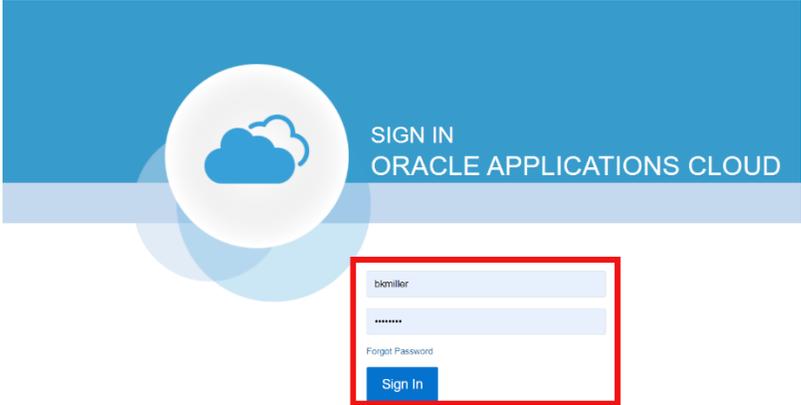


Create Miscellaneous Receipts with a Single Distribution

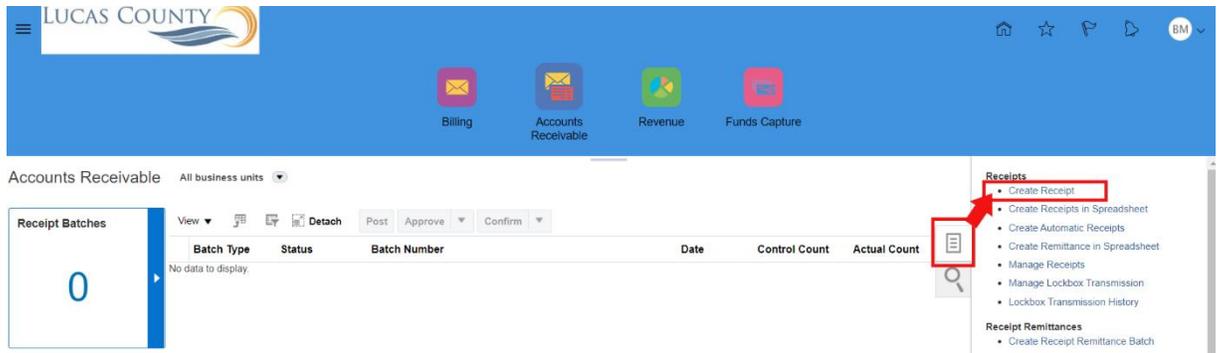
Audience: Accounts Receivable Specialist

Purpose: The purpose of this job aid is to provide instruction on how to create a Miscellaneous Receipt with a single distribution to be processed at **Fifth Third Bank**.

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 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**

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: + 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, save as a PDF. Click on the 3 little dots on the top right of the screen. Click Print. The print box will open and select destination, drop down until you see "Save as PDF", click Save, Name the Receipt and select where you want it located to later email to: PIO-Receipt@co.lucas.oh.us

eieb.fa.us6.oraclecloud.com/fscmUI/faces/FuseWelcome?_adf.ctrl-state=1y7hc6pel_5&fnd=%3B%3B%3B%3Bfalse%3B256%3B%3B%3B&_afriLoop=4448155142198590



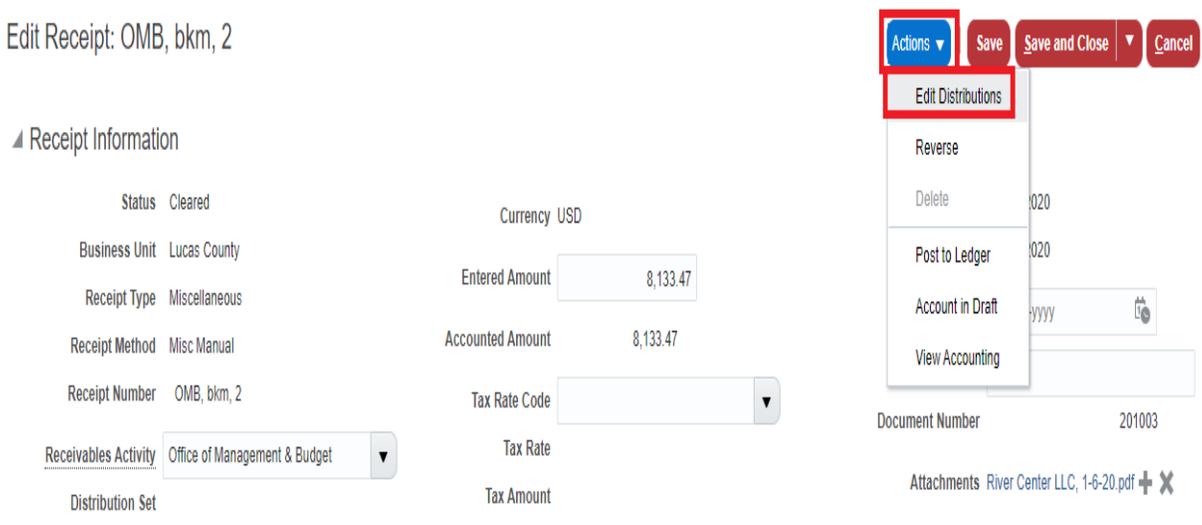

Edit Receipt: OMB, bkm, 2

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 + X
 Comments:

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

<p>6</p>	<p>In the Actions pull-down menu, select Edit Distributions.</p> <p>Edit Receipt: OMB, bkm, 2</p> <p>▲ Receipt Information</p> <p>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</p> <p>Currency USD Entered Amount 8,133.47 Accounted Amount 8,133.47 Tax Rate Code Tax Rate Tax Amount</p> <p>Document Number 201003 Attachments River Center LLC, 1-6-20.pdf</p> 									
<p>7</p>	<p>This is where you enter the fund.department.program.account.project.future designations. In this "Comments" box, you enter the specific purpose for the receipt.</p> <div data-bbox="446 1018 1339 1827"> <p>Edit Distributions</p> <p>Receipt Amount 8,133.47 USD Tax Amount USD Net of Tax 8,133.47 USD</p> <p>View + X</p> <table border="1"> <thead> <tr> <th>Distribution</th> <th>Percentage (%)</th> <th>Amount (USD)</th> </tr> </thead> <tbody> <tr> <td>0000.000000.00.0000000.000000.000000</td> <td>100</td> <td>8,133.47</td> </tr> <tr> <td>Net of Tax</td> <td>100</td> <td>8,133.47</td> </tr> </tbody> </table> <p>▲ Distribution: 0000.000000.00.000000.000000.000000</p> <p>Posted Date</p> <p>Comments</p> <p>Save Cancel</p> </div>	Distribution	Percentage (%)	Amount (USD)	0000.000000.00.0000000.000000.000000	100	8,133.47	Net of Tax	100	8,133.47
Distribution	Percentage (%)	Amount (USD)								
0000.000000.00.0000000.000000.000000	100	8,133.47								
Net of Tax	100	8,133.47								
<p>8</p>	<p>Click the Save button, then Save and Close.</p>									
<p>9</p>	<p>Follow the Lucas County Treasurer Procedure Pay-In Orders when going to any Fifth Third Bank Branch.</p>									

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**