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
  - * = Required
- Process Documentation
  - (Required) = System/Organizational Requirement
  - (Optional) = For departmental use
  - (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
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:
     o Check/Cash
     o Credit Card
     o Wire
     o 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
### Document Overview

**Description:** 056 - Payment for W.K. Keck Observatory  
**Organization Document Number:**  
**Total Amount:** $60.00

### General Info

- **Processing Org:** SW/VPIT  
- **Bank Code:** 020  
- **Medium Code:** Check/Cash  
- **Invoice Document Type:** Customer Invoice Document

### Deposit Reference Info

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

### Cash Control Details

<table>
<thead>
<tr>
<th>Application Doc #</th>
<th>Status</th>
<th>Customer #</th>
<th>Medium ID</th>
<th>Date</th>
<th>* Amount</th>
<th>Reverse</th>
</tr>
</thead>
<tbody>
<tr>
<td>1: 123456</td>
<td>SAVED</td>
<td>2349</td>
<td>Check#12345</td>
<td>07/17/2012</td>
<td>$600.00</td>
<td></td>
</tr>
</tbody>
</table>

**Description:** Invoice 12346  
**Total:** $600.00

### General Ledger Pending Entries

There are currently no General Ledger Pending Entries associated with this Transaction Processing document.
### Process Document - AR Payment

#### Route Log

**ID:** 13919

**Title:** Cash Control - 066 - Payment for W.K. Keck Observatory

**Type:** Cash Control

**Initiator:** Shinnato, Craig

**Route Status:** SAVED

**Node(s):** Approver

**Actions Taken**

<table>
<thead>
<tr>
<th>Action</th>
<th>Taken By</th>
<th>For Delegator</th>
<th>Time/Date</th>
<th>Annotation</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAVED</td>
<td>Shinnato, Craig</td>
<td></td>
<td>05:20 PM 07/17/2012</td>
<td></td>
</tr>
</tbody>
</table>

#### Pending Action Requests

<table>
<thead>
<tr>
<th>Action</th>
<th>Requested Of</th>
<th>Time/Date</th>
<th>Annotation</th>
</tr>
</thead>
<tbody>
<tr>
<td>IN ACTION LIST</td>
<td>Shinnato, Craig</td>
<td>05:20 PM 07/17/2012</td>
<td></td>
</tr>
<tr>
<td>COMPLETE</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Future Action Requests

**Action Message**

[log]
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

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)

Quick Apply to Invoice

34. If funds are applied to an invoice, the invoice information will display to the left of the Unapplied Funds box
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
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
     o 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
Document was successfully submitted.

### Control Information

- **Org Doc #:** 13967
- **Customer:** 2545
- **Control Total:** $500.00
- **Open Amount:** $0.00
- **Payment #:** Check#12345

### Summary of Applied Funds

<table>
<thead>
<tr>
<th>Invoice Nbr</th>
<th>Item</th>
<th>Item Desc</th>
<th>Applied Amount</th>
<th>Cash Control</th>
<th>Open Amount</th>
<th>Applied Amount</th>
<th>Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>12346</td>
<td>1</td>
<td>INTERNET ACCESS FOR PERIOD MAY 1 - 31, 2012</td>
<td>$500.00</td>
<td>$500.00</td>
<td>$0.00</td>
<td>$500.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

### Apply to Invoice Detail

- **Customer:** 2545
- **Invoice Document Type:** Customer Invoice Document
- **Invoice:** 12346

### Invoices

**Invoice 12346**

- **Invoice Number/Billing Date:** 12346
- **Invoice Number:** 12346
- **Invoice Header/Customer Name:** W.M. KECK OBSERVATORY
- **Open Amount/Total:** $1,000.00
- **Amount Applied to Invoice:** $0.00

### Non-AR

- **Refund:**
- **Account Number:**
- **Sub-Account:**
- **Object:**
- **Sub-Object:**
- **Project:**
- **Amount:**
- **Action:**

### Unapplied

- **Customer:**
- **Amount:**
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: