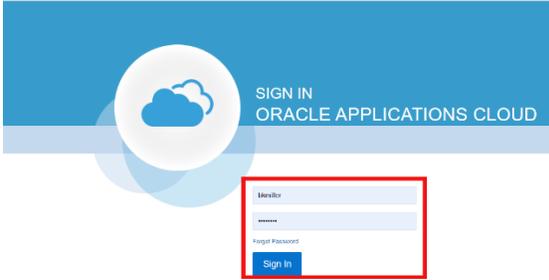
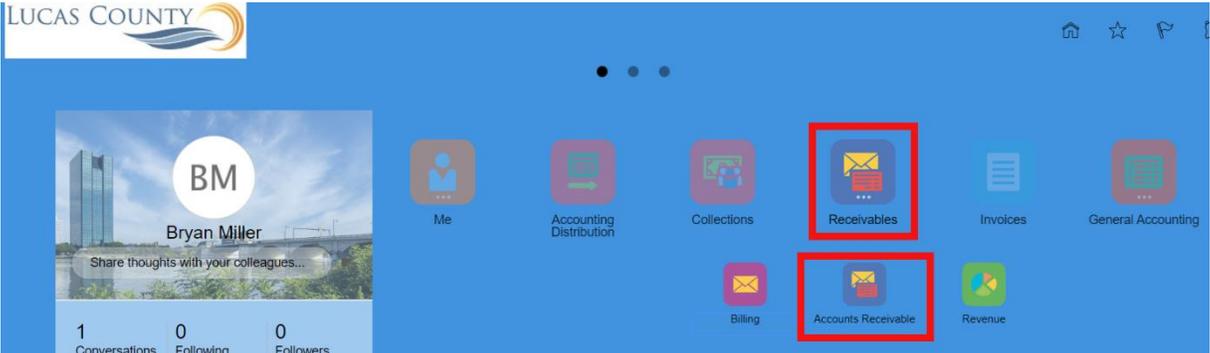
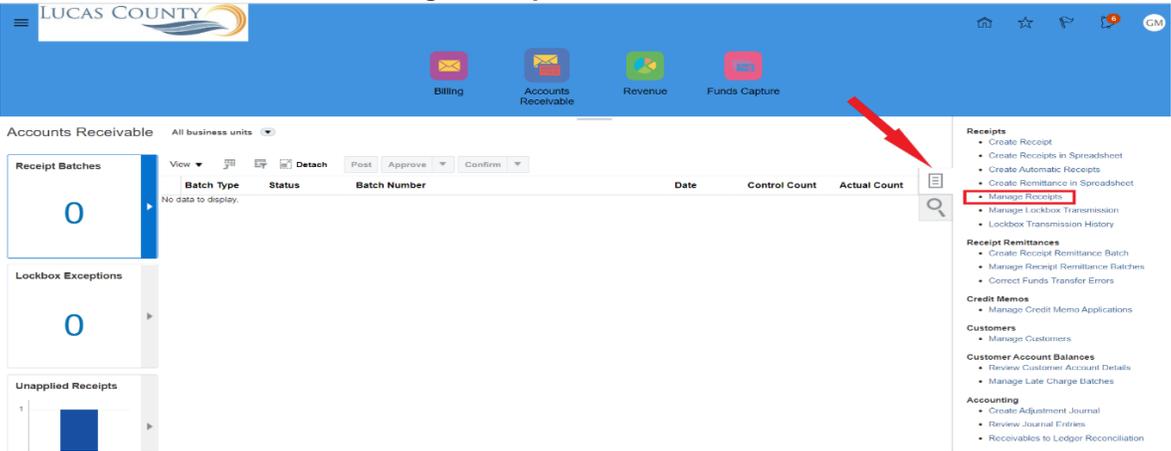


Accounts Receivable – How to Add an Attachment

Audience: Accounts Receivable Specialist

Purpose: The purpose of this job aid is to provide instruction on how to add an attachment to a receipt.

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 | <p>Click on Task list icon, then on Manage Receipt.</p>  |

4 Enter **Business Unit** (Always Lucas County), **Receipt Number**, **Receipt Date**. Click **Search**.

Manage Receipts Done

Search Advanced Saved Search All Receipts ▾

** At least one is required

Business Unit Lucas County ▾

** Receipt Number Starts with ▾

** Customer Name

** Customer Account Number

** Receipt Date Equals ▾ | mm-dd-yyyy

** Batch Number

** Receipt Method ▾

Status Equals ▾ ▾

Remittance Bank ▾

State Equals ▾ ▾

Search

Actions ▾ View ▾

| Receipt Number | Status | Receipt Method | Customer Name | Customer Account Number | Receipt Date | Batch Number | Entered Amount | Unapplied Amount | Business Unit | Receipts Submitted By |
|----------------|--------|----------------|---------------|-------------------------|--------------|--------------|----------------|------------------|---------------|-----------------------|
| | | | | | | | | | | |

5 A new screen will open with your Receipt number. Verify that it is your receipt number. Click on your receipt number **link** to open your receipt.

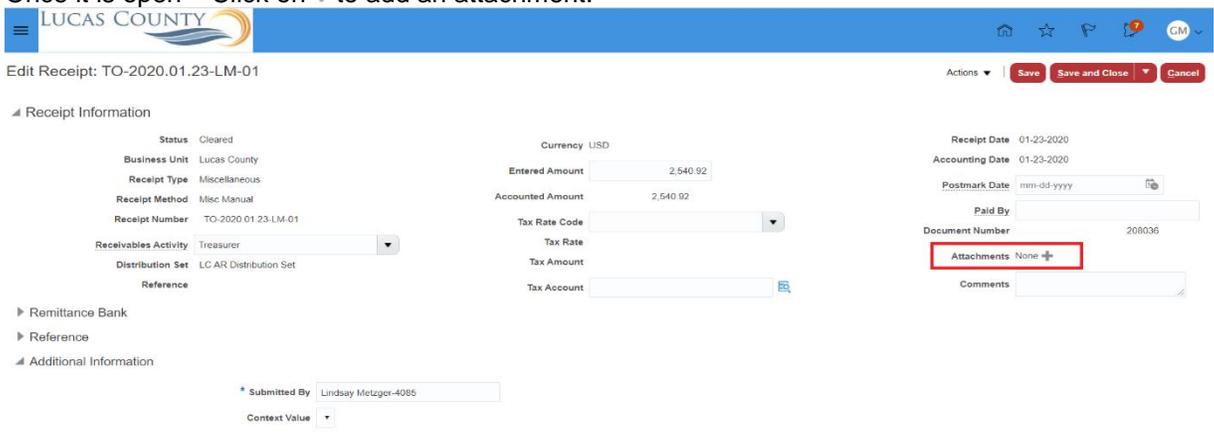
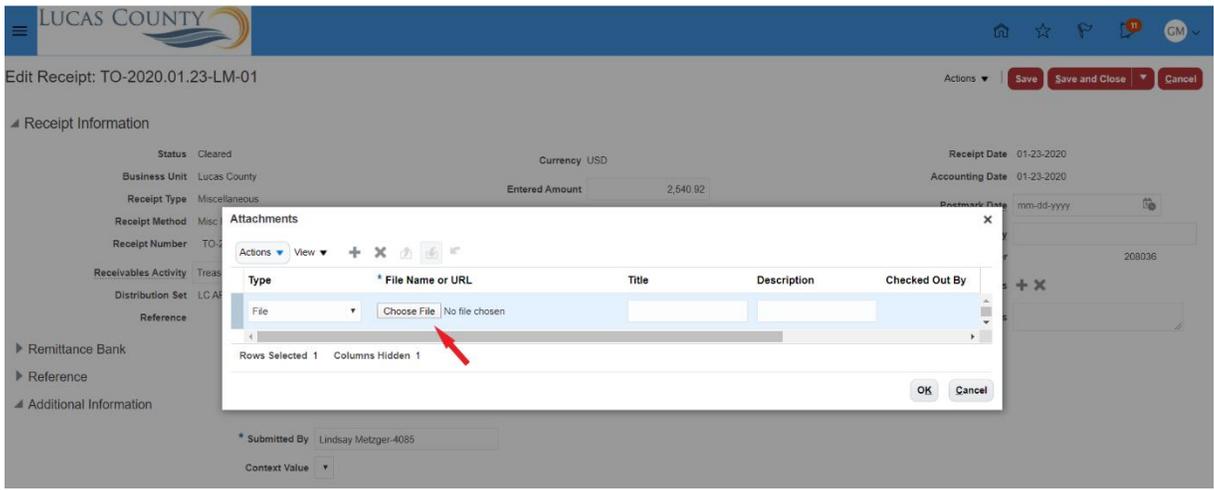
LUCAS COUNTY Home Star Mail 7 GM ▾

Manage Receipts Done

Search Advanced Saved Search All Receipts ▾

Actions ▾ View ▾

| Receipt Number | Status | Receipt Method | Customer Name | Customer Account Number | Receipt Date | Batch Number | Entered Amount | Unapplied Amount | Business Unit | Receipts Submitted By |
|-------------------------------------|---------|----------------|---------------|-------------------------|--------------|--------------|----------------|------------------|---------------|-----------------------|
| TO-2020.01.23-LM-01 | Cleared | Misc Manual | | | 01-23-2020 | | 2,540.92 USD | 0.00 USD | Lucas County | Lindsay Metzge... |

| | |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6 | <p>Once it is open – Click on + to add an attachment.</p>  |
| 7 | <p>The attachment box will open. Click the Choose File button and upload your attachment.</p>  |
| 8 | Click the OK button. |
| 9 | 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. ****