

INSTRUCTIONS FOR ACCOUNTS RECEIVABLE PROCESSING ORGANIZATIONS

This document is intended for the FIS users who are identified as “Processing Organization” users. These are people who process the payments for the Accounts Receivable daily lockboxes.

All Processing Organization users should also have access to “Receivables Edge” which is the check imaging system for Bank One, the institution that receives the lockbox payments. Access to this system should be requested through the Treasury department.

In addition to processing payments, the Processing Organization users will also have the ability to update organization options and accounting defaults for the Billing Organizations on their campus.

ALL QUESTIONS REGARDING LOCKBOX PAYMENTS OR PROCESSING ORGANIZATIONS SHOULD BE DIRECTED TO:

KATHY COCHARD, AR SUPERVISOR

855-8033

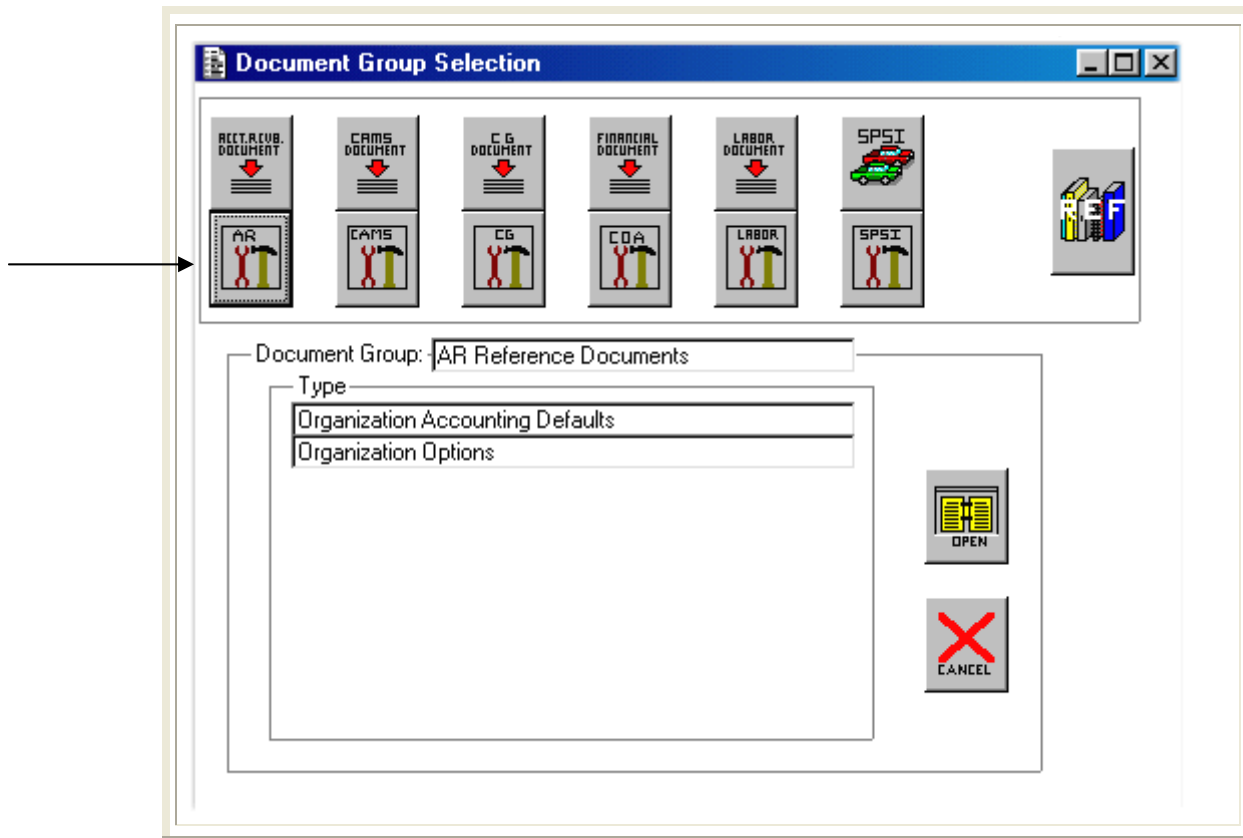
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The Accounts Receivable Reference Documents Group

The **Accounts Receivable Reference Documents Group** is accessed by clicking on the **Enter TP Documents** button at the **FIS Welcome Screen**.

This will take you to the **Document Group Selection** screen (below).

Click on the **AR Reference Documents Group** button (with the hammer and wrench icon)



This screen gives you two options:

- The **Organization Accounting Defaults** screen
- The **Organization Options** screen

NOTE: Prior to using the AR system, the processing organizations will need to set up the organization options and organization defaults.

The Organization Options Maintenance Screen

The blank **Organization Options Maintenance** screen looks like this:

Functionality of the Organization Options Screen

The **Organization Options** screen is used:

- By the processing organization to establish a link between the billing organization and the processing organization. This link will drive the entire application process.
- By the billing organization to establish defaults indicating how/where the invoices will be printed.
- To specify the remit address. The remit address should contain one of the following lockbox addresses:

Bloomington (Non-C&G): P.O. Box 66248
Indianapolis, IN 46266-6248

Contracts & Grants: P.O. Box 66057
Indianapolis, IN 46266-6057

Indianapolis: P.O. Box 66271
Indianapolis, IN 46266-6271

Northwest:	P.O. Box 66812 Indianapolis, IN 46266-6812
South Bend:	P.O. Box 66867 Indianapolis, IN 46266-6867
Southeast:	P.O. Box 66709 Indianapolis, IN 46266-6709
IU Clinical Trials:	P.O. Box 660326 Indianapolis, IN 46266-0326

Restrictions on the Organization Options Screen

- A billing organization may change any of the information for their billing organization (except the processing organization it reports to). This will then route to the processing organization for approval.
- A processing organization can set up any new billing organization reporting to their processing organization.
- The Accounts Receivable supervisor can modify the processing organization that a billing organization reports to.

How to Access the Organization Options Maintenance Screen

1. Click on the **Enter TP Documents** button at the **FIS Welcome Screen**.
2. Choose the **AR Reference Documents Group** from the **Document Group Selection** screen (by clicking on the button with the hammer and wrench icon).

Place the cursor on the Organization Options line and click the **OK** button.

How to Create New Billing Organization (done by Processing Organization)

1. In the *Description* field type "**Create New Billing Organization.**"
2. Enter the chart of account and organization codes of an existing billing organization that reports to your processing center in the *COA* and *Org* fields of the *New* zone.
3. The system will ask you if you want to modify the organization? Answer "**Yes.**"
4. Click on the *Copy* button (=>) to transfer the information to the *New* zone.

5. Change the *COA* and *Org* fields to the correct values for the organization you intend to add.
6. Remember to make any modifications to the *Prnt Dtl* line (this will determine if the default is set to send to *Print Invoice Now*, *Send to Proc Queue*, *Send to Bill Queue*, or *Do Not Print*).

NOTE:

There are **TWO** methods by which you may enter information in the **Organization Options** fields:

Either:

- Enter the information directly in the *New* zone

Or

- Enter the information into the *Current* zone and click on the *Copy All* button to transfer the information into the *New* zone. NOTE: You can only bring information in the *Current* zone after answering “*Yes*” to the *Modify* question

The Organization Accounting Default Screen

The blank **Organization Accounting Default** Maintenance screen looks like this:

Organization Accounting Defaults
Document #: 01-EG3319500 Org Reference:
Initiator: JMABRY Status: ?
Created: 09/07/1999 Description:

Current Copy New

FY: COA: Org: FY: COA: Org:
Late Chrg Objt: Late Chrg Objt:
Writeoff Objt: Writeoff Objt:

----- Invoice ----- ----- Invoice -----

COA: COA:
Account: Sub: Account: Sub:
Object: Sub: Object: Sub:
Project: Project:
Org Ref: Org Ref:

OK
CANCEL
ROUTE
NOTES
COPY

Functionality of the Organization Accounting Defaults Screen

The **Organization Accounting Defaults Maintenance** screen is where the default account and object code (**optional** fields) information is established on the invoice. It also establishes the late charge object code and write-off object code (**required** fields).

Restrictions on Organization Accounting Defaults

A billing organization may change any of the information for their billing organization.

How to Access the Organization Accounting Defaults

1. Click on the **Enter TP Documents** button at the **FIS Welcome Screen**.
2. Choose the **AR Reference Documents Group** from the **Document Group Selection** screen (by clicking on the button with the hammer and wrench icon).

3. Place the cursor on the **Organization Accounting Defaults** line and click the **OK** button.
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How to Set Up Organization Accounting Defaults

1. Enter a description in the *Description* field.
2. Type the appropriate values in the *COA* and *Org* fields.
3. Enter the appropriate value in the *Late Chrg Objt (Late Charge Object Code)* field.
4. Enter the appropriate value in the *Writeoff Objt (Write-off Object Code)* field.
5. Enter the appropriate account number, and the chart it reports to, in the *COA* and *Account* fields of the *Invoice* zone (this will set up the default for the invoice).
6. Enter the object code you would like the invoices to default to in the *Object* field.

NOTES:

1. There is only **ONE** default per billing organization
2. There are **TWO** methods by which you may enter information in the above fields.

Either:

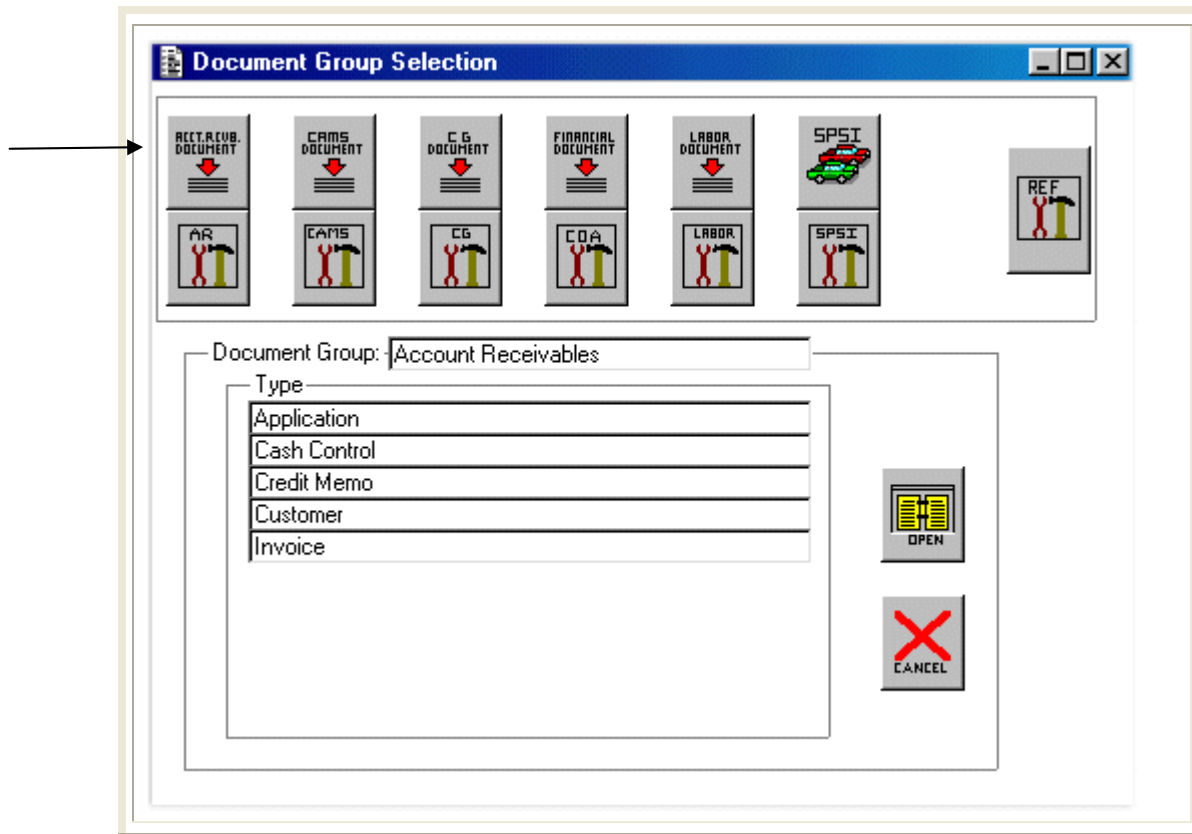
- Enter the information directly in the *New* zone. Or
- Enter the information into the *Current* zone and click on the *Copy All* button to transfer the information into the *New* zone. NOTE: You can only bring information in the *Current* zone after answering “*Yes*” to the *Modify* question

The Accounts Receivable Documents Group

The **Accounts Receivable Documents Group** is accessed by clicking on the **Enter TP Documents** button at the **FIS Welcome Screen**.

This will take you to the **Document Group Selection** screen (below).

Click on the **AR Documents Group** button (*Acct. Rcvb Document* button).



This screen gives you five options:

- The **Application** document
- The **Cash Control** document
- The **Credit Memo** document (*primarily used by the billing organizations*)
- The **Customer** document (*primarily used by the billing organizations*)
- The **Invoice** document (*primarily used by the billing organizations*)

NOTE: Prior to using the Accounts Receivable system, the billing organizations need to set up the organization options and organization defaults with the processing organization.

The Cash Control Document

The screenshot shows a software window titled "AR Cash Control". The window contains several input fields and buttons. At the top, there are fields for "Document #:" (01-YE3322800), "Org Reference:" (empty), "Initiator:" (JMABRY), "Status:" (?), "Created:" (09/07/1999), and "Description:" (empty). Below these are "Processing Org:" (UA / A.R) and a "Generate Ref Doc" button. A "Medium:" dropdown menu and "Ref Doc #:" field are also present. The main area is a table with columns: APP Doc #, Status, Customer #, Medium ID, Date, and Amount. The first row contains asterisks (**_*****). At the bottom, there are "Insert Line" and "Delete Line" buttons, and a "Total:" field. On the right side of the window, there are four icons: a green checkmark labeled "OK", a red X labeled "CANCEL", a yellow arrow labeled "ROUTE", and a blue notepad labeled "NOTES".

The **AR Cash Control** document is normally used by the processing organization.

General Information About the Cash Control Document

- The **Cash Control** document provides a mechanism for linking the deposit of funds on the **Cash Receipt** to the **Application** documents
- The **Cash Control** does not generate any general ledger entries
- Any user in a billing organization or a processing organization can generate a **Cash Control** document
- The **Cash Control** document will route to the processing organization that your billing organization is associated with

Cash Control Field Explanations

1. The **Org Reference** field can be used when a billing or processing organization would like to attach a reference number on the document specific to their unit. This field is **optional**.

2. The *Status* shows the status of the document. It is filled in automatically depending on where the document is in terms the approval hierarchy.
3. The *Description* field provides a description of the reason for the **Cash Control** document.
4. The *Medium* field is a drop down arrow field from which the user selects the means in which payment will be received. Options are *Cash, Check, Credit Card, or Wire Transfer*).
5. Depending on the *Medium* type, the *Ref Doc #* field could be a **CR, DI, or GEC**. This document is usually generated by the processing organization after review of the **Cash Control**. The number will only be filled in after the processing organization has clicked on the *Generate Ref Doc* button.
6. The *APP Doc #* field contains the document number where the processing organization will apply the dollars on this specific line.
7. The *Status* field represents the status of the APP Doc.
8. The *Customer #* field is where the user can enter the customer number of the funds represented, if known. This field is **optional**.
9. The *Date* field is an optional field.
10. The *Amount* field represents the amount of the check or cash received, the amount of the wire transfer, or the credit card transaction amount. Once the **Cash Control** document is routed, the amount cannot be changed.
11. The *free form* field below the *Amount* field is for any additional information you would like to enter about this line item.
12. The *Total* field represents the total amount of all the line items entered

If a Processing Organization Receives Cash

1. The processing organization receives the cash.
2. The processing organization creates a **Cash Receipt**, depositing funds to their processing organization's clearing account, and to object code 8015. The funds are deposited per departmental procedure.
3. Clearing account numbers are as follows:
 - UA-AR 6812950
 - UA-ARCG 6812901
 - SB-ADAF 6854550
 - NW-NW 6858550
 - IN-ACCT 6872885

4. The processing organization creates a Cash Control document with payment medium type of **CASH** and types the **Cash Receipt** document number in the **Org Ref** field in the top right hand corner.
5. The processing organization must verify that the **Cash Receipt #** in the **Org Ref** field is correct by performing a document search.

If a Billing Organization Receives a Check

- The billing organization should send the check to the lockbox via US Mail
- The lockbox process will generate the **Cash Control** document

NOTE: If the processing organization receives a **Cash Control** document with a payment type of **Check** from a billing organization, they will need to verify that the check was indeed sent to the lockbox, and cancel the document because the lockbox will "generate" a **Cash Control** document.

Application Document

Application

Application
 Document: 01-ML3322900 Status: I
 Initiator: JMABRY
 Created: 09/07/1999
 Applied Amount: 0.00
 Description: _____

Control Information
 Org Ref #: _____
 Customer: _____
 Ctrl Total: _____
 Balance: _____
 Pmt #: _____

Inv Paid Applied

Invoice	Inv Item Desc	Applied Amount
<input type="checkbox"/>		

Apply Detail Quick Apply

Inv Applied Total: 0.00

Non-AR

Cht	Account	Sacc	Object	Sobj	Project	Amount
<input type="checkbox"/>						

Non-AR Total: 0.00

Unapplied
 Customer: _____ Amount: _____

OK
 CANCEL
 ROUTE
 NOTES

When to use the Application Document

An **Application** document can be used to move money from unapplied dollars to apply to a customer or designate as non-Accounts Receivable.

Who can Create an Application Document?

The **Application** document can only be used by the processing organizations.

General Information About the Application Document

1. The **Application** document is used both in connection with the **Cash Control** document and on its own. When used in connection with the **Cash Control** document, the document has four ways to designate/apply dollars: *Quick Apply*, *Apply Detail*, *Non-AR*, and *Unapplied Dollars*. When used on its own, the document allows the user to apply dollars at the detail level only. How to designate/apply dollars from both the **Cash Control** document and **Application** are described below
 2. **Quick Apply**- the *Quick Apply* can be used if your **Cash Control** document total equals one or more invoices exactly. This can only be used with one set of dollars at a time. If the user conducts a new search, the system will automatically discard applied amounts from the screen
 3. **Apply Detail**- Applying detail allows you the flexibility to apply a check to multiple customers or invoices at either the invoice level or at the invoice item detail level
 4. **Non-AR**- *Non-AR* is used when money has been sent to the AR lockbox but is not associated with an invoice in the AR system. *Non-AR* allows the user to get the money out of the AR system without having to do a **GEC** or **DI**
 5. **Unapplied Dollars**- Unapplied dollars can be used when we receive a check but we do not know which invoice it is paying off. It allows us the capability to associate it with a customer but not apply it to an invoice.
-

How to use the Application Document if Coming Through the Cash Control in the Lockbox

1. After your reference document has been created on the **Cash Control** document the processing organization can double click on the *APP Doc* on the **Cash Control** document. This will bring up the **Application** document

2. Once you bring up the **Application** document, you will notice a section in the top right hand corner labeled **Control Information**. You will not be able to edit any of the fields listed in this section. In the **Control Information** section, you will note the following:
 - a. **Org Ref #:** This will automatically be filled in with the **Cash Control Document Number**. This provides us a way to cross reference these documents
 - b. **Customer:** This field will bring over the information that you typed in on the **Cash Control** document in the **Customer Number** field
 - c. **Control Total:** This field represents the amount that you typed in the **Amount** field on the **Cash Control** document. The **Application** document will force the processing organization to apply all of the dollars to invoices, designate the dollars as **Non-AR**, or place them in unapplied dollars
 - d. **Balance:** This field is the control total less the sum of the dollars applied to invoices, designated as **Non-AR**, and placed into unapplied. Before the user can click **OK**, the balance must be zero
 - e. **PMT #:** This field will bring over the information that you typed in on the **Cash Control** document in the **Medium ID**.
3. If the processing organization chooses to use the **Quick Apply**:
 - a. The user double clicks on the **Quick Apply** button
 - b. If the invoice number is present on the list of invoices then the user can click on the **Apply** box next to the invoice they wish to apply to
 - c. If the user wishes to apply the dollars to an invoice not listed, then they may do a search for the invoice by customer or by invoice number
 - d. Once the user has finished quick applying the dollars, they should click on the **OK** button. This will return the information back to the main application screen
 - e. If complete, then click on the **OK** button again.
 - f. It will take you back to the **Cash Control** document and let you continue with the next **Application** document. Once all of the **Application** documents on the **Cash Control** document have a status of "A" and the user clicks **OK** then the document will leave their inbox. If the **APP docs** have not all gone to "A" status, then the **Cash Control** document will go back into the user's inbox.
4. If the processing organization chooses the **Apply Detail** function:
 - a. The user clicks on the **Apply Detail** button
 - b. **Select Customer:** This retrieves all open invoices associated with the customer you selected, if filled in on the **Cash Control** document

- c. At this time, you can pay off invoices or pay off invoice item detail by clicking on the scissors next to the cash control amount and dragging it either to the big clip board, to pay off an invoice entirely, or dragging it to a smaller clip board which will allow you to pay off invoice item detail.
 - d. The system will ask tell you the amount that is available for XYZ customer, and then it will ask you to please enter the amount you wish to use. It will default to the amount of invoice or invoice detail.
 - e. Enter the amount in the *Amount* field
 - f. Click on the **OK** button
 - g. If you would like to select a new customer, the system will prompt you with a message such as “*You have retrieved a new customer*”. The user will then select the button to change invoices to the new customer or leave the current invoices of the old customer
 - h. When finished applying money, please click the **OK** button
 - i. The system will ask you if you want to save the new applied and distribution records and to return to the Application document. Click on the **Yes** button. By clicking *No* you will remain in the *Apply Detail* screen
 - j. General information:
 - i. You **cannot** save this document
 - ii. The most you can apply is the amount on the **Cash Control** screen because the amount available is drawing from the cash control balance as opposed to unapplied dollars when we don't enter the Application document through the **Cash Control** document
 - iii. Non-AR does not work if you go in through the **Cash Control** screen. If you want to designate dollars as Non-AR you will have to do it on the main **Application** screen
5. If the processing organization chooses the **Non-AR** function:
- a. Enter the account number
 - b. Enter the sub account number or code (This is an **optional** field)
 - c. Enter the object code
 - d. Enter sub object code (This is an **optional** field)
 - e. Enter the project code (This is an **optional** field)
 - f. Enter the amount

6. If the processing organization chooses the *Unapplied* function
 - a. Click on the down arrow
 - b. Enter the customer number (perform a customer search if the customer number is not known)
 - c. Click on *Search*
 - d. Click on *OK*
 - e. Enter the amount (the amount defaults from control information once the customer is chosen)
 - f. Click on *OK* (on the document)

How to Use the Application Document to Apply Unapplied Dollars

1. If the processing organization chooses the *Apply Detail* function:
 - a. Click on the *Apply Detail* button
 - b. Select *Customer*. This retrieves all open invoices and all unapplied dollars associated with the customer you selected
 - c. At this time, you can pay off invoices or pay off invoice item detail by clicking on the scissors next to the amount and dragging it either to the big clip board, to pay off an invoice entirely, or dragging it to a smaller clip board which will allow you to pay off invoice item detail. You also have the option to designate the dollars as Non-AR at this time
 - d. The system will tell you the amount that is available for XYZ customer, and then it will ask you to enter the amount you wish to use
 - e. Enter the amount
 - f. Click on *OK*
 - g. If you would like to select a new customer, the system will prompt you with a message such as “*You have retrieved a new customer.*” The user will then select the button to change invoices to the new customer or leave current invoices of the old customer
 - h. Click on *OK*

- i. The system will ask you if you want to save the new applied and distribution records and to return to the application document. Click on the *Yes* button. By clicking *No* you will remain in the *Apply Detail* screen
 - j. General information:
 - i) You **cannot** save this document
 - ii) Non-AR does work if you are going through the **Application** document
2. When the **Application** document is done the user will have the opportunity to click on *OK* or *Cancel*. *Cancel* actually deletes the document and it is as if the document were never done.

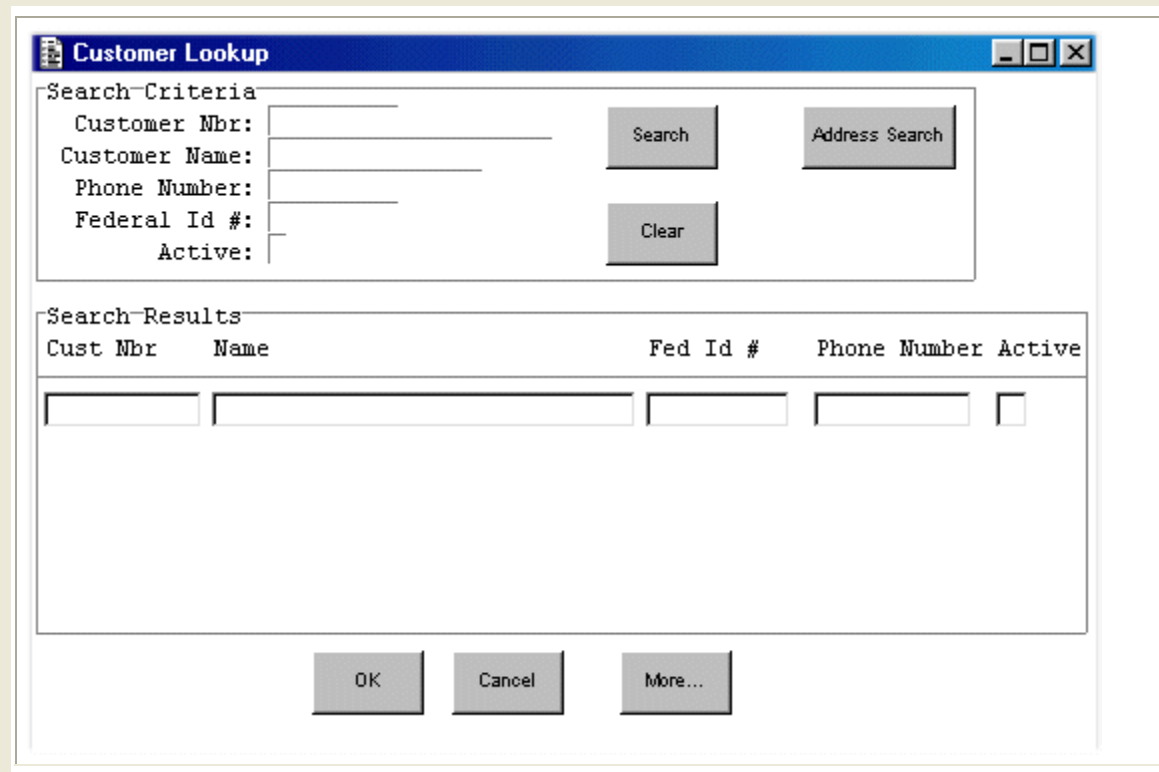
Business Rules

1. A check can be applied to multiple customers
2. The processing organization can apply the unapplied funds that the particular processing organization created
3. On the **Application** screen, you can only have one customer in the unapplied section
4. You cannot apply more to an invoice or invoice detail amount than the total invoice or invoice detail amount
5. If the amount you're applying is less than the invoice amount, you must use the invoice detail section to apply funds.

Modifying A Customer

How to Modify A Customer

1. Click on the **Acct Rcvb Document** button at the **Document Group Selection** screen
2. Place the cursor on the **Customer** line and click on the **Open** button
3. Click on the **Modify an existing customer** button when presented with the options menu
4. Perform a search for the customer
5. Once the correct customer has been identified in the **Search Results** zone, place the cursor on the **Cust Nbr** line and click the **OK** button. This will bring you back to the **AR Customer Document** with the customer information fields filled in but with the customer address section left blank



The screenshot shows a 'Customer Lookup' dialog box. It contains a 'Search-Criteria' section with input fields for 'Customer Nbr:', 'Customer Name:', 'Phone Number:', 'Federal Id #:', and 'Active:'. There are 'Search', 'Address Search', and 'Clear' buttons. Below is a 'Search-Results' table with columns 'Cust Nbr', 'Name', 'Fed Id #', 'Phone Number', and 'Active'. The table is currently empty. At the bottom of the dialog are 'OK', 'Cancel', and 'More...' buttons.

Cust Nbr	Name	Fed Id #	Phone Number	Active
				<input type="checkbox"/>

6. Select the customer and click on the **OK** button. This will bring up the **AR Customer Document** screen
7. Make changes or add information to the customer
8. Click on the **OK** button
9. If you change the spelling of the customer's name, the customer number does not change

Restrictions

Only processing organizations have the capability to modify a customer. It is very important that we document any changes in the **Notes** section and date the change.

Routing

These documents will not be routed because only the processing organization has access to them.

Changing An Address

How to Change An Address

1. Click on the **Acct Rcvb Document** button at the **Document Group Selection** screen
2. Place the cursor on the **Customer** line and click on the *Open* button.
3. Click on **Customer** in **Document Group Selection** menu
4. Click on *Change an address* button. This will bring up the **Customer Lookup** screen
5. Perform a search for the customer (customer name, customer number, phone number or Federal ID number)
6. You will lose the old information. Make a note of the old information in the customer notes area. Go back to the **Customer** option at the **Document Group Selection** screen, select the *Add an address* button, bring up your customer, click on the *More* button and then select the *Notes* button and enter your information there
7. Click on the *OK* button. The **Customer Address Lookup** screen will appear showing all of the customer's addresses
8. Choose the address to be changed by highlighting it, and then click on the *OK* button
9. The **AR Customer Document** will appear with the customer information filled in
10. You must fill in the *Description* field on the **AR Customer Document** in order for the document to be approved
11. Make changes to the customer's address and click on the *OK* button

Restrictions

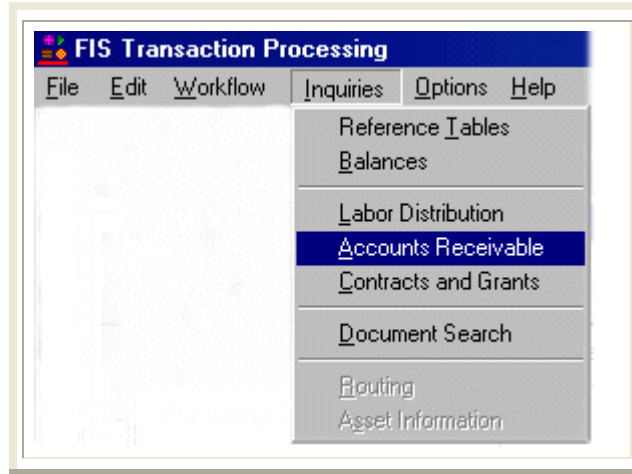
Any user who belongs to a billing organization in the AR system can create a customer and add an alternate address. Only processing organizations can perform address changes.

Routing

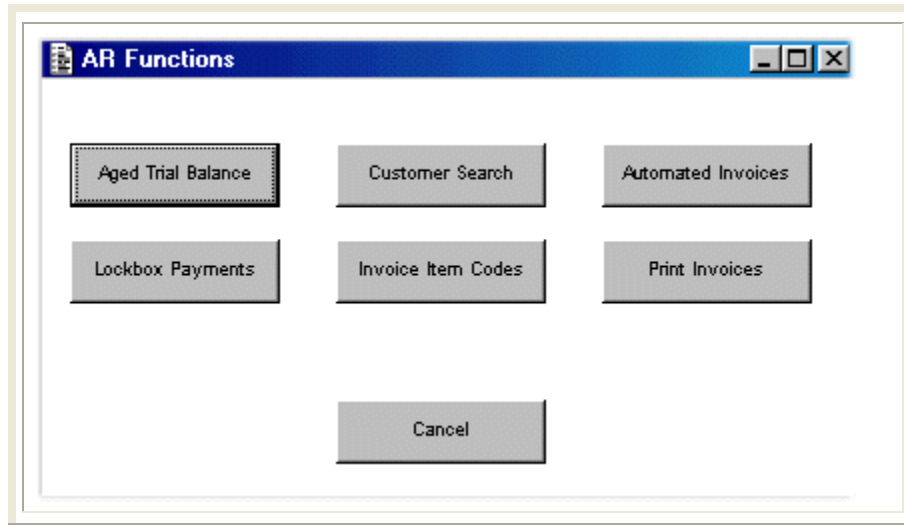
Customers that are permanent in nature (searchable) and alternate addresses will go to the AR workgroup for approval. This will allow us to eliminate duplicate customers and duplicate addresses in the customer master file.

Accounts Receivable Inquiries Screens

The Accounts Receivable **Inquiries** screens are accessed by clicking on the **Inquiries** option of the FIS menu bar (at the top of the TP screen), and clicking on the **Accounts Receivable** option of the dropdown menu.



This will return the following **AR Functions** options menu below.



Lockbox Payments (This is only used by Processing Org Users)

1. Click on the **Inquiries** option of the FIS menu bar (at the top of the screen)
2. Choose the **Accounts Receivable** option
3. Click on the **Lockbox Payments** button
4. At the prompt: *Process lockbox payments?* click on **Yes**
5. The system will then create a control document with description "**Created by lockbox.**" Note: The description of each individual application document will contain the message "**lockbox remittance for invoice number XX11111111**"
6. If the dollars received match the amount on the invoice it will appear in **V** status

7. If the dollars received do not match the amount on the invoice OR the invoice cannot be found, it will be in **I** status and will appear with the following message “**lockbox remittance for invalid invoice number XX11111111**”
8. Note on lockbox: When the cash control is routed to processing organization in **Q** status.

What Happens in the System when Payment Medium Type of Check or Lockbox is selected?

1. The **Cash Control** document is routed to the processing organization
2. Once the processing organization has reviewed the **Cash Control** document and feels that the information presented is accurate, then they can click on **Generate Reference Document**. When the medium type is a check this will generate a **Cash Receipt** and will not be routed to the bursar for approval/FYI.
3. The pending ledger entries associated with the **Cash Receipt** are as follows:

Object Code	Debit	Credit
Cash - 8000	100.00	
Unapplied Cash - 8015		100.00

4. After the reference document is generated then the processing organization can click on the **app doc number** on each line and begin to apply the dollars
5. See the **Application** document for remaining steps

If a Processing Organization Receives Payment Via a Credit Card

1. The processing organization receives communication from the customer that the customer is going to pay by credit card
2. The processing organization enters in credit card number into a POS terminal (that is only used for AR transactions)
3. From the bank feed the following general ledger entry is created:

Object Code	Debit	Credit
8000	100.00	
1599		100.00

4. The processing organization goes into AR documents and selects the **Cash Control** document
5. Enter a description in the **Description** field
6. Select **Medium type: Credit Card**
7. Enter information in the **Customer #, Medium ID, and Date** fields if desired
8. Enter the amount of the credit card transaction in the **Amount** field
9. Click on the **OK** button
10. The processing organization user goes to the inbox and selects the **Cash Control** document (note you have to do this through your inbox and not by doing a document search)

11. The processing organization user will click on **Generate Ref Document** if the information is correct. The generated *ref doc* for a payment medium type of credit card is a **General Error Correction**
12. The pending ledger entries that will be created by clicking the *ref doc* button are as follows:

Object Code	Debit	Credit
1599	100.00	
8015		100.00

13. After the reference document is generated then the processing organization can click on the *app doc number* on each line and begin to apply the dollars
14. See the **Application** document for remaining steps

If a Processing Organization Receives Payment Via a Wire Transfer

1. The treasury department receives notification of the wire transfer
2. The treasury department records funds in general ledger in the 6812760 account on a **Cash Receipt**
3. The general ledger entries created by the **CR** are as follows:

Object Code	Debit	Credit
8000	100.00	
1800		100.00

4. The treasury notifies processing organization of funds
5. The processing organization goes into **AR documents** and selects the **Cash Control** document
6. Enter a description in the *Description* field
7. Select *Medium* type: **Wire Transfer**
8. Enter information in the *Customer #*, *Medium ID*, and *Date* fields if desired
9. Enter the amount of the wire transfer transaction in the *Amount* field
10. Click on the **OK** button
11. The processing organization user goes to the inbox and selects the **Cash Control** document (note you have to do this through your inbox and not by doing a document search)
12. The processing organization user will click on **Generate Ref Document** if the information is correct. The generated *ref doc* for a payment medium type of wire transfer is a **Distribution of Income/Expense**
13. The pending ledger entries that will be created by hitting the *ref doc* button are as follows:

Account	Object Code	Debit	Credit
6812760	1800	100.00	
6812760	8000		100.00
Processing Org Clearing Account	8015		100.00
Processing Org Clearing Account	8000	100.00	

14. After the reference document is generated then the processing organization can click on the *app doc* number on each line and begin to apply the dollars.
15. See the **Application** document for remaining steps

Other Cash Control Business Rules

- Only one *Medium* type per cash control is allowed
- The **Reference document** is generated prior to the application of dollars
- The **Cash Control** document will not allow user to generate multiple reference documents. Once the ref doc has been generated it will be referenced in ref doc field
- The user is required to enter in the *Medium* type and *Amount* in the **Cash Control** document. If at a later point in time someone would like to add additional information to this document they have the ability to. However, the *Medium* type and *Amount* cannot be edited.
- As an individual **Application** document goes to “A” status, the general ledger entries also hit the system.
- A cash amount plus or minus any bank errors equals the deposit slip

ALL QUESTIONS REGARDING LOCKBOX PAYMENTS OR PROCESSING ORGANIZATIONS SHOULD BE DIRECTED TO:

KATHY COCHARD, AR SUPERVISOR

855-8033

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