
- c. Print a copy of your Excel workbook.
- d. Next, click the **UPLOAD** tab in the Excel workbook. The UPLOAD tab will be automatically updated based on what you entered on the CRForm tab. The data will be formatted for import into Finance Enterprise.



- e. Delete all blank lines.
- f. Within Excel, use File > Save As to save the file with a unique name. Save the file in CSV format.



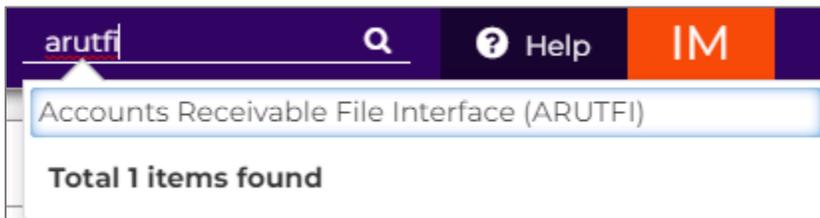
You will receive the following notification. Click OK.



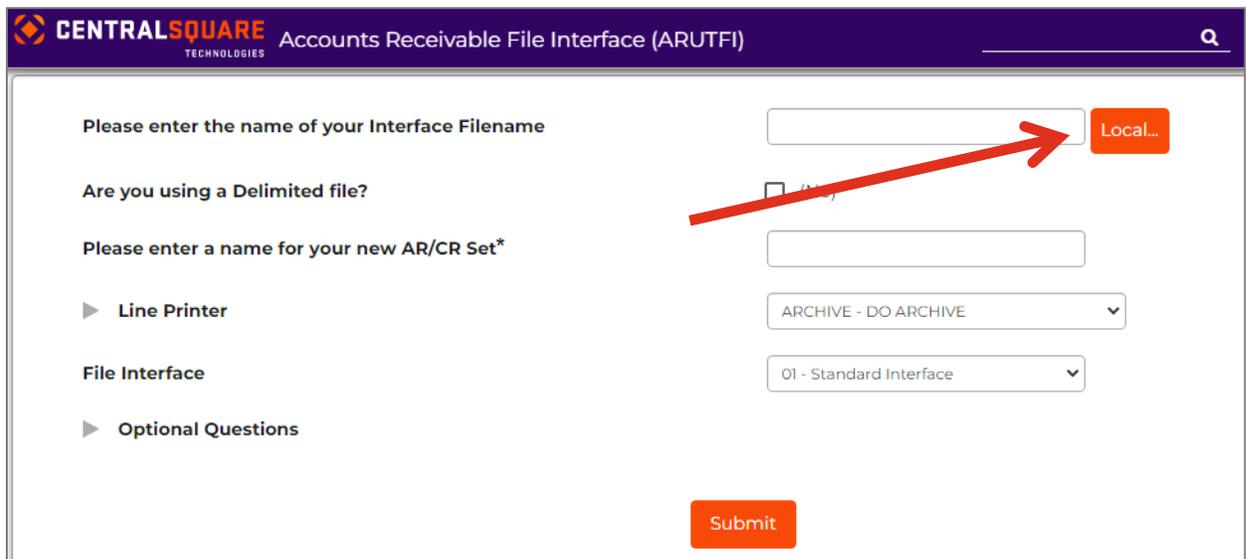
Load the File to Finance Enterprise

2. Upload the CSV file into Finance Enterprise.

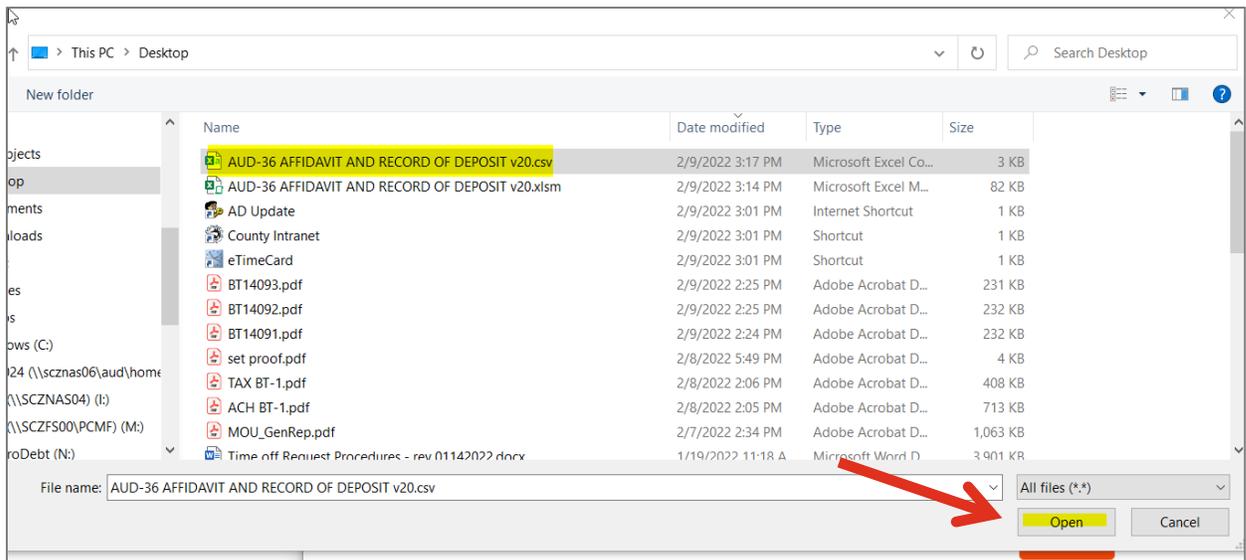
a. In Finance Enterprise open the ARUTFI utility.



b. Click the Local button to find the CSV file you just saved.



c. Select the file that you want to import and then click Open

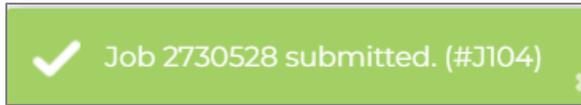


d. Complete the following fields:

- **Are you using a Delimited File?** Select Yes (checked) and select 01-Comma Delimited.
- **Please enter a name for your new AR/CR Set:** The CR Set ID format should be created using the following methodology:
 - User’s initials (3 characters) + Dept code (2 digits) + Date (6 digits). Example: Laura J. Bowers, Dept 12, February 8th, 2022 = LJB12020822
 - If you create multiple sets per day add a suffix at the end of the set ID, i.e. LJB12020822A, LJB12020822B etc.

e. Click the Submit button.

You will receive a notification that the job was submitted



- f. Go back to your Workspace tab, which should still be open on another browser tab. Go to the My Jobs panel and click the Refresh icon to refresh the jobs list until your ARUTFI job is complete.

My Jobs

| Desc | Job # | Status | Start | Type |
|------------------------------------|---------|-----------|----------------------|----------|
| Accounts Receivable File Interface | 2730766 | Completed | 2/9/2022 3:23:27 PM | Workflow |
| Job: ARBTCRBP | 2730713 | Completed | 2/8/2022 5:43:54 PM | Job |
| Job: ARBTCRBP | 2730712 | Completed | 2/8/2022 5:39:39 PM | Job |
| Job: GLJEDM | 2730666 | Completed | 2/8/2022 10:47:24 AM | Job |

Job Details

| | |
|---|-----------------------------------|
| Job: 2730766 | Status: Completed |
| Desc: Accounts Receivable File Interface | Start: 2/9/2022 3:23:27 PM |
| Type: Workflow | End: 2/9/2022 3:23:28 PM |

Verify Accuracy of Import

3. Verify that your cash receipt imported correctly.

- a. Once the status is Completed, you can view the imported cash receipt set by going to the ARBTCRUB screen and searching for the Set ID that you just created.

Workspace

https://santacruzfinance.co.santa-cruz.ca.us/Production/Workspace?nav=workspaces&id=22&page=0

CENTRAL SQUARE TECHNOLOGIES Workspaces

Menu

- Accounts Payable
- AP Workspace
- Bank Recon Worksp...
- 1099 Workspace

IN Invoice Processing

APOHININ Invoice Entry

APOHINBP Invoice Proof Listing

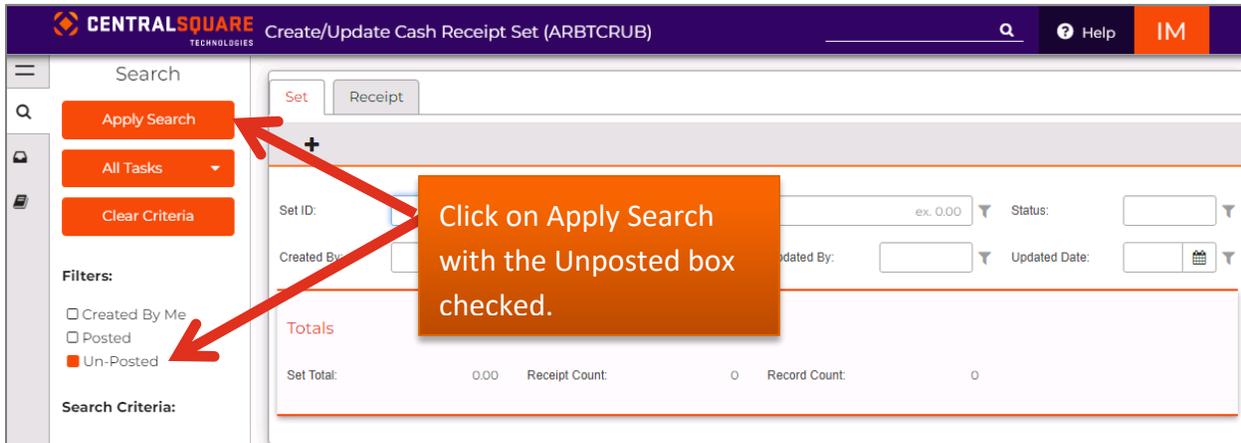
Search: arbtcrub

Create/Update Cash Receipt Set (ARBTCRUB)

| Desc | Job # | Status | Start | Type |
|---------------------------------|-------|--------|-------|------|
| No records were found for user. | | | | |

Refreshed at Mon Feb 21 2022 09:18:40 GMT-0800 (Pacific Standard Time)

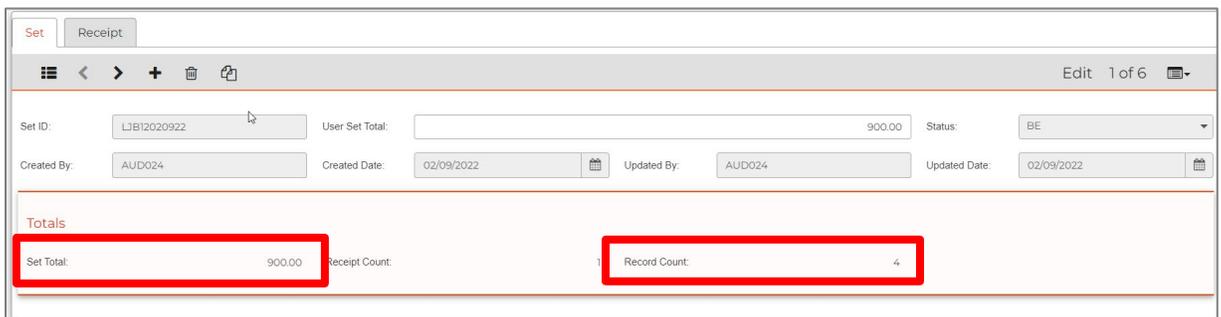
- b. When you are on the Create/Update Cash Receipt Set (ARBTCRUB) screen, click on Apply Search with Un-posted selected (it should already be selected by default).



- c. The system will present all your unposted cash receipt sets. Click on the Pencil button next to the Set that you imported.



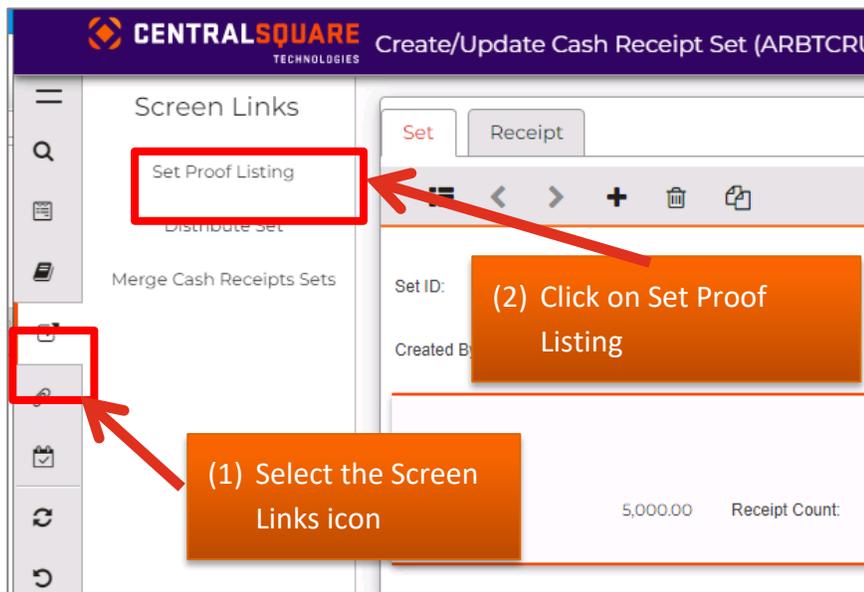
- d. The cash receipt set will open. Review the set information to validate that the Set Total is correct and that the Record Count is correct (it should match the number of rows that existed on the UPLOAD tab). You can also click on the Receipt tab to verify that the cash receipt details/line items loaded correctly.



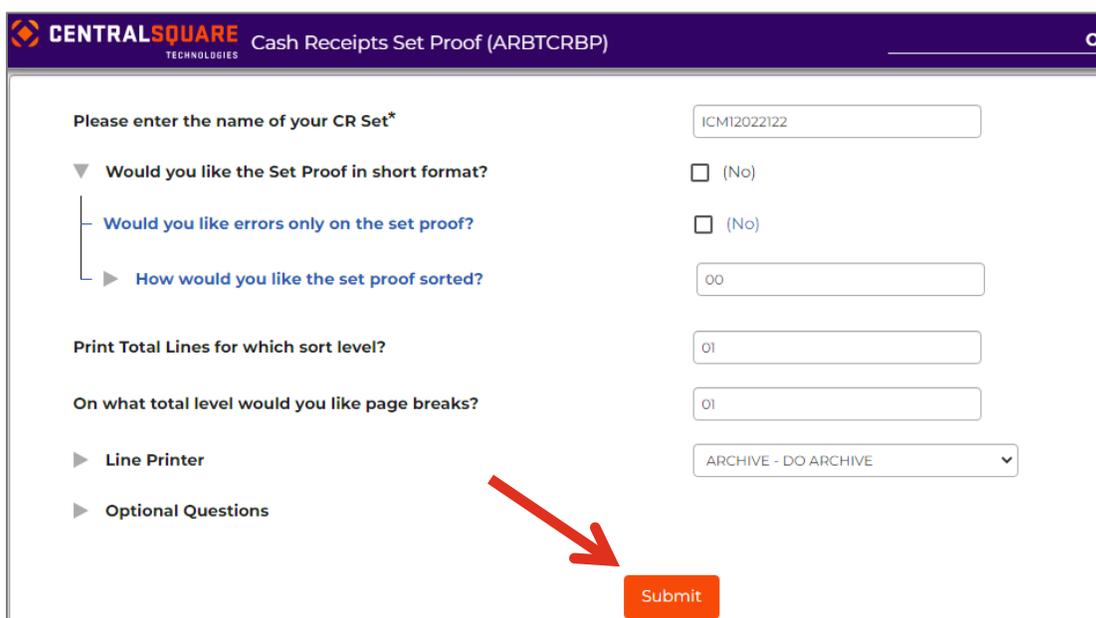
Run a Set Proof Listing

It is required that you run a batch proof report after entering your cash receipts set. This will allow you to verify the information that you entered and identify any potential issues that may prevent the receipt from being posted. In addition, the set proof listing report is required to be attached to your receipt set as backup.

1. Click on the Screen Links icon on the left menu bar and then select Set Proof Listing.



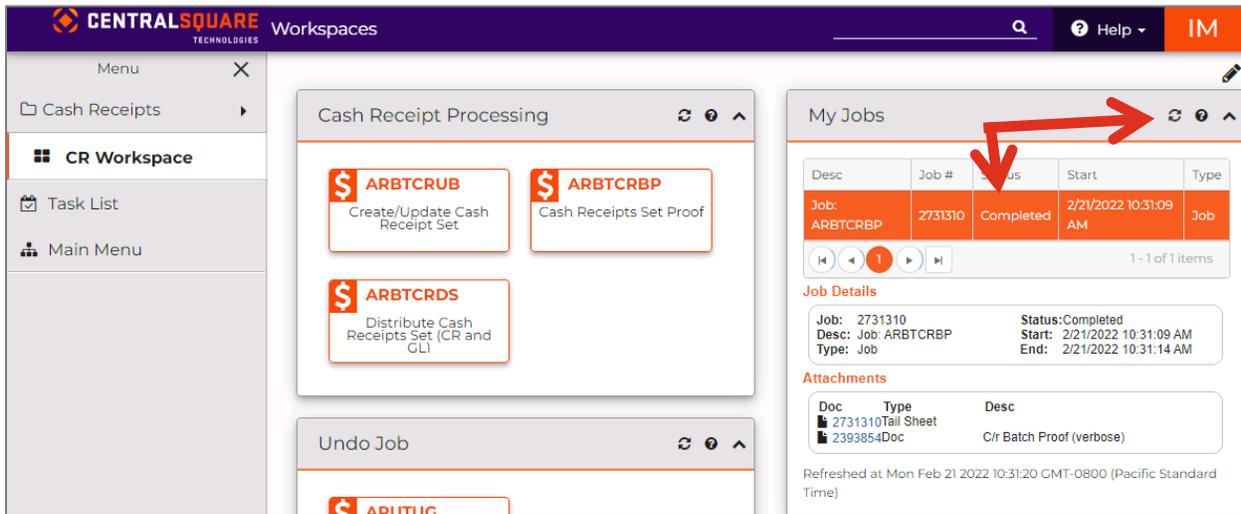
2. A new browser tab will open. Click Submit to run the report.



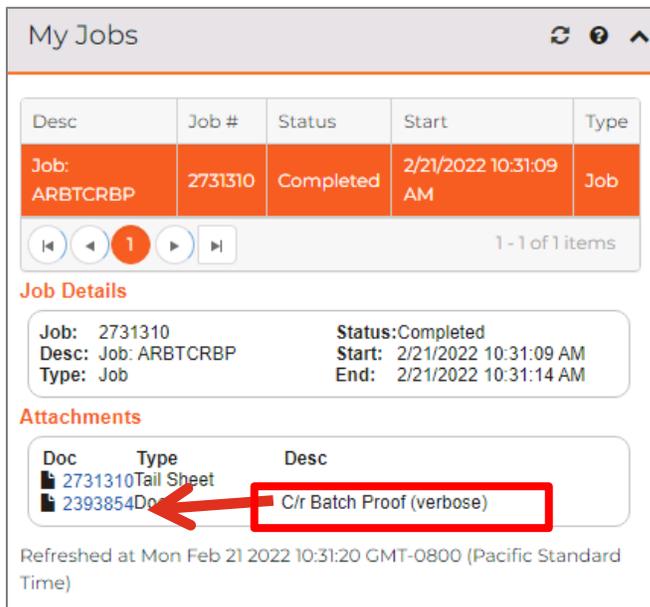
You will receive a notification that your job has been submitted.



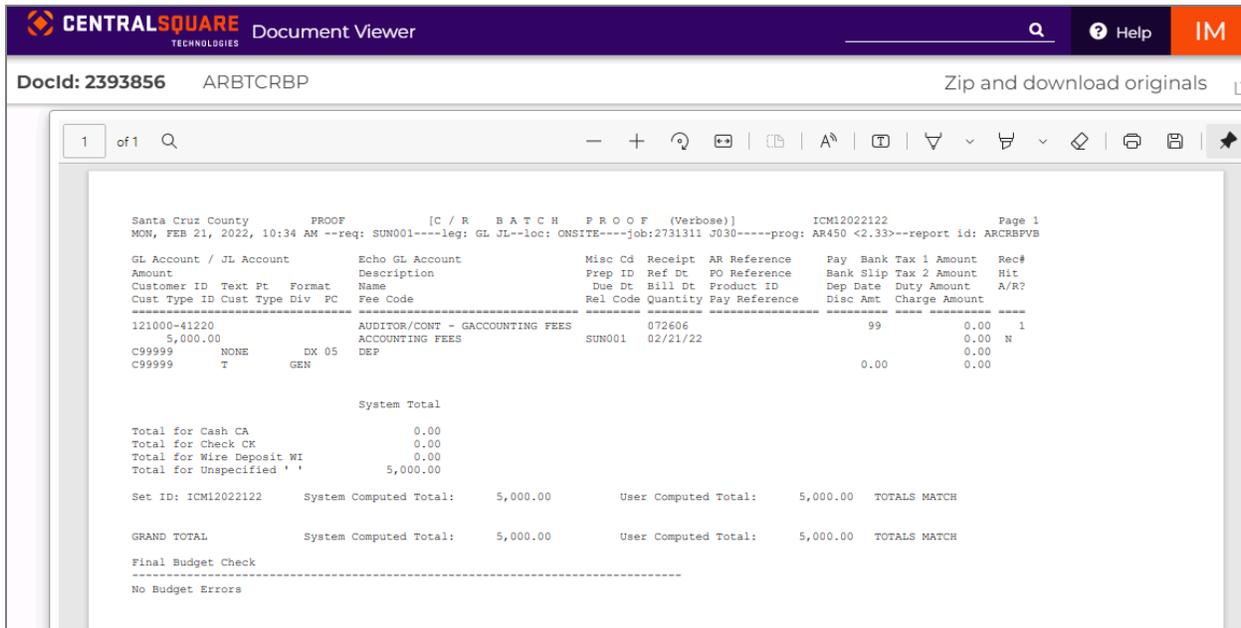
- Go back to your Workspace tab, which should still be open on another browser tab. Go to the My Jobs panel and click the Refresh icon to refresh the jobs list until your ARBTCRBP job is complete and Batch Proof report is available.



- Once the job is completed, click on the job (it should be highlighted in orange when selected) and then link for the C/R Batch Proof to open the report for viewing.



The report will open in a new tab in the browser.

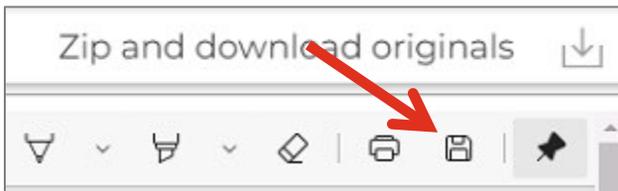


A hard copy of the report can optionally be printed using the printer icon in the upper-right corner of the report viewing window. A window will open where the printer to use can be selected from a drop-down list of available local or network printers set up for the workstation.

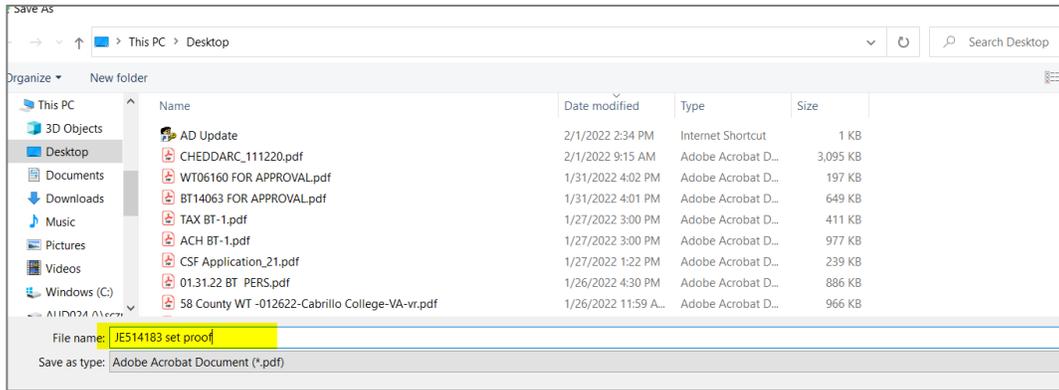
Use the report to verify that the cash receipt information entered is correct. Any BLOCK messages printed on the report will prevent the cash receipt from posting and must be resolved before the receipt set can be posted.

If any errors are noted in the review process, return to the ARBTCRUB screen, and make the necessary changes to the cash receipt, save the changes made, and rerun the proof report to verify that the block messages are gone.

5. Save a copy of the set proof listing report so it can be attached as backup to the cash receipt. Click on the disc icon in the far-right corner.



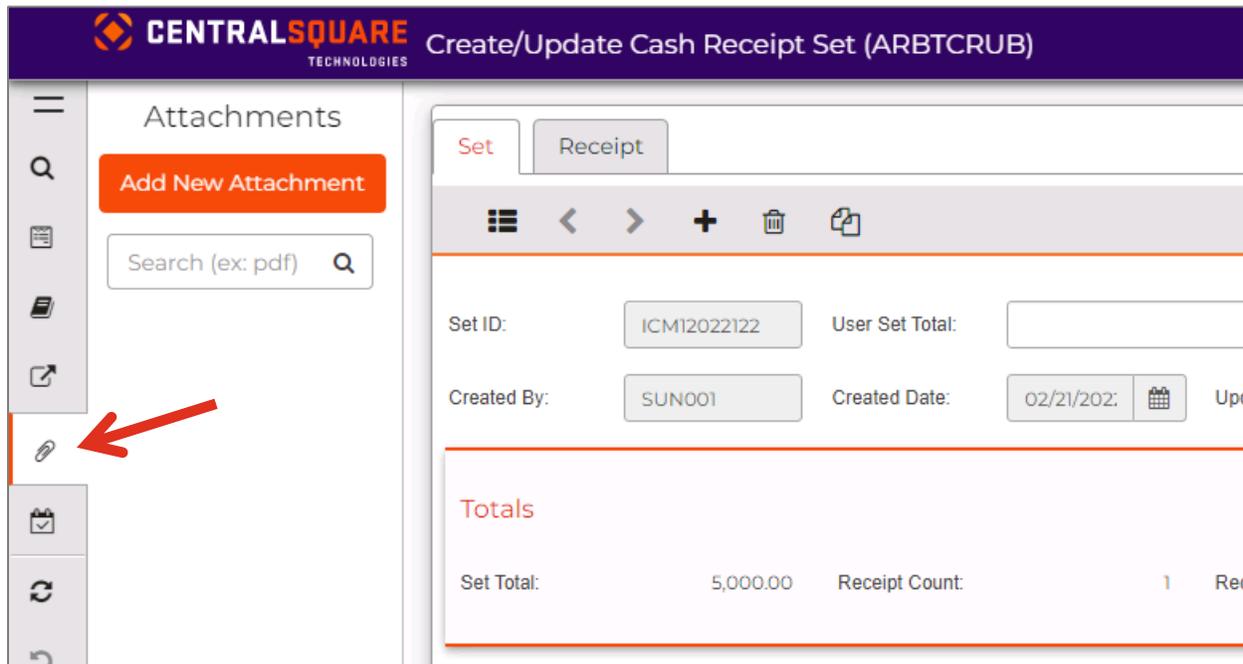
You will then be prompted to designate the folder where the report will be saved. Save the file with a name that identifies the Set ID and anything else you find useful to identify the file.



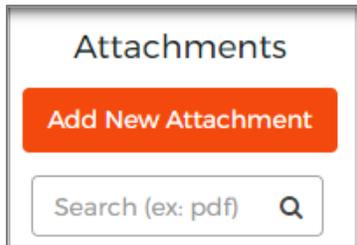
Attaching Supporting Documents

1. To assist with the approval process, backup documentation must be attached to the ARBTCRUB screen.

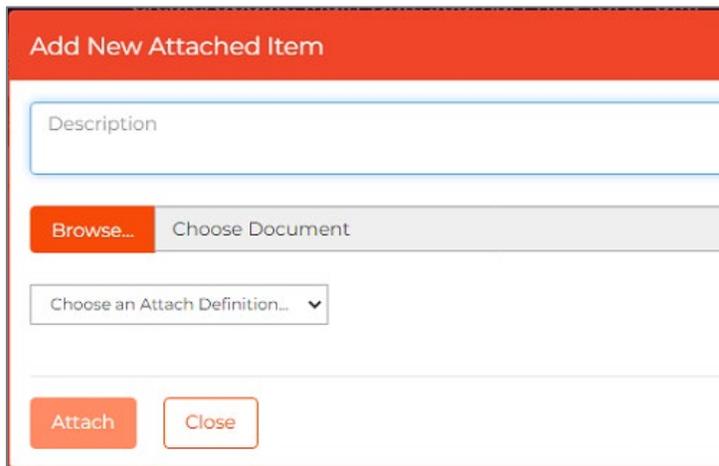
Click on the Attachment link (paperclip icon) in the navigation panel along the left edge of the screen. The panel will open to display the tools used to perform the attachment.



Click on the Add New Attachment button in the panel.

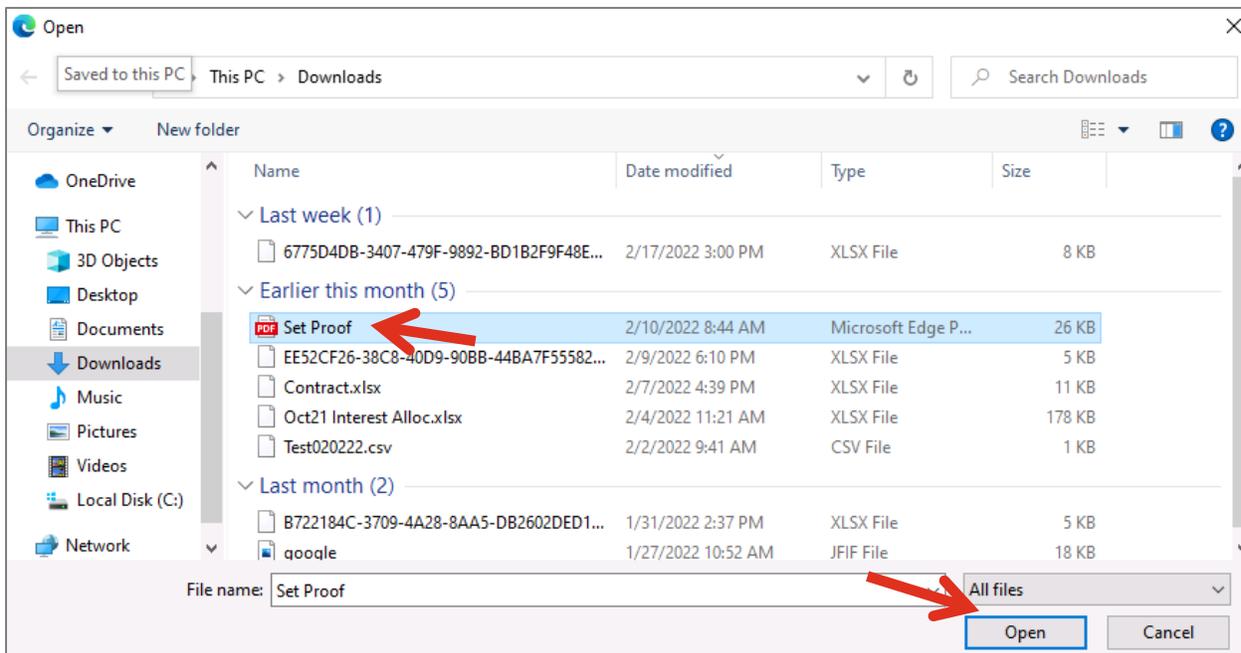


An “Add New Attached Item” window will open.

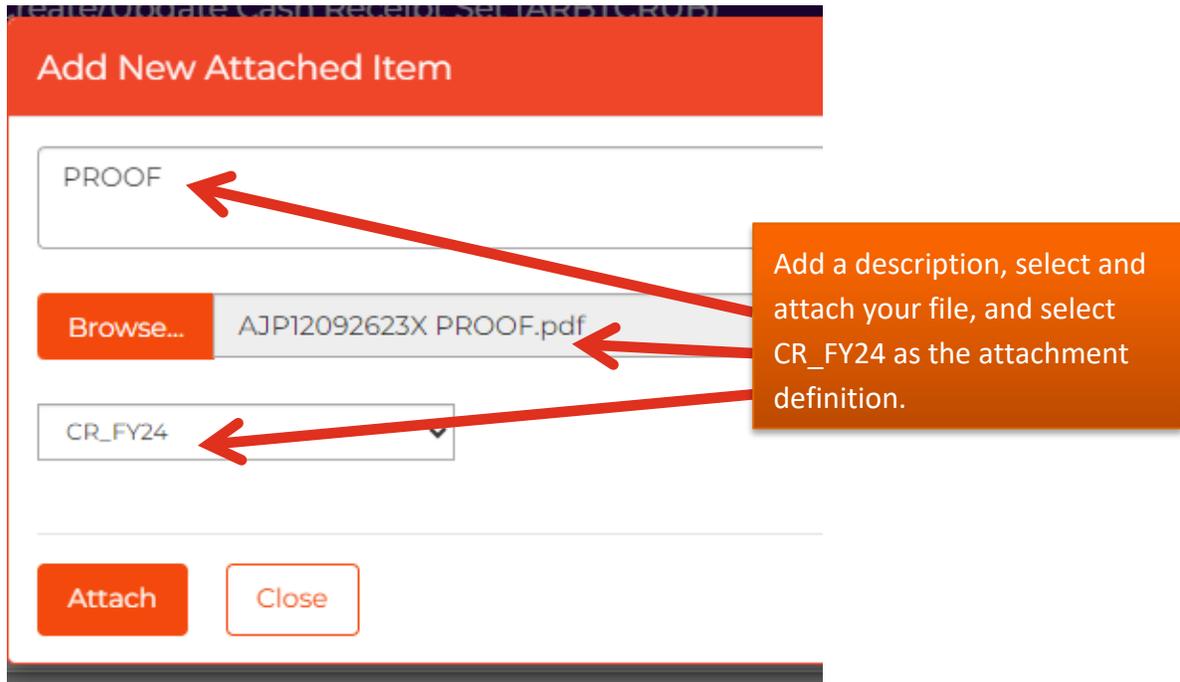


In the “Add New Attached Item” window, enter a Description of the item to be attached.

Next, click on the Browse button. Find the file that you would like to attach and click on Open to attach it.



It should look something like this when you are done:

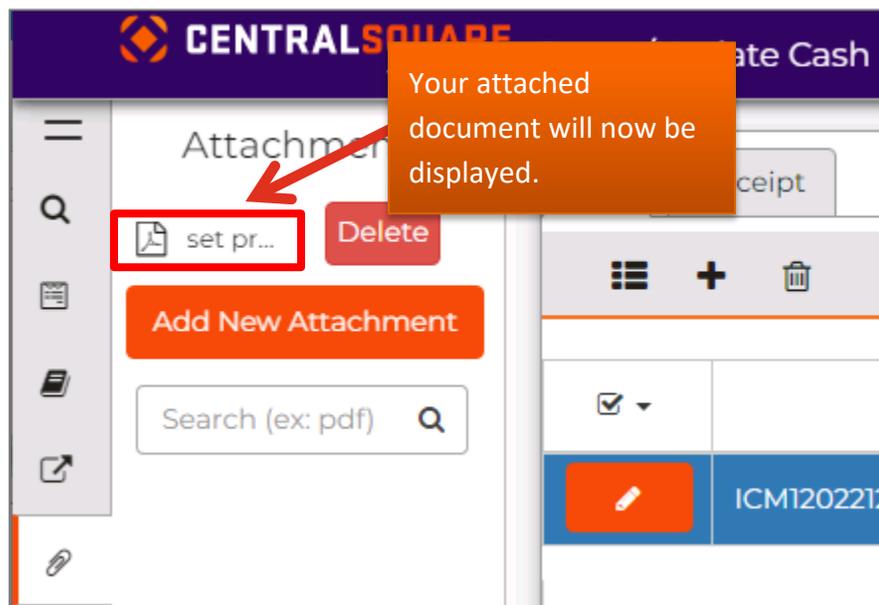


Click the Attach button to attach the selected document to the ARBTRUB receipt record.

You should receive a File Attached Successfully message.



Click on the Close button to close the “Add New Attached Item” window.

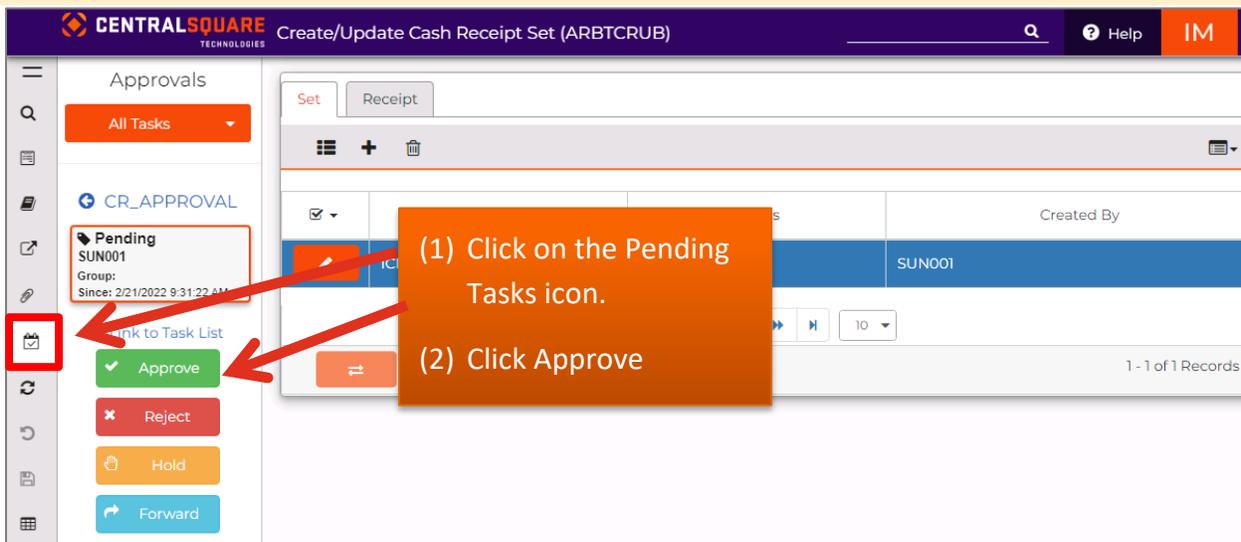


A link icon will be displayed in the Attachments panel with a label matching the Description that you entered during the attachment process. When the icon is clicked, the attached file will open for viewing as long as there is a program on the workstation that can open that file type.

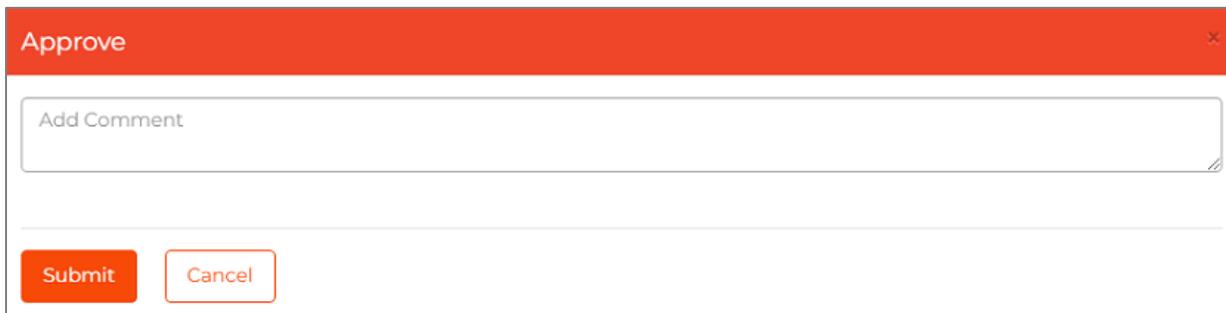
If you would like to attach another document, click on the Add New Attachment button again and repeat the above process. Note – don't forget to attach a copy of your Set Proof Listing as backup for your receipt.

Submitting the Cash Receipt for Approval

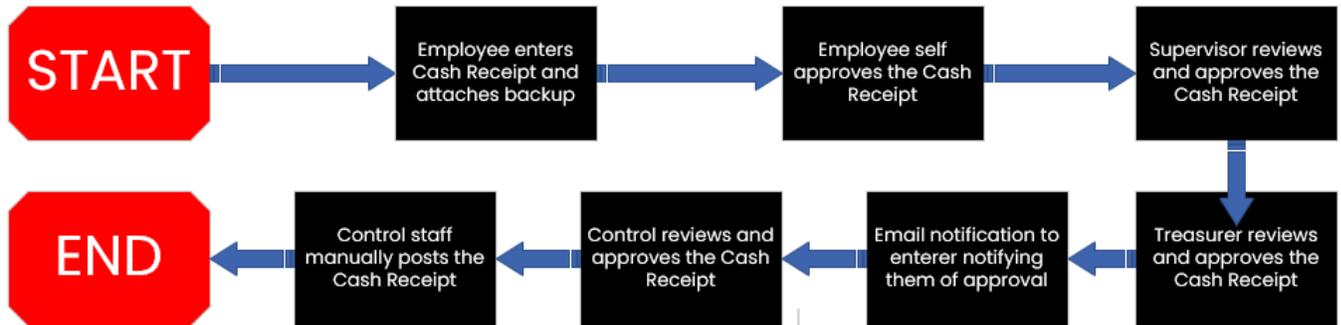
1. After the cash receipt set has been completed, you will then need to self-approve the receipt set. Click on the pending tasks icon and then click Approve.



Comments can optionally be added to your self-approval. These comments are viewable by all approvers.

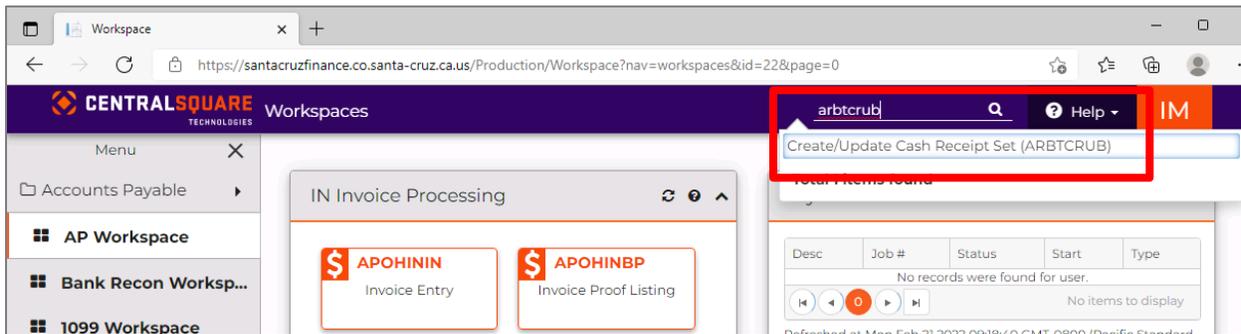


Cash Receipts will be approved according to the following flow:

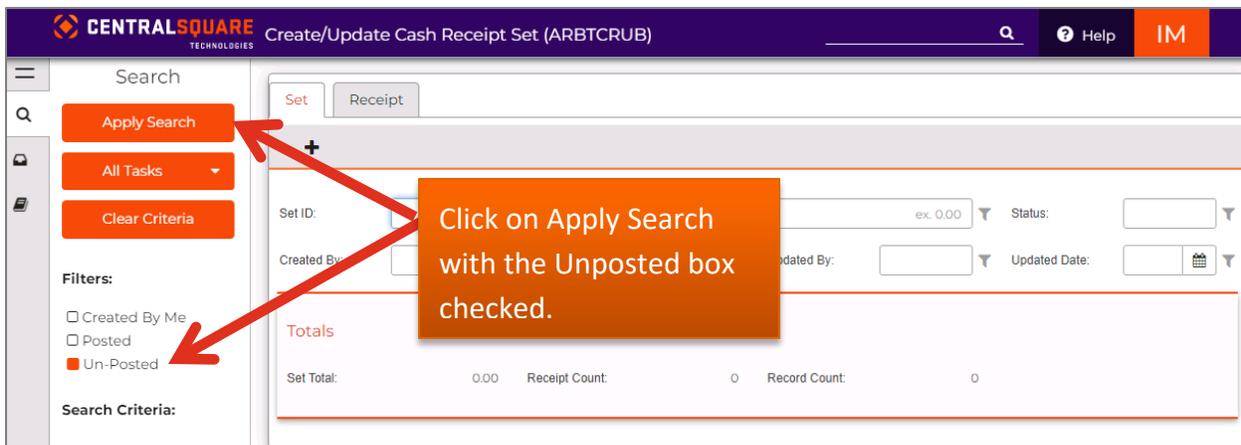


Deleting an Unposted Cash Receipts Set

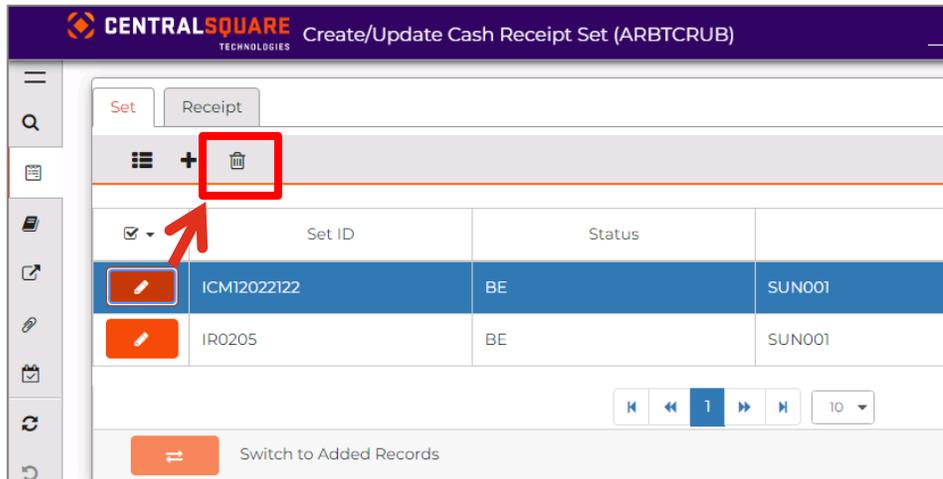
1. Navigate to ARBTCRUB



2. When you are on the Create/Update Cash Receipt Set (ARBTCRUB) screen, click on Apply Search with Un-posted selected (it should already be selected by default).



- The system will present all unposted cash receipt sets, whether you created it or not. Select the Cash Receipt Set to be deleted (make sure it is highlighted in blue). Click the Trash can icon to delete the Set.



- You will receive a confirmation message. Click Yes to confirm that you would like to delete the cash receipt set.

