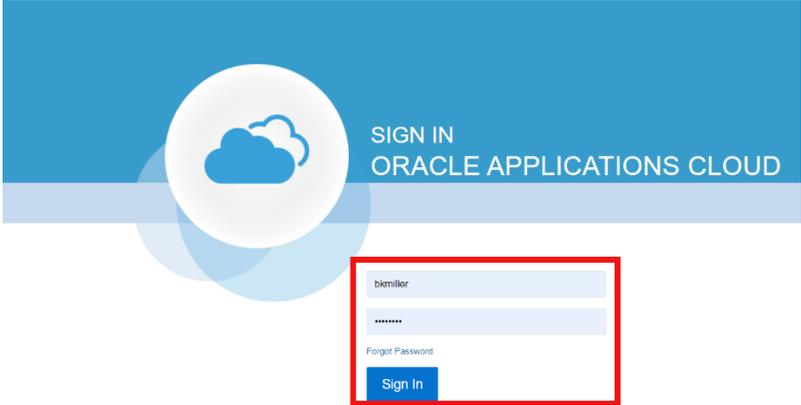
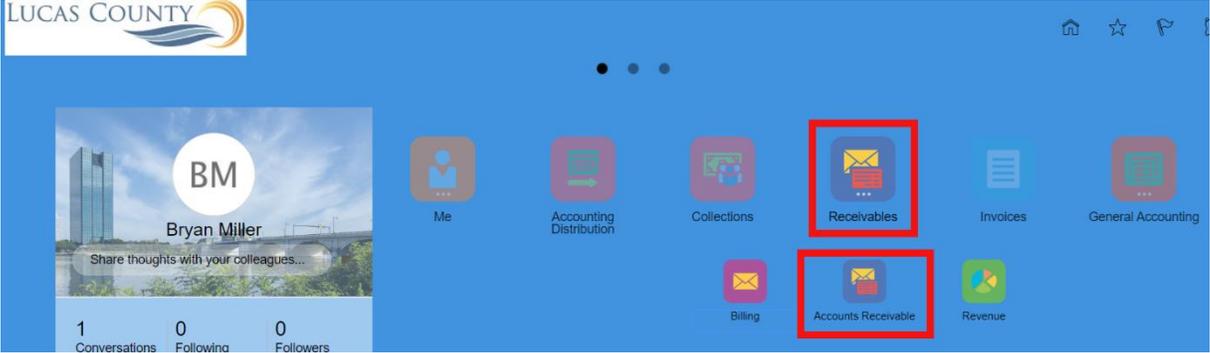


Create Miscellaneous Receipts with a Multiple Distribution Entries

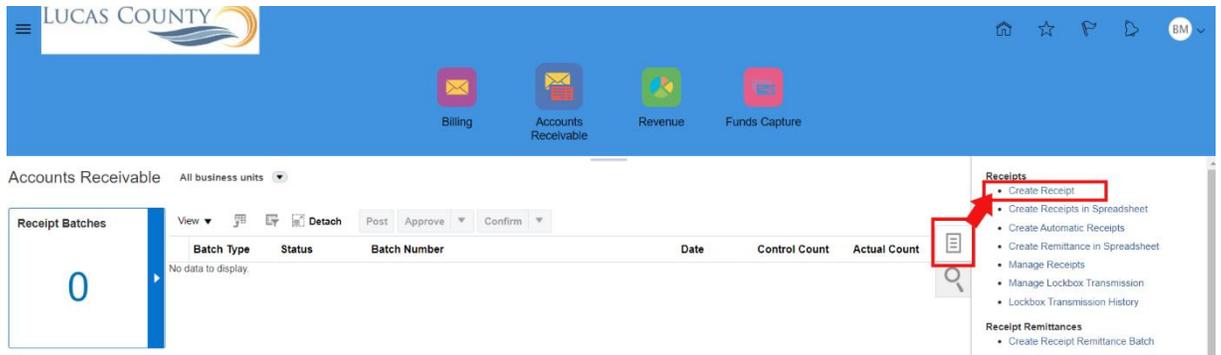
Audience: Accounts Receivable Specialist

Purpose: The purpose of this job aid is to provide instruction on how to create a Miscellaneous Receipt with a multiple distribution entries,

Note: Do not use Internet Explorer (unstable). DO Use *Chrome* or *Mozilla*.

| Step | Action |
|------|--|
| 1 | <p>Logon to Oracle https://eieb.fa.us6.oraclecloud.com/fscmUI/faces/FuseWelcome</p>  |
| 2 | <p>Go to Navigator and click on Receivables, and then Accounts Receivables.</p>  |

3 Click on **Task list** icon, then on **Create Receipt**.



4 Enter the **Receipt Type** (always “Miscellaneous”);

Business Unit (Always Lucas County)

Receipt Method (always “Misc Manual”)

Receipt Number

If you are processing your PIO/Receipt through the Treasurer’s officer your PIO/Receipt Number will begin with TO, followed by the date, your initial and 1,2,3 etc. **Example: TO-2020.1.16-GH-01**

If you are processing your PIO/Receipt through Fifth Third Bank Branch your PIO/Receipt Number will begin with BD, followed by the date, your initial and 1,2,3 etc.
BD-2020.1.16-GH-01

If you are processing your PIO/Receipt as a Money Transfer your PIO/Receipt Number will begin with MT, followed by the date, your initial and 1,2,3 etc.
Example: MT-2020.1.16-GH-01

If you are processing your PIO/Receipt for Incoming ACH: Federal, State and Local your PIO/Receipt Number will begin with MT, followed by the date, your initial and 1,2,3 etc.
ACH-2020.1.16-GH-01

Receivables Activity (always, the Office whom is requesting the PIO/Receipt)

Entered Amount

Submitted By (always: first name and last name, phone number).

Click **Save** (not Save and Close).

Create Receipt

Receipt Type: Miscellaneous
 Status: New
 * Business Unit: Lucas County
 * Receipt Method: Misc Manual
 * Receipt Number: OMB, bkm, 2
 * Receivables Activity: Office of Management & Budget
 Distribution Set: LC AR Distribution Set
 Reference:

* Currency: USD - US Dollar
 * Entered Amount: 8,133.47
 Accounted Amount: 8,133.47
 Tax Rate Code:
 Tax Account:

* Receipt Date: 01-06-2020
 * Accounting Date: 01-06-2020
 Postmark Date: mm-dd-yyyy
 Paid By:
 Attachments: + X
 Comments:

* Deposit Date: 01-06-2020

Remittance Bank:
 * Name: Fifth Third Bank
 * Branch: 041200050
 * Account: Treasurer (Main Checking)
 Currency: USD

Reference:
 Type:
 Number:

Customer Name:
 Customer Account Number:
 Customer Site:
 Taxpayer Identification Number:

Additional Information:
 * Submitted By: Bryan M, 4527
 Context Value:

5 Before leaving this screen, **MUST PRINT 2 COPIES**, using either the “print screen” or snipping tool, or the printing option found in a pull-down menu located to the right of your initials in the upper right hand corner of the screen.

[eiebfa.us6.oraclecloud.com/fscmUI/faces/FuseWelcome?_adf.ctrl-state=1y7hc6pel_5&fnd=%3B%3B%3B%3Bfalse%3B256%3B%3B%3B&_afrcLoop=4448155142198590](#)




Edit Receipt: OMB, bkm, 2

Actions ▾

Receipt Information:
 Status: Cleared
 Business Unit: Lucas County
 Receipt Type: Miscellaneous
 Receipt Method: Misc Manual
 Receipt Number: OMB, bkm, 2
 Receivables Activity: Office of Management & Budget
 Distribution Set:
 Reference:

Currency: USD
 Entered Amount: 8,133.47
 Accounted Amount: 8,133.47
 Tax Rate Code:
 Tax Rate:
 Tax Amount:
 Tax Account:

Receipt Date: 01-06-2020
 Accounting Date: 01-06-2020
 Postmark Date: mm-dd-yyyy
 Paid By:
 Document Number: 201003
 Attachments: River Center LLC, 1-6-20.pdf + X
 Comments:

Remittance Bank:
 * Name: Fifth Third Bank
 * Branch: 041200050
 * Account: Treasurer (Main Checking)
 Currency: USD
 * Deposit Date: 01-06-2020
 Batch Number:

TAKE TWO COPIES TO THE TREASURERS'S OFFICE OF THIS SCREEN, ALONG WITH YOUR CHECK – ONE COPY IS KEPT BY THE TREASURER'S OFFICE AND YOU KEEP THE OTHER COPY TO FILE.

6 In the **Actions** pull-down menu, select **Edit Distributions**.

Edit Receipt: OMB, bkm, 2

Receipt Information

Status Cleared
 Business Unit Lucas County
 Receipt Type Miscellaneous
 Receipt Method Misc Manual
 Receipt Number OMB, bkm, 2
 Receivables Activity Office of Management & Budget
 Distribution Set

Currency USD
 Entered Amount 8,133.47
 Accounted Amount 8,133.47
 Tax Rate Code
 Tax Rate
 Tax Amount

Actions Save Save and Close Cancel

Edit Distributions

Reverse

Delete 020

Post to Ledger 020

Account in Draft yyy

View Accounting

Document Number 201003

Attachments River Center LLC, 1-6-20.pdf

7 This is where you enter the fund.department.program.account.project.future designations. In the **Comments** box, you enter the specific purpose for the distribution line. Click **Save**.

Edit Distributions X

Receipt Amount 8,133.47 USD
 Tax Amount USD
 Net of Tax 8,133.47 USD

View + X

| Distribution | Percentage (%) | Amount (USD) |
|-------------------------------------|----------------|-----------------|
| 0000.000000.00.000000.000000.000000 | 100 | 8,133.47 |
| Net of Tax | 100 | 8,133.47 |

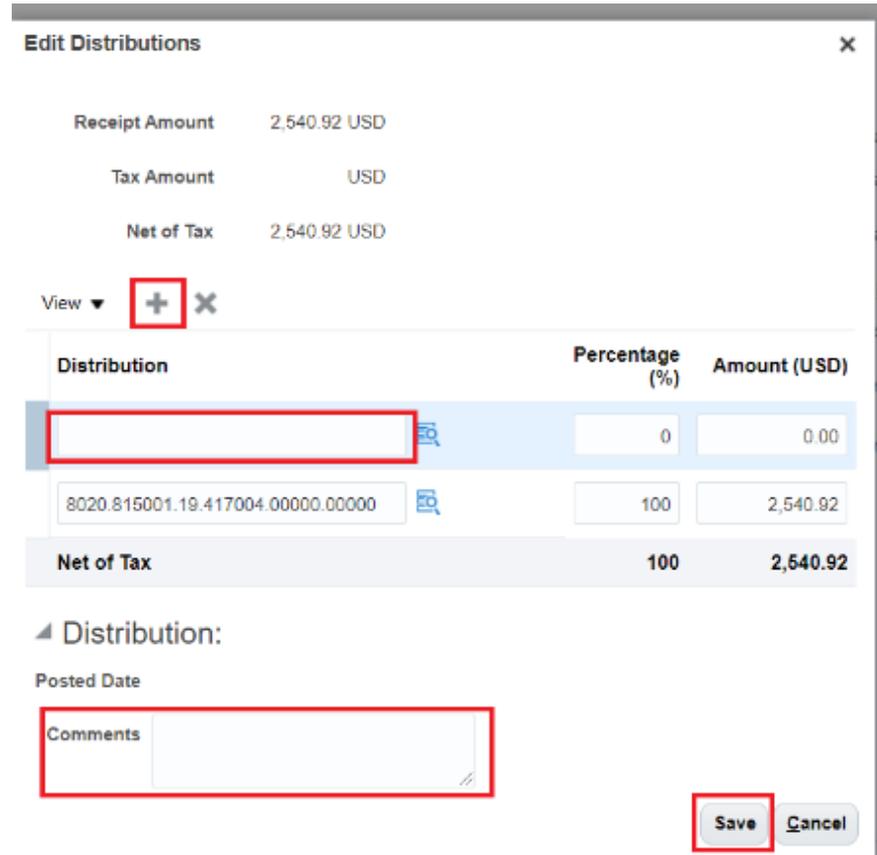
▲ Distribution: 0000.000000.00.000000.000000.000000

Posted Date

Comments

Save Cancel

- 8 To add additional distributions click on the + **Add** button. In the **Comments** box, you enter the specific purpose of this distribution line. Click the **Save** button. If you need additional distribution lines, click on the **Add** button again and follow the instructions above.
NOTE: **Percentage** must total 100% and **Amount** must total the total amount that will be accounted for.



Edit Distributions [X]

Receipt Amount 2,540.92 USD

Tax Amount USD

Net of Tax 2,540.92 USD

View ▾ **+** X

| Distribution | Percentage (%) | Amount (USD) |
|-----------------------------------|----------------|-----------------|
| <input type="text"/> | 0 | 0.00 |
| 8020.815001.19.417004.00000.00000 | 100 | 2,540.92 |
| Net of Tax | 100 | 2,540.92 |

▲ Distribution:

Posted Date

Comments

Save Cancel

- 9 Click the **Save** button, then click **Save and Close**.
- 10 Follow the Lucas County Treasurer Procedures for Pay-In Orders.

Procedure Pay-In Orders when going to the Treasurer's office at One Government Center

1. Create a PIO/Receipt within your department. Your receipt number must begin with TO followed by the date (example 2020.1.16.), your initials, dash 1, 2, 3 etc.,.

Example: TO-2020.1.16-GH-01

2. Your first/last name and phone number must be included in the PIO on the **Submitted By line**.

Example: Gina Hughes 419.213.4311

3. **DO NOT UNDER ANY CIRCUMSTANCES BACK DATE A PIO/RECEIPT!!!**
4. Print **two copies**, one for Treasurer and one for your records:
5. It will print only the first page, which includes the amount and the Document
6. Number – (PIO #). It will **NOT** include the distributions to funds
7. 5. Bring both copies of your printed PIO/Receipt to the Treasurer's office along with your cash/checks
8. 6. **Once you've paid in your PIO/Receipt to the Treasurer's office you cannot make changes to the PIO/Receipt**

PIO Receipts will be processed in our office 8:00 am – 3:30 pm

Procedure Pay-In Orders when going to any Fifth Third Bank Branch

1. Create a PIO/Receipt within your department. Your receipt number must begin with BD followed by the date (example 2020.1.16.), your initials, dash 1, 2, 3 etc, **Example: BD-2020.1.16-GH-01**

2. Your first/last name and phone number must be included in the PIO on the **Submitted By line**.

Example: Gina Hughes 419.213.4311

3. **DO NOT UNDER ANY CIRCUMSTANCES BACK DATE A PIO/RECEIPT!!!**

4. Send an email to Gina Hughes/Beth Steude at PIO-Receipt@co.lucas.oh.us.

Subject line of: "BANK DEPOSIT"

5. Attach a scanned copy of your PIO/Receipt to the email.

This must be done before you go to the bank

6. Fill out a bank deposit slip.

7. Take only your cash/checks and deposit ticket to Fifth Third.

You must stay at the bank while they proof your deposit and give you a bank receipt for your deposit.

8. Scan a copy of the bank receipt for the deposit and attach it to the PIO/Receipt in Oracle.

9. **Once an email has been sent to the Treasurer's office you cannot make changes to the PIO/Receipt.**



Procedure Pay-In Orders when Requesting Money Transfer into Main Account

1. Create a PIO/Receipt within your department. Your receipt number must begin with MT followed by the date (example 2020.1.16.), your initials, dash 1, 2, 3 etc, **Example: MT-2020.1.16-GH-01**

2. Your first/last name and phone number must be included in the PIO on the **Submitted By line**.

Example: Gina Hughes 419.213.4311

3. **DO NOT UNDER ANY CIRCUMSTANCES BACK DATE A PIO/RECEIPT!!!**

4. Send an email to Gina Hughes/Beth Steude at PIO-Receipt@co.lucas.oh.us.

Subject line of: "Money Transfer"

5. Attach a scanned copy of your PIO/Receipt to the email.

6. **Once an email has been sent to the Treasurer's office you cannot make changes to the PIO/Receipt.**



Procedure Pay-In Orders for Incoming ACH: Federal, State and Local

1. Beth Steude will send an email to the Agencies receiving money into our Main Account at Fifth Third Bank by 10:00 AM each morning. The email will include all information that is reported to the bank.
2. **The PIO must be sent back to the Treasurer's Office by 3:00 PM on the same day you received it. If you are unable to create the PIO/Receipt that day, please contact the Treasurer's office immediately (Beth Steude 4313 or Gina Hughes 4311).**
3. **DO NOT UNDER ANY CIRCUMSTANCES BACK DATE A PIO/RECEIPT!!!**
4. Create a PIO/Receipt within your department. Your receipt number must begin with ACH followed by the date (example 2020.1.16.), your initials, dash 1, 2, 3 etc, **Example: ACH-2020.1.16-GH-01**
5. Your first/last name and phone number must be included in the PIO on the **Submitted By line.**

Example: Gina Hughes 419.213.4311

6. Send an email to Gina Hughes/Beth Steude at PIO-Receipt@co.lucas.oh.us.

Subject line of: "ACH"

7. Attach a scanned copy of your PIO/Receipt to the email.
8. **Once an email has been sent to the Treasurer's office you cannot make changes to the PIO/Receipt.**

**** If you know in advance that you are expecting money from any of the above entities please contact Beth Steude at bsteude@co.lucas.oh.us so she will have your contact information when she sees the money come into the bank account. ****