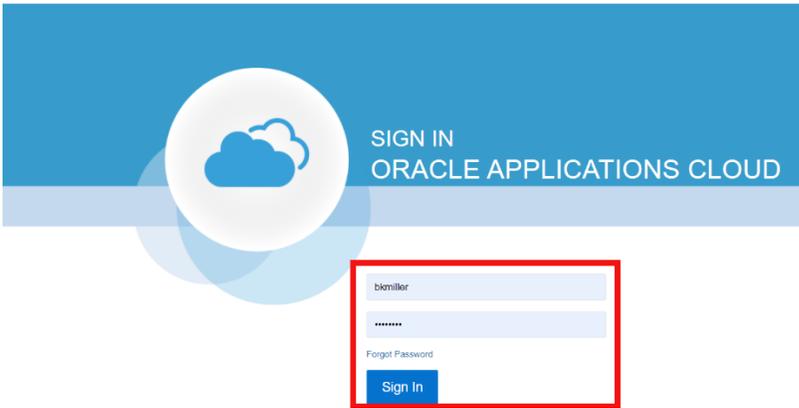# Create Miscellaneous Receipts with a Single Distribution
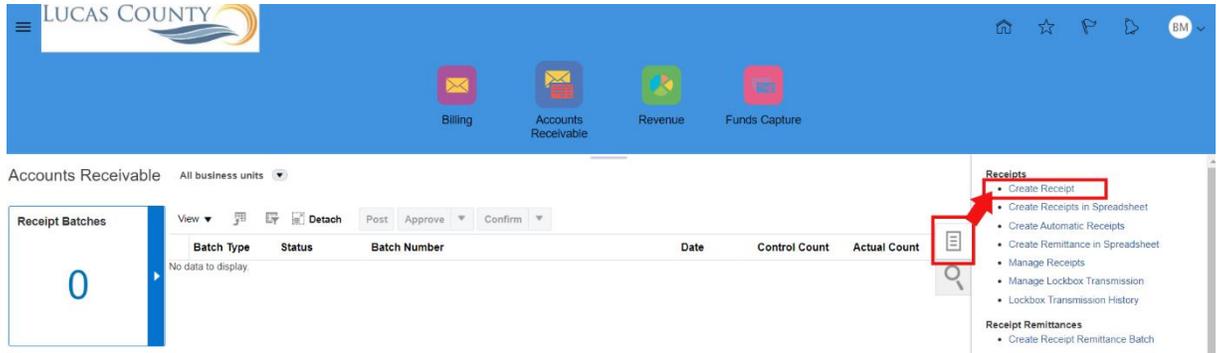
Audience: Accounts Receivable Specialist
Purpose: The purpose of this job aid is to provide instruction on how to create a Miscellaneous Receipt with a single distribution to be processed as **Pay-In Orders when Requesting Money Transfer into Main Account.**
Note: Do not use Internet Explorer (unstable). DO Use *Chrome or Mozilla.*

Step	Action
1	Logon to Oracle https://eieb.fa.us6.oraclecloud.com/fscmUI/faces/FuseWelcome.
2	Go to Navigator and click on **Receivables,** and then **Accounts Receivables.**
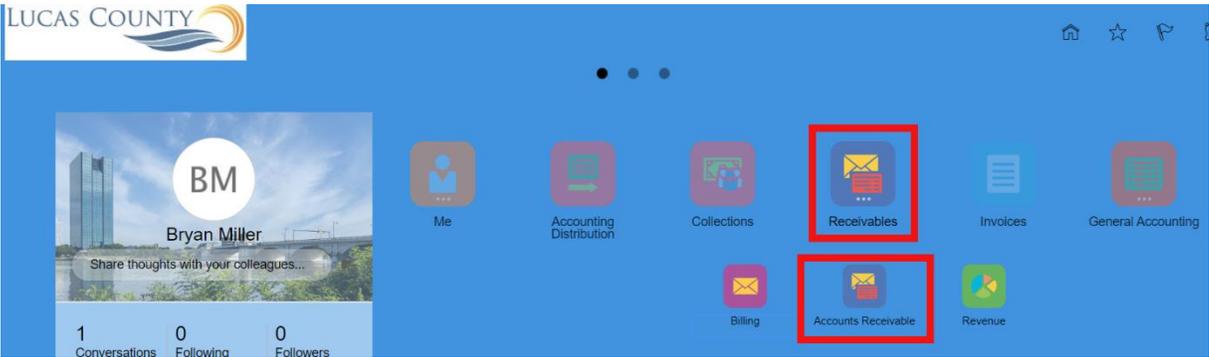
3	Click on **Task list** icon, then on **Create Receipt**.
4	Enter the **Receipt Type** (always "Miscellaneous");
	Business Unit (Always Lucas County)
	Receipt Method (always "Misc Manual"),
	Receipt Number
	If you are processing your PIO/Receipt as a **Request of Money Transfer into the Main Account** your PIO/Receipt Number will begin with ACH, followed by the date, your initial and 1,2,3 etc.
	Example: MT-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).

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 Beth Steude.

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

Edit Receipt: OMB, bkm, 2

[Actions ▼] [Save] [Save and Close] [▼] [Cancel]

Actions dropdown:
- Edit Distributions
- Reverse
- Delete
- Post to Ledger
- Account in Draft
- View Accounting

◢ Receipt Information

Status	Cleared	Currency USD
Business Unit	Lucas County	Entered Amount 8,133.47
Receipt Type	Miscellaneous	
Receipt Method	Misc Manual	Accounted Amount 8,133.47
Receipt Number	OMB, bkm, 2	Tax Rate Code ▼
Receivables Activity	Office of Management & Budget ▼	Tax Rate
Distribution Set		Tax Amount

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 this **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 ▼] ➕ ✖

Distribution	Percentage (%)	Amount (USD)
0000.000000.00.000000.00000.00000 🔍	100	8,133.47
Net of Tax	100	8,133.47

◢ Distribution: 0000.000000.00.000000.00000.00000

Posted Date

Comments [   ]

[Save] [Cancel]

8	Click **Save and Close.**
9	Follow the Lucas County Treasurer Procedure Pay-In Orders for Incoming ACH: Federal, State and Local.

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. <mark>**DO NOT UNDER ANY CIRCUSTANCES BACK DATE A PIO/RECEIPT!!!**</mark>

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**