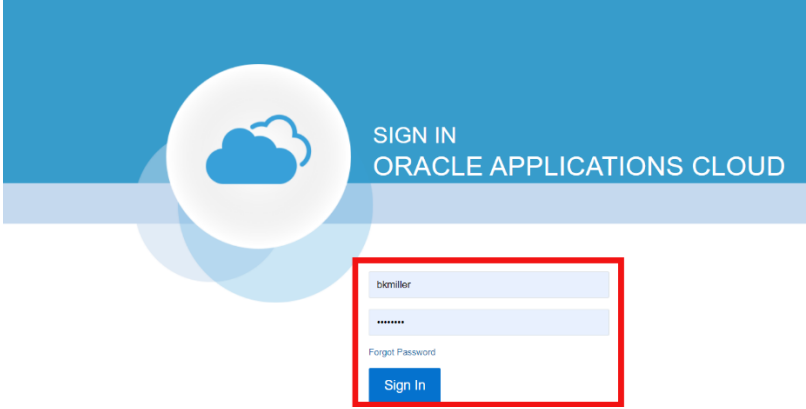
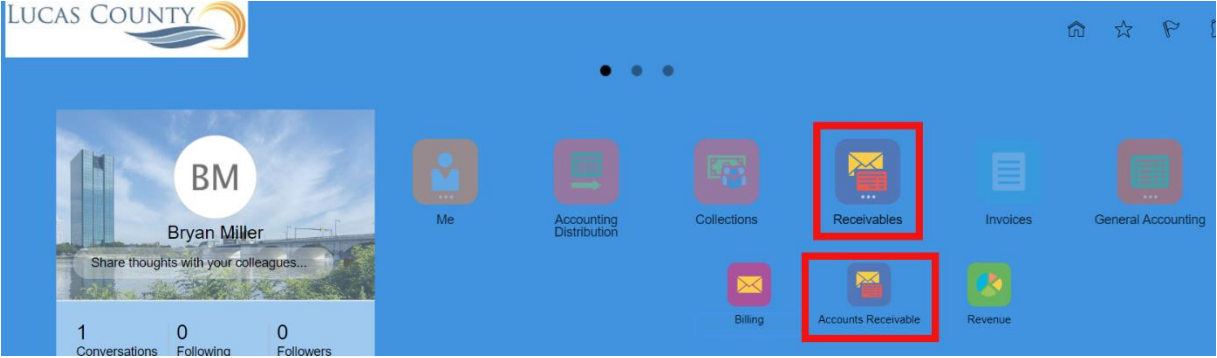
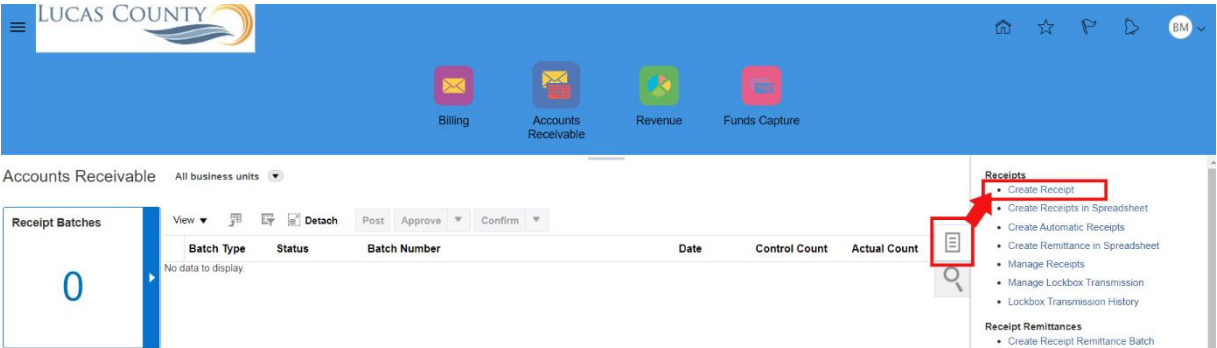


## Create Miscellaneous Receipts with a Single Distribution

**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 **Incoming ACH: Federal, State and Local**

Step	Action
1	<b>Do not use Internet Explorer (unstable) - use Chrome or Mozilla.</b>
2	Logon to Oracle <a href="https://eieb.fa.us6.oraclecloud.com/fscmUI/faces/FuseWelcome">https://eieb.fa.us6.oraclecloud.com/fscmUI/faces/FuseWelcome</a> . 
3	Go to Navigator and click on <b>Receivables</b> , and then <b>Accounts Receivables</b> . 
4	Click on <b>Task list</b> icon, then on <b>Create Receipt</b> . 

5 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 an **Incoming ACH: Federal, State and Local** your PIO/Receipt Number will begin with ACH, followed by the date, your initial and 1,2,3 etc.

**Example: ACH-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

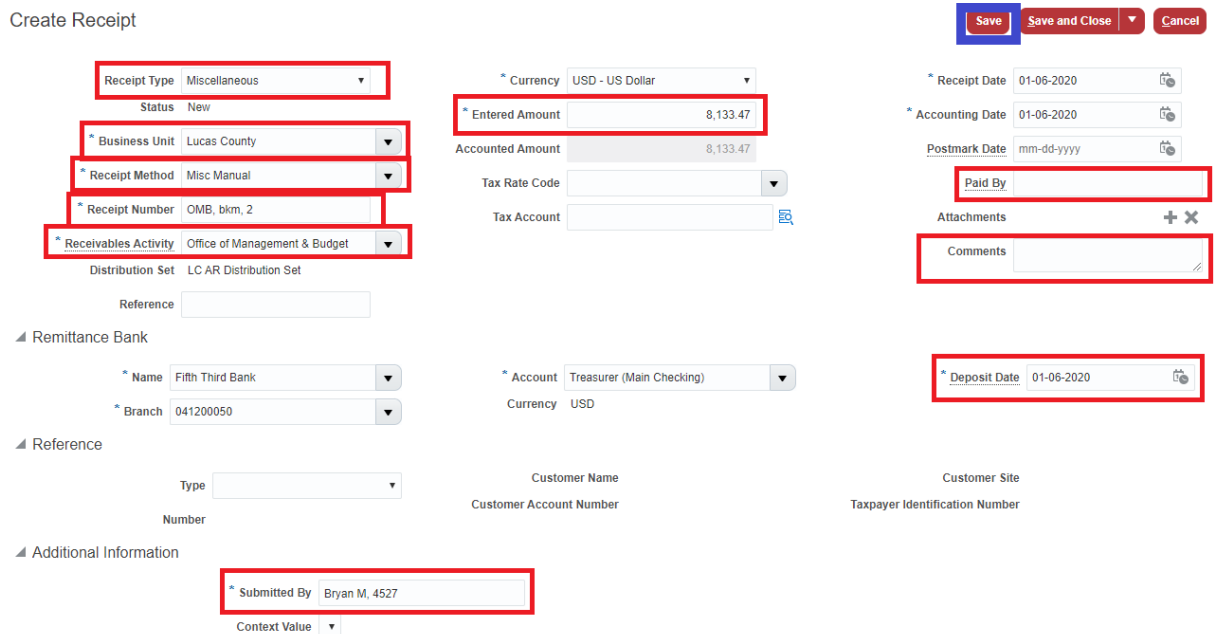
**Paid by:** Who the money is from

**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

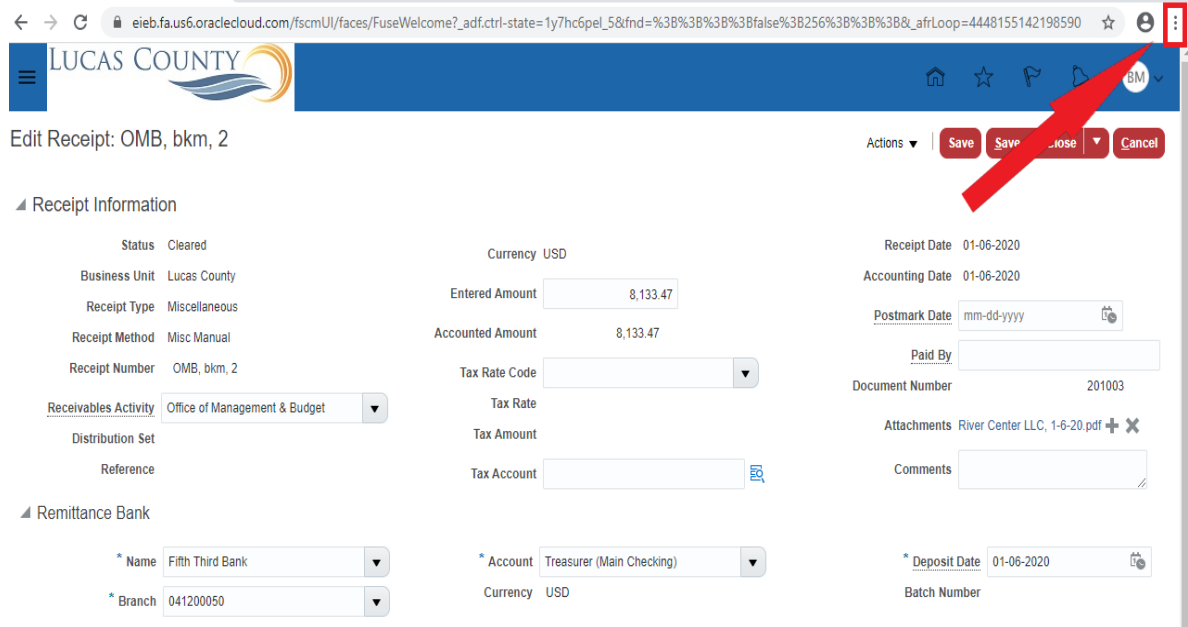


The screenshot shows the 'Create Receipt' form with several fields highlighted by red boxes:

- Receipt Type:** Miscellaneous
- Status:** New
- Business Unit:** Lucas County
- Receipt Method:** Misc Manual
- Receipt Number:** OMB, bkm, 2
- Receivables Activity:** Office of Management & Budget
- Entered Amount:** 8,133.47
- Currency:** USD - US Dollar
- Receipt Date:** 01-06-2020
- Accounting Date:** 01-06-2020
- Postmark Date:** mm-dd-yyyy
- Paid By:** (Empty field)
- Attachments:** + X
- Comments:** (Empty text area)
- Deposit Date:** 01-06-2020
- Submitted By:** Bryan M, 4527

Other visible fields include: Accounted Amount (8,133.47), Tax Rate Code, Tax Account, Reference, Remittance Bank (Name: Fifth Third Bank, Branch: 041200050), Reference (Type, Number), Customer Name, Customer Account Number, Customer Site, Taxpayer Identification Number, and Context Value.

6 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.



Lucas County  
Edit Receipt: OMB, bkm, 2

Actions Save Save and Close Cancel

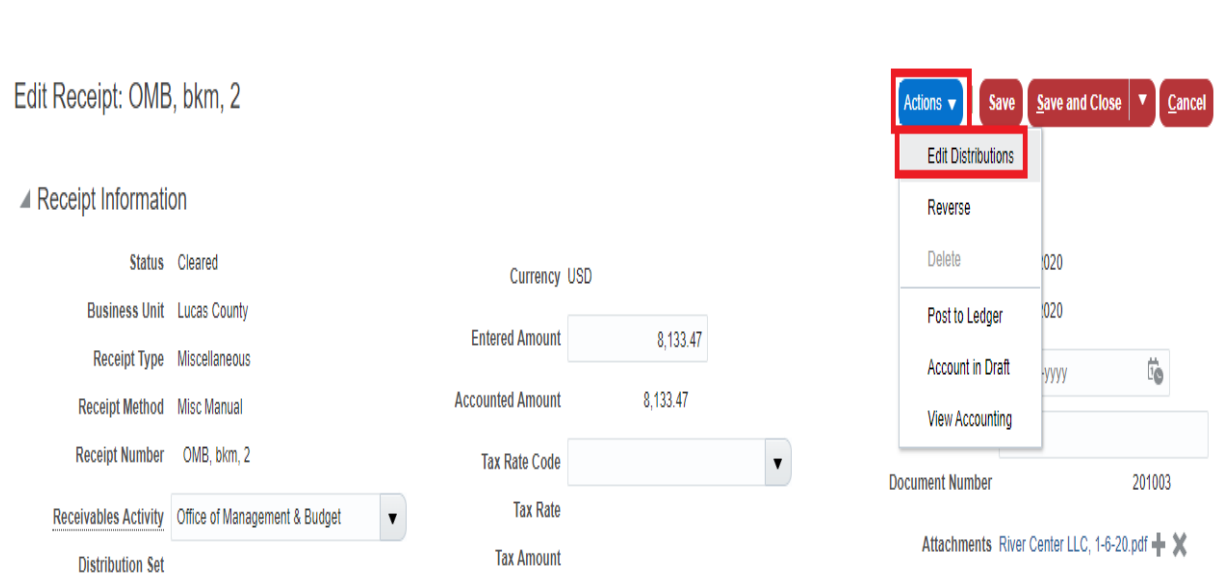
Receipt Information

Status	Cleared	Currency	USD	Receipt Date	01-06-2020
Business Unit	Lucas County	Entered Amount	8,133.47	Accounting Date	01-06-2020
Receipt Type	Miscellaneous	Accounted Amount	8,133.47	Postmark Date	mm-dd-yyyy
Receipt Method	Misc Manual	Tax Rate Code		Paid By	
Receipt Number	OMB, bkm, 2	Tax Rate		Document Number	201003
Receivables Activity	Office of Management & Budget	Tax Amount		Attachments	River Center LLC, 1-6-20.pdf + X
Distribution Set		Tax Account		Comments	
Reference					

Remittance Bank

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

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



Lucas County  
Edit Receipt: OMB, bkm, 2

Actions Save Save and Close Cancel

Receipt Information

Status	Cleared	Currency	USD	Document Number	201003
Business Unit	Lucas County	Entered Amount	8,133.47	Attachments	River Center LLC, 1-6-20.pdf + X
Receipt Type	Miscellaneous	Accounted Amount	8,133.47		
Receipt Method	Misc Manual	Tax Rate Code			
Receipt Number	OMB, bkm, 2	Tax Rate			
Receivables Activity	Office of Management & Budget	Tax Amount			
Distribution Set					

8	<p>This is where you enter the fund.department.program.account.project.future designations. In the <b>Comments</b> box, you enter the <i>specific purpose for the receipt</i>.</p> <div data-bbox="443 380 1349 1203" style="border: 1px solid gray; padding: 10px;"> <p><b>Edit Distributions</b> <span style="float: right;">✕</span></p> <p>Receipt Amount 8,133.47 USD</p> <p>Tax Amount USD</p> <p>Net of Tax 8,133.47 USD</p> <p>View ▾ + ✕</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Distribution</th> <th style="text-align: center;">Percentage (%)</th> <th style="text-align: center;">Amount (USD)</th> </tr> </thead> <tbody> <tr> <td style="border: 2px solid red;">0000.000000.00.0000000.000000.000000 </td> <td style="text-align: center;">100</td> <td style="text-align: center;">8,133.47</td> </tr> <tr> <td><b>Net of Tax</b></td> <td style="text-align: center;"><b>100</b></td> <td style="text-align: center;"><b>8,133.47</b></td> </tr> </tbody> </table> <p>▲ Distribution: 0000.000000.00.0000000.000000.000000</p> <p>Posted Date</p> <div style="border: 2px solid red; padding: 5px; margin-bottom: 10px;"> <p>Comments <input style="width: 100%;" type="text"/></p> </div> <div style="text-align: right;"> <div style="border: 2px solid red; padding: 2px 10px; margin-right: 5px;">Save</div> <div style="padding: 2px 10px;">Cancel</div> </div> </div>	Distribution	Percentage (%)	Amount (USD)	0000.000000.00.0000000.000000.000000	100	8,133.47	<b>Net of Tax</b>	<b>100</b>	<b>8,133.47</b>
Distribution	Percentage (%)	Amount (USD)								
0000.000000.00.0000000.000000.000000	100	8,133.47								
<b>Net of Tax</b>	<b>100</b>	<b>8,133.47</b>								
9	Click the <b>Save</b> button, then click <b>Save and Close</b> .									
10	Follow the Lucas County Treasurer Procedure Pay-In Orders for Incoming ACH: Federal, State and Local.									



**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](mailto: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](mailto:bsteude@co.lucas.oh.us) so she will have your contact information when she sees the money come into the bank account. \*\***