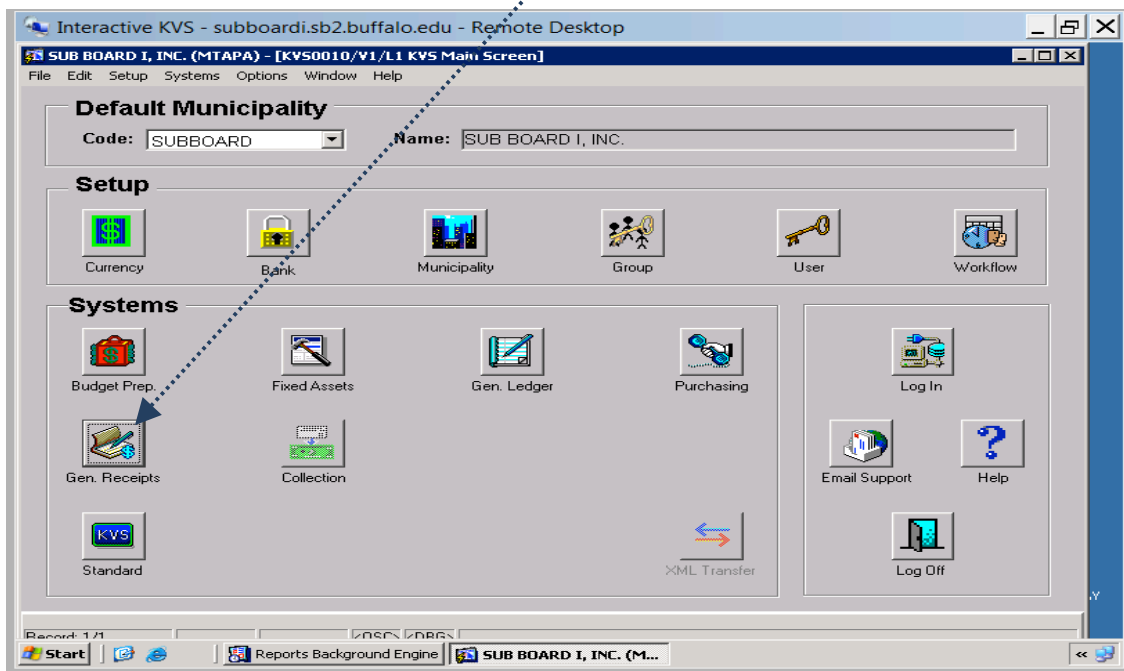# ON-Line General Receipts

If you have been set up for General Receipts, you can enter your receipts on-line directly into the KVS Financial Management System. *PLEASE NOTE:* **The General Receipts module <u>cannot</u> be used for collection of Accounts Receivable**.

<u>**Getting Started: How to Enter a General Receipt**</u>

- Log on to the SBI Website (subboard.com)
- Click the "**Accounting**" tab.
- Click on "**KVS**"
- Click on "**Connect**" to connect to the Remote Terminal.
- Log onto the Remote Terminal with your UBIT Name and Password.
- At the KVS Login Screen, Log in with your UBIT Name and Password.


- After logging into KVS, select the **General Receipts** option from the Main Screen:



- At the General Receipts Main Screen, click on **"Daily Receipts Collection"** under the **"Actions"** Tab:
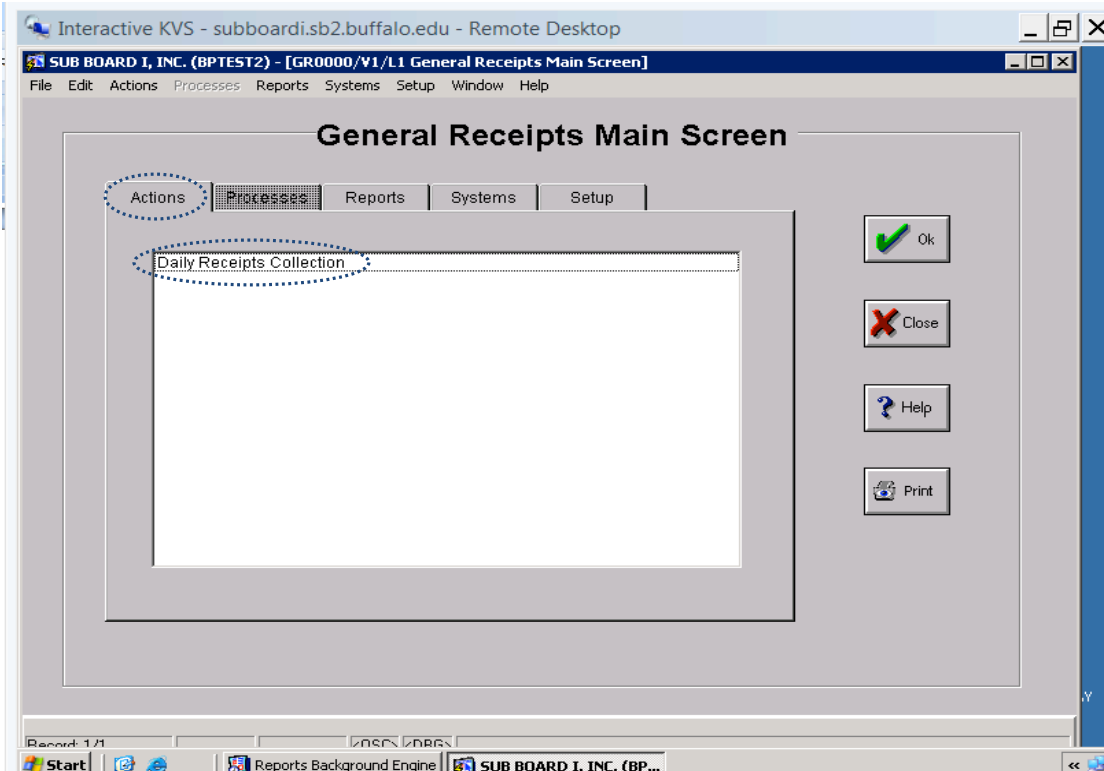
- This will open the General Receipts screen in **"Entry Mode"**. (If you are not in Entry Mode, click on the **"Plus Sign"** button to access Entry Mode):

- The General Receipts entry screen is pre-set with certain information, such as Year, Period, Batch No., etc.   The **"Roll Type"** is the default value used to identify receipts for your organization.  In *all* cases the Roll Type will include the Fund Number for your entity.  In some cases the Roll Type may also include the Department Number for entities that enter receipts at the department level.  For security reasons, you have access *only* to Roll Types that pertain to your organization.  If your entity has more than one fund, there may be more than one Roll Type for your entity.  You can use the pull-down arrow to see the Roll Types to which you have access, and to change the default Roll Type, if necessary.



- You may now begin entering a General Receipt.  First, you must enter a description of the receipt by placing your cursor in the **"Description"** box (or use the **Text Editor** button):

- Next, you must enter a "**Receipt Type**".  For our purposes, the Receipt Type consists of the numbers remaining after the Roll Type that correspond to the correct Revenue Account number in your Revenue Budget.  If you are not sure of the Receipt Type, you can use the pull-down arrow to see a list of Receipt Types for your organization; double click on the desired Receipt Type to send it to the Entry screen.  The Receipt Type **"Description"** will automatically be displayed:



In this example the **Roll Type** is "019" (Fund number) and the **Receipt Type** is "**5300.0103.4363**" (remainder of Account number), which corresponds to the Revenue Account number: **019.5300.0103.4363** for the club APHA-ASP.  You may also add additional information on the Receipt Type Description line.

- Next, you must enter the amount received for this item in the **"Amount"** box.  The amount you enter will automatically be carried to the "**Subtotal"**, **"Total"** and **"Amt Paid"** boxes:



- Enter the "**Payor Name"**.  You may also enter additional information in the **"Reference"** box:

- If this receipt has more than one item associated with it, you can add additional lines of detail to the receipt:



- You must then enter the **"Pay Type"**. If you click on the pull-down arrow, a box will open showing a **"List of Valid Payment Types"**. Double click on the desired payment type to send it to the General Receipt screen:



**Note:** Pay Type **"C&C" (Cash & Checks)** is no longer a valid Payment Type.

You must select the Payment Type(s) that correspond to your deposit:

1. **Cash ONLY:** Use the Pay Type **"Cash"** if your deposit consists solely of cash (currency and coin)

2. **Checks ONLY:**

   o **One Check:** If your deposit consists of ONE check only, use the Pay Type **"Check"** AND enter the check number in the **"Check/Ref No."** Box AND the **"Payor Name"**:



Enter Pay Type "**Check**" and check number

Enter the name of the payer from the front of the check

   o **Multiple Checks:** If your deposit consists of more than one check, you may use the **"Payment Breakdown"** to list each check you are depositing with this receipt:



Clicking on the Payment Breakdown button will open a box which allows you to enter a list of each check in this deposit

Totals must match!

**Note:** The sum of the list of checks in your Payment Breakdown **must** equal the **"Total"** of the receipt.   You may enter **"Various"** in the **"Payor Name"** box, since there are multiple checks on this receipt.

> If the checks you are depositing are numerous, you may use the payment breakdown to enter a **total** of the checks you are depositing:



If the number of checks is too numerous to list individually, you may enter one total for all the checks in this deposit.

Totals must match!

3. **Multiple Payment Types:**  If you are entering a receipt for a deposit that has more than one payment type (e.g., cash and checks, or checks and credit card payments, etc), you **must** use the **"Payment Breakdown"** feature to separate the various payment types:



Enter each **"Pay Type"** for this deposit, with a total for each type.

Totals must match!

- After you have entered all information on the receipt, you can save it by clicking on the **"Diskette"** icon, or by clicking on the "**Blue Door**" icon:



- You should then run the **"Daily Receipts Register"** report (see below) and bring the deposit (cash, checks, etc), together with the report **and** any required documentation **as soon as possible**, to the SBI Accounting Office (341 Student Union), so that the funds can be deposited into the bank account. The amount of the deposit **must** equal the total of the General Receipt(s) on the Daily Receipts Register report. When you submit your deposit to the Sub-Board I Accounting Office, we will count each payment type in your deposit and compare it to the total(s) on your General Receipt and Payment Breakdown. If the totals do not match, or if you have not properly included the correct payment type(s), we will hold your deposit in the Accounting Office until you come in and make the necessary changes to the receipt.

- The General Receipt will remain **"Unposted"** (Held), until we receive the deposit from your organization that is associated with the General Receipt.

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## General Receipts Templates

If your organization makes deposits on a regular basis, or makes deposits that are repetitive in nature, you also have the ability to create General Receipt **"Templates"**. A Template is a receipt form that you create with pre-filled information, and is stored in a separate file in the General Receipts module. You can then use the "Template" whenever you need to enter a General Receipt by copying the Template to the General Receipts entry screen. This saves you the time

and trouble of entering the same basic information in the General Receipts entry screen for receipts that are prepared regularly, or that are similar or repetitive in nature.

- To create a Template you must be in General Receipts **"Entry Mode"**. Click on the **"Template"** button:



- This will open a list of available Templates for your entity. (The list will be empty if no Templates currently exist). To create a **new** Template, click on the **"New"** button:

- This will open the Template entry screen. You must first enter a **"Template Code"** and **"Description"** of your choosing that will be used to identify this particular Template for future use. You can then fill in the Template with the repetitive information that will be used whenever you need to create this particular General Receipt (not all information needs to be completed – you only need to enter the information that will make the Template useful for your needs):



- You can then save the template by clicking on the **"Diskette"** icon or the **"Blue Door"** icon:

- When you want to use a Template to prepare a General Receipt, click on the **"Template"** button from the Entry screen. This will open the list of available Templates. You must then click on the **"Copy"** button to send the template to the entry screen:
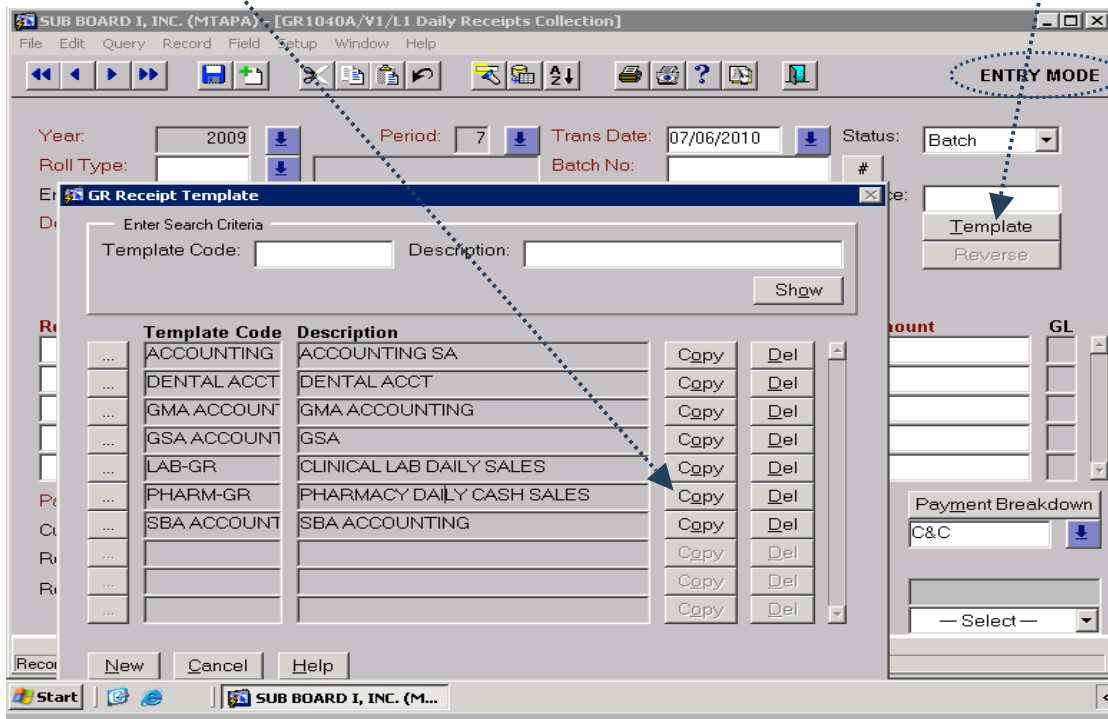


- You can modify or edit a Template at any time by opening the list of available Templates and clicking on the **"Update"** button on the left-hand side of the Template you wish to modify. This will open the Template allowing you to change any of the information on the Template. You can also delete a Template by clicking on the **"Delete"** button:
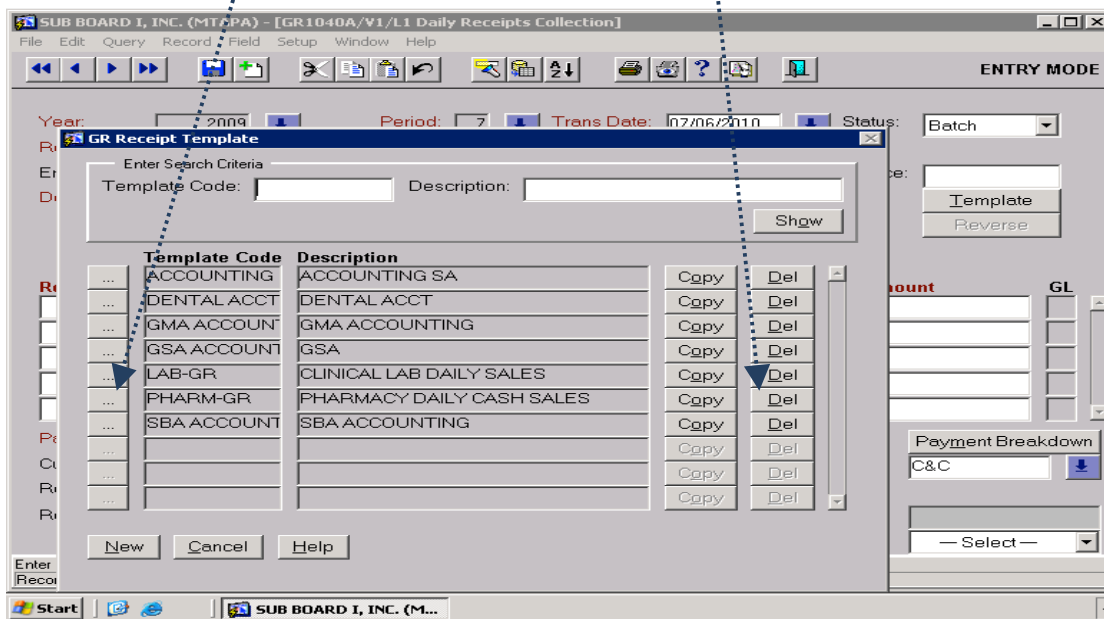
**General Receipts Reports**

As noted above, after entering General Receipts, you must run the **"Daily Receipts Register"**
report that will accompany your deposit when you bring it to the SBI Accounting Office.

- To run the **"Daily Receipts Register"** report, click on the **"Reports"** tab from the **General
  Receipts Main Screen** and select the **"Daily Receipts Register"**:
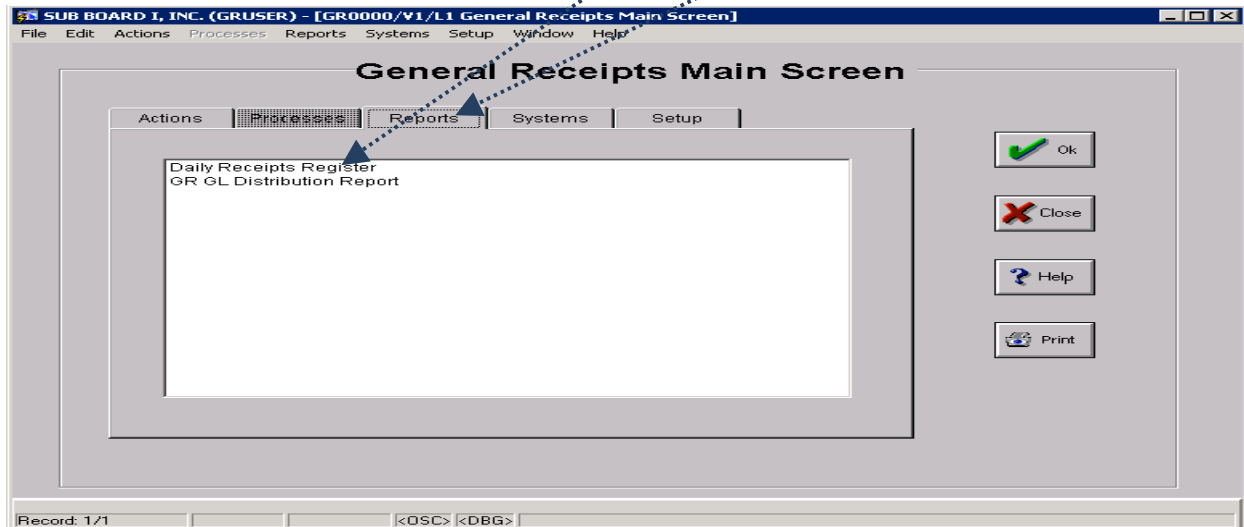


- This will open the Daily Receipts Register report **"Selection"** screen. From the Selection
  screen, click on the **"Saved Report IDs"** tab:

- From the **"Saved Report IDs"** screen click on the **"Open"** button for your organization from the list of reports (**IMPORTANT:** clicking anywhere else on the line, i.e. bold/underlined items, will automatically start running the report with the parameters that were saved from an earlier date; clicking on the **"Open"** button will allow you to update your report parameters on the **Selection** screen from the last time the report was saved):



- This will re-open the **Selection** screen for this particular saved **Report ID**. You can then update the report parameters by entering the correct **Report Date** and range of **Transaction Dates** for the General Receipts you wish to include in the report. (**IMPORTANT:** you should **not** change any of the other report parameters, such as the sorts and various check boxes):

- After entering the correct dates for the report, click on the green **"Traffic Signal"** icon to run the report:



- This will generate a PDF version of the Daily Receipts register report:

- You should print the report and make sure that the total on the report matches the total of your deposit.  To close the report screen and return to the report **Selection** screen, click on the small "**x**" <u>within</u> the pdf screen. (**IMPORTANT: do <u>not</u> click on the larger "X";** this will close your KVS session):



- You may then save your current report parameters by clicking on the **"Save"** button.  To exit the report screen, click on the **"Blue Door"** icon at the top of the screen:

**General Receipts Workflow: Checking on the status of a General Receipt**

To check on the status of a General Receipt, you must be in the **"Search"** screen in **"Daily Receipts Collection"**. You can then refer to the Status column (**"St"**):



1. Status **"H" (Held)**: The General Receipt has been entered but the deposit for this receipt has not yet been received by the SBI Accounting Office. The receipt will continue to be "Held" until you bring the Daily Receipts Register report, the deposit, and any required documentation to the SBI Accounting Office.
2. Status **"B" (Batch)**: The SBI Accounting Office has received your Daily Receipts Register report and deposit, and has reviewed the General Receipt and the deposit for accuracy. After satisfactory review, the General Receipt will be "Unheld" and the status will be changed to "Batch".
3. Status **"P" (Posted):** The General Receipt has been "Posted" (updated) to the General Receipts master file and the deposit has gone to the bank.