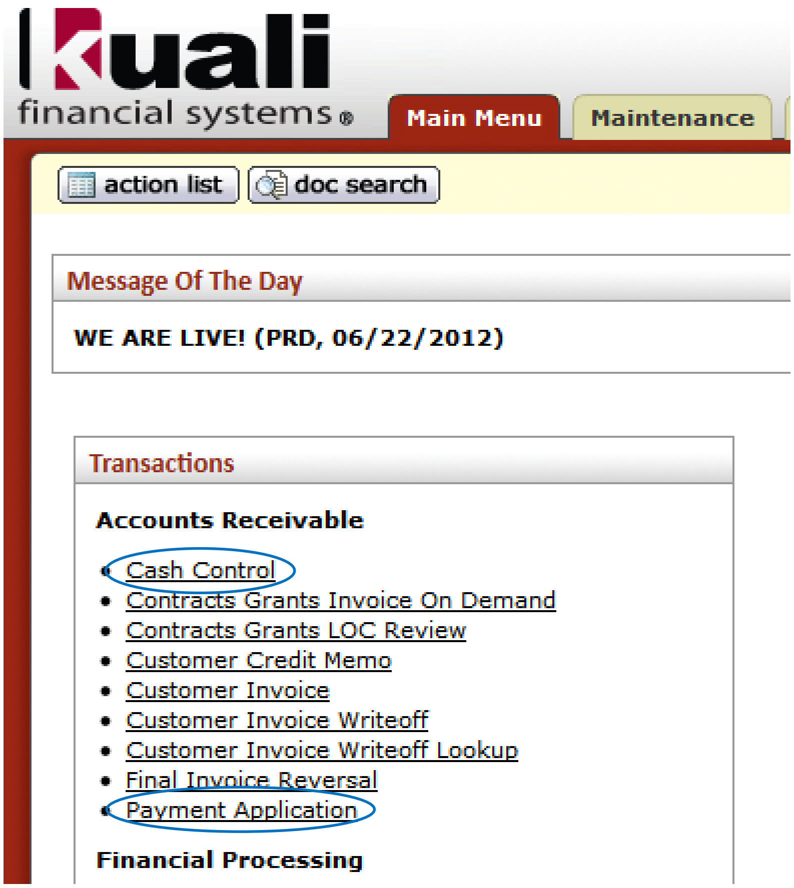
Processing an AR Payment

The Cash Control eDoc facilitates the entry of AR payments and tracking of payment information for KFS-AR customers, including the form or type of payment, and the amount.

The Payment Application eDoc is used when funds are already in the AR module but they have not yet been applied to a specific invoice.

Main Menu tab → Transactions → Accounts Receivable → Cash Control
Payment Application



Business Rules

- The AR 'processor' can only access these eDocs
- The Payment Application eDoc must be in final status before the AR Lockbox Manager can approve the Cash Control eDoc

➢ Cash Control -

- The payment amount must be greater than zero

➢ Payment Application -

- More funds cannot be applied to an invoice than are owed to the invoice
- To use non-AR functionality, the account to allocate funds must be active
- When you enter the payment application through the Main Menu, the customer account must have unapplied cash currently in the 'Processing Organization's' clearing account
- The document must fully apply all funds. You must apply the funds to an invoice, to non-AR or reapply them to unapplied funds

Legend

- KFS eDoc
  - o * = Required
- Process Documentation
  - o (Required) = System/Organizational Requirement
  - o (Optional) = For departmental use
  - o (Not used) = Not being used by UH

eDoc Information Box

- Doc Nbr = eDoc Number and Invoice Number
- Initiator = UH username of person initiating eDoc
- Status = In Process, Saved, Enroute, Final
- Created = Date eDoc was initiated

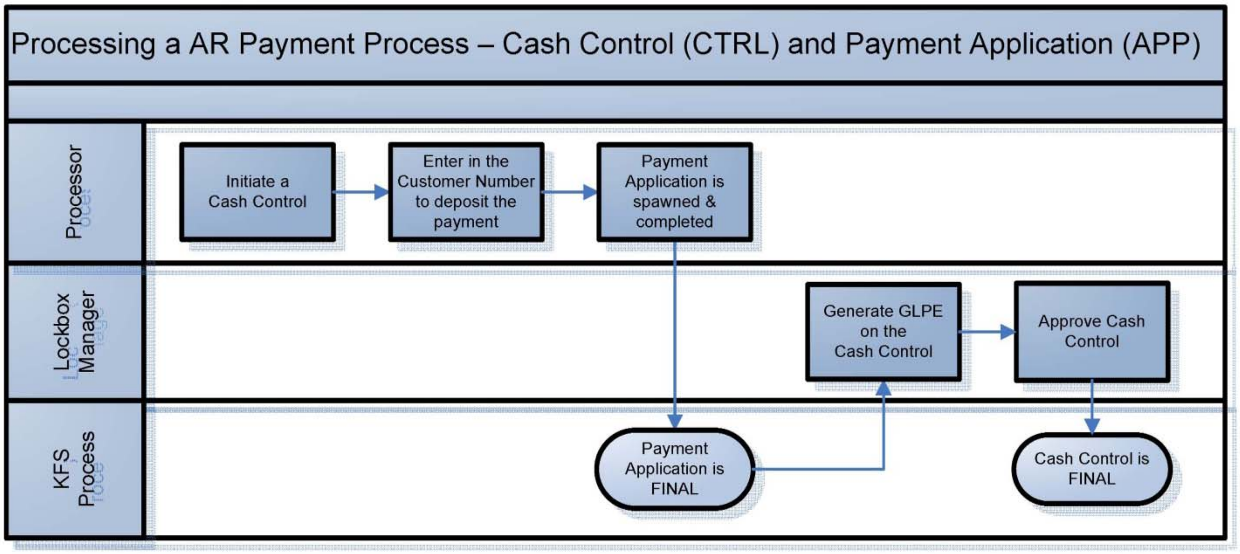
Buttons

1. Click the 'save' button to continue editing in the future
2. Click the 'submit' button to route for approval:
   - Cash Control – AR Lockbox Manager
   - Payment Application – None
3. Click the 'close' button to close the eDoc
4. Click the 'cancel' button to cancel the eDoc

See Cash Control eDoc section for the buttons that will display for the AR Lockbox Manager Role.

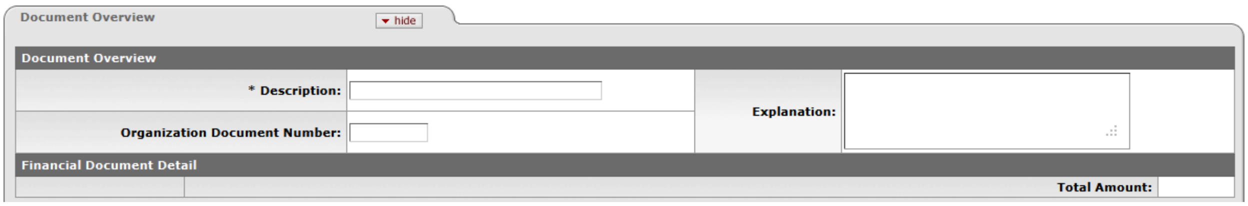
After the AR Payment eDocs are in 'Final' status, the following buttons will display:

1. Click the 'send ad hoc request' to send an FYI or acknowledgement
2. Click the 'close' button to close the eDoc


Processing a AR Payment Process – Cash Control (CTRL) and Payment Application (APP)
Processor
Lockbox Manager
KFS Process
Initiate a Cash Control
Enter in the Customer Number to deposit the payment
Payment Application is spawned & completed
Generate GLPE on the Cash Control
Approve Cash Control
Payment Application is FINAL
Cash Control is FINAL

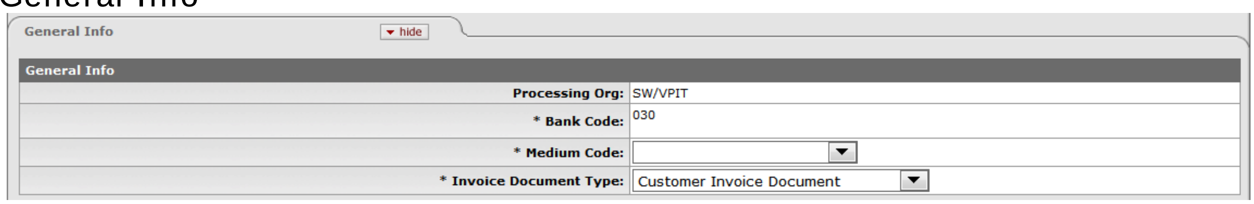
Cash Control and Payment Application eDocs

Document Overview



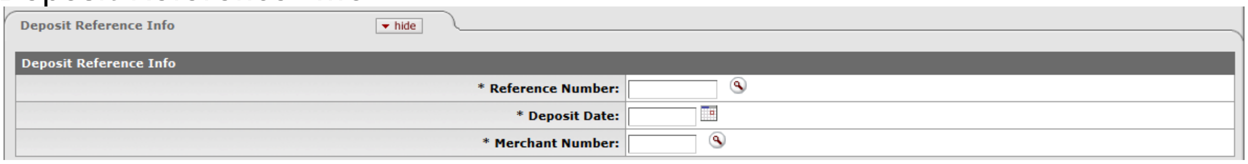
1. (Required) Enter in a Description
    - Start with the 3-digit FO code followed by a short description
2. (Optional) Enter in an Explanation
3. (Optional) Enter in an Organization Document Number
4. The Total Amount will automatically calculate based on the amount entered in the Cash Control Details tab

General Info



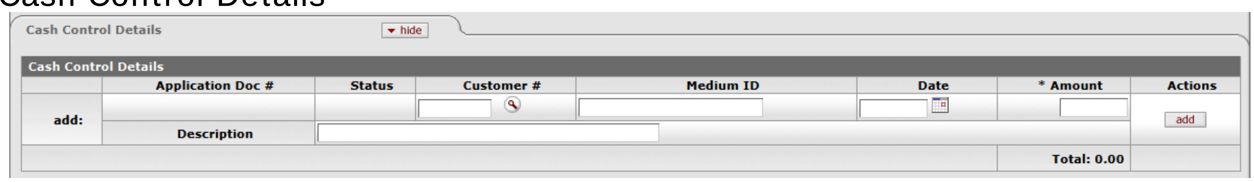
5. System Default: Processing Org is pulled from your person profile
6. System Default: Bank Code will default to '030' (University of Hawaii General Account)
7. (Required) Select the Medium Code from the drop-down menu
    - Options:
        - Check/Cash
        - Credit Card
        - Wire
        - CG Use Only - LOC Wire - this will be used by ORS only for Contracts and Grants Billing
8. System Default: Invoice Document Type will display as 'Customer Invoice Document'
    - Note: Contracts Grants Invoice Document will be used by ORS only

Deposit Reference Info



9. (Required) Enter in the Reference Number or select the magnifying glass to search
    - Check/Cash - Bank Deposit Slip Number
    - Credit Card - see Merchant Number step below
    - Wire - Treasury assigned number
10. (Required) Enter in the Deposit Date or select from the calendar
11. (Required for Credit Card) Select the magnifying glass next to the Merchant Number, enter in the FO number (xxx) and wildcard (*) in the Merchant Location Code, click the ‘search’ button and click the ‘return value’ link next to your Credit Card Vendor Number
    - Note: The Reference Number will pull in with the appropriate Merchant Number

Cash Control Details



12. The Application Doc # will display once a line has been added (See Payment Application eDoc below)
13. The Status of the Payment Application will display
14. (Required) Enter in the Customer Number or select the magnifying glass to search for the customer that was used on the Customer Invoice
15. (Optional) Enter in the Medium ID
    - Note: No spaces are allowed in this field
    - Check/Cash - Check Number
16. (Optional) Enter in the Date or select from the calendar
17. (Required) Enter in the Amount
18. (Optional) Enter in the Description
19. (Required) Click the 'add' button

Bottom of eDoc

20. (Required) Click the 'save' button

Cash Control [?]

Backdoor Id **cas** is in use

Doc Nbr:	13907	Status:	ENROUTE
Initiator:	cas	Created:	04:52 PM 07/17/2012

- Document was successfully saved.

expand all | collapse all

* required field

Document Overview ▾ hide

Document Overview

* Description:	066 - Payment for W.K. Keck Observatory	Explanation:	
Organization Document Number:			

Financial Document Detail

Total Amount:	500.00

General Info ▾ hide

General Info

Processing Org:	SW/VPIT
* Bank Code:	030
* Medium Code:	Check/Cash
* Invoice Document Type:	Customer Invoice Document

Deposit Reference Info ▾ hide

Deposit Reference Info

* Reference Number:	123456
* Deposit Date:	07/17/2012
Merchant Number:	

Cash Control Details ▾ hide

Cash Control Details

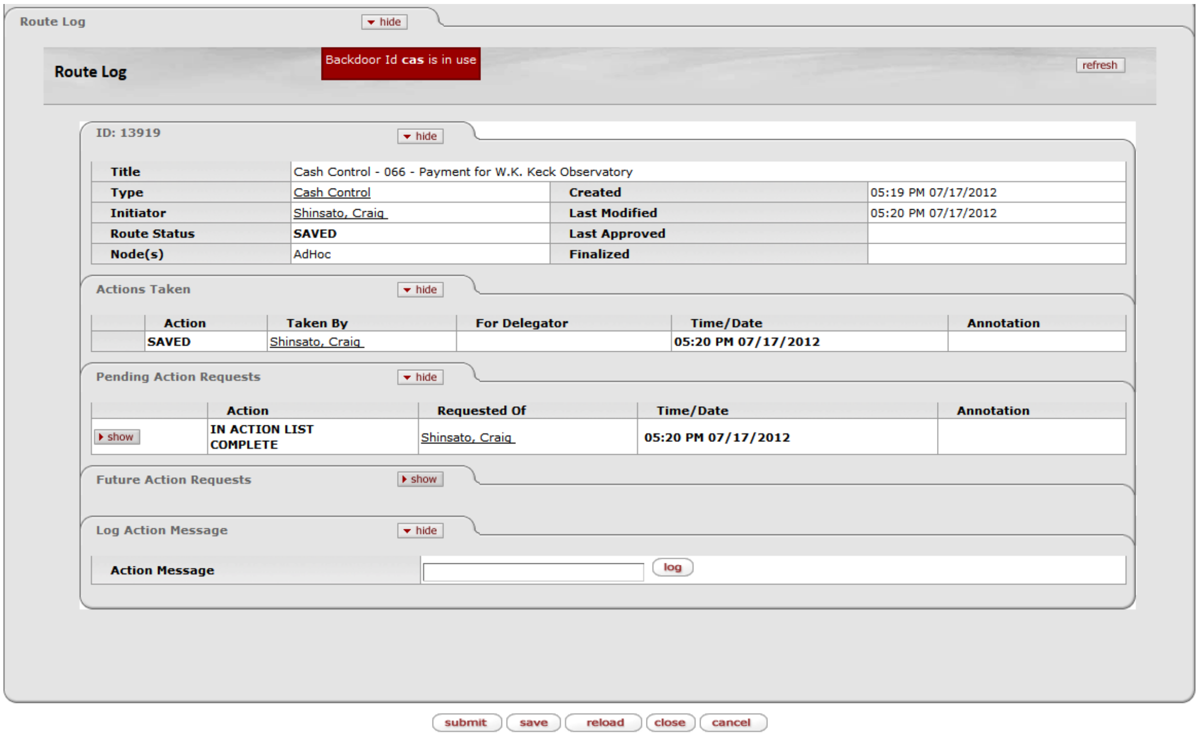
	Application Doc #	Status	Customer #	Medium ID	Date	* Amount	Reverse
1:	13908	SAVED	2549	Check#12345	07/17/2012	500.00	
	Description	Invoice 12346					
						Total: 500.00	

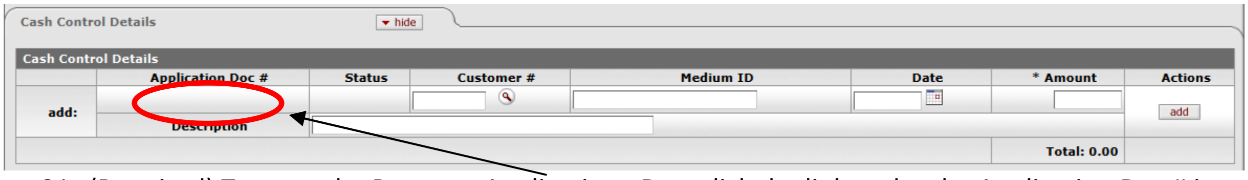
General Ledger Pending Entries ▾ hide

General Ledger Pending Entries

There are currently no General Ledger Pending Entries associated with this Transaction Processing document.

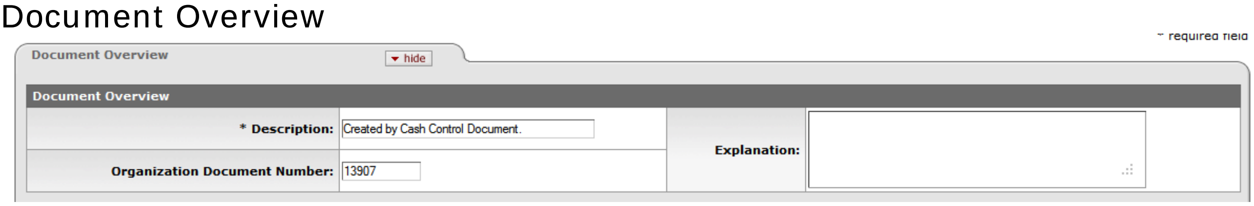
Notes and Attachments (0) ▸ show


Route Log
hide
Route Log
Backdoor Id cas is in use
refresh
ID: 13919
hide
Title
Cash Control - 066 - Payment for W.K. Keck Observatory
Type
Cash Control
Created
05:19 PM 07/17/2012
Initiator
Shinsato, Craig
Last Modified
05:20 PM 07/17/2012
Route Status
SAVED
Last Approved
Node(s)
AdHoc
Finalized
Actions Taken
hide
Action
Taken By
For Delegator
Time/Date
Annotation
SAVED
Shinsato, Craig
05:20 PM 07/17/2012
Pending Action Requests
hide
Action
Requested Of
Time/Date
Annotation
show
IN ACTION LIST COMPLETE
Shinsato, Craig
05:20 PM 07/17/2012
Future Action Requests
show
Log Action Message
hide
Action Message
log
submit
save
reload
close
cancel



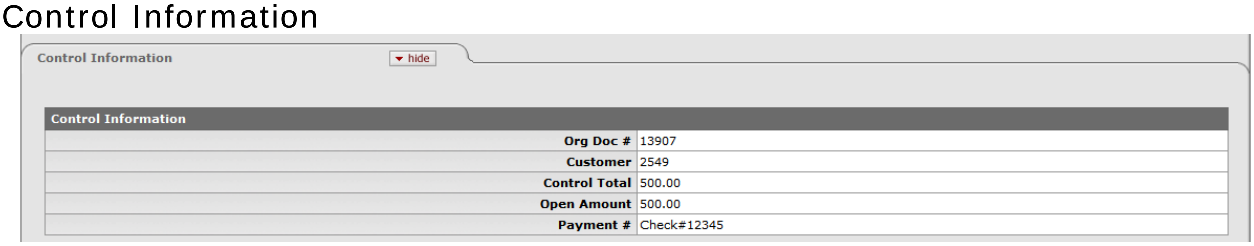
21. (Required) To open the Payment Application eDoc, click the link under the Application Doc # in the Cash Control eDoc

Document Overview



22. (Required) System Default: Description of the spawned Payment Application will be 'Created by Cash Control Document'
23. (Optional) Enter in an Explanation
24. (Optional) System Default: Organization Document Number will be associated with the Cash Control Document Number

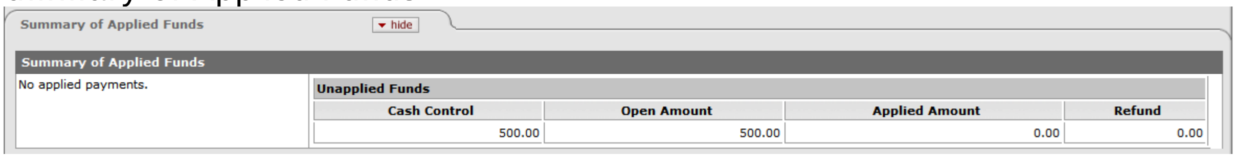
Control Information



➢ The following fields were pulled from the Cash Control eDoc:

25. The Org Doc # is the related Document Number
26. The Customer is the Customer Number that was inputted in the Cash Control Details tab
27. The Control Total is the Amount inputted in the Cash Control Details tab
28. The Open Amount is a calculated field of what is still outstanding to be applied
    - This amount decreases as funds are applied on the Payment Application eDoc
29. The Payment # is the Medium ID that was inputted in the Cash Control Details tab

Summary of Applied Funds



Summary of Applied Funds ▾ hide

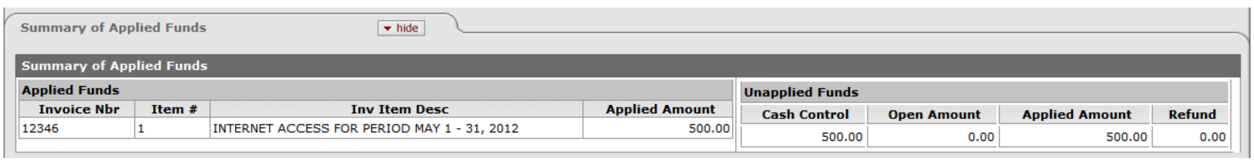
Summary of Applied Funds

No applied payments.

Unapplied Funds

Cash Control	Open Amount	Applied Amount	Refund
500.00	500.00	0.00	0.00

30. The Cash Control amount is what was inputted in the Cash Control Details tab of the Cash Control eDoc
    - This amount was credited to the processing organization's clearing account
31. The Open Amount is what needs to be applied on this eDoc
    - This amount decreases as funds are applied and must equal zero before submitting the document
32. The Applied Amount is what has been applied on this eDoc
    - This amount increases as the Open Amount decreases and must equal to the Cash Control amount before submitting the document
33. The Refund amount is what will be refunded to the Customer via Disbursement Voucher (DV)



Summary of Applied Funds ▾ hide

Summary of Applied Funds

Applied Funds

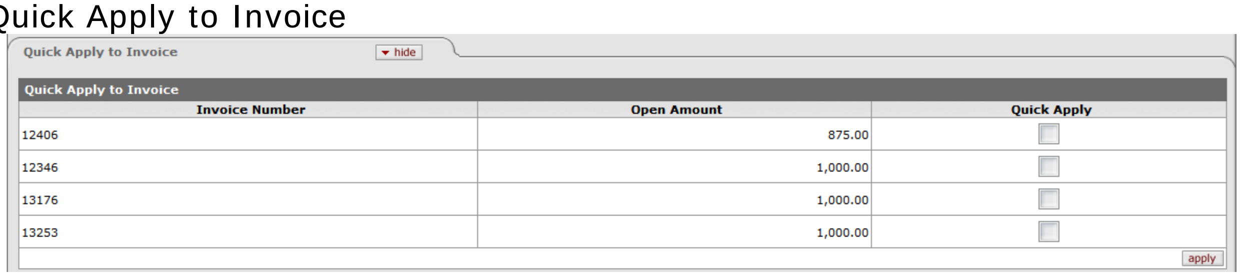
Invoice Nbr	Item #	Inv Item Desc	Applied Amount
12346	1	INTERNET ACCESS FOR PERIOD MAY 1 - 31, 2012	500.00

Unapplied Funds

Cash Control	Open Amount	Applied Amount	Refund
500.00	0.00	500.00	0.00

34. If funds are applied to an invoice, the invoice information will display to the left of the Unapplied Funds box

Quick Apply to Invoice



Quick Apply to Invoice ▾ hide

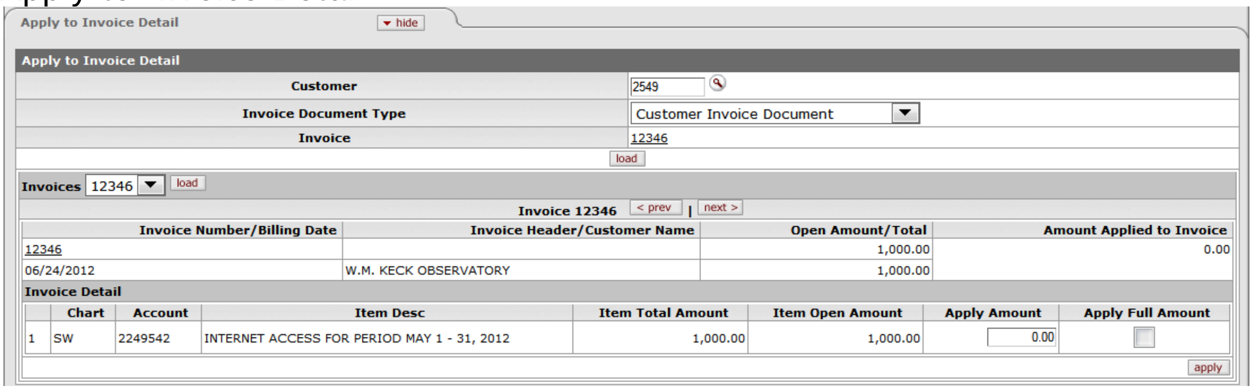
Quick Apply to Invoice

Invoice Number	Open Amount	Quick Apply
12406	875.00	☐
12346	1,000.00	☐
13176	1,000.00	☐
13253	1,000.00	☐

apply

35. The Invoice Number(s) listed are the open invoices for the Customer that payments can be applied to
36. The Open Amount is the total amount that is outstanding on the invoice
37. (Optional) Check the Quick Apply check box and click the 'apply' button if you want to apply the payment to the entire invoice

Apply to Invoice Detail



Apply to Invoice Detail ▾ hide

Apply to Invoice Detail

Customer	2549
Invoice Document Type	Customer Invoice Document
Invoice	12346

load

Invoices 12346 load

Invoice 12346 < prev | next >

Invoice Number/Billing Date	Invoice Header/Customer Name	Open Amount/Total	Amount Applied to Invoice
12346		1,000.00	0.00
06/24/2012	W.M. KECK OBSERVATORY	1,000.00	

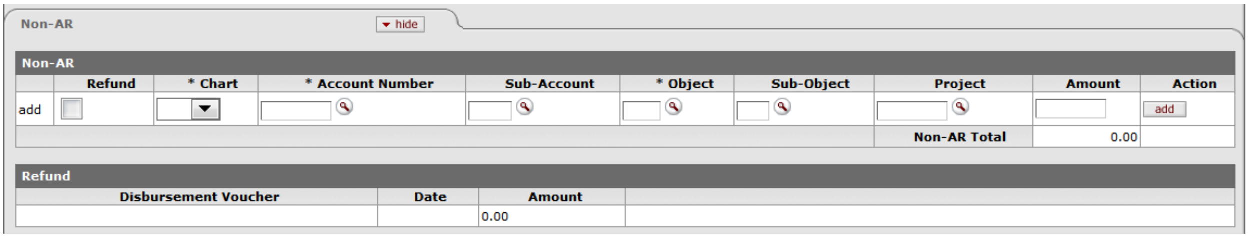
Invoice Detail

	Chart	Account	Item Desc	Item Total Amount	Item Open Amount	Apply Amount	Apply Full Amount
1	SW	2249542	INTERNET ACCESS FOR PERIOD MAY 1 - 31, 2012	1,000.00	1,000.00	0.00	

apply

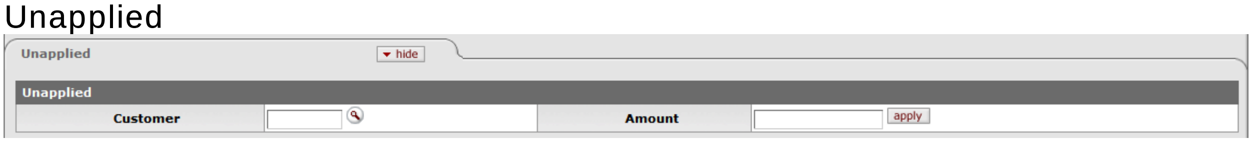
38. The Customer from the Cash Control
39. System Default: Invoice Document Type will display as 'Customer Invoice Document'
    - Note: Contracts Grants Invoice Document will be used by ORS only
40. The Invoice is the first open invoice for the Customer listed
41. If the Customer on the Cash Control is incorrect, correct the Customer on both the Cash Control and the Customer above and click the 'load' button
42. (Optional) If you would like to apply payment to another Invoice, select the pertinent Invoice from the drop-down menu and click the 'load' button OR click the '<prev' or 'next >' buttons
43. (Required if Quick Apply is not used above) Enter the Apply Amount by typing in the field or check the 'Apply Full Amount' check box if you want to apply the entire amount of the line item and then click the 'apply' button

Non-AR



44. (Optional) If you do not have any additional funds to record, move to the next tab
    (Required) If you want to deposit funds not related to an AR Invoice, complete the following fields:
    - If refunding a Customer for an Overpayment, check the 'Refund' check box
    - (Required) Select the Chart
    - (Required) Enter in the Account Number or select the magnifying glass to search
    - (Optional) Enter in the Sub-Account or select the magnifying glass to search
    - (Required) Enter in the Object or select the magnifying glass to search
        - If using the Refund, Object Code 5110 Refunds must be used
    - (Optional) Enter in the Sub-Object or select the magnifying glass to search
    - (Optional) Enter in the Project or select the magnifying glass to search
    - (Required) Enter the Amount
    - (Required) Click the 'add' button
    - System Default: The Refund Disbursement Voucher, Date and Amount information will be pulled in if a Refund is being made

Unapplied



45. If funds for the customer will be applied at a future date, enter in the Customer Number or select the magnifying glass to search, enter the Amount and click the 'apply' button
    - Note: These funds will be held in your AR Clearing Account

Bottom of eDoc

46. (Required) Click the 'submit' button

Application ?

Backdoor Id **cas** is in use

Doc Nbr:	13908	Status:	ENROUTE
Initiator:	cas	Created:	04:54 PM 07/17/2012

- Document was successfully submitted.

expand all | collapse all

* required field

Document Overview ▾ hide

Document Overview

* Description:	Created by Cash Control Document.	Explanation:	
Organization Document Number:	13907		

Control Information ▾ hide

Control Information

Org Doc #	13907
Customer	2549
Control Total	500.00
Open Amount	0.00
Payment #	Check#12345

Summary of Applied Funds ▾ hide

Summary of Applied Funds

Applied Funds

Invoice Nbr	Item #	Inv Item Desc	Applied Amount
12346	1	INTERNET ACCESS FOR PERIOD MAY 1 - 31, 2012	500.00

Unapplied Funds

Cash Control	Open Amount	Applied Amount	Refund
500.00	0.00	500.00	0.00

Quick Apply to Invoice ▾ hide

Quick Apply to Invoice

Invoice Number	Open Amount	Quick Apply
12406	875.00	☐
12346	1,000.00	☐
13176	1,000.00	☐
13253	1,000.00	☐

apply

Apply to Invoice Detail ▾ hide

Apply to Invoice Detail

Customer	2549
Invoice Document Type	Customer Invoice Document
Invoice	12346

load

Invoices 12346 load

Invoice 12346 < prev | next >

Invoice Number/Billing Date	Invoice Header/Customer Name	Open Amount/Total	Amount Applied to Invoice
12346		500.00	500.00
06/24/2012	W.M. KECK OBSERVATORY	1,000.00	

Invoice Detail

	Chart	Account	Item Desc	Item Total Amount	Item Open Amount	Apply Amount	Apply Full Amount
1	SW	2249542	INTERNET ACCESS FOR PERIOD MAY 1 - 31, 2012	1,000.00	500.00	500.00	☐

apply

Non-AR ▾ hide

Non-AR

	Refund	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Amount	Action
add	☐								add
							Non-AR Total	0.00	

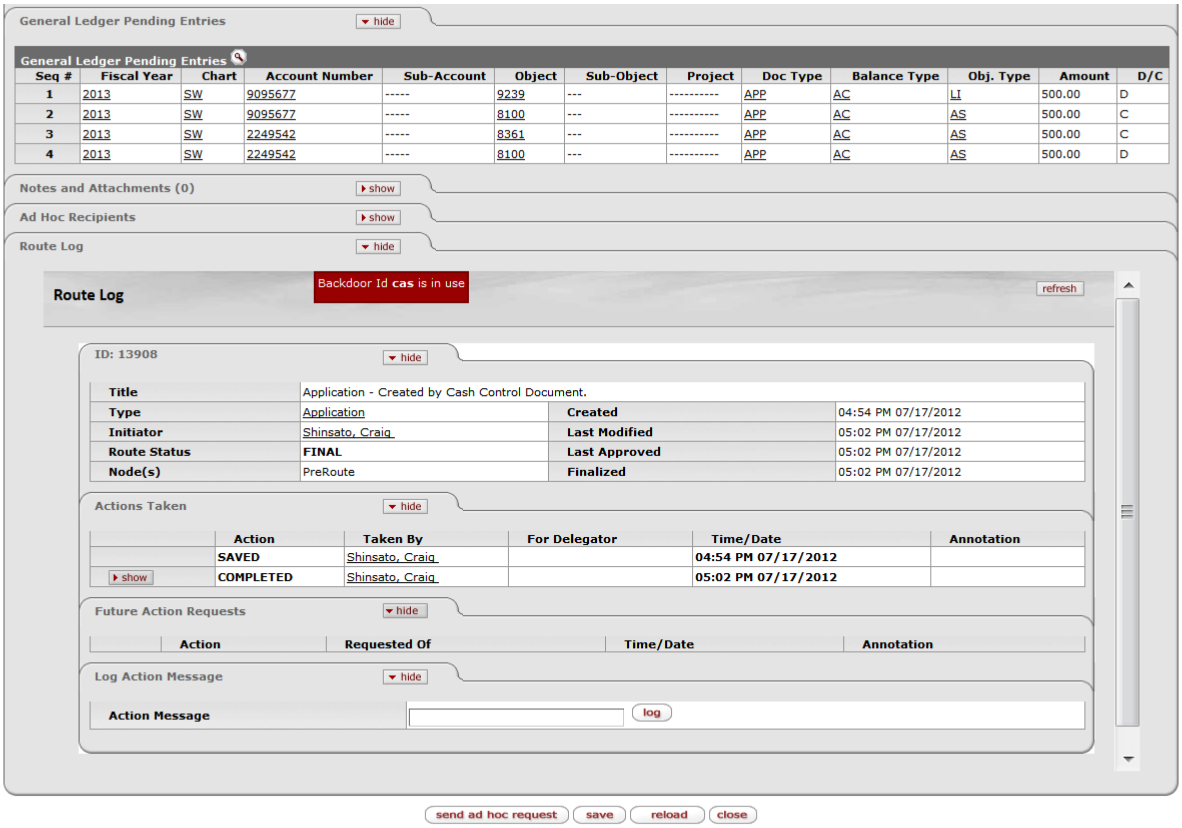
Refund

Disbursement Voucher	Date	Amount
		0.00

Unapplied ▾ hide

Unapplied

Customer		Amount	apply



General Ledger Pending Entries hide

General Ledger Pending Entries

Seq #	Fiscal Year	Chart	Account Number	Sub-Account	Object	Sub-Object	Project	Doc Type	Balance Type	Obj. Type	Amount	D/C
1	2013	SW	9095677	-----	9239	---	----------	APP	AC	LI	500.00	D
2	2013	SW	9095677	-----	8100	---	----------	APP	AC	AS	500.00	C
3	2013	SW	2249542	-----	8361	---	----------	APP	AC	AS	500.00	C
4	2013	SW	2249542	-----	8100	---	----------	APP	AC	AS	500.00	D

Notes and Attachments (0) show

Ad Hoc Recipients show

Route Log hide

Route Log

Backdoor Id **cas** is in use

refresh

ID: 13908 hide

Title	Application - Created by Cash Control Document.		
Type	Application	**Created**	04:54 PM 07/17/2012
Initiator	Shinsato, Craig	**Last Modified**	05:02 PM 07/17/2012
Route Status	FINAL	**Last Approved**	05:02 PM 07/17/2012
Node(s)	PreRoute	**Finalized**	05:02 PM 07/17/2012

Actions Taken hide

	Action	Taken By	For Delegator	Time/Date	Annotation
	SAVED	Shinsato, Craig		04:54 PM 07/17/2012	
show	COMPLETED	Shinsato, Craig		05:02 PM 07/17/2012	

Future Action Requests hide

	Action	Requested Of	Time/Date	Annotation

Log Action Message hide

Action Message log

send ad hoc request save reload close

Bottom of Cash Control eDoc

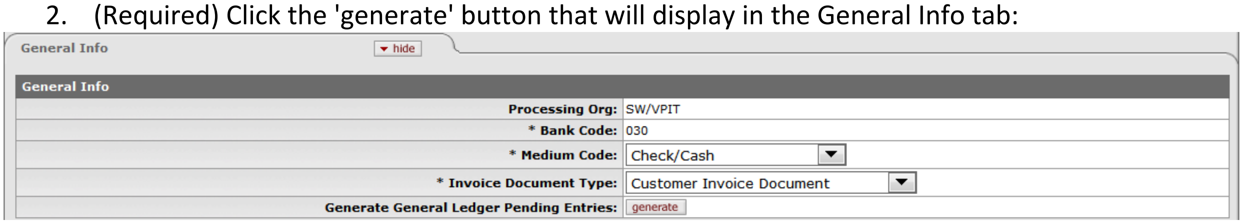
47. (Required) Click the 'submit' button

AR Lockbox Manager Role

After the Cash Control eDoc has been submitted, the following buttons will display:

After the Payment Application eDoc has been submitted and is in Final status, the following buttons will display when pulling up the Cash Control eDoc:

1. (Required) Click the 'reload' button
2. (Required) Click the 'generate' button that will display in the General Info tab:



3. (Required) Click the 'approve' button

Note: If the Payment Application eDoc is not in Final status, the following buttons will display:

Cash Control ? | Backdoor Id **cas** is in use

Doc Nbr:	13907	Status:	ENROUTE
Initiator:	cas	Created:	04:52 PM 07/17/2012

expand all | collapse all

* required field

Document Overview (hide)

Document Overview

* Description:	066 - Payment for W.K. Keck Observatory	Explanation:	
Organization Document Number:			

Financial Document Detail

Total Amount:	500.00

General Info (hide)

General Info

Processing Org:	SW/VPIT
* Bank Code:	030
* Medium Code:	Check/Cash
* Invoice Document Type:	Customer Invoice Document

Deposit Reference Info (hide)

Deposit Reference Info

* Reference Number:	123456
* Deposit Date:	07/17/2012
Merchant Number:	

Cash Control Details (hide)

Cash Control Details

	Application Doc #	Status	Customer #	Medium ID	Date	* Amount	Reverse
1:	13908	FINAL	2549	Check#12345	07/17/2012	500.00	☐
	Description	Invoice 12346					
						Total: 500.00	

General Ledger Pending Entries (hide)

General Ledger Pending Entries

Seq #	Fiscal Year	Chart	Account Number	Sub-Account	Object	Sub-Object	Project	Doc Type	Balance Type	Obj. Type	Amount	D/C
1	2013	SW	9095677	-----	9239	---	----------	CTRL	AC	AS	500.00	C
2	2013	SW	9095677	-----	8100	---	----------	CTRL	AC	AS	500.00	D
3	2013	SW	99B0030	-----	8102	---	----------	CTRL	AC	AS	500.00	D
4	2013	SW	99B0030	-----	8100	---	----------	CTRL	AC	AS	500.00	C

Notes and Attachments (0) (show)

Route Log (hide)

Route Log | Backdoor Id **cas** is in use | refresh

ID: 13907 (hide)

Title	Cash Control - 066 - Payment for W.K. Keck Observatory		
Type	Cash Control	Created	04:52 PM 07/17/2012
Initiator	Shinsato, Craig	Last Modified	04:55 PM 07/17/2012
Route Status	ENROUTE	Last Approved	
Node(s)	Lockbox	Finalized	

Actions Taken (hide)

	Action	Taken By	For Delegator	Time/Date	Annotation
	SAVED	Shinsato, Craig		04:54 PM 07/17/2012	
show	COMPLETED	Shinsato, Craig		04:55 PM 07/17/2012	

Pending Action Requests (hide)

	Action	Requested Of	Time/Date	Annotation
show	IN ACTION LIST APPROVE	Shinsato, Craig Lee, Tina	04:55 PM 07/17/2012	KFS-SYS Accounts Receivable Lockbox Manager VPIT SW

Future Action Requests (show)

Log Action Message (hide)

Action Message	log

correction | send ad hoc request | save | reload | approve | close