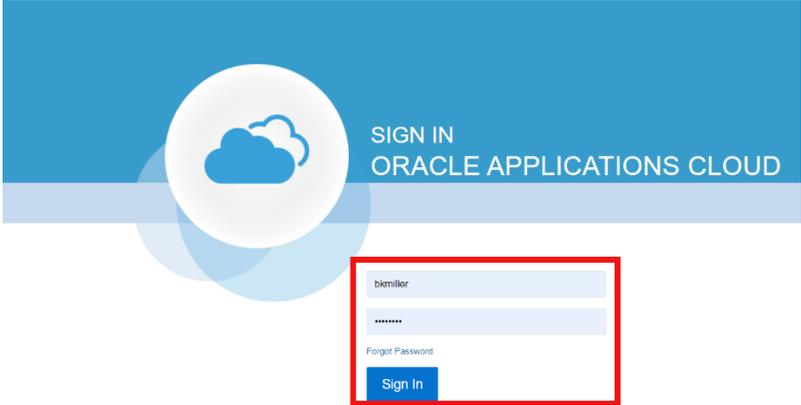
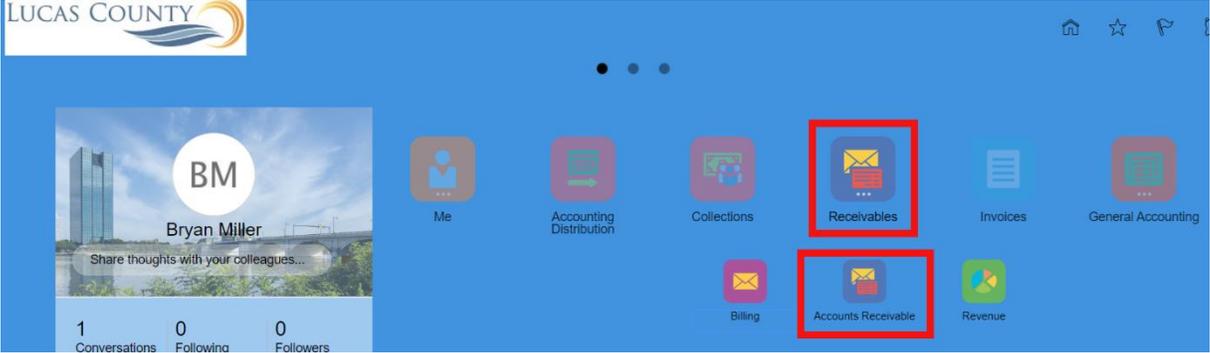


Create Miscellaneous Receipts with a Single Distribution

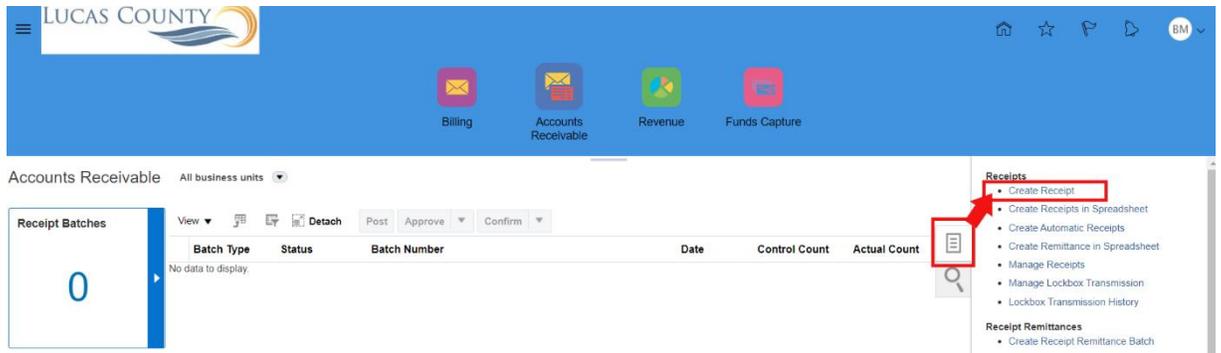
Audience: Accounts Receivable Specialist

Purpose: The purpose of this job aid is to provide instruction on how to create a Miscellaneous Receipt with a single distribution and processing through at **The Lucas County Treasurer's Office.**

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

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

Entered Amount: Total amount of the entire PIO/Receipt

Paid by: Who the money is from

Comments: Description of what the money is for and what year the money belongs to

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:
 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

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
 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 receipt.

Edit Distributions

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

View + X

Distribution	Percentage (%)	Amount (USD)
0000.000000.00.0000000.000000.000000	100	8,133.47
Net of Tax	100	8,133.47

Distribution: 0000.000000.00.0000000.000000.000000

Posted Date

Comments

Save Cancel

8	Click the Save button, then on Save and Close .
9	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