University of Hawaii
Accounts Receivable – Biller & Processor
Processing Dishonored Check Invoices

Version 3.01
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Resources

The FMO website has a Financial Systems page at http://www.fmo.hawaii.edu/financial_systems/index.html that focuses on specific material related to the systems with the following dedicated tabs Overview, FAQs, Contact Us, Policies and Guidelines, Forms and Training.

Click on http://www.fmo.hawaii.edu/financial_systems/index.html for access to our webpage and then click on the pertinent tab for assistance with your topic of interest. The screenshot below shows the layout of the website. A description of the tabs is provided beneath the screenshot.

Overview: This tab provides you with a brief overview and live links to KFS or eThority. Just click on the respective logo to begin the log in process.

FAQs: This tab provides frequently asked questions by topic.

Contact Us: In the event you need to contact a member of the Kuali Financial Project team you can view their name, area of responsibility, phone number, and a live link to their email address. The Contact Us tab also provides the live link to submit a trouble ticket: Submit a Trouble Ticket.

Policies and Guidelines: You can review the Process Documents for each business process to get a finer level of details related to each topic.

Forms: This tab provides you with links to forms related to KFS access used by UH employees.

Training: The KFS Training Team has developed training manuals and online tutorials for KFS. There are training manuals for each of the sessions as well as online tutorials for each topic within the session(s). Online tutorials should be downloaded to your machine and run with Adobe. If you want to attend in person training go to the UH Training site (hawaii.edu/training) to register for a workshop in the Kuali Financial System Training series. There are also Tips of the Week for commonly asked questions.

Each of the Service Areas within the FMO website has similar tabs related to the specific areas. For example, for forms related to payments and reimbursements, go to the Forms tab of the Payment/Reimbursement page.
Objectives

- Create a Dishonored Check (DM) Invoice
- Process An AR Payment
Dishonored Check (DM) Invoice Procedures

When a check is dishonored by the bank for any reason, the University must reverse the original deposit and then record an accounts receivable for the amount of the check plus the returned check fee. The Treasury Office processes a non-check disbursement (ND) to reverse the original deposit. The ND is charged to the campus/department's AR clearing account, object code 9239. After the ND is submitted it routes to the Fiscal Administrator (FA) who changes the AR clearing account and object code to the appropriate account and object code from the original deposit. After the FA approves the ND, it routes to General Accounting and Loan Collection (GALC) for approval.

The appropriate Campus/Department invoices the maker of the dishonored check by creating the DM invoice. It is important to associate the ND, DM Invoice and related payments (APP) together. The Organization Document Number is used to link the DM to the ND, and to the Application (APP) eDocs. The DM number assigned by the Treasury Office must be entered in the Organization Document Number field on the DM Invoice eDoc. The DM Invoice must include the returned check fee and the original deposit amount. On the first accounting line, the returned check fee ($25.00) is entered and charged to the department’s state general fund receipt account (9992###). The following accounting line(s) are entered using the account(s) the check was originally deposited to. After submitting the DM invoice, it routes directly to the Treasury Office for approval.

After the Treasury Office approves the DM invoice, the initiator receives an FYI and the campus/department must generate the bill and notice and send it to the maker. Copies of the returned check and bill and notice must be attached to the DM invoice eDoc in the Notes and Attachments tab.

For detailed information please refer to Administrative Procedure A8.740, Dishonored Checks, (http://www.hawaii.edu/policy/?action=viewPolicy&policySection=ap&policyChapter=8&policyNumber=740&menuView=closed) or the DM Invoice Procedures on the FMO website at:
AR Business Process Flow Diagram ND & DM Invoice

Doc Type INV (nonCG Invoices)

AR MODULE

- Locate or Create Customer Document
  - Department / Campus creates DM Invoice
    - Treasury Approves DM Invoice
      - Deposits funds at Bank
        - Create Cash Control Document
          - Create Payment Application Document
            - Manage Overdue Receivables and Initiate recovery methods A3.731.7
              - Create Write-Off Document after Univ Gen Counsel Approval

        - Receive Payments at Processing Org
          - Sent to Maker of dishonored check
            - Copy attached to DM INV
              - Treasury approves DM Invoice
                - Treasury initiates Non Check Disbursement (ND) to adjust the original deposit
                  - Dept / Campus changes AR Clearing Acct to account and object code originally deposited to, FA approves
                    - General Accounting and Loan Collection (GALC) approves the ND
                      - Adjust original deposit in Dept's GL acct

                      - Create Receivables in State Gen Fund GL#992mnn and original deposit GL

                      - Update AR Clearing Account

        - Update Receivables

KFS GL

- Bank notifies UH of Dishonored Check
  - Treasury initiates Non Check Disbursement (ND) to adjust the original deposit

- Adjust original deposit in Dept's GL acct

GENERAL LEDGER ACCOUNTS

- Original Deposit GL #mnnmnn
- State Gen Fund GL#992mnn
- AR Clearing Acct GL#90956mnn

Last Updated: 07/22/2015 AR - Processing Dishonored Check Invoices
Creating a Dishonored Check Invoice (DM)

Process

In this exercise you will create a new **Dishonored Check (DM) Customer Invoice** for a customer who wrote a bad check to pay for a facility rental. See Appendix A for a copy of the dishonored check and the Treasury assigned DM Number.

**Navigation:** Main Menu>Transactions>Accounts Receivable>Customer Invoice

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<tr>
<th>Step #</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click the <strong>Customer Invoice</strong> link in the Transactions section from the <strong>Main Menu</strong>.</td>
</tr>
<tr>
<td>2.</td>
<td>Before you begin creating a <strong>Customer Invoice</strong> there are a few business rules you need to know.</td>
</tr>
<tr>
<td></td>
<td>• The 'Billing Organization' must be associated with the 'Processing Organization' in the Organization Options Maintenance table</td>
</tr>
<tr>
<td></td>
<td>• The customer must be active</td>
</tr>
<tr>
<td></td>
<td>• The customer must have at least one active address</td>
</tr>
<tr>
<td></td>
<td>• The item quantity must be greater than zero</td>
</tr>
<tr>
<td></td>
<td>• The item unit price must be greater than zero</td>
</tr>
<tr>
<td></td>
<td>• The invoice due date must be within 15 days of the billing date</td>
</tr>
<tr>
<td></td>
<td>• The object code must be valid for use in the AR module</td>
</tr>
</tbody>
</table>
### Step # | Procedure
---|---
3. | The **Description** field should contain your 3-digit FO code followed by a short description.
   
   Click in the **Description** field on the **Document Overview** tab.
4. | Enter “055 – Record DM 13074 T1 Corp” in the **Description** field.
   
   **Note**: It is UH’s business process to begin the **Description** with a 3-digit FO Code followed by a short description for the document. The **Description** field has a limit of 40 characters. The short description entered here appears in the Action List, and Document Search.
5. | The **Explanation** field is required for **Dishonored Checks** (DM).
   
   For **Dishonored Checks** (DM) enter the following:
   - Maker of Check
   - Check Number
   - Check Date (format = mm/dd/yy)
   - Check Amount
   
   For this example enter “Record DM for T1 Corp, check #3627 dated 12/01/14 for $80”. (see the Sample Dishonored Check in Appendix A.)
6. | The **Organization Document Number** field is required for **Dishonored Checks** (DM).
   
   Enter the DM#nnnnn assigned by the Treasury Office.
   
   For this example enter “DM13074” into the **Organization Document Number** field
7. | The **Total Amount** will automatically calculate based on the amount entered in the **Accounting Lines** tab.
8. | Click the “**hide**” button on the **Document Overview** tab.
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<tr>
<td>9.</td>
<td>On the <strong>Organization</strong> tab the <strong>Processing Chart Code</strong> and <strong>Processing Organization Code</strong> will be pulled from the associated ‘<strong>Billing Organization</strong>’ identified in the Organization Options Maintenance table.</td>
</tr>
</tbody>
</table>
| 10.    | The **Billing Chart Code** is your associated chart code on your person profile and should not be changed.  
To change the **Billing Organization Code**, edit as applicable or select the magnifying glass to search. If you have multiple Billing Organizations, you should use the magnifying glass to return value on the appropriate **Billing Organization Code** and pull in the defaults into the Invoice.  
**Note**: The **Organization Invoice Number** is not being used.  
Click the “**hide**” button on the **Organization** tab. |
Step # | Procedure
--- | ---
11. | On the **General** tab enter in the **Customer Number** or select the magnifying glass to conduct a search for the customer number you wish to use.

For this example, enter “####” into the **Customer Number** field where #### represents your **Customer Number** (maker of check).

12. | The **Customer Name** will be pulled in when the **Customer Number** is populated.

13. | In the **Detail Information** Section, the **Billing Date** is set to the current date. The **Due Date** defaults to 30 days after the initiation of the invoice.

To change, enter in the date (format = mm/dd/yyyy) or select from the calendar icon.

For DM, calculate 15 calendar days from the **Billing Date**.

14. | The **Terms** field is required for **DM Invoice types** and payment is “Due Upon Receipt”. Enter “Due Upon Receipt” into the **Terms** field.

15. | In the **Statement Information** Section, the **Header Text** field is optional and information entered will display in the top area of the generated Customer Invoice.

For this example, leave blank.
<table>
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<tr>
<th>Step #</th>
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</table>
| 16.    | KFS will generate a pdf version of the customer invoice for printing. The user may select how they want to print the invoice. The **Print Invoice Indicator** will default to one of the following options below as setup in the Print Options of the Organization Options maintenance tables. To change, select the desired option related to printing the invoice from the drop-down menu.  
1. **Send to USER Queue** - Allows an AR user the ability to print an invoice directly within the Customer Invoice eDoc  
2. **Send to BILL Queue** - Allows an AR user the ability to print multiple invoices for their Billing Organization (See [Process Documentation - Maintaining Customer Invoices in the General section](#))  
3. **Send to PROC Queue** - Allows an AR user the ability to print multiple invoices for their Processing Organization (See [Process Documentation - Maintaining Customer Invoices in the General section](#))  
4. **Do Not Print**  
For this example, select “**Send to USER Queue**” from the **Print Invoice Indicator** drop-down menu. |
| 17.    | In the **Invoice Type and Reason Code** Section of the **General** tab, select an **Invoice type** from the drop-down menu.  
Select “**DM-Dishonored Check**” from the **Invoice Type** drop-down menu for all DM invoices. |
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</table>
| 18.    | Select a **Reason Code** from the drop-down menu. A valid **Reason Code** that is associated with the **Invoice Type** must be selected.  
For DM invoices, select one of the Reason Codes that have “DM-“ in the description.  
Refer to the dishonored check for the appropriate return reason as indicated by the bank.  
For this example, select “**IF-DM-Insufficient Funds**” from the **Reason Code** drop-down menu. |
<p>| 19.    | Click the “<strong>hide</strong>” button on the <strong>General</strong> tab. |</p>
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<td>20.</td>
<td>On the Billing/Shipping tab the Bill to Address Identifier will pull the Primary address from the Customer when the Customer Number is populated. To change the address or to use an alternate address, enter the appropriate Bill to Address Identifier in the Bill To Address Identifier field or select the magnifying glass to perform a search.</td>
</tr>
<tr>
<td>21.</td>
<td>Click the “hide” button on the Billing/Shipping tab.</td>
</tr>
<tr>
<td>Step #</td>
<td>Procedure</td>
</tr>
<tr>
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</table>
| 22.   | For DM invoices, the first accounting line must be the Returned Check Fee. And the following accounting lines should match the Chart Code, Account Number, Object Code and Amount for which the payment was remitted. Customer **Invoice Item Codes** have been established for most University departments for the returned check fee.  

**Note:** You may search for an existing **Customer Invoice Item Code** by selecting the magnifying glass.  

**Note:** If the **Organization Accounting Default** is setup for the **Billing Organization**, the accounting line details that were setup will display in the tab and you can enter other details as needed.  

**Note:** The default values can also be changed and the accounting lines can be added manually, as applicable. |
| 23.   | In the **Invoice Item Code** enter “SVCCHG” and click on the “refresh” button. KFS will populate the accounting line with the details from the **Invoice Item Code** if one has been established for your AR Billing Organization. If the item code does not exist, please notify the Treasury Office. |
### Step # | Procedure
--- | ---
24. | If the SVCCHG Invoice Item Code exists and the accounting lines populate, skip the next step.
25. | If the SVCCHG Invoice Item Code did not exist, you must enter the returned check fee information manually.
   - Click on the Chart drop down menu and select your chart code. For this example, select “HO”.
   - Click in the Account Number field and enter your department’s State General Fund Receipt Account. For this example enter “9992560”.
   - You can also select the “magnifying glass” next to the Account Number field to search for the Account Number.
   - Click in the Object field and enter “0642” for FEES, BAD CHECKS.
   - Invoice Item Quantity will display as “1”.
   - Do not change the Invoice Item Quantity field.
   - Click on the Invoice Item Description field and enter “RETURNED CHECK FEE”.
   - The Invoice Item Unit of Measure code system default is EA. Change the value to “SC” for service charge.
   - The Invoice Item Unit Price field system default is blank. Enter “25”, for the returned check fee.
   - **Note:** Amounts must be positive, do not enter negative amounts.
26. | For Dishonored Checks - enter in the check date into the Invoice Item Service Date field or select the date using the calendar icon. For this example, enter “MM/DD/YYYY”.
27. | Click the “add” button on the Actions field.
28. The customer must also be charged for the original deposit amount of the dishonored check since payment was not made due to the return reason (i.e., insufficient funds); therefore a second accounting line for the original deposit amount needs to be entered.

Enter the information for the Chart Code, Account Number, Object Code and amount that the check was originally deposited to.

29. On the Accounting Lines tab click on the Chart dropdown arrow and select “HO” for this example.

30. Click in the Account Number field and enter “2245532” for this example.

31. Click in the Object field and enter “0704” for this example.

32. Enter “1” into the Invoice Item Quantity field

33. Click in the Invoice Item Description field and enter “T1 CORP CHECK # 3627 DTD 12/1/2014 $80.00”.

34. Enter the check date into the Invoice Item Service Date field or select the date using the calendar. For this example, enter “12/01/2014”.

35. Enter “80” into the Invoice Item Unit Price field.

36. Click the “add” button on the Actions field.

37. Click the “hide” button on the Accounting Lines tab.

38. Click the “save” button at the bottom of the screen.
Step # | Procedure
--- | ---
39. | Click the “show” button on the General Ledger Pending Entries tab.
40. | Review the Debit/Credit rows for the transactions made on the Accounting Lines tab.
41. | Click the “hide” button on the General Ledger Pending Entries tab.

---

For DM invoice, in the Note Text field, enter the Non-check Disbursement eDoc# (ND#nnnnnnnn) that was initiated by the Treasury Office and sent to the FA for the dishonored check. Attach a copy of the dishonored check and be sure to redact the address and account number information on the dishonored check attachment. (See Appendix A for a Sample Dishonored Check with redactions).

In this example enter “ND#1379403 and Copy of Check” in the Notes Text field. Note: The screenshot above also shows the dishonored check has been attached.

43. | Click the “hide” button on the Notes and Attachments tab.
44. Click the “show” button on the Route Log tab. **DM Invoice** type will route to the Treasury Office and you will receive an FYI once the invoice has been approved.

45. Make note of the Doc Nbr prior to submitting the document as you will need it for the next exercise.

46. Click the “submit” button.

**Note:** If there are errors on the document it will not submit successfully. You will receive a message in red text of the issues with the document. You will need to make the changes and then resubmit the document at the bottom of the page until you receive the success message.

End of Procedure

47. **Note:** Departments are also responsible to print the Bill and Notice and send it to the customer. After Treasury approves the **DM**, initiator receives an FYI. Open the eDoc, and click the “generate bill and notice” button to generate the form fillable pdf.

Complete the missing fields with the following information: Department Name and address, Amount of Check, Purpose of the check, DM Number, bank return date and department business office phone number. Send a copy of the Bill and Notice to the customer and attach a copy to the finalized Invoice in the Notes and Attachments tab.
Bill and Notice of Dishonored Check
05/13/2015

Amount of Check: __________________________ Purpose of Check: __________________________

Service Charge: $25.00 DM Number: __________________________

Total Due: __________________________ Student ID: __________________________

Your check has been returned by the bank on for this reason: INSUFFICIENT FUNDS.

Please remit the total due stated above by cash, cashier’s check, certified check, or money order by 05/28/2015. Cash should not be sent through the mail. This office will not accept another personal check.

A delinquent financial obligation hold has been placed against your account. If we do not hear from you by 05/28/2015, the University reserves the right to impose sanctions as listed:

1) Denial of further registration and/or cancellation of registration.
2) Revocation of all rights and privileges which were conferred by registration or enrollment;
3) Denial of transcripts, diplomas, and other entitlements.
4) Report delinquent amounts, along with other relevant information to credit bureau organizations.
5) Set off against a student’s Hawai‘i state income tax refund.
6) Commence legal action to recover the amount owed, including appropriate interest, collection costs, court costs and attorney’s fees.
7) Contract the services of a collection agency to recover monies owed. The collection agency may collect the applicable collection costs as authorized in a written contract with the University pursuant to federal and state law.

Thank you for your prompt attention to this matter. Should you have any questions regarding this “Bill and Notice of Dishonored Check” notice, please call (808) ___________.

An Equal Opportunity/Affirmative Action Institution
Process a Full AR Payment (Deposits – Cash Control and Payment Application)

Process

In this section, you will review how to deposit an AR paid in full.

The **Cash Control** eDoc facilitates the entry and tracking of payment information for a particular customer(s), including the form or type of payment, and the amount. The **Payment Application** eDoc is used to apply payment to a specific invoice.

To process payments to AR DM invoices, you must go through these steps:

- Create a Cash Control eDoc and save it
- Create a Payment Application for the invoice that the payment will be applied to
- Submit the Payment Application
- Generate GL Pending Entries in Cash Control
- Approve the Cash Control

Please refer to the **AR-Biller& Processor Training Manual** for additional information on the steps used to process payments and the business rules to follow when carrying out these steps. ([http://www.fmo.hawaii.edu/financial_systems/docs/AR_-_Biller_&_Processor_Manual.pdf](http://www.fmo.hawaii.edu/financial_systems/docs/AR_-_Biller_&_Processor_Manual.pdf))

In this example, we will be depositing the check received from our customer for the dishonored check fee and initial invoice amount for facilities rental. We will then apply the payment to the **DM** invoice. You must be logged into KFS as an AR Processor with access to initiate CTRL and APP eDocs.

**Note:** If you do not receive payment for the entire amount (initial invoice amount plus returned check fee), refer to the Accounts Receivable Biller & Processor Training Guide for applying partial payments. Payments on DM Invoices must be applied to the returned check fee first before applying to the original deposit amount.
Navigation: Main Menu>Transactions>Accounts Receivable>Cash Control

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<tr>
<td>48.</td>
<td>Click the “Cash Control” link.</td>
</tr>
<tr>
<td>49.</td>
<td>Click in the “Description” field on the Document Overview tab.</td>
</tr>
<tr>
<td>50.</td>
<td>Enter “055-T1 Corp DM Inv 12/01/2014” in the Description field.</td>
</tr>
<tr>
<td></td>
<td>Refer to Step #4 page 10 for UH business process regarding the Document Description.</td>
</tr>
<tr>
<td>51.</td>
<td>The Explanation field is optional as it is not required by UH for this eDoc but is highly recommended.</td>
</tr>
<tr>
<td></td>
<td>Click in the “Explanation” field and enter “Payment for Invoice XXXXXX” in the Explanation field, replacing “XXXXXX” with your invoice number.</td>
</tr>
<tr>
<td>Step #</td>
<td>Procedure</td>
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<td>--------</td>
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</tbody>
</table>
| 52.    | The **Organization Document Number** field is optional, however there are certain guidelines recommended by Treasury and Payroll  
  - **DM**: Enter the **DM** Number assigned by Treasury  
  **Note**: For Cash Control eDocs with multiple **DMs** enter the **DM** numbers assigned by Treasury in the **Explanation** field. |
<p>| 53.    | The <strong>Total Amount</strong> field will display based on the amount entered in the <strong>Cash Control Details</strong> tab. |
| 54.    | Click the “<strong>hide</strong>” button on the <strong>Document Overview</strong> tab. |</p>
<table>
<thead>
<tr>
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<th>Procedure</th>
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</thead>
<tbody>
<tr>
<td>55.</td>
<td>On the General Info tab the Processing Org field defaults from your Person profile.</td>
</tr>
<tr>
<td>56.</td>
<td>The Bank Code field defaults to the University of Hawaii General Account (UHGA).</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Processing Org: HO/HO" /> * Bank Code: 030</td>
</tr>
<tr>
<td>57.</td>
<td>Click the “Medium Code” drop down list box.</td>
</tr>
</tbody>
</table>
| 58.   | Select the Medium code from the drop down list box for your payment scenario.  
  - Check/Cash  
  - Wire  
  - CG Use Only – LOC Wire  
  Do not use the CG Use Only - LOC Wire. This is used only by ORS for Contracts and Grants Billing.  
  For this scenario, select the “Check/Cash” option. ![Check/Cash] |
| 59.   | The Invoice Document Type field defaults to Customer Invoice Document option. Do not use the Contracts Grants Invoice Document Type as it is only used by ORS. |
| 60.   | Click the “hide” button on the General Info tab. |
### Step # Procedure

**61.** On the Deposit Reference Info tab, the **Reference Number** field is required. The options are:
- **Check/Cash** – Bank Deposit Slip (format = xxxxxx)
- **Wire** – Treasury assigned number

For this example, the Bank Deposit Slip Number will be entered in the Reference Number field, enter “XXXXXX” in the Reference Number field where XXXXXX represents the Bank Deposit Slip number.

**62.** The **Deposit Date** field is required. For this example, enter or select the current date from the calendar icon as the Deposit Date. Enter the current date (format = mm/dd/yyyy) or select from the calendar.

**63.** Click the “hide” button on the Deposit Reference Info tab.
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<tr>
<th>Step #</th>
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</thead>
<tbody>
<tr>
<td>64.</td>
<td>On the Cash Control Details tab, the Application Doc # and the Status fields will display once a line has been added.</td>
</tr>
<tr>
<td>65.</td>
<td>Click in the “Customer #” field, and make sure that you are using the same Customer # that was used on the Customer Invoice. For this scenario, enter “XXXX” in the Customer # field where XXXX represents the customer number.</td>
</tr>
<tr>
<td>66.</td>
<td>The Medium ID field is optional and can be used for internal references. We highly encourage users to enter the Check # (i.e., #1234567) in this field. Note: The field is alpha numeric and no spaces are allowed For this scenario, enter “CheckXXXX” in the Medium ID field where XXXX represents the check number.</td>
</tr>
<tr>
<td>67.</td>
<td>The Date field is optional. You may enter the deposit date/current date or select the date by clicking the “Date” calendar icon. Enter or click today’s date for this scenario.</td>
</tr>
<tr>
<td>68.</td>
<td>Click in the “Amount” field and enter the payment amount. For this scenario, enter “XXX” in the Amount field where XXX represents the amount of the deposit.</td>
</tr>
<tr>
<td>69.</td>
<td>Click in the “Description” field, and enter the Invoice #. For this example enter “INVXXXXXX” in the Description field where XXXXXXX represents the invoice number.</td>
</tr>
<tr>
<td>70.</td>
<td>Click the “add” button in the Actions field.</td>
</tr>
<tr>
<td>71.</td>
<td>Click the “hide” button on the Cash Control Details tab.</td>
</tr>
</tbody>
</table>
## Step # | Procedure
--- | ---
72. | Click the “show” button on the **General Ledger Pending Entries** tab to show there are no **General Ledger Pending Entries** associated with the Transaction Processing document.
73. | Click the “hide” button on the **General Ledger Pending Entries** tab.

## Step # | Procedure
--- | ---
74. | Click the “show” button on the **Notes and Attachments** tab and add any applicable notes and/or attachments.
75. | Click the “hide” button on the **Notes and Attachments** tab.
**Step #** | **Procedure**  
--- | ---  
76. | **Click the** “save” **button at the bottom of the document.**  
**Important Note:** It is very important to remember to save the eDoc at this step and **NOT** submit. Submitting the eDoc at this step will cause updating issues later on when completing the remaining steps of the process.  
  
**Step #** | **Procedure**  
--- | ---  
77. | **Click the** “reload” **button.**  
78. | **Click the** “show” **button on the Cash Control Details tab to access the Payment Application eDoc.**  
79. | **Click the** “Application Doc #” **link.**
Step # | Procedure
--- | ---
80. | The **Application** eDoc contains a document header section and eleven tabs.  
**Note:** KFS will load the **Application** eDoc in a new tab or browser window (depending on your browser). We will now be working on the **Application** eDoc.

81. | The tabs on the **Application** eDoc default with the data from the **Cash Control/Invoice** document(s).

82. | On the **Document Overview** tab of the **Application** eDoc, the **Description** field is required and defaults with ‘**Created by Cash Control Document**’ in the field.

83. | The **Explanation** field is optional as it is not required by UH for this eDoc. It is highly recommended to elaborate on the **Description** or if you want to be more specific on what is being done in the document.

84. | The **Organization Document Number** will be populated with the **Cash Control** document number.

85. | Click the “**hide**” button on the **Document Overview** tab.
Step # | Procedure
--- | ---
86. | On the Control Information tab, the following fields were pulled from the Cash Control eDoc:
- The Org Doc # is the related Cash Control Document Number
- The Customer is the Customer Number that was inputted in the Cash Control Details tab
- The Control Total is the Amount inputted in the Cash Control Details tab
- The Open Amount is a calculated field of the amount remaining to be applied; this amount decreases as funds are applied on the Payment Application eDoc
- The Payment # is the Medium ID that was inputted in the Cash Control Details tab
- If the information above is correct, skip the next step.

87. | If you find that the Customer Number is incorrectly displayed, update the following:
- On the Cash Control eDoc, correct the ‘Customer’ # for the correct Cash Control Details line and click the ‘save’ button.
- On the Payment Application, click the ‘reload’ button on the bottom of the document. In the Apply to Invoice Detail tab, correct the Customer field and click the ‘load’ button. You will see that the Customer will display the correct number in the Customer Information tab.
If you find that the amount of the deposit is wrong, update the following:
- On the Cash Control eDoc, delete the pertinent Cash Control Details line which will result in the line disappearing and the Payment Application will be in Cancelled status. Enter in a new line with the correct amount and click ‘save’, then process the Payment Application as indicated in this manual.

88. | Click the “hide” button on the Control Information tab.
## Step # | Procedure
--- | ---
89. | The **Summary of Applied Funds** tab provides Applied Funds and Unapplied Funds information.  
The amount in the **Unapplied Funds – Cash Control** field is what was entered in the **Cash Control Details** tab of the **Cash Control eDoc**.  
**Note**: This amount was credited to the Processing Organization's AR Clearing Account.

90. | The amount in the **Unapplied Funds – Open Amount** field is what needs to be applied on this eDoc.  
**Note**: This amount decreases as funds are applied and must equal zero before submitting the document.

91. | The amount in the **Unapplied Funds – Applied Amount** field is what has been applied on this eDoc.  
**Note**: This amount increases as the **Open Amount** decreases and must equal to the **Cash Control** amount before submitting the document.

92. | The amount in the **Unapplied Funds – Refund** field is what will be refunded to the Customer.

93. | **Note**: If funds are applied to an invoice, the invoice information will display in the **Applied Funds** box.
Step # | Procedure
---|---
94. | The **Quick Apply to Invoice** tab contains three fields of information.  
- The **Invoice Number** is auto populated with the open invoice numbers in the KFS system for that Customer Number.  
- The **Open Amount** is auto populated with the respective invoice amount.  
- The **Quick Apply** checkbox enables users to select invoices where full payment is to be applied.

For this example click on **"Quick Apply"** checkbox in the row beside the DM invoice to pay in full and then click the **"apply"** button.

95. | Click the **"hide"** button on the **Quick Apply to Invoice** tab.
96. The **Apply to Invoice Detail** tab provides detailed line(s) information of the invoice. The **Customer** field auto populates from the **Cash Control** document.

97. **Invoice Document Type** will auto display as 'Customer Invoice Document'

**Note**: Contracts Grants Invoice Document is used by ORS only.

98. The **Invoice** field displays the first open invoice for the Customer listed.

99. The **load** button at the bottom of the section is used if the Customer on the **Cash Control** is incorrect, if so, correct the Customer on both the **Cash Control** and the Customer above and then click the 'load' button. Refer to Step #87 page 31 for additional details.

100. The **Invoices** drop-down menu defaults with the **Invoice Number**.
<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>101.</td>
<td>The <strong>Amount Applied to Invoice</strong> shows the Amount applied in the <strong>Quick Apply to Invoice</strong> tab.</td>
</tr>
<tr>
<td>102.</td>
<td>The <strong>Invoice Details</strong> section shows the invoice line items with the corresponding <strong>Apply Amount</strong> field and <strong>Apply Full Amount</strong> check box as display only.</td>
</tr>
<tr>
<td>103.</td>
<td>Click the &quot;submit&quot; button.</td>
</tr>
</tbody>
</table>
Step # | Procedure
--- | ---
104. | When you clicked the Application Doc # on the Cash Control eDoc the system opened the Application eDoc in a new tab (when using Internet Explorer, or possibly a new window in another browser.)

Click the “x” on the “KFS:: Application” tab to close the Application tab and return to the original browser tab on the Cash Control page.
<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
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</table>
| 105.  | On the **Cash Control Details** tab, be sure the **Status** field beside the **Application Doc #** displays **FINAL**.  
Note: You may need to click the “**reload**” button to update the status. |
| 106.  | Click the ‘**submit**’ button on the **Cash Control** eDoc. |
| 107.  | The payment is not yet fully processed; the **Cash Manager** role will need to fully approve the **Cash Control** document, refer to Step# 108-111 pages 38-39 for details.  
**Payment Application** documents do not get routed for approval.  
**NOTE**: This is the end of applying a full payment using the **Processor** role. |
AR Cash Manager Approval of AR Payments

Process

In this section we will review how the AR Cash Manager fully approves a payment toward an AR invoice using the Cash Control (CTRL) eDoc. The AR Cash Manager can access the Cash Control eDoc from his/her action list. You must be logged into KFS as a member of an AR processing organization with the AR Cash Manager role to approve CTRL eDocs for the specified AR processing organization.

<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>108.</td>
<td>In the General Info tab of the Cash Control eDoc, click the “generate” button in the Generate General Ledger Pending Entries field line.</td>
</tr>
</tbody>
</table>
Step # | Procedure
--- | ---
109. | The General Ledger Pending Entries data will display while the document is Enroute and after the 'generate' button has been clicked. When the document is fully approved and the transactions are posted to the General Ledger during the nightly batch process, the pending entries will be removed from this tab.

110. | Click the “approve” button at the bottom of the Cash Control page. Please note that the "approve" button will not appear unless the Payment Application is in Final, Disapproved or Processed status.

111. | You have successfully completed the Process a Full AR Payment section. End of Procedure.
Appendix A: Sample Dishonored Check with Treasury Assigned DM Number:

![Sample Dishonored Check with Treasury Assigned DM Number](image-url)