



FLORIDA  
INTERNATIONAL  
UNIVERSITY

# ACCOUNTS RECEIVABLE AND BILLING MANUAL

*CASHIERS*  
(JULY 2020)

---



FLORIDA  
INTERNATIONAL  
UNIVERSITY

## Contents

Deposits .....	3
Create Regular Deposit .....	3
Editing Deposit .....	6

## Deposits

Deposits will be sent to the Cashier's Office in both physical and electronic format. Deposits must contain all supporting documentation before being entered into the system. This includes:

1. Completed Non-Sponsored Accounts Receivable Deposit Form
2. Copy of the invoice being paid
3. Cash/Check/Screenshot of EFT/Wire

## Create Regular Deposit

Navigation: **Main Menu > Accounts Receivable > Payments > Online Payments > Regular Deposit**

1. Add a New Value then enter the Deposit ID then click **Add**
  - o Deposit will default to NEXT. Make sure to change it to the Deposit ID
    - o Wire Deposit ID: WIRE plus date payment was received (WIREMMDDYY)

**Regular Deposit**

Find an Existing Value    **Add a New Value**

Deposit Unit    FNS01    🔍

Deposit ID    00000000    🔍

**Add**

2. Control Currency= USD; Enter the Control Total Amount that should be deposited and the Count
3. Click **Save** (you will get a reminder to add an attachment)

Unit: FNS01      Deposit ID: 00000000      [Delete Deposit](#)

\*Accounting Date: 06/11/2019  
 \*Bank Code: BOA (Bank of Am)  
 \*Bank Account: FINS (001595614027)  
 \*Deposit Type: R (CustRecvab)

Control Currency: USD  
 Format Currency: USD  
 Rate Type: CRRNT  
 Exchange Rate: 1.00000000

Control Totals		
Control Total Amount	198.00	*Count: 1
Entered Total Amount	0.00	Count: 1
Difference Amount	0.00	Count: -1
Posted Total Amount	0.00	Count: 0
Journalled Total Amount	0.00	Count: 0

Control Data

\*Received: 06/11/2019  
 \*Entered: 06/11/2019  
 Posted:  
 Assigned:  
 User:

[Save](#)   [Notify](#)   [Refresh](#)      [Add](#)   [Update/Display](#)

The Deposit Type will default to R but the available options are:

**Look Up Deposit Type**

SetID: FNS01

Deposit Type: begins with [ ]

[Search](#)   [Clear](#)   [Cancel](#)   [Basic Lookup](#)

Search Results

View 100   1-4 of 4

Deposit Type	Description
C	Check
L	Lockbox
M	Miscellaneous Receipts
R	Customer Receivables

4. On the Payments tab, enter the: Amount, Payment ID, Check Date, Account Holder Name, Customer ID, Qual Code and Reference
  - a. Payment ID must be entered as either CASH, CHECK or WIRE
  - b. Check Date must be entered as the date the payment was received.
  - c. Qual Code = I, Item

The screenshot shows the 'Payments' section of a software interface. At the top, there are tabs for 'Totals' and 'Payments'. Below this, a header displays 'Unit FNS01', 'Deposit ID 00000000', 'Date 06/11/2019', and 'Balance Balanced'. The main area is divided into three sections: 'Payment Information', 'Customer Information', and 'Reference Information'. In the 'Payment Information' section, fields for 'Amount' (198.00), 'Payment ID' (CHECK), 'Check Date' (06/07/2019), and 'Account Holder Name' (John Doe) are highlighted with red boxes. The 'Attachments (0)' link is also highlighted. The 'Customer Information' section shows 'Customer ID' (00000257) highlighted. The 'Reference Information' section shows a table with one entry: '1 | | | COB-0000050 | | | | |', where the reference code is highlighted. At the bottom left, a 'Save' button is highlighted in green.

5. Click **Save** then the Attachments (0) link and add an attachment to the payment
  - o Deposit form must be signed by Cashier before attaching.
  - o You will get the reminder: Attach backup documentation. Click **OK**
6. Click the Add Attachment button

The screenshot shows a dialog box titled 'Payment Attachments'. At the top, it displays 'Unit FNS01', 'Deposit ID 00000000', 'Seq 1', and 'Payment ID CHECK'. Below this is a 'Details' section with a search bar and a table with columns: 'File Name', 'Description', 'User', 'Name', and 'Date/Time Stamp'. The table is currently empty. Below the table, there is a message: 'Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.' At the bottom, there are three buttons: 'Add Attachment' (highlighted with a red box), 'OK', 'Cancel', and 'Refresh'.

7. Click **OK**

- o The page automatically saves. Attachment should now be changed to Attachments (1)

## Editing Deposit

Navigation: **Main Menu > Accounts Receivable > Payments > Online Payments > Regular Deposit**

1. Find an Existing Value by either Deposit ID or User ID of person that entered the deposit.

- o On the Payments Tab edit either the Amount, Payment ID, Check Date, Account Holder Name, Customer ID, Qual Code, Reference or add Attachments if necessary and **Save**.