

SUNGARD[®] PUBLIC SECTOR

ONESolution[™] 

ONESolution Cash Receipts

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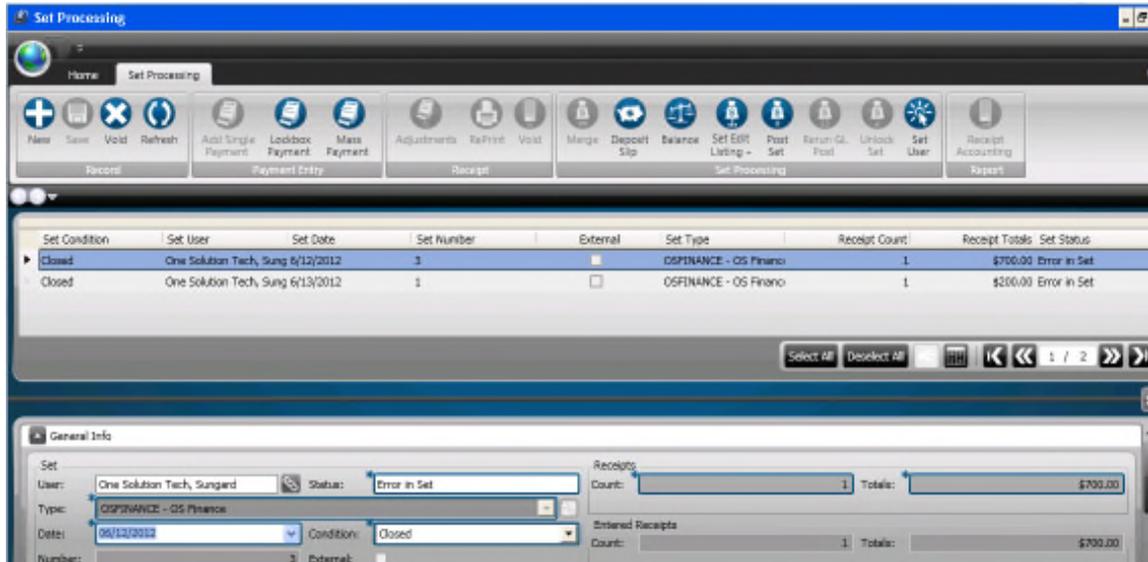
Printed in the U.S.A

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Section 1: Create the Set

Path: Common, Cash Receipts, Set Processing

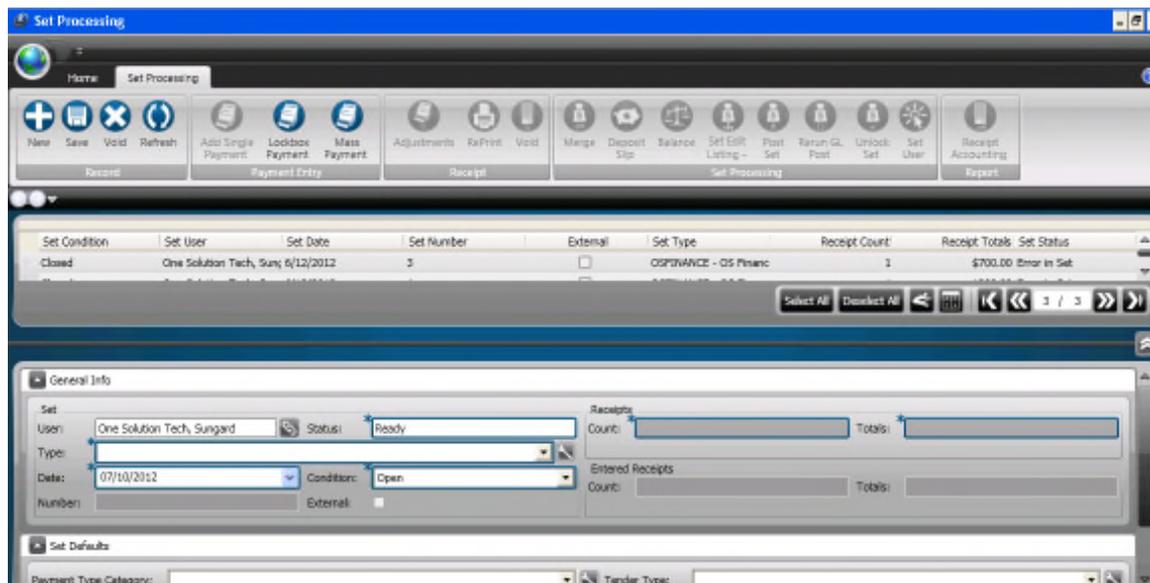


The Screen is broken up in 3 portions:

1. Sets
2. General Info
3. Set Defaults



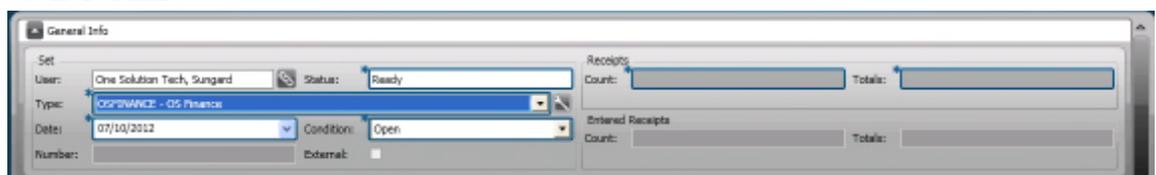
Click on the “New” button



1. **Set:** The Set Information in the first box will populate and other active sets will show

Set Condition	Set User	Set Date	Set Number	External	Set Type	Receipt Count	Receipt Totals
Closed	One Solution Tech, Sungard	6/12/2012	3	<input type="checkbox"/>	OSFINANCE - OS Finance	1	\$700.00
Closed	One Solution Tech, Sungard	6/11/2012	1	<input type="checkbox"/>	OSFINANCE - OS Finance	1	\$200.00

2. **General Info:**



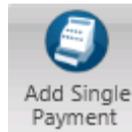
- a. **User:** User Name will Populate
- b. **Status:** Status will Populate
- c. **Type:** Select the Type from the drop down if not defaulted
- d. **Date:** Date will populate

3. **Set Defaults:** These will be defaults for the



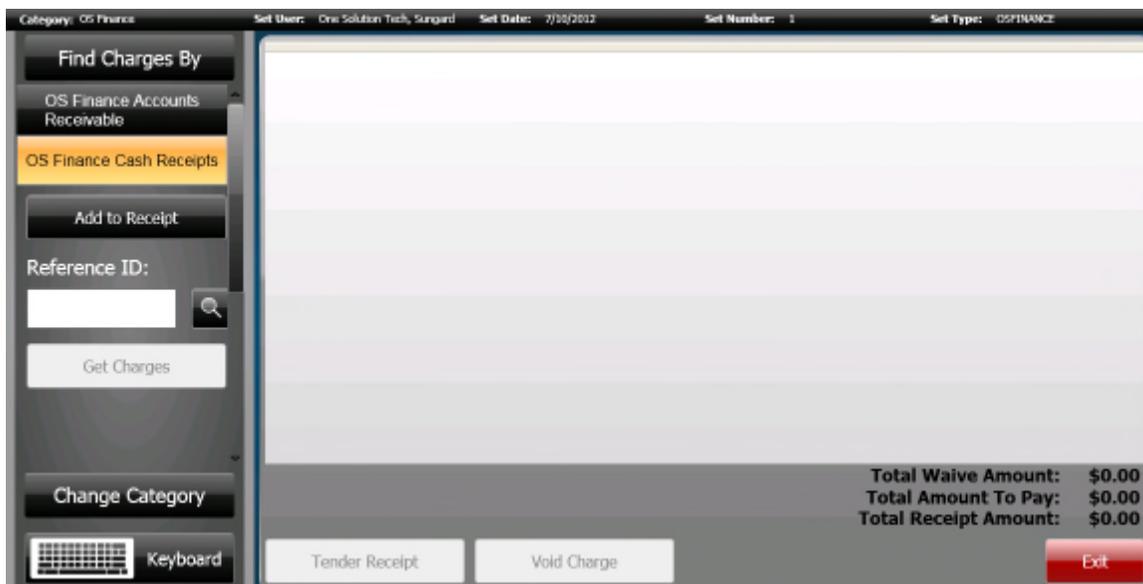
- a. **Payment Type Category:** Select Type Category from the drop down if not defaulted
- b. **Payment Type:** Select the Payment type for the set if not defaulted

- c. **Tender Type:** Select the Tender Type from the drop down if not defaulted
- d. **Payment Date:** Enter in the date



Click on the “Add Single Payment” button

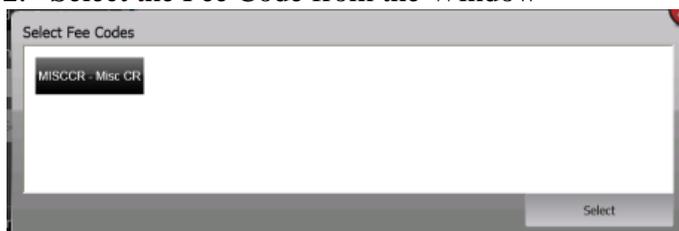
Section 2: Misc Cash Receipts



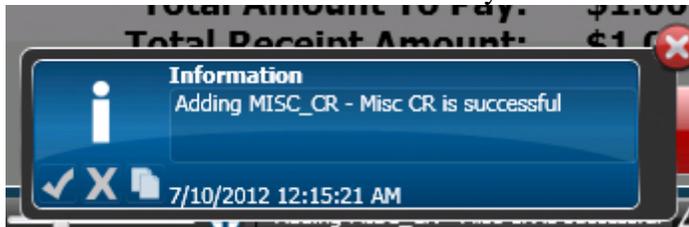
1. Click on the “Add to Receipt” button



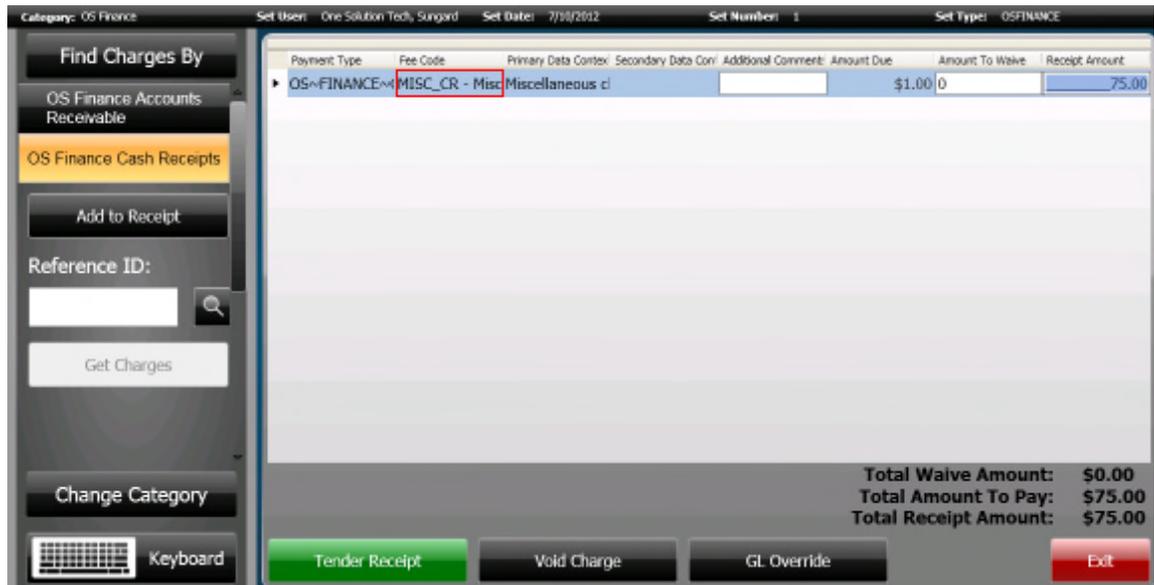
2. Select the Fee Code from the Window



3. A Message in the right hand corner of the screen will appear letting the user know the Fee Code has been successfully loaded.



4. The Fee Code will be loaded



5. Enter in the Receipt Amount if it is different than the default amount



6. Next Click on the “Tender Receipt” button



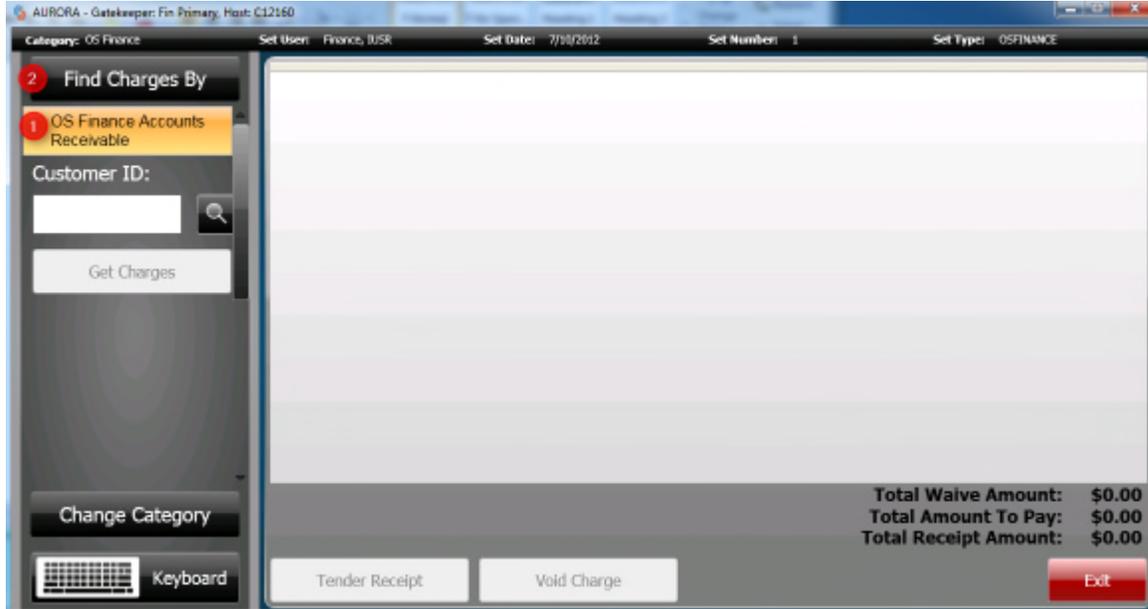
7. Receipt



- a. Tender Type: If the Tender Type is different than the default tender then select the Tender from the left hand side by clicking on the button.
 - i. Note: If there is more than one Tender Type then add the tender type by clicking on the button
- b. View Receipt Details: The receipt details can be viewed by clicking on this button
- c. Preview Receipt: To preview the receipt click on this button and the receipt can be viewed
- d. **Finalize & Print:** When finished with the receipt click on the “Finalize & Print” button 

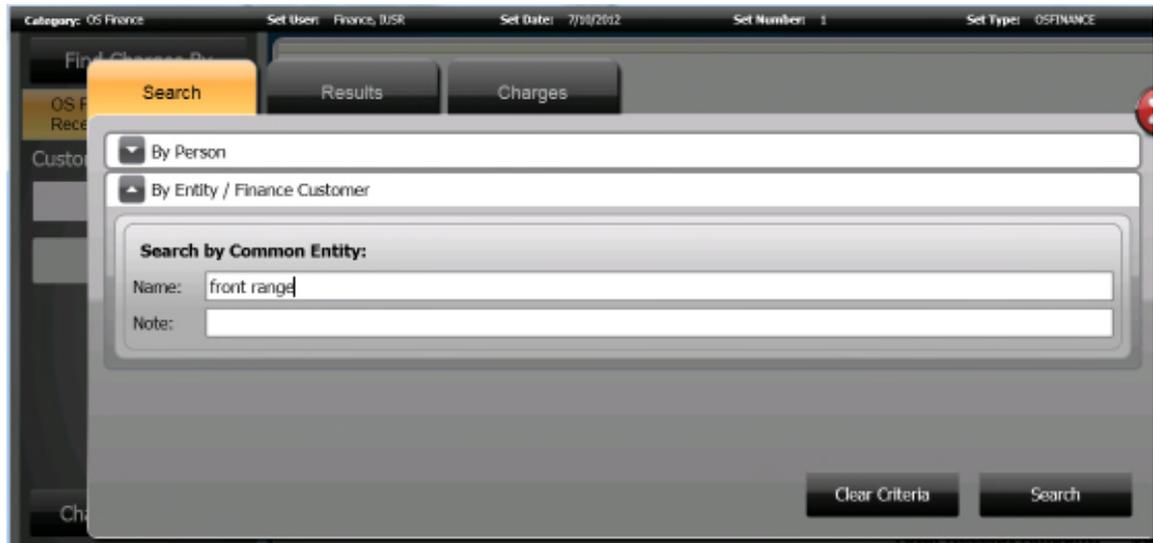
8. When done with the set click on the “Exit” button

Section 3: Cash Receipt against a Receivable



1. Click on OS Finance Accounts Receivable button

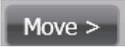
2. Click on the “Find Charges By” button 

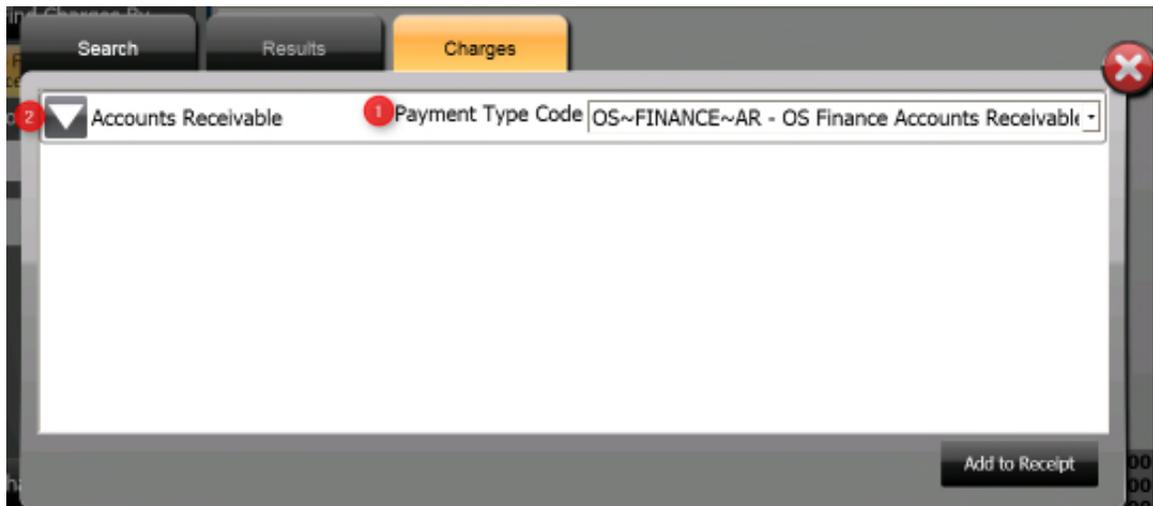


3. Search by Customer Name

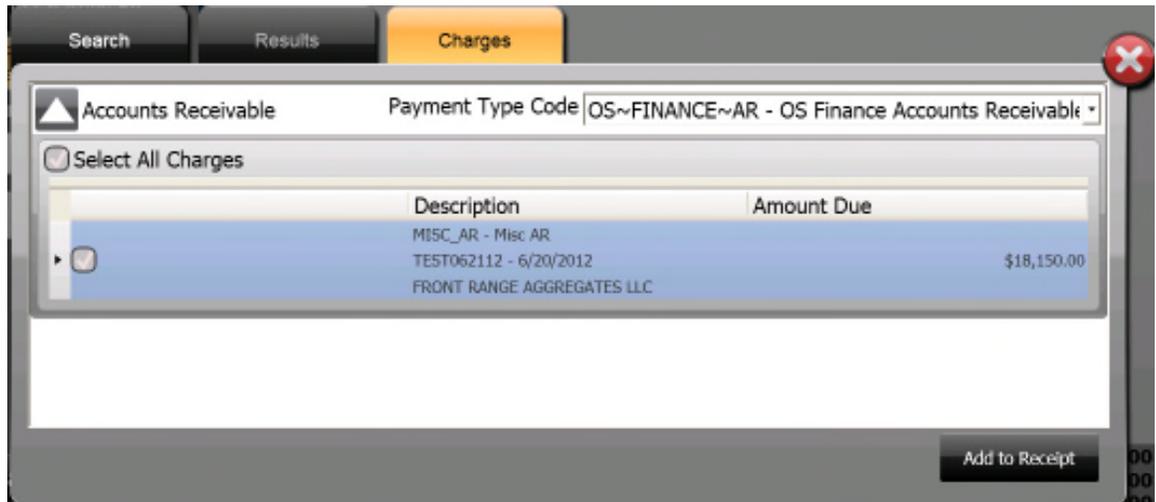
4. Click on the “Search” button 



5. Select the appropriate person entity
6. Click on the “Move >” button  or the “Move >>” button  if more than one person entity is selected
7. Click on the “Select” button 

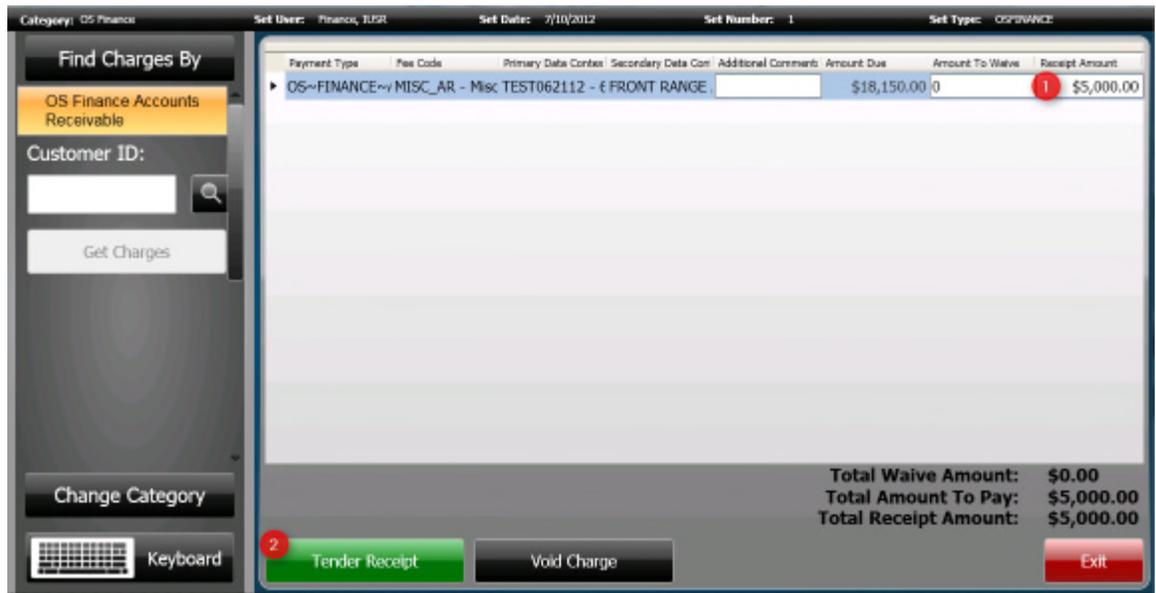


8. Select the “Payment Type Code” from the drop down box
9. Click on the arrow to the left of “Accounts Receivable”
10. The different receivables will then show



11. Select the Receivables that will be paid

12. Click on the “Add to Receipt” button

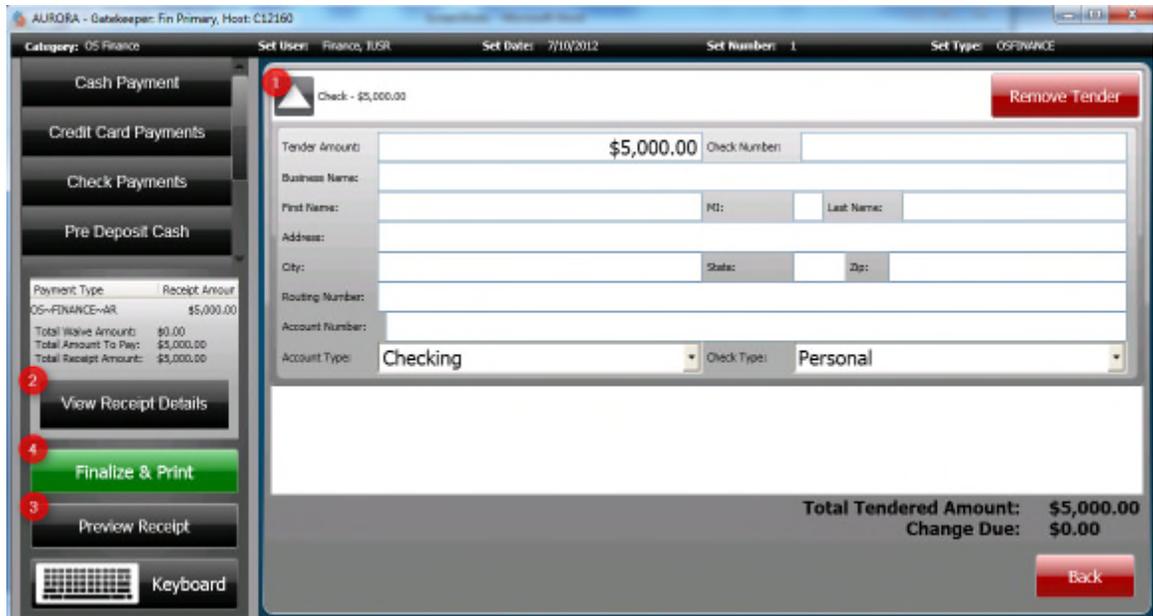


13. “Under Receipt Amount” enter in the amount to paid

14. Click on the “Tender Receipt” button



15. Receipt



- a. Tender Type: If the Tender Type is different than the default tender then select the Tender from the left hand side by clicking on the button.
 - i. Note: If there is more than one Tender Type then add the tender type by clicking on the button
- b. View Receipt Details: The receipt details can be viewed by clicking on this button
- c. Preview Receipt: To preview the receipt click on this button and the receipt can be viewed

Finalize & Print: When finished with the receipt click on the “Finalize & Print” button 

16. When done with the set click on the “Exit” button

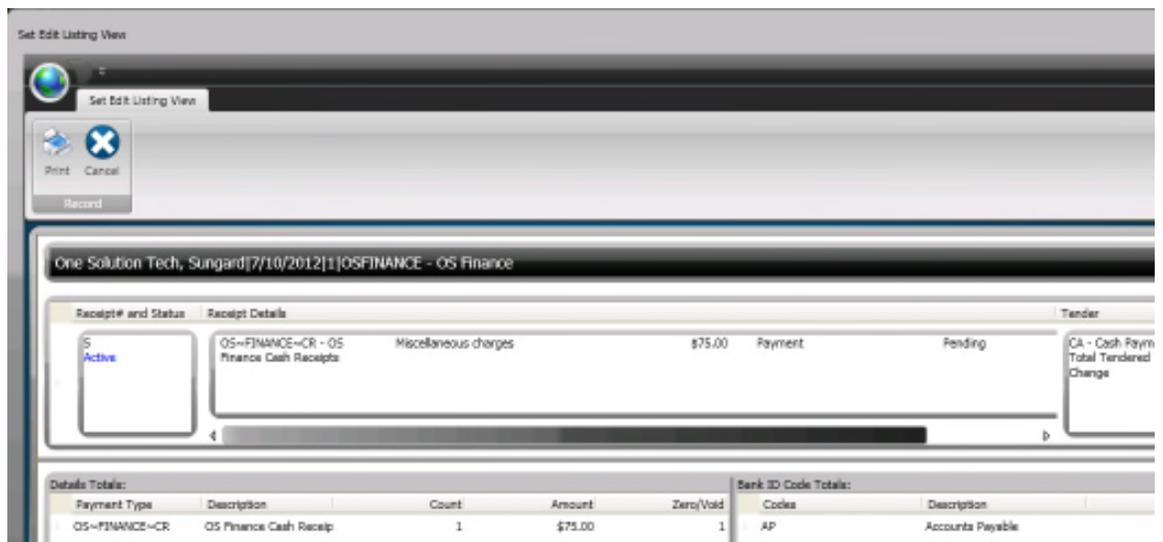
Section 4: Set Edit Listing

1. Click on the “Set Edit Listing” button and select the Detailed Edit Listing or the

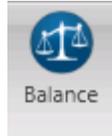
Summary Edit Listing



2. The Set Edit Listing will Pop-up on the Screen



Section 5: Balance Set

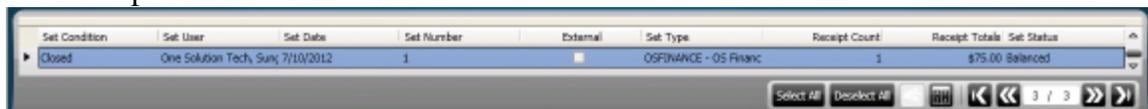


1. Click on the “Balance” button
2. A window will Pop-up



3. Receipt Count: Enter in the Receipt Count for the set
4. Receipt Totals: Enter in the Receipt Totals for the Set
5. Click on the “Balance” button

The Receipt will now show as Balanced



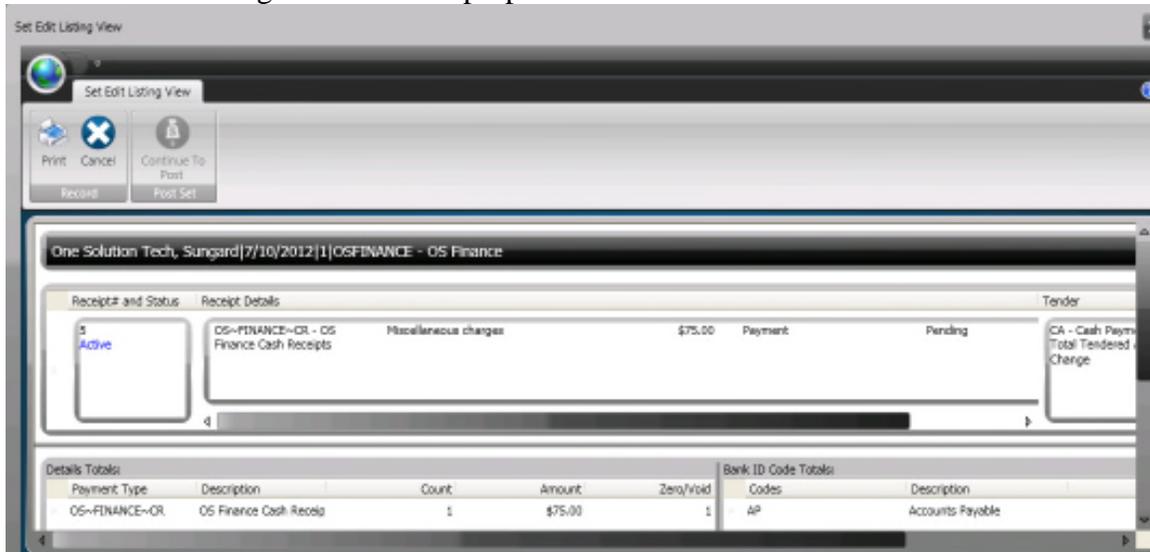
Set Condition	Set User	Set Date	Set Number	External	Set Type	Receipt Count	Receipt Totals	Set Status
Closed	One Solution Tech, Sun	7/10/2012	1		OSFINANCE - OS Financ	1	\$75.00	Balanced

The invoices will print to the printer.

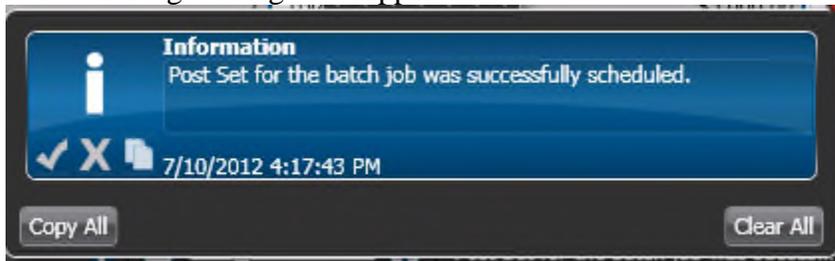
Section 6: Post Set



1. Click on the “Post Set” button
2. The “Set Edit Listing View” will Pop-up on the Screen



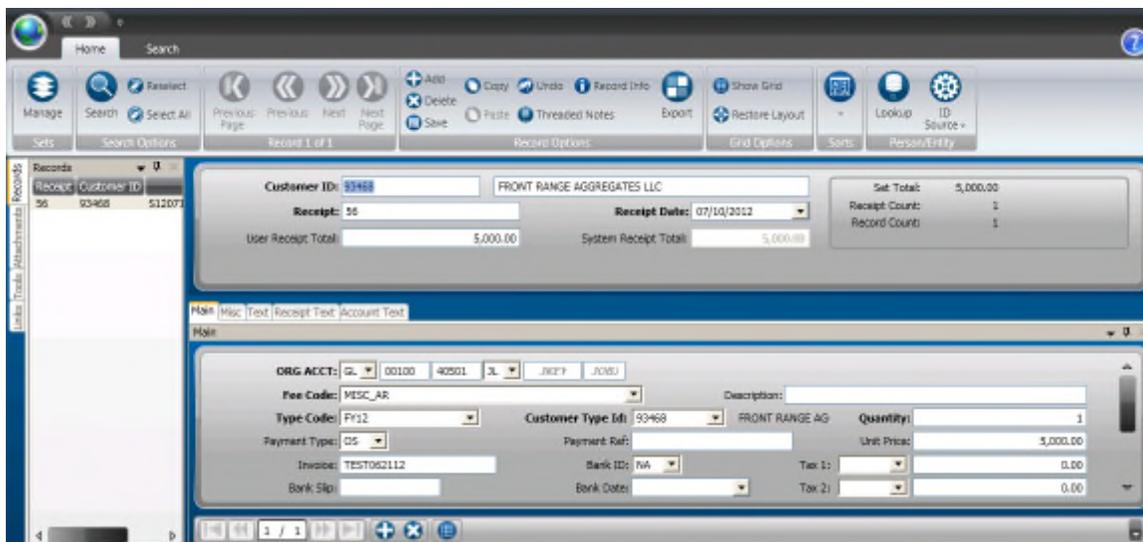
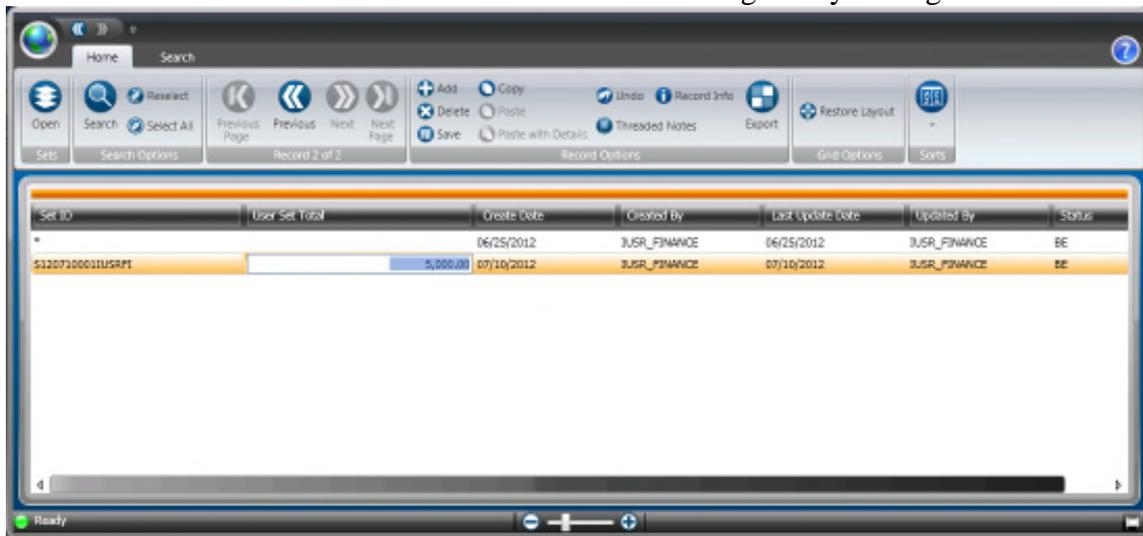
3. Click on the “Continue To Post” button
4. The following message will appear:



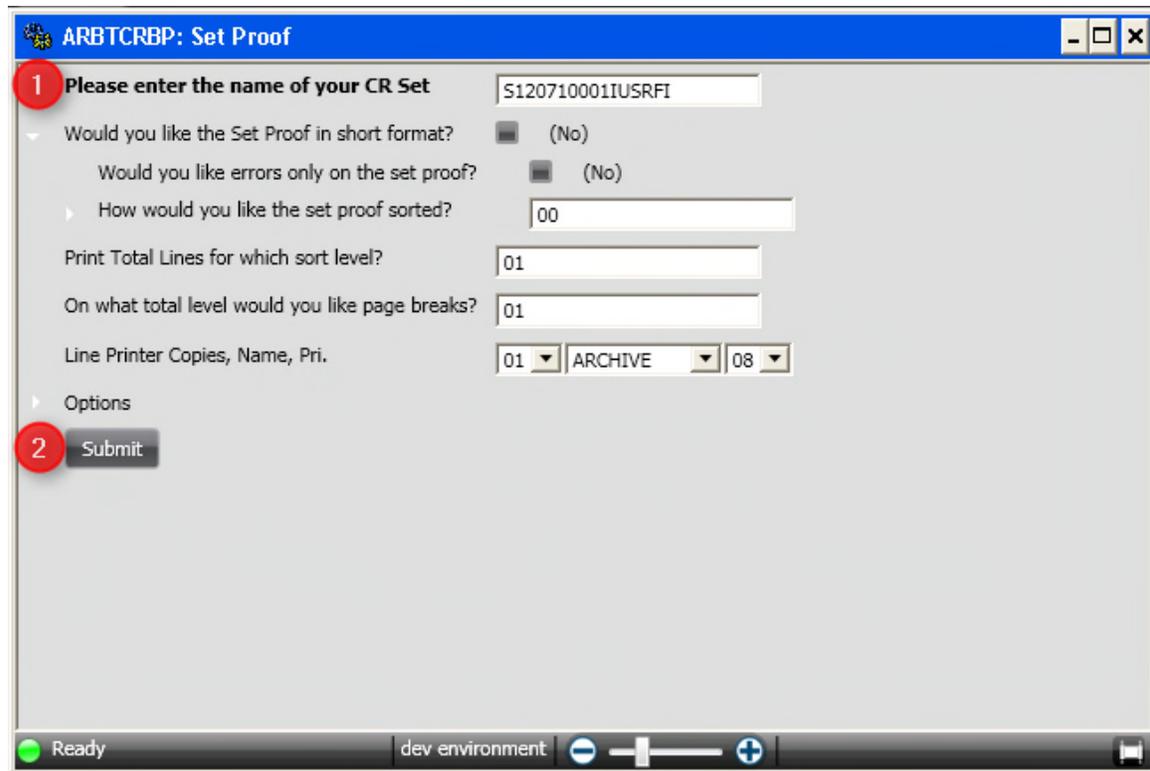
5. The set will be sent to the ARBTCRUB screen Create/Update Set

Section 7: ARBTCRUB- Create/Update Set Screen

The set will now be in the ARBTCRUB screen for viewing or any editing



Section 8: ARBTCRBP- Set Proof



ARBTCRBP: Set Proof

1 Please enter the name of your CR Set

Would you like the Set Proof in short format? (No)

Would you like errors only on the set proof? (No)

How would you like the set proof sorted?

Print Total Lines for which sort level?

On what total level would you like page breaks?

Line Printer Copies, Name, Pri.

Options

2

Ready dev environment

1. Enter in the Set Name
2. Click on the “Submit” button

C/r Batch Proof (verbose)

Home > Application Group > Application > Module > Group

1 / 1 59.9% Find

```

Aurora (Production) PROOF C / R B A T C H P R O O F (Verbose) S120710001IUSERFI Page 1
TUE, JUL 10, 2012, 4:33 PM --req: IUSER_FIN--log: GL JL--loc: ONSITE---job:4344030 J018-----prog: AR450 <2.19>---report id: ARCRHPVB

```

ORG ACCT / JLRKEY-JLGRJNCT	Echo ORG ACCT Description	Fin Code	Receipt Prep ID	AR Reference	Pay & Bk	Tax Cl & Amt	Rec#	
ID % Text Ptr & Format	Name	Prep ID	Ref Dt	PO Reference	Bk Slip#	Tax Cl & Amt	Hlt	
Div & Term & Misc & Post Code	Echo Div & Term	Rel. Cd.	Bill Dt	Pay Reference	Disc. Amt	Chg. Cl & Amt	A/R?	
00100 48501 5,000.00	General Fund Ad Undistributed		56	TEST062112	OS NA	0.00	1	
93468 NONE NB			IUSER_FIN	07/10/12		0.00	Y	
GRN FY12 01	General A/R FY 2012			06/14/12		0.00		
HPGL56	Check , Check Number: 788999					0.00		
System Total								
Total for Cash 1						0.00		
Total for Check 2						0.00		
Total for pre-deposit cash 3						0.00		
Total for Pre-deposit chck 4						0.00		
Total for Credit Card 5						0.00		
Total for Wire 6						0.00		
Total for Water 8						0.00		
Total for OS Cashiering OS						5,000.00		
Total for Unspecified ?						0.00		
Set ID: S120710001IUSERFI System Computed Total: 5,000.00				User Computed Total: 5,000.00				TOTALS MATCH
Total A/R Payments 5,000.00				Total G/L Payments 5,000.00				
GRAND TOTAL System Computed Total: 5,000.00				User Computed Total: 5,000.00				TOTALS MATCH
Total A/R Payments 5,000.00				Total G/L Payments 5,000.00				
Final Budget Check								
No Budget Errors								

Section 9: ARBTCRDS- Distribute the Set

ARBTCRDS: Distribute Set (CR and GL)

1 Please enter the name of your CR Set

Posting date in MM/DD/CCYY format

Would you like the Set Proof in short format? (No)

Would you like errors only on the set proof? (No)

How would you like the set proof sorted?

Print Total Lines for which sort level?

On what total level would you like page breaks?

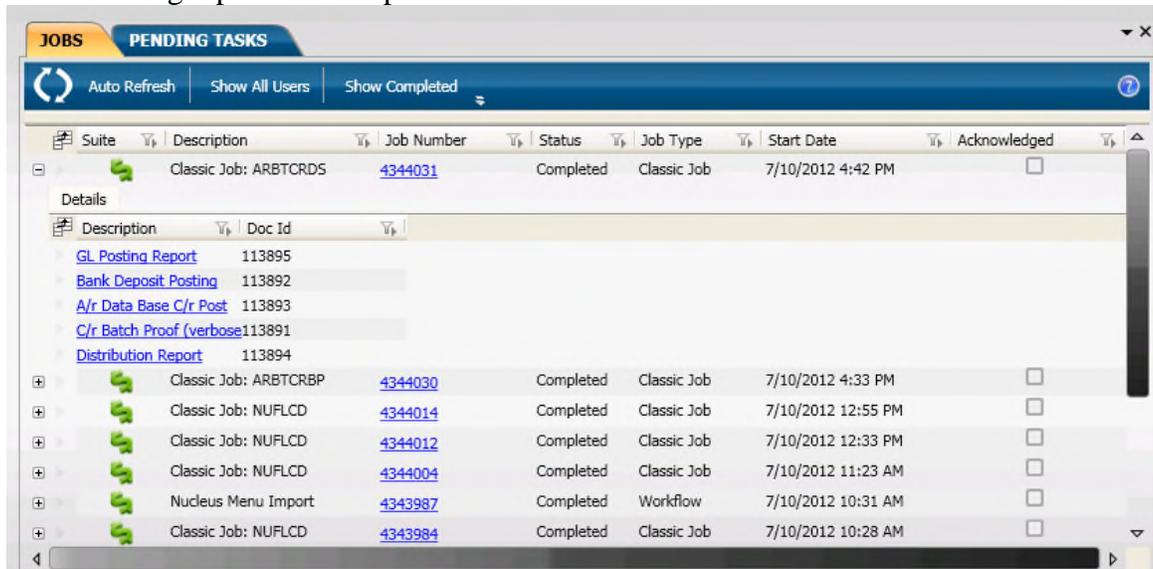
Line Printer Copies, Name, Pri. ARCHIVE

Options

2 Submit

Ready dev environment

1. Enter in the Name of the Set
2. Click on the “Submit” button 
3. The following reports will be produced:



Suite	Description	Job Number	Status	Job Type	Start Date	Acknowledged
	Classic Job: ARBTCRDS	4344031	Completed	Classic Job	7/10/2012 4:42 PM	<input type="checkbox"/>
Details						
	Description	Doc Id				
	GL Posting Report	113895				
	Bank Deposit Posting	113892				
	A/r Data Base C/r Post	113893				
	C/r Batch Proof (verbose)	113891				
	Distribution Report	113894				
+	Classic Job: ARBTCRBP	4344030	Completed	Classic Job	7/10/2012 4:33 PM	<input type="checkbox"/>
+	Classic Job: NUFLCD	4344014	Completed	Classic Job	7/10/2012 12:55 PM	<input type="checkbox"/>
+	Classic Job: NUFLCD	4344012	Completed	Classic Job	7/10/2012 12:33 PM	<input type="checkbox"/>
+	Classic Job: NUFLCD	4344004	Completed	Classic Job	7/10/2012 11:23 AM	<input type="checkbox"/>
+	Nucleus Menu Import	4343987	Completed	Workflow	7/10/2012 10:31 AM	<input type="checkbox"/>
+	Classic Job: NUFLCD	4343984	Completed	Classic Job	7/10/2012 10:28 AM	<input type="checkbox"/>